



I. Attendance Roster

X = In attendance XP = In attendance via telephone A = Absent

User Council Members

A	Adams	Ocie	Mr.	AK DOT&PF, Primary
XP	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
XP	Freed	Andrew	MSgt	EAFB, Primary
XP	Fronterhouse	Bev	Ms	DOI, Primary, Fed non-DoD
A	Hull	Dave	Chief	Southeast Rep, Primary
XP	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, VChair
X	Leveque	Matt	MAJ	AST, DPS, Primary, Chair
XP	McGillivray	Tod	Sgt	Central Rep, Primary, Soldotna PD
XP	Mitchell	William	MSgt	Eielson AFB, Primary
A	Newman	Natalie	Ms.	US Army AK, Primary
P	Hooks	Wilbur	Mr.	Fed non-Dod, Primary, TSA
P	Murphy	Peter	Mr.	Fed non-Dod, Primary, FBI

Alternates

A	Fenimore	Kyle	SSgt	Eielson AFB, Alternate, 354 CS/SCMR
A	Jones	Robert	MAJ	US Army AK, Alternate
A	Krill	Jack	Mr.	Central Rep, Alternate, Central Mat-Su
A	Lewis	Mike	Mr.	DOI, Alternate, Fed non-DoD
A	MacDonald	Craig	LT	AST, DPS, Alternate
A	Mathey	Frank	Captain	EAFB, Alternate
A	Patz	Greg	Mr.	AK DOT&PF, Alternate.
XP	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
XP	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
A	Patz	Greg		SOA DOT, Alternate
A	Hansen	Glenn		SOA Other, Alternate (DMVA)
A	Caldwell	Jim	Mr.	TSA, Alternate, Fed non-DoD
A	Borrego	Susan	Ms.	FBI, Alternate, Fed non-DoD

Other Attendees

XP	Borg	Casey	Mr.	Motorola
XP	Debrowsky	Deb	Ms.	Motorola Project Manager
X	Dixon	Toni	Ms.	DOD Project Office
XP	Handyside	Heather	Ms.	MOA/EOC
XP	Jones	Ken	Dr.	Division of Military and Veteran's Affairs
X	Leber	Rich	Mr.	ALMR Technical Adviser



X	Marshall	Melissa	Ms.	SOA ALMR Project Manager
X	Otte	Ron	Mr.	ALMR Operations Manager
X	Quickel	Joe	Mr.	DoD Project Office
X	Richter	Bruce	Mr.	NLECTC
X	Smith	Del	Mr.	Five STAR
X	Stinson	Julie	Ms.	Five STAR
XP	Woodall	Tim	Mr.	DoD Project Manage

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Meeting called to order	@ 1:30	
Roll Call	Roll was called. Quorum was achieved.	
Meeting Minutes	<p>The 6 DEC 2006 meeting minutes were amended to include Jeff Hauck and Corey Poindexter as attendees.</p> <p>Sgt McGillivray made the motion to accept the amended minutes. Mr. Hooks seconded. Motion carried.</p> <p>In future, meeting minutes will be approved via electronic voting prior to the monthly meeting.</p>	<p>1. Ms. Dixon to obtain future meeting minute approval via e-mail, prior to the next User Council (UC) meeting.</p>
Issues and Risks Log	<p>Issue #35 has been resolved and can be closed. All other issues are ongoing and carried forward.</p> <p>In reference to Issue #43, MAJ Leveque shared that at a recent meeting in Palmer he was advised that there are still problems with missing audio. Mr. Borg can't address the problem until the survey sheets that provide specific information about the miss are completed and returned to him. MAJ added that there is difficulty capturing that information during swing shifts; a committed Captain is needed for this effort.</p>	<p>1. Re: #13: Mr. Borg to contact Mr. Sakamoto and obtain information regarding non DoD firmware upgrade status. Mr. Borg to report back to the UC membership the by 17 JAN 2007.</p> <p>2. Re: #32 Ms. Dixon to ensure CSP status is reported to UC members</p> <p>3. RE: #33: Ms. Dixon to follow up with Cantwell.</p> <p>4. Mr. Quickel to arrange a Gateway presentation for the 7 FEB 2007 meeting.</p> <p>5. Mrs. Dixon to follow up In-building lists pending future funding.</p>



		<p>6. Mr. Quickel and Ms. Dixon to continue work with NOAA regarding weather condition broadcasting over the System.</p>
<p>User Council Elections</p>	<p>The annual User Council elections were held. Major Matt Leveque and Deputy Chief Brad Johnson were elected to a second year as Chair and Vice chair, respectively.</p>	
<p>ICS Zone Workshop follow up</p>	<p>Joe Quickel provided an overview of the report that was issued as result of the 14 DEC 2006 ICS Zone Workshop. A lengthy discussion followed.</p> <p>All members are in agreement that this document fairly represents their interests and the interests of their constituents.</p> <p>Tim Woodall shared that this effort does not require Executive Council approval unless issues arise between one or more agencies. The UC makes the operational decisions for the System.</p> <p>Point of Note: Ops activities that require a financial commitment would require EC purview.</p> <p>MAJ Leveque's concern is that touching every radio again takes real money. The EC must understand and validate that this effort will have a financial impact, particularly for smaller municipalities.</p> <p>Mr. Woodall suggested that first, we determine which radios are required to support NE 07 and see if there are funds available.</p> <p>Sgt McGillivray noted that all of them are going to have to be reprogrammed anyway. Major Leveque is less concerned about the agencies that have resources, he's worried about the smaller EMS and fire departments.</p> <p>We need to proceed on the impact analysis and share that with the UC and the EC/SIEC.</p> <p>Dr. Jones noted that ETS engineers want to review this and are back from Holiday. Mr. Quickel</p>	<p>1. Mr. Quickel to organize a technical review of the ICS Zone proposed changes. An agenda will be developed and a meeting date set.</p> <p>2. UC Members to send any additional changes to the document to Ms. Dixon ASAP.</p> <p>3. Ms. Dixon to coordinate any changes to the ICS zone document as members send them in.</p> <p>4. A special session of the UC may be scheduled, but finalization of the ICS document can probably be handled via e-mail.</p>



suggested a meeting with the ETS staff within the week. The feedback will be sent back to the UC for their consideration.

Ms. Fronterhouse also wants the opportunity for her technical staff to comment on the document.

Mr. Woodall noted that the ICS zone meeting, called by local agencies, was held to document the operational requirements. The next step is a technical review, not to determine if it will work operationally, but to determine if it will work technically.

Additional concerns included:

Q. Is there a requirement under ALMR, or grant guidelines for this the new zones to be in every radio?

A. Work with your own operational folks to make that decision.

Q: What about smaller radios?

A: If all you can fit is your own regional zone, use it.

Q. If we focus on the radios that have not been touched for ASE 07, we wind up with 500 radios with the newest stuff, and thousands of radios with the old stuff. What then?

A. Once the discovery has happened, we can determine what the process will be. We need to do a concept/validation, then roll out a plan to program all of the radios, so that there will be no issues. We need to get feedback on this from an exercise standpoint before we roll it out to everyone.

Q. What about multiple, different fleet maps? We have version control issues.

A. There will be version disparity for a while. We will need an implementation plan that establishes a drop-dead date. Then we will have uniformity.

Mr. Borg noted that the changes can be loaded into the System in about two days.

Ms. Stinson noted that SOA has already planned to reprogram all radios during the first Q of 2007 (according to Paul Wheeler).



	<p>Ms. Stinson asked that an item be added on Page 4 that addresses the required update to the SEIC Plan prior to FCC review and approval. Ms. Stinson noted that the radios can be programmed while waiting for FCC approval. Mr. Woodall concurred.</p> <p>User Council agreed that the final draft would be delivered and voted on electronically. There should be no reason to call a special session.</p> <p>Sgt McGillivray made the following motion:</p> <p>The User Council will forward the ICS zone report as written to the technical groups, with stipulation that they provide input within the week,</p> <p>Deputy Chief Johnson seconded.</p> <p>The motion carried.</p>	
<p>Training Plan</p>	<p>Background: The EC directed the Project Team to develop a training plan. It is rather lengthy and contains technical and operational information. It is not meant to be a complete document. Training opportunities will change over time and this document will be evergreen as time goes by.</p> <p>The following motion was made by MAJ Leveque:</p> <p>The User Council endorses the training plan and asks that MAJ Leveque advance it to the Executive Council.</p> <p>Sgt McGillivray seconded the motion.</p> <p>Motion carried.</p>	
<p>TICP/CONOPS</p>	<p>Mr. Smith noted that the TICP/CONOPS documents have been submitted on time. The 5 Star Team facilitated the ICS Zone meeting 14 DEC 2006 as part of the TICP/CONOPS outreach effort. The numbers have changed very little since last month. 52 questionnaires have been returned, there are still some that have not been returned. Next steps include modifying the TICP/CONOPS per input received and follow up on the development of the Regional Zones. See the document posted on the ALMR Website for more information.</p>	



<p>Motorola 7.1 Update</p>	<p>Motorola reported that all problems have been overcome and everything is functioning as it should effective 1/1/07. They are still working on MOSCAD issues from a training perspective and in a technical capacity.</p> <p>Post Meeting Note: MOSCAD stands for Motorola Supervisory Control and Data Acquisitions System.</p>	
<p>Updates Mr. Woodall, Dr. Jones</p>	<p>Dr. Jones noted that with the change in the Governorship and the holidays, he has been dealing with tactical issues all month.</p> <p>Dr. Jones requested time of the February agenda to present information on Risk Analysis.</p> <p>On 24 JAN 2007 there will be a day-long meeting of State staffers to create a plan for SATS/ALMR. One of the outputs of the meeting will be a list of priorities for the maintenance and operation of the system.</p> <p>Mr. Woodall reported that he has received the TICP/CONOPS documentation. The government will review the content and format. The content will be finalized in the next review cycle. This should occur in mid February. The next step will be a review by the User Council. The will be finalized by the end of March.</p> <p>There are four areas of implementation that are critical to make sure we can interoperate: fixed infrastructure, critical in-building issues and BDA's, the Gateway (that allows disparate radios to communicate on the system), and the capability of the Transportable(s).</p> <p>Mr. Woodall reported we are working with the State on the Gateway. A contract must be set up for system design. The time line is 60-90 days before this effort can begin.</p>	<p>1. Ms. Dixon will follow up with Dr. Jones regarding his presentation at the February UC meeting.</p>
<p>Update Mr. Otte, Mr. Leber</p>	<p>The OMO (Operations Management Office) has already addressed several deliverables. Process mapping is underway as well as a diagnosis of the current processes. A Strategic Plan, an Operations Plan, a Customer Support Plan and a Communications strategy are also in development. In between those activities, the OMO will coordinate its taskings from the user community.</p>	



	<p>All the products the OMO is responsible for will be first vetted by the government to ensure the highest level of security. After that, a corrected version will be vetted by the UC.</p>	
<p>Confirm Meeting date 7 February 2007</p>	<p>Deputy Chief Johnson will be out so Jeff Tucker will represent the northern region at the next meeting.</p>	
<p>New Business</p>	<p>Mr. Fisher announced that Dave Leibersbach, former DHS manager has resigned. John Madden was appointed acting Director effective 01/03/2007.</p> <p>Sgt McGillivray asked if there has been any response to the letter sent to Governor Murkowski regarding state funding to smaller agencies in order to pay their cost share. MAJ Leveque noted that Governor Palin is currently staffing an Office of Management and Budget. Sgt. McGillivray is putting a budget together and it is difficult not knowing if the state will help municipal partners. Major Leveque has discussed this issue with Commissioner Monegan.</p> <p>MAJ Leveque noted that he couldn't spend all day at the ICS Zone meeting, but he thought it was a very well put together. Thanks Mr. Quickel, Ms. Stinson, Ms. Dixon, Ms. Shafer and Mr. Otte (for the nice room).</p> <p>Sgt McGillivray noted that it was the most productive meeting we have had so far. It was very helpful meeting the faces behind the voices on the phone.</p> <p>Deputy Chief Johnson asked if an annual meeting had been discussed further. MAJ Leveque took the action to contact Mr. Woodall to discuss further.</p> <p>Note: There was a post meeting discussion between Ms. Stinson and MAJ Leveque concerning funding. Ms. Stinson will get more information to MAJ Leveque.</p>	<ol style="list-style-type: none"> 1. MAJ Leveque to follow up with Mr. Woodall regarding funding for an annual UC meeting 2. Ms. Stinson to provide MAJ Leveque with information about funding opportunities.
<p>Adjourn</p>	<p>Sgt McGillivray made a motion to adjourn the meeting.</p> <p>Deputy Chief Johnson seconded.</p> <p>The meeting adjourned at 2:58 p.m.</p>	