



1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	E = Excused	U = Unexcused
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Primary

T	Adams	Ocie	Mr.	SOA DOT&PF
E	Beals	Mark	Chief	Municipalities Central, Bear Creek Fire Service Area
U	Claar	William	Mr.	Fed Non-DOD, US Forest Service
P	Dalzell	Jacob	TSgt	DOD, JBER
E	Fronterhouse	Bev	Ms	Fed Non-DOD, Bureau of Land Management
E	Johnson	Brad	Chief	Municipalities Northern , Fairbanks PD, Vice Chair
P	Leveque	Matt	MAJ	SOA DPS, AST, Chair
T	Mitchell	William	Mr.	DOD USAF, Eielson AFB
T	Murphy	Peter	Mr.	Fed Non-DOD, FBI
	VACANT			SOA All Others, DMVA (representing all other SOA Agencies)
T	Sell	Kris	Lt	Municipalities Southeast, Juneau PD
T	Williams	Rick	GS-12	DOD US Army Alaska

Alternate

T	Arasz	Paul	Mr.	Fed Non-DOD, FBI
U	Ashley	Freddie	Mr.	DOD USAF, Clear AFS (Eielson Alt)
U	Caldwell	Jim	Mr.	Fed Non-DOD, TSA
U	Fulton	Jeffrey	MAJ	DOD US Army Alaska
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
U	Horton	Tia	Ms.	Municipalities Central, Anchorage Fire Department
U	Keeney	George	Chief	Municipalities Central, Valdez FD
U	Lambert	Andrew	Mr.	DOD, JBER
U	Leggett	Ray	Chief	Municipalities Southeast, Skagway PD
E	Lewis	Mike	Mr.	Fed Non-DOD, US Fish & Wildlife Service
T	Patz	Greg	Mr.	SOA DOT
T	Pyne	Kathryn	Ms.	SOA All Others, DNR Forestry (representing all other SOA Agencies)
U	Royal	Ronald	Mr.	DOD USAF, Eielson AFB
E	Wilson	Barry	Capt	SOA DPS, AST

Other Attendees

P	Borg	Casey	Mr.	System Manager
P	Chadwick	Mike	Mr.	Auditor
T	Leber	Rich	Mr.	OMO Technical Advisor
P	Kohler	Jim	Mr.	SOA ALMR Program Manager



P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD ALMR Project Officer

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Major Matt Leveque called the meeting to order at 1:30 p.m.	
Roll Call	Roll call was taken and a quorum was achieved.	
Previous Meeting Minutes Approval	Minutes from January meeting were reviewed. Motion: Accept January 5, 2011, meeting minutes as written. Motion: TSgt Jacob Dalzell Second: Lt Kris Sell There were no objections. The motion passed.	
Review of I&R Log	Active Issues	
	Item #57 – SOA - All Others primary position is vacant.	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	There were no issues closed.	
Review of Action Items from Previous Meeting	There was one action item resulting from the January meeting, which was completed and closed.	
Operations Management Office Update	Mr. Del Smith, Operations Manager	Action Items Assigned
OMO/SMO Audit	1. Del introduced Mr. Mike Chadwick, the auditor who conducted the review of the Operations Management Office and the System Management Office functions to see if they were in compliance. Major Leveque stated he had read the report of findings and had no issues/concerns with it. He asked Mr. Chadwick to provide a high-level overview of his findings. Mr. Chadwick stated that the OMO and SMO were generally in compliance with their PWS/customer support plans with the following exceptions: <u>OMO</u> - OMO staff did not track and report expenses and had not	



	<p>developed and maintained an overall annual report on system replacement costs.</p> <p>Mr. Chadwick advised the council that although this was in the OMO PWS, they had no access to the required information on system cost because both the State and the DOD were responsible for this function. However, they did have the ability to track expenses incurred for travel.</p> <p>Mr. Tim Woodall stated the government would modify the PWS to remove the requirement to track system replacement costs.</p> <ul style="list-style-type: none"> - OMO staff may find it difficult to inspect all ALMR sites <p>Mr. Chadwick advised the council that after the 2008 helicopter crash, which killed all but one of the passengers, the Operations Manager had instructed the Technical Advisor not to fly until the liability issues were resolved. The OMO is required to visit 25 percent of sites each year, with 100 percent completed in 4 years. Currently, they are meeting the requirement, but the sites only accessible by helicopter have yet to be visited. This issue is still pending.</p> <ul style="list-style-type: none"> - The OMO had not obtained and maintained COML accreditation. <p>Mr. Chadwick advised the council that although the Technical Advisor had attended the required classes, he was not certified by the State of Alaska. However, the State does not currently have a COML certification course. Therefore, this requirement cannot be met.</p> <p>Tim advised the council that the government would modify the PWS to reflect that the highest level of training obtainable at this time.</p> <p><u>SMO</u></p> <ul style="list-style-type: none"> - There were eight instances where the completion of a periodic maintenance inspection (PMI) was not documented. <p>Mr. Chadwick explained to the council that the SMO knew the dates the inspections were completed. However, the technician who had performed the PMIs had resigned and had apparently failed to submit the reports prior to departing.</p> <ul style="list-style-type: none"> - Some reports were not always completed and others appear to be similar to one another. 	
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<p>User Council Charter</p>	<p>Mr. Chadwick noted that the SMO is required to do an annual inventory of all assets no later than Oct 31 each year. This has never been done but the SMO plans to send out the records to the member agencies for verification. Additionally, many of the reports require the same information.</p> <p>The SMO explained that the reports are required by contract and they would revise their customer support plan to make this clearer.</p> <ul style="list-style-type: none"> - Work order management needs improvement <p>Mr. Chadwick noted that some work orders were not closed in a timely manner once the work was completed. At the time of the audit, the SMO had a significant backlog of work orders that needed to be fully closed. Additionally, some work orders had completion dates occurring before they were entered into the work order system.</p> <p>Mr. Chadwick thanked the OMO and SMO for their cooperation and helpfulness during the audit process.</p> <p>Motion: Accept Mr. Chadwick's report and forward to the Executive Council with recommended corrective actions to be taken toward resolving the findings.</p> <p>Motion: Mr. Ocie Adams Second: Jacob</p> <p>There were no objections. The motion passed.</p> <p>2. Del reminded the council that at the last meeting there was discussion on what the goal was regarding attendance and the charter had been updated to reflect that discussion. Del asked if there were any changes.</p> <p>Ocie stated he felt that the language was right on target. However, he would still encourage alternates to attend the meetings.</p> <p>There were no further comments and Major Leveque asked the group if they were ready to make a motion for approval.</p> <p>Motion: Accept the updated User Council Charter, as written.</p> <p>Motion: Ocie Second: Ms. KT Pyne</p>	
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<p>Annual Assessment on System Operations and Management Performance</p>	<p>There were no objections. The motion passed.</p> <p>3. Del reminded the council that the report is an annual requirement for the User Council to the Executive Council. The OMO, who acts as the staff office for the User Council, prepares the report.</p> <p>Major Leveque stated he had read the report and provided his comments to the OMO in writing at the meeting. He asked for some further explanation on the remaining SOA build out sites and the Delta/Greely coverage issue. Del advised the remaining proposed sites were listed on the ALMR web site.</p> <p>Mr. Casey Borg discussed what testing had occurred, to date, at the Delta/Greely site and what they had found. Casey stated that there had always been areas with poor coverage in that area.</p>	
<p>Annual Information Assurance Report of Findings</p>	<p>4. Del stated that this report is a compilation of the required OMO QA/QC functions with regard to compliance with the DIACAP. The report is presented to both the User Council and the Executive Council.</p>	
<p>MotoBridge® Technical Working Group</p>	<p>5. Del advised the council that the group is presently working on the list of resource names. These names are what the dispatcher will see when he/she accesses the MotoBridge®. The goal is to make the names as easily recognizable as possible. Currently, Mr. John Lynn is working on the PSAP names. The group is scheduled to meet again next week to discuss the updated list. Once the list is refined, it will go to the User MotoBridge® Working Group for review/comment.</p>	
<p>US Marshal Service</p>	<p>6. Del stated the OMO conducts a count of radios on the System each year on December 31. The AFEA Executive Council representative requested the numbers for the Non-DOD Federal radios. The USMS has 55 radios with IDs on the System. Of those radios, 20 are surge radios stored in Denver, Colorado. The issue remains, that if there is ever a time when a cost share is put into effect, how will 'spares' be handled.</p> <p>Ocie stated that DOT had radios programmed for ALMR that are located in areas where ALMR does not reach. Major Leveque stated AST also has 'surge' radios pre-programmed on ALMR.</p>	
<p>Acceptance Test Procedures (ATPs)</p>	<p>7. Del advised the council that RELM recently passed their ATP and is approved to operate on ALMR. Information on the radios is located on the ALMR web site.</p>	



<p>Non-DOD Federal Agency Fund Transfer</p>	<p>Thales is scheduled to test their multi-band radios in the near future.</p> <p>8. Del reminded the council that the DOD had been working with the AFEA to try to find a mechanism to transfer the funds to cover the Non-DOD Federal agency portion of the cost share for the OMO and the SMO. These particular funds cover User Council Support. Currently, the issue has not been resolved.</p> <p>Tim advised the council that the DOD had worked with the AFEA EC representative to develop an interagency agreement and the 14 Non-DOD Federal agencies were to review and comment on the agreement. Only three agencies responded.</p> <p>Del stated that unless a mechanism is found, OMO and SMO support to the UC for this fiscal year (FY11) will end on March 31.</p> <p>Tim stated that the funds for the SMO for the remainder of FY11 had been covered by the DOD.</p>	
<p>System Management Office Update</p>	<p>Mr. Casey Borg, System Manager</p>	
<p>Genesis Air Traffic Interface Application (ATIA)</p>	<p>1. Casey briefed the council on the Genesis ATIA. The Genesis system is a reporting tool which was installed in December 09 and had been put through beta testing before being fully deployed in late 2010. What Genesis offers is the ability to look at System data for a longer period of time and in great detail.</p> <p>Casey emphasized one of the most valuable functions for the SMO is the ability to store data up to two years. Previously, if a request for particular data was not received within 24 hours of the occurrence, the data was no longer available.</p> <p>Casey stated a couple of the other features include the ability to identify cloned radios and the ability to sort data by talkgroup, individual subscriber ID, by site, by channel, air time usage, and dropped calls.</p> <p>Major Leveque stated he had already requested a few of the reports available and they were very useful.</p>	<p>1. OMO to email the briefing to the council.</p>
<p>Cooper Mountain Site</p>	<p>2. Cooper Mountain has had an antenna mast failure. A maintenance crew was able to get to the site and re-erect the antenna with a temporary fix. They performed coverage tested at the site and it worked fine. However, over the</p>	



	<p>following weekend one of the connections appears to have come loose and the receive side of the antenna is not operating properly. The transmit side works fine but the receive side is degraded. It is not known when technicians will be able to return to the site because it is a helicopter site and accessibility is weather permissive.</p> <p>Ocie asked what the status of the Kodiak sites were. Casey stated that the SMO was still monitoring the situation. They had observed a few short-duration bumps, but for the most part both Kodiak and Cordova seemed to be significantly improved.</p>	
Joint Project Team - DOD Update	Mr. Tim Woodall, ALMR Project Manager	
OEC Barriers Case Study	<p>1. Tim stated the DOD is still working with OEC on the barriers report. Unfortunately from the DOD perspective, OEC has failed to complete their part of the agreement. There are a number of critical barriers which threaten this ALMR Cooperative partnership. Most of the barriers are Federal barriers.</p> <p>The case study compares ALMR to Federal standards and initiatives. It establishes that ALMR is in the top five percent in the nation. The significant barriers were identified in a second document. OEC was supposed to develop an action plan to validate the barriers and provide an action/strategy for mitigating the barrier.</p> <p>DOD funded the first two documents and OEC was supposed to provide the action plan. Tim stated that, at this time, he is not confident OEC will complete their portion. He had a telephone call with them and they committed to doing certain things but those have not occurred yet.</p>	
Cost Share	<p>2. Tim surmised that although no formal agreement has been developed, he suspects nothing will change for the next fiscal year.</p>	
ALMR Project Status	<p>3. Contracts are being closed. Any remaining funds are being billed out or returned to the Treasury.</p>	
System Upgrade	<p>4. DOD is modifying their contract to include as an option the ability to do a System upgrade and lifecycle management. It will become effective on 1 July.</p>	
Joint Project Team - SOA Update	Mr. Jim Kohler, SOA ETS Program Manager	
FCC Notice on Nationwide 700MHz Network	<p>1. Jim briefed that the FCC had released the <i>Notice of Proposed Rulemaking - Implementing Nationwide, Broadband, Interoperable Public Safety Network in the 700MHz Band</i> for the 45-day comment period.</p>	<p>2. OMO to post the notice on the ALMR web site.</p>



<p>Cost Share</p>	<p>Jim stated he is on the SOA WG for the National Association of CIOs to comment on the plan. Comments are due to the FCC in mid March. He requested the council review the notice and provide any comments/suggestions to him no later than February 28.</p> <p>2. Jim stated that from what he can tell, the cost share plan for the next fiscal year (FY12) will remain the same. The \$150K in program receipts was changed back to general fund dollars, as well.</p> <p>The \$150K in program receipts in the FY11 budget will be requested in a supplemental appropriation.</p>	
<p>Old Business</p>		
	<p>There was no old business presented during this meeting.</p>	
<p>Next meeting</p>		
	<p>The next regularly scheduled meetings are March 2, April 6 and May 4.</p> <p>Captain Barry Wilson will be attending the FBI academy and is excused through March.</p>	
<p>New Business</p>		
<p>SE Exercise Utilizing ALMR</p>	<p>Lt Kris Sell stated that Juneau PD would be doing a drill with other agencies in the area using ALMR. Juneau PD would be providing dispatch and radio support for the drill, which is tentatively scheduled for March 12.</p>	
<p>Adjourn</p>		
	<p>A motion was made to adjourn the meeting by Ocie and seconded by KT. There were no objections.</p> <p>The meeting was adjourned at 3:03 p.m.</p>	