



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

**Alternate**

	Borrego	Susan	Ms.	Fed Non-DOD - FBI
	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
	Gibbs	David	Mr.	Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager
	Hansen	Glenn	Mr.	SOA Other - DMVA
	Keeney	George	Chief	Municipalities, Central Rep – Valdez FD
	Lewis	Mike	Mr.	Fed Non-DOD - DOI
	Patz	Greg	Mr.	SOA - DOT
	VACANT			DOD - US Army Alaska
	Royal	Ronald	Mr.	DOD – Eielson
	Leggett	Ray	Chief	Municipalities, Southeast Rep – Skagway PD
	Shearer	James	TSgt	DOD – Elmendorf
	Wilson	Barry	LT	SOA – DPS

**Other Attendees**

P	Kohler	Jim	Mr.	SOA ALMR Program Manager
T	Pyne	Kathryn	Ms.	DNS Forestry
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Woodall	Tim	Mr.	DOD ALMR Project Manager

2. Meeting Minutes and Action Items



<b>Agenda Item / Topic</b>	<b>Discussion</b>	<b>Action Items</b>
<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 not achieved.	
<b>Previous Meeting Minutes Approval</b>	Minutes from July 2 were not reviewed.  There were not enough UC members in attendance to provide a quorum. <b>The minutes were not approved.</b>	1. OMO to send UC minutes out for electronic vote of approval.
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
<b>#57 – User Council Vacant Positions</b>	The recently appointed User Council representatives are still awaiting approval by the Executive Council. The TSA primary representative remains vacant since Oct 07. Mr. Corey Poindexter departed and the USARAK alternate representative is now vacant.	
	<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>	Major Leveque noted the Action Items from the July meeting would be discussed during the OMO update. Item 1 – OMO to update the System Busy metric slide to color code the site names with conflicted channels and list the number of channels at each site (conflicted channel annotated in red).	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	
<b>Fort Greely Tower</b>	1. Del briefed that a number of antennas had been added to the Fort Greely (FGA) tower. The FGA representative had coordinated with his User Council representative, but the UC member had not coordinated through the OMO/SMO.  The OMO/SMO have received reports of signal degradation which they are following up on and will provide a final report when the research is completed.  The bottom line is no one should be making modifications to ALMR equipment without notifying the OMO/SMO first.  Mr Ocie Adams stated that DOT is installing a tower with GPS/VHF antennas at the DOT Valdez Weigh Station next spring and SOA ETS wants to add SATS/ALMR antennas and repeaters. This will become a multi-use tower. Mr. Tim Woodall reiterated that FGA took the appropriate steps but that a valid process needed to be in place  OMO (Ms. Sherry Shafer) advised the UC that the System Change Request (CR) Management Procedure was	



<p><b>Annual User Council Conference</b></p>	<p>published during the same time frame this occurred.</p> <p>Tim reminded everyone when modifications are made to an existing tower; a new tower certification must be done. Also, any 'As Built' drawings are out of date when equipment is added and must be re-accomplished and provided to ALMR SMO. Tim stated AT&amp;T should have been required to do an engineering analysis prior to adding any equipment.</p> <p>2. Del reminded the group that the Annual User Council Conference is scheduled for Sep 16 – 17. There will be training sessions provided for the first two hours on day one on MotoBridge™ and radio use. Some of the presenters for the day include the Office of Emergency Communications, the Department of Homeland Security and Emergency Management, and Motorola® update on the 7.X system.</p>	<p>2. OMO to update slide title.</p>
<p><b>Site Busies</b></p>	<p>3. Del addressed the new slides on site busies slides in the OMO metrics. At the July meeting the User Council requested the slide be modified and sited with conflicted channels be color coded and the number of channels per site be added for all sites with the conflicted channel annotated in red.</p> <p>Mr. Tim Woodall requested the slide title be corrected for clarification from 'weekly' to 'monthly.'</p> <p>Mr. Pete Murphy noted that the norms were set low to benefit a crisis situation. The emergency operations standards that we established are set at what our current day-to-day normal busies are currently exceeding, and the standards may need to be readjusted.</p>	
<p><b>Documents Awaiting Review</b></p>	<p>4. Del stated there is still a long list of documents. He directed the council to the spreadsheet provided in there packet.</p> <p>Pete suggested that perhaps a block of time should be set aside at the Annual UC meeting for the UC to review all outstanding documents.</p> <p>Major Leveque asked the members of the Document Review Committees for any suggestions on how to better approach the review process and encouraged them to call him at the conclusion of the meeting to discuss the issue.</p>	
<p><b>Disaster Response Seminar</b></p>	<p>5. Del advised the group that Major Leveque and he would be attending the Disaster Response Seminar on Aug 13-14 at the University. They would be giving an ALMR briefing on Aug 14 at 1:30 p.m.</p>	



<b>ALMR Outreach</b>	6. Del stated he had also been invited to travel to Juneau on Aug 25 to address the Juneau Police and Fire Departments about ALMR.	
<b>System Management Office Update</b>	<b>Mr. Casey Borg, System Manager</b>	
	<p>Mr. Casey Borg was in Oklahoma attending the APCO Conference, therefore Del briefed the SMO is still working the three digit identifier list.</p> <p>There are three issues to take into consideration while developing the final list: 1) the naming convention for the new gateway systems; 2) APSN identifiers currently in use; and 3) ALMR agency identifiers currently in use.</p> <p>The final list must have a code which is easily identifiable as unique to the agency, must provide a good POC in case of emergency, and must include a good 24-hour contact number.</p>	
<b>Joint Project Team Update</b>	<b>Mr. Tim Woodall, ALMR Project Manager</b>	
<b>MotoBridge™ update</b>	<p>1. Tim stated that the Joint Project Team was working on the Memoranda for agencies and Part 90 agreements for those agencies operating on ALMR to be able to share with disparate radios not on ALMR) for the MotoBridge™ installation project. Part 90 agreements are required by the FCC for public safety spectrum sharing. The agencies receiving the equipment are responsible for updating their licenses with the FCC to indicate ALMR can operate on their frequencies.</p> <p>The Joint Frequency Management Office was still looking for 10 frequencies per agency for those getting gateways. The Part 90 agreements need to be signed by approximately mid September.</p> <p>Other agreements/MoAs are being executed between the DOD and agencies or between the State of Alaska and agencies.</p>	
<b>Site Summit Channel Increase</b>	2. Tim stated that by the end of the year, the agencies on ALMR should see a three-channel increase at Site Summit. The contract had been awarded.	
	<b>Mr. Jim Kohler, SOA ETS Program Manager</b>	
<b>Sites Under Construction</b>	<p>1. Mr. Jim Kohler stated there are still several sites under construction.</p> <p>Honolulu is on course to be completed this summer.</p> <p>Skagway has the T1 connectivity issues resolved and all</p>	



<p><b>Deconfliction Update</b></p> <p><b>Site Maintenance</b></p> <p><b>Cost Share</b></p>	<p>that is left is for Motorola® to perform final optimization.</p> <p>The location for the Haines site has been identified and the permits are still to be requested.</p> <p>For Ketchikan, SOA is in the permit process now to erect the tower.</p> <p>2. Jim stated that there are still four or five smaller areas being worked but SOA is shooting for the end of September for completion.</p> <p>3. The grounding issues that have been outstanding for such a long period of time have been contracted out and should all be completed by the end of construction season.</p> <p>4. The Executive Council is scheduled to meet on August 21 and at that meeting hopefully they will reach a consensus on a Cost Share method and approach.</p> <p>Ocie asked which Cost Share option was to be deployed.</p> <p>Jim stated it was Option 2 – the cost would be equally shared across all users on a per handset basis.</p>	
<p><b>Old Business</b></p>	<p>Major Leveque reminded everyone the Annual Customer Satisfaction Surveys had been distributed and encouraged everyone to fill it out and return it.</p>	
<p><b>Next meeting</b></p>	<p>Major Leveque stated the Annual UC Conference on September 16 – 17.</p> <p>Following that the regularly scheduled meetings are Oct 1, Nov 5, and Dec 3.</p>	
<p><b>New Business</b></p>		
<p><b>Tait Radio Testing</b></p> <p><b>Plain Language Protocols</b></p> <p><b>MotoBridge™ Gateway</b></p>	<p>1. Del briefed that Tait, a New Zealand based company, will be performing Acceptance Test Procedures for their units on ALMR this week.</p> <p>2. Del advised the group that a Plain Language Protocol still had not been addressed. The issue was originally discussed at last year's annual UC meeting. Information was provided to the UC in Feb of this year. The OMO would send out the current available information to the UC again for their review and input.</p> <p>Major Leveque advised the group that Deputy Chief Brad Johnson had worked this list and had modeled it after the Virginia codes.</p> <p>3. Del stated he would be traveling to Matanuska Electric Association next week to talk to them about the</p>	<p>3. OMO to send out list of suggested Plain Language codes and recent article from the Department of Homeland Security on the need for them to the UC.</p>



Alaska Land Mobile Radio

## *ALMR User Council Meeting Minutes*

*Date: August 6, 2008*

<p><b>Implementation</b></p>         <p><b>Seward MotoBridge™</b></p>	<p>MotoBridge™ project. He advised the group that the electric companies were not 'on line' with interoperability.</p> <p>4. Del reminded the UC that the issue of a redundant path still needed to be addressed/resolved with the SOA Security Manager.</p> <p>5. Chief Mark Beals stated Seward was getting a MotoBridge™ but they have no connectivity to ALMR.</p> <p>Tim advised that with reference to the Seward PD installation, that with Gold Elite in conjunction with a gateway, the RGU connected to ALMR would have access to the same information as all other gateway resources which are connected.</p> <p>Major Leveque clarified that through a MotoBridge™, Seward PD, which is not connected to ALMR, will still have access to all ALMR resources.</p>	
<p><b>Adjourn</b></p>	<p>A motion was made to adjourn the meeting by Pete and seconded by Ocie.</p> <p><b>The meeting was adjourned at 1448.</b></p>	