



I. Attendance Roster

User Council Members and Alternates

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

A	Adams	Ocie	Mr.	SOA – DOT&PF
P	Fisher	Bryan	Mr.	SOA Other– DMVA (representing all other AK Agencies)
T	Fronterhouse	Bev	Ms	Fed Non-DOD – DOI
	VACANT			Fed Non-DOD – TSA
	VACANT			AML Southeast Rep
T	Johnson	Brad	Chief	AML Northern Rep - Fairbanks PD, <b>Vice Chair</b>
P	Leveque	Matt	MAJ	SOA – DPS, <b>Chair</b>
A	VACANT			AML Central Rep
A	Mitchell	William	Mr.	DOD - Eielson
P	Murphy	Peter	Mr.	Fed Non-DOD - FBI
A	Newman	Natalie	Ms.	DOD – US Army Alaska
A	Taylor	Marlon	MSgt	DOD – Elmendorf

**Alternate**

A	Blaine	Scott	TSgt	DOD – Elmendorf (A/W replacement appt ltr)
A	Borrego	Susan	Ms.	Fed Non-DOD - FBI
A	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
A	Fenimore	Kyle	SSgt	DOD - Eielson
T	Hansen	Glenn	Mr.	SOA Other - DMVA
P	Henderson	Randy	Mr.	AML Central Rep - MOA
A	Lewis	Mike	Mr.	Fed Non-DOD - DOI
A	Patz	Greg	Mr.	SOA - DOT
T	Poindexter	Corey	Mr.	DOD - US Army Alaska
A	Schmitt	Sheldon	Chief	AML Southeast Rep – Sitka PD
A	VACANT			AML Northern Rep
A	Wilson	Barry	LT	SOA – DPS

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
P	Ince	Chester	Mr.	OMO Subject Matter Expert
P	Leber	Rich	Mr.	OMO Technical Advisor
P	O'Hare	Mike	Mr.	Department of Military and Veteran's Affairs
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Quickel	Joe	Mr.	DOD Project Office
T	Tucker	Jeff	Chief, North Star Fire	Executive Council – AML Representative



			Dept.	
P	Wheeler	Gina	Ms.	Chenega Federal
P	Woodall	Tim	Mr.	DOD ALMR Project Manager

II. 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 1:33 p.m.	
<b>Roll Call</b>	Roll call was taken and quorum achieved.	
<b>Minutes Approval</b>	Minutes from December 5, 2007 were reviewed and approved.  <b>Motion: Accept and approve the December 5, 2007, meeting minutes as written and presented.</b>  Motion made: Deputy Chief Brad Johnson Seconded: Mr. Bryan Fisher <b>The motion carried.</b>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
#32 – SMO Customer Support Plan	Mr. Del Smith briefed that Document Review Committee #1 had reviewed the SMO CSP and approved it with some minor changes.  Brad requested a motion be made to adopt a standard procedure after a committee has reviewed and approved a document.  <b>Motion: As a matter of course of action for all future document reviews, once the User Council Document Review Committee has reviewed and approved a document, it will go out to the entire User Council for approval electronically.</b>  Motion made: Deputy Chief Brad Johnson Seconded: Mr. Pete Murphy <b>The motion carried.</b>	1. OMO will forward all documents, once approved by a UC document review committee, to the entire UC for electronic approval.  2. OMO will forward all documents presented at today's meeting to the entire UC for electronic approval by COB Feb 13.
#43 – Missing Audio	Deputy Chief Brad Johnson recommended this issue be closed. He stated some issues had improved, but overall performance is not what is needed/expected. He stated he was not going to pursue this any further.	CLOSED
#56 – Busies	Del stated that Mr. Joe Quickel of the Project Office had contacted several agencies and currently had received four responses back; no further responses are expected.	
	<b>Pending Issues</b>	
#2 – SATS Pricing	Mr. Jim Kohler to provide at the Apr 2 meeting.	



<p><b>Review of Action Items from Previous Meeting</b></p>	<p>1. OMO will revise the Issues &amp; Risk Log (#2 – Pending) to reflect TCO study and move suspense out to April.</p> <p>2. OMO will update the bubble map to add “Proposed” to legend for Phase 4 sites and label additional sites with coordination through Jim Kohler.</p> <p><b>Motion. Accept the map presented as the only map to be distributed to the general audience and user agencies.</b></p> <p>Motion made: Bryan Seconded: Brad <b>The motion carried.</b></p> <p>3. OMO will break Help Desk slide into ‘infrastructure’ and ‘non-infrastructure’ slides, change title of PMI slide to read ‘PMI Quality Assurance,’ and note who is the owning agency for the discrepancies on the slide.</p> <p>4. SOA ETS to provide a specific schedule on resolution of conflicted sites by February meeting.</p> <p>5. OMO will add to the Issues &amp; Risk Log ‘define an acceptable busy.</p>	<p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>3. Mr. Kohler to provide list to UC electronically.</p> <p>CLOSED</p>
<p><b>Operations Management Office Status Update</b></p>	<p><b>Mr. Del Smith, Operations Manager</b></p>	
	<p>1 - Del went over the OMO Metric slides quickly for the group.</p> <p>Mr. Tim Woodall requested that the System busies be represented by not only the number but the percentage.</p> <p>Del stated if the OMO was not tracking something the UC thought they should be tracking, to please let us know.</p> <p>2 – Del went over the documents reviewed by both UC Document Review Committees since the last meeting and included in the packets asked for the entire UC to approve them.</p> <p>Mr. Woodall requested the Interoperability and Technology policies not be approved at this time.</p> <p>The remainder will be sent, as per the passed</p>	<p>4. OMO will add percent of total system busies</p> <p>(per #2 above - OMO will forward all documents presented at today’s meeting to the entire UC for electronic approval by COB Feb 13.</p>



	<p>motion, for approval by COB Feb 13.</p> <p>3 – Del directed the group to the Organizational Structure included in the packets. He stated at the Jan 24 Executive Council meeting there was an action item that this document be presented to the Executive Council for approval NLT the Feb 21 meeting.</p>	<p>(per #2 above - OMO will forward all documents presented at today's meeting to the entire UC for electronic approval by COB Feb 13.</p>
<b>System Management Office</b>	<b>Mr. Casey Borg, System Manager</b>	
	No updates for this meeting	
<b>Joint Project Team Status Update</b>	<b>Mr. Tim Woodall, ALMR Project Manager</b>	
	<p>1 – MotoBridge Gateway SD/SA and Concept of Operations have been completed. Contracts have been awarded to implement the design for the MotoBridge System.</p> <p>The Kickoff meeting is next week on Feb 13-14. A dial in number will be provided for those interested.</p> <p>The System Design primarily focused on AST – who they needed to talk to and who needed to talk to them and then it worked off of that with the other agencies as information was gleaned. Those agencies with disparate radio systems that need to communicate were considered.</p> <p>The design also addresses a redundant capability to the Gold Elite dispatch function. Gold Elites are connected via microwave back to the Tudor Road Master Controller. If you lose that microwave shot, you lose that dispatch capability. The MotoBridge Workstation Gateway Unit (WSGU) is dispatch centric in its design. It provides functions similar to a Gold Elite. At every dispatch station there will be a MotoBridge Gateway unit. This unit serves two purposes: it will provide a bridge all resources available at that Gold Elite location, to all other dispatch locations, and if the Gold Elite goes out, there will be limited connectivity until the microwave is restored but you will still be able to dispatch using limited functions that the WSGU brings.</p> <p>There will be MotoBridge training for dispatchers in the near future.</p> <p>2 – A number of other System Designs underway. Stand alone operations for DOD and SOA. Being the primary infrastructure owners, this is part of the Business Case addressing the 'what if' questions,</p>	



	<p>what would it cost and what would be the impact of separating into two independent systems. This System Design and a Cost Basis will provide that information.</p> <p>Major Leveque noted that this was not being proposed, but was part of the process of the Business Case.</p> <p>3 – The Business Case is being developed as part of the Operations Management contract to be developed and reviewed and renewed annually.</p> <p>Each of the agencies has been asked to identify 3 – 5 key stakeholders’ issues that must be addressed and the desired outcomes. Mr. Jared Lunsford may be contacting your organization and asking questions with regard to that, so we ask that you get with your organization and talk through what those key factors are for you to stay with ALMR or go off on your own.</p> <p>4 – Total Cost of Ownership. At the Executive Council meeting on Jan 24, DOD presented a Cost Share Approach and timeline of how we are going to get to a Cost Share. The timeline and approach was approved by the EC. In line with that for federal agencies, on Feb 15 per Mr. Hans Neidig there will be a meeting with other federal agencies to go over the strategy timeline for coming to a cost share. The goal will be to come to a consolidated federal position on cost share.</p> <p>It was Mr. Woodall’s understanding the Mr. Jim Kohler would be working with local government agencies to come up with a state/local position.</p> <p>The bottom line is that we need a consolidated position to present to the Executive Council so they can appoint a working committee to work out a cost share approach and method by May 1. After a method, then in the month of May a cost share apportionment will be worked out.</p> <p>Ms. Bev Fronterhouse asked who would participate in the meeting and Tim said she would get an email from Mr. Neidig, but that the DOD was still coordinating all the details of setting it up. It would be via teleconference.</p> <p>5 – The Willow Creek/Houston and Fairbanks/North</p>	
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	<p>Pole SD will be finished by the end of the month and include a total design and cost basis. This will be turned over to the User Council</p> <p>6 – The SD on the Tudor Master Controller move to Kulis will also be available and provided to Commissioner Monegan and the User Council.</p> <p>7 – With regard to the DIACAP, we had 165 controls that were evaluated based on the fact that ALMR was a closed system. Local government is now moving to connect devices through the consoles which would provide connection to the internet or another system. The DOD is not going to tell anyone you can't operate on the System and you can't connect something, but DOD is saying there has to be a process to know what is connected and what the risk is, and assess it.</p> <p>The DIACAP will be re-engaged so DOD can examine the additional controls above the 165 for the devices that agencies wish to add to the consoles and inform all agencies what risks are being accepted by doing this and what mitigation actions could be taken.</p>	
<p><b>Mr. Jim Kohler, SOA ETS Program Manager</b></p>		
	<p>Mr Kohler was in Juneau and unavailable.</p> <p>Mr. Bryan Fisher stated the PSIC Application was on the street. The grant application and guidance for eligible agencies were posted on the DMVA website.</p> <p>A copy of the SCIP and investment justification are also part of the guidance package you need to refer too. Both those documents are password protected, but the POC is on the website to contact for the password.</p> <p>The application period is open but Bryan will not be part of the review process. He will be available to assist agencies in review the documents and writing their grant applications. Mr. James King will be the Grant Auditor.</p> <p>Tim asked in general what kinds of things could be applies for.</p> <p>Bryan stated the categories were equipment acquisition and deployment (includes data and voice equipment), assessments on interoperable needs,</p>	



	training and exercises (vendor technology training, NIMS and ICS, and FEMA courses), \$2.3M for equipment for non-governmental organizations, \$2.1M for government agencies to apply for equipment (console and dispatch equipment is included), and some limited construction.	
<b>Next meeting</b>	Major Leveque stated the next scheduled meetings are scheduled for Mar 5, Apr 2, and May 7 and asked if anyone had any problems with those dates.  Brad stated he would be out of town on Mar 5.	
<b>New Business</b>		
<b>AWARN</b>	Major Leveque stated he had had some conversations with Ms. Heather Handyside on how AWARN was going to interconnect with ALMR, what does this mean about them being another zone, and what does this all mean money wise (what is AWARN going to pay, what system demands is this going to make, and how does this interconnection dovetail with other things we've got going on). He suggested to Ms. Handyside that she speak at the Mar 5 meeting.  Tim suggested Casey provide an overview of what a zone is and what the system management issues are.	5. SMO present briefing on what a zone is and system management issues.
<b>User Council Vacancies</b>	Major Leveque state he received the resignation of Sgt Tod McGillivray earlier. This presents the User Council with three primary vacancies – the Federal Non-DOD representative, the Southeast representative (the Southeast alternate is also largely inactive) and the Central representative. Major Leveque asked Brad about the status of the appointment for that representative. Brad stated most of the user agencies had signed the appointment letter, and it was at the Borough being signed. The appointee would be Mr. David Gibbs of Fairbanks North Star Borough Emergency Management Office.  Brad stated Chief Jeff Tucker had spoke to him and he was addressing those vacancies. Chief Tucker confirmed this.	
<b>Plain Language Code</b>	Del stated that Brad had brought this up late in 2007 (the Annual User Council meeting in Sept) as an issue to discuss and go forward. It is also strongly suggested by the Homeland Security folks that agencies go to plain speak.	



<p><b>Total Cost of Ownership</b></p>	<p>Major Leveque believes AST is conceptually in favor of advancing this issue and at least try to figure out what it means because AST has a need to figure out some form of common speak if they are going to be able to interact and communicate intelligently with APD.</p> <p>Brad had provided the OMO with the draft list after corresponding with the Deputy Commander of the Virginia State Police using their list as a guideline.</p> <p>Del stated what he would like to do is send it out to the User Council to socialize the list and then discuss it over a meeting or two.</p> <p>Joe provided a quick update on the TCO. They had a working session of the major stakeholders on Jan 29 and are still gathering some of the information. The largest gap at the moment is the State's SATS portion which they are working on. They had received benchmarking information from six states. It is being re-vetted and refined and it will be included in the final report. There will still be some refining and follow up to previous information provided. Additional information at the federal and local level may be gathered.</p> <p>In regard to the schedule, all the information should be gathered by the end of February to be refined and incorporated into the Business Case, which will assist with those forming their Cost Share approach.</p> <p>Should see some products rolling out the end of this month or in early March based on historical costs, benchmarking, and what the on-going costs are estimated to be.</p>	<p>6. OMO will send out plain language list, as provided by Deputy Chief Johnson.</p>
<p><b>Interconnect</b></p>	<p>Del stated because of the DIACAP and the fact ALMR is a closed system, as we move forward we need to know the risk and assess it, and make a decision whether we accept it or need to mitigate it. The OMO/SMO needs to be involved early in the pipeline (the earlier we are involved, the quicker we can get it through).</p> <p>The OMO will put out a policy memorandum.</p> <p>Tim stated this drives the configuration management policies that will be coming out of the OMO.</p>	<p>7. The OMO will produce and distribute a policy memorandum with respect to system modifications.</p>





Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: February 6, 2008*

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	Del stated this policy will also be included in the Membership Agreement and other pertinent documents.	
<b>Adjourn</b>	A motion was made to adjourn the meeting by Bryan and seconded by Pete.  <b>The meeting was adjourned at 1500.</b>	