



1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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**Primary**

T	Adams	Ocie	Mr.	SOA – DOT&PF
T	Beals	Mark	Chief	Municipalities, Central Rep – Bear Creek Fire Service Area
A	Fisher	Bryan	Mr.	SOA Other – DMVA (representing all other AK Agencies)
T	Fronterhouse	Bev	Ms	Fed Non-DOD – DOI
	VACANT			Fed Non-DOD – TSA
A	Johnson	Brad	Chief	Municipalities, Northern Rep - Fairbanks PD, <b>Vice Chair</b>
P	Leveque	Matt	MAJ	SOA – DPS, <b>Chair</b>
T	Mitchell	William	Mr.	DOD - Eielson
P	Murphy	Peter	Mr.	Fed Non-DOD - FBI
A	Newman	Natalie	Ms.	DOD – US Army Alaska
A	Schmidt	Sheldon	Chief	Municipalities, Southeast Rep – Sitka PD
A	Shearer	James	TSgt	DOD – Elmendorf

**Alternate**

A	Blaine	Scott	TSgt	DOD - Elmendorf
A	Borrego	Susan	Ms.	Fed Non-DOD - FBI
A	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
T	Gibbs	David	Mr.	Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager
P	Hansen	Glenn	Mr.	SOA Other - DMVA
T	Head	Lowell	Mr.	DOD - US Army Alaska
A	Keeney	George	Chief	Municipalities, Central Rep – Valdez FD
A	Lawson	Dave	Asst Chief	Municipalities, Central Rep – Valdez FD
A	Leggett	Ray	Chief	Municipalities, Southeast Rep – Skagway PD
A	Lewis	Mike	Mr.	Fed Non-DOD - DOI
A	Patz	Greg	Mr.	SOA - DOT
A	Royal	Ronald	Mr.	DOD – Eielson
A	Smith	Juliana	SSgt	DOD – Elmendorf
P	Wilson	Barry	LT	SOA – DPS

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
T	Hauck	Jeff	Mr.	USARAK
T	Kohler	Jim	Mr.	SOA ALMR Program Manager
T	Quickel	Joe	Mr.	DOD Project Office
P	Schoenwald	Doug	Mr.	DMVA



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: March 4, 2009*

P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Tucker	Jeff	Chief	North Star Fire Department

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<b>Called to Order</b>	Major Matt Leveque called the meeting to order at 1:30 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum was achieved.	
<b>Previous Meeting Minutes Approval</b>	Minutes from February 4 meeting were reviewed.  <b>Motion: Accept and February 4, 2009, meeting minutes as written.</b>  <b>Motion:</b> Mr. Ocie Adams <b>Second:</b> Ms. Bev Fronterhouse  <b>The minutes were approved.</b>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
<b>#57 – User Council Vacant Positions</b>	1. The TSA primary representative position remains empty.	
<b>#58 – Outstanding PMI Discrepancies</b>	2. PMI QA discrepancies were added to the Issues & Risk Log per OMO action item from the February 4 meeting. CLOSED.	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no issues closed at the last meeting.	
<b>Review of Action Items from Previous Meeting</b>	Only one item from the last meeting. It concerned the requirement by agencies to submit the Subscriber Request Form each time they add/delete/enable/disable a subscriber unit on ALMR.  Mr. Casey Borg covered this during the System Management Office update.	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	
<b>Outstanding Membership Agreements</b>	1. Mr. Del Smith briefed the User Council that we have not received anything from DNR Division of Forestry and have been trying since Sep 3. Elmendorf has not submitted one, nor has National Park Service. These have been tied up in the bureaucracy of the organizations. Del advised the group that we are now bringing these forward for their action.  Major Leveque asked if there was any comment from the group on how to address these.	1. OMO to readdress Elmendorf and the National Park Service pertaining to the status of their Membership Agreements.  2. OMO to draft letter to the Executive Council



	<p>Mr. Jim Kohler stated he has spoke with Dean Brown, Division of Forestry, at some length and her concerns were the risk language. Jim assured her the agreement had been through State Legal but he would send it back again if it would help alleviate her concerns. She also raised some other user related concerns; Jim stated he would get the list of those and share them with the OMO and Major Leveque.</p> <p>Del stated he had not heard anything from them on any System issues so he was surprised to hear about it.</p> <p>Major Leveque stated if no one had any objections, he would send a letter to the Executive Council to see if they can move these agreements along.</p> <p>Mr. Ocie Adams stated he agreed this is the best approach at this time before anyone is removed from the System.</p> <p>Mr. William Mitchell asked if anyone of Elmendorf's leadership knew about this. Del said highest rank we have seen was a Captain. Mitch stated that, in the case of Eielson, when approached with a possible price pertaining to signing an agreement, their captains wanted to look at an alternate approach. Then when he talked about going to the alternate approach with them and the frequencies, they may not have realized what they have. If the right people at Elmendorf are contacted, then it will probably get taken care of. Mitch believed following the route of contacting the Executive Council, Colonel Clifton, and letting it flow that way, it would get done.</p> <p>Major Leveque stated although this is not an emergency right now, but we are out of compliance and down the road if agencies start having to 'kick in' funds to sustain this project it may become one.</p> <p>Ocie stated this may be more of an issue more so due to security requirements placed on the System since they are required to maintain the highest standards. If we are out of compliance, it could affect DOD more so than others.</p> <p>Bev stated she had been in contact with the National Park Service and the DOI alternate, but it needs to come from a different direction because they are not reacting.</p> <p>Major Leveque stated it seems the council is in agreement on proceeding with the decision to contact the Executive Council.</p> <p>Del agreed the OMO would go back and try to contact the</p>	<p>pertaining to agencies who have not signed a final Membership Agreement.</p>
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<p><b>Common Language Working Group</b></p> <p><b>Frequency Conflicts</b></p> <p><b>UC Charter</b></p> <p><b>Alaska Volcanic Activity</b></p>	<p>agencies (EAFB and NPS) one more time on the status of their agreements before it is elevated. Del stated the OMO would draft the letter for Major Leveque to send to the Executive Council, as well.</p> <p>2. The Common Language Working Group will meet again on Mar 13.</p> <p>3. Del stated this issue has to do with some frequency conflicts and the proposed solutions, as noted in the packages. The State was to come up with a plan on how to proceed. Del asked the State to use the Change Request Management process so we have the history of what occurred and when it occurred.</p> <p>Jim states for the most part these conflicts involve FCC work and Atwood and FS12 are before the FCC now and should be back sometime mid March. Once back from the FCC, the work can proceed. Jim asked the OMO to use Mr. Carl Hereford to facilitate the change requests.</p> <p>4. Del advised the council the updated Charter and a summary of changes had been previously distributed. There we no substantive changes. Looking for any comments from the UC.</p> <p>Ocie had read through the changes and concurs. Major Leveque also had read the update and had no issues with the revised language. He asked the council if they had had sufficient time to review the document or if they needed more. There were no negative responses.</p> <p><b>Motion: Approve the amended User Council Charter as written.</b></p> <p><b>Motion: Mr. Ocie Adams</b> <b>Second: Mr. Pete Murphy</b></p> <p>5. Del continues to send out daily situational reports (SITREPs). The System Management Office has five clean up kits ready to deploy if needed. A kit for every site had been included in the draft budget document presented to the Executive Council on Aug 21, 08. At this point, the OMO does not believe all the sites will need a kit, and will readdress that if the budget discussions ever come back around.</p> <p>There are concerns with the air tightness of some of the sites. This could be problematic in a heavy ash fall. The ability to remotely turn them off does not exist. There is control of the generator power. OMO has asked Motorola™</p>	
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<p><b>DC Stimulus Money</b></p>	<p>to look at the ability to remotely turn off sites. During a heavy ash fall, if we could shut down the high sites, when ash fall ended we could restart them and still have substantial coverage even if we lost some of the lower sites.</p> <p>As the OMO does Quality Assurance of the Periodic Maintenance Inspections over the summer, they will look closely at the sites for the worthiness of the shelter and things that can be done to tighten them up some.</p> <p>The SMO has been talking with the State about checking the Kenai sites in particular since they will likely be the ones affected the most.</p> <p>Ocie asked if shutting down SATS was part of the plan and leaving all the repeaters in site trunking. Del stated that the sites will be left running as long as they have commercial power. There is a chance if there is heavy particulate matter in the air it could cause interference and sites could go into site trunking. If you turn the site off, you have to manually go to the site to restart it.</p> <p>Del also stated Mr. Casey Borg did look at the conductivity issue concerning ash on the equipment. Casey stated ash on its own is not conductive. As long as the ash was not pulling moisture in with it, it is not considered a conductive hazard.</p> <p>Del advised the group the SMO worked with Motorola™ to bring up some spare parts to keep on hand, rather than having to wait until they can be flown up should an eruption occur. There was no cost at this time other than shipping.</p> <p>6. Del advised the group that the OMO sent forward a recommendation concerning the North Pole site to Jim for his use with the legislature. This was about as close to a 'shovel ready' project that we could think of since the System Design was already completed.</p>	
<p><b>System Management Office Update</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	
<p><b>Subscriber Request Form</b></p> <p><b>Volcanic Eruption Preparations</b></p> <p><b>Delta Junction</b></p>	<p>1. Casey stated, with regard to the DOD filling out the form with every add/delete//enable/disable, there will have to be a contract modification to change the requirement.</p> <p>2. Volcano preparation efforts were covered. As far as the SMO is concerned, most of their efforts will be reactionary cleanup. They have done some sheeting in the Valley and Anchorage sites to try to keep the ash from entering the buildings.</p> <p>3. The SMO has a technician up at Delta doing some</p>	





	gathering all the resources such as frequencies and talkgroups that will be needed. The PMO will use those resources for the five most likely Alaska scenarios; those will be turned into drawer plans. Once those are developed, training can begin.	
<b>Joint Project Team Update</b>	<b>Mr. Jim Kohler, SOA ETS Program Manager</b>	
	<p>Mr. Kohler discussed the on-going State budget discussions. He stated that Commissioner Kreitzer had indicated if municipal stakeholders were having issues with contributing toward a cost share, if they helped identify the municipal part of shared costs for FY10, she would go forward to request a DOA budget that would cover the State share and municipal share inclusively.</p> <p>There are two cycles of the Finance Committee. The House Finance Subcommittee proposed to have municipalities pay part to the cost but that is not the proposal advanced by the Commissioner. The Senate Finance Subcommittee will meet next week and, again, the Commissioner will propose the DOA budget include the FY10 cost share for both State agencies and municipalities. They Senate committee has asked for an extended conversation on ALMR.</p> <p>After that, both subcommittees must get together and work out the differences.</p>	
<b>Old Business</b>	There were no items for this meeting.	
<b>Next meeting</b>	<p>The next regularly scheduled meetings are Apr 1, and May 6, and June 3, 2009.</p> <p>Major Leveque is out during the April meeting.</p>	
<b>New Business</b>	There was no New Business this meeting.	
<b>Adjourn</b>	<p>A motion was made to adjourn the meeting by Ocie and seconded by Pete.</p> <p><b>The meeting was adjourned at 1424.</b></p>	