



I. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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A	Adams	Ocie	Mr.	AK DOT&PF, Primary
T	Fenimore	Kyle	SSgt	Eielson AFB, Primary
T	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
A	Fronterhouse	Bev	Ms	DOI, Primary, Fed non-DOD
T	Hooks	Wilbur	Mr.	Fed non-DOD, Primary, TSA
T	Hull	Dave	Chief	Southeast Rep, Primary
T	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, Vice Chair
A	Leveque	Matt	MAJ	AST, DPS, Primary, Chair
T	McGillivray	Tod	Sgt	Central Rep, Primary, Soldotna PD
T	Murphy	Peter	Mr.	Fed non-DOD, Primary, FBI
A	Newman	Natalie	Ms.	US Army AK, Primary
A	Taylor	Marlon	MSgt	EAFB, Primary

Alternates

P	Blaine	Scott	TSgt	EAFB, Alternate
A	Borrego	Susan	Ms.	FBI, Alternate, Fed non-DOD
T	Caldwell	Jim	Mr.	TSA, Alternate, Fed non-DOD
A	Currier	Neal	TSgt	Eielson AFB, Alternate, 168 ARW
A	Hansen	Glenn	Mr.	SOA Other, Alternate
P	Henderson	Randy	Mr.	MOA, Central Rep, Alternate
T	Lewis	Mike	Mr.	DOI, Alternate, Fed non-DOD
A	Patz	Greg	Mr.	SOA DOT, Alternate
T	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
T	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
A	Wilson	Barry	LT	AST, DPS, Alternate

Other Attendees

T	Gale	Kent	Mr.	BLM (For Bev Fronterhouse)
P	Ince	Chester	Mr.	OMO Subject Matter Expert
P	Leber	Rich	Mr.	OMO Technical Advisor
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Sinclair	Kyle	Mr.	NLETC
T	Gibbs	Dave	Mr.	Manager, Fbks NSB OEM



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: October 4, 2007

P	Smith	Del	Mr.	ALMR Operations Manager
P	Nichols	Steve	Mr.	Thales
T	Jones	James	Mr.	System Technologist
P	Wilson	Jerry	Mr.	Municipality of Anchorage

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Meeting called to order at 1330.	
Roll Call	Roll call was taken and quorum achieved.	
Minutes Approval	Minutes from August 8, 2007 were reviewed and approved. Motion made: Sgt Tod McGillivray; Seconded: Mr. Corey Poindexter. For the User Council the motion carried .	
Review of I&R Log	Active Issues	
#32 – Customer Support Plan	Mr. Del Smith commented that drafts for both the SMO and OMO CSPs were provided to Mr. Tim Woodall on 3 October. After review by Mr. Woodall, the documents would go to the User Council for review and approval	1. OMO and SMO CSPs will go to UC Document Review committees per agreed upon format from Annual User Council meeting.
#43 – Missing Audio	Deputy Chief Brad Johnson noted the use of the loaner radios in Fairbanks had been extended to 19 Nov. He planned to request another extension. He also noted that a side-by-side test of the EFJ and Motorola radios would be conducted the week of Oct 15. The results will be provided once testing is concluded.	2. Brad Johnson/OMO to provide results of side-by-side testing once complete.
#44 – Implement Regional ICS zones	Del briefed this issue was discussed during the Annual User Council meeting and a decision was made for each agency to create a translation card for their conversion table. Mr. Woodall stated the OMO could assist with putting together a reference card.	3. OMO to assist with putting together reference cards for ICS Zones.
#48 – EMS and Regional Support for smaller communities	<p>Del briefed that the OMO (Mr. Chester Ince) had contacted 20 agencies; some were non-responsive. He also noted he had a meeting with ACEMS on Oct 5 and would be providing the findings of the surveys.</p> <p>Mr. Dave Hull thanked the OMO for pushing this process through and lessening some of the tension with the southeast communities.</p> <p>Mr. Bryan Fisher presented that he had briefed the Code Blue Steering Committee and ACEMS on the status of PSIC.</p> <p>Dave noted it was good to finally get a grant that will</p>	



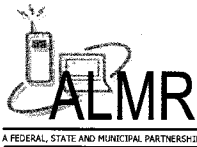
	<p>benefit those smaller departments that may not have any funds.</p> <p>Del stated he hoped the grant review committee kept in mind that rural folks have been ineligible in prior years.</p> <p>Brad Johnson agreed that he too would hate to see a large chunk of the funds go to larger jurisdictions/projects.</p> <p>Dave said he understood that with proper justification, non-P25 compatible equipment can be bought with the grant money.</p> <p>Bryan clarified that there is a distinction between P25/ALMR and that the grant money doesn't have to be spent on P25, trunked encrypted equipment, but that you have to demonstrate the non-P25 equipment is "interoperable."</p>	
#49 – Documentation Review Process	<p>Del stated testing was still in progress with four radios. Relative to the testing in Fairbanks the week of Oct 15, the SMO would provide a couple Kenwood radios to be used in the test. REVL declined to participate.</p> <p>The OMO had also been in touch with the Wisconsin State Police and were exchanging information about their testing program.</p> <p>Del asked that any agency looking at acquiring Kenwood radios, please contact the OMO.</p>	
#50 – Validation Process	<p>Del Smith stated Kenwood testing with the representatives was complete, and there were a few issues noted with the radios.</p> <p>At the August meeting, Mr. Casey Borg briefed the radios were not OTAR capable, and they could not interconnect (phone calls). However, neither feature is required to operate on ALMR. Currently, it looks like they are good to operate on the System but there is additional testing on going with regard to roaming.</p> <p>Del stated at this time no other vendors had contacted OMO/SMO to bring/send radios to Alaska for testing on ALMR.</p>	
#51 – Southeast Build Out	The information was provided at Annual User Council meeting.	CLOSED
#52 – Ester Dome	Tim stated notice was given to the company causing	4. Tim to follow up with FCC on



Interference	<p>the interference, and it is our understanding they have fixed the problem.</p> <p>Brad asked if it was possible to get the FCC notice for historical purposes and which ensured the problem was taken care of.</p> <p>Tim stated his office would follow up with the FCC for a record of communications on the correction of Ester Dome interference.</p>	formal record of communication on Ester Dome interference issue closure.
#53 – Busies	<p>The SMO briefed on 1 Aug that they were unable to retrieve the specific data for the talk groups. Training to those not on the System day to day is one solution in eliminating some of the System busies.</p>	CLOSED
#54 – Annual UC Meeting	<p>The meeting was held on 18 – 19 September</p>	CLOSED
Closed Issues		
#42 – Emergency Notification	<p>NOAA publishes weather reports through other means. It does not look like ALMR is able to get a more encompassing report.</p>	CLOSED
Pending Issues		
#2 – SATS Pricing	<p>Mr. Jim Kohler stated this is due at the end of October and he is pushing hard to meet that deadline.</p> <p>Matt stated the date is driven by the FY09 Budget.</p>	
Operations Management Office Status Update	Del Smith	
	<p>1 - Del briefed the results of the poll/survey from the Annual User Council meeting. There were two surveys distributed, one for the User Council only and one for the general Public Safety audience.</p> <p>There were some comments from the general audience stating the briefings were too high level and a greater focus should have been on training. Del stated there was obviously a misunderstanding about the focus of the conference toward the UC and OMO would do a better job in the future of conveying this to the general audience.</p> <p>2 – Del reiterated the test in Fairbanks the week of Oct 15. OMO/SMO would participate to ensure the test makes sense and is appropriate to the ALMR system. The OMO/SMO will be including the on-loan Kenwood in the test and will provide details at the end of the tests.</p>	<p>5. OMO to gather information and develop white paper per discussion at Annual User Council meeting</p>



	<p>3- Reference the loaner radios in Fairbanks, Del advised it was OMO understanding the national guard needed all or most of the radios returned for an exercise they have at that time.</p> <p>4 – Del advised there were no system stats to be provided at this meeting but the OMO/SMO was still monitoring busies.</p> <p>5 – Del advised the UC the OMO was going to Kenai on Oct 18 to meet with Bear Creek and local EMS and Fire agencies. These agencies have received some grant money and the OMO will be working with them to discuss and develop their talk groups. The OMO will also be assisting Glennallen with their talk group development in the near future.</p> <p>6 – Per the tasking from the Annual User Council, the OMO is gathering information and will begin working on the White Paper on why the State should not charge for services on ALMR.</p>	
<p>System Management Office</p>	<p>Mr. Casey Borg, System Manager</p>	
	<p>Casey was on leave, so Mr. James Jones, System Technologist, provided the SMO update. He stated there had been some minor microwave issues but overall the system was performing well. The State was also working on issues at Tsina where it was 'bouncing.'</p> <p>Tod asked if the SMO was aware that Ski Hill MW went down last week.</p> <p>James stated he saw nothing on the System controller to indicate an outage.</p> <p>Tod stated the Kenai Borough was buying a new MW for that site and suggested the SMO contact Mr. Scott Walden.</p>	<p>6. SMO to contact the Kenai Emergency Operations Office and SOA ETS reference Kenai MW.</p>
<p>Joint Project Team Status Update</p>	<p>Mr. Tim Woodall, ALMR Project Manager</p>	
	<p>1 - Tim stated there are a number of changes on going. They have completed 80% coverage testing on the System, the remaining test to be completed in the next several weeks. The coverage products (fixed and mobile) will also be updated to reflect the new testing.</p> <p>2 - The Gateway contract was awarded. The SDA looked at agencies that needed to communicate with AST and the military. There were some site</p>	



	<p>support specification issues which Motorola was to correct.</p> <p>3 - The CONOP for the current Motobridge is in the fifth review and is expected to be ready in the next 30 days.</p> <p>4 - Currently, there are SDAs underway at Black Rapids, Willow Creek/Houston and Fairbanks/North Pole. A meeting will be held on Oct 18 to discuss the findings. He will provide further details through the OMO.</p> <p>5 - The Commissioner of Public Safety has asked that the possibility of moving the Master Controller to Kulis be considered. The SDA is being completed.</p> <p>Brad asked if there would be a dial-in to the meeting on the Oct 18 and documents provided.</p> <p>Tim stated yes there would be dial in available. This was the critical design review. A proposed solution would be recommended and a final SD provided with a cost proposal.</p> <p>Mr. Randy Henderson asked what the driving force was for the move to Kulis.</p> <p>Del stated there was a potential for the Troopers to gain more space and also this would be a more secure location for the Master Controller than the current location at Tudor Road. He noted this was not a done deal and just a suggestion at the current time</p>	
	<p>Mr. Jim Kohler, SOA ETS Program Manager</p>	
	<p>No update – Mr. Kohler was out of state.</p>	
<p>Next meeting</p>	<p>The next scheduled meeting will be November 7. Brad asked if anyone had any conflicts with this date and no one responded. The meeting will be at NLETC.</p>	
<p>New Business</p>		
<p>Thales Communications Demonstration</p>	<p>Del introduced Mr. Steve Nichols and stated that the OMO was always looking for ways to provide information to users based on the latest technology available.</p> <p>Mr. Nichols, Manager Public Safety Marketing for</p>	



<p>AML Issue Update</p>	<p>Thales, provided a briefing to the User Council on their new radios and the capabilities they hope to provide. He stated he hoped to have the radios available for purchase this time next year and would also like to provide several to ALMR for the type of field testing the OMO is conducting on both the EFJ and Motorola radios</p> <p>1 - Del stated he had spoken to Ms. Kathy Wasserman prior to the AML meeting and one of her concerns was a document from the Kenai attorney which stated the AML would be involved in negotiations with users. Del clarified that any negotiations with users would be between the Executive Council AML representative and the user, and not the AML representative in Juneau.</p> <p>2 - The AML had retained Attorney Clark Gruening in Juneau to further review the Cooperative Agreement and provided counsel. OMO will provide Mr. Gruening with any information he needs. It is Mr. Gruening's belief that the disclaimers in the Cooperative Agreement will not necessarily protect the AML from being sued. Del reiterated that the AML has been signed onto this project since 1997, no one is being drafted into ALMR, and if anyone wants to participate their user agreement will be negotiated as far as their costs are concerned.</p> <p>Chief Jeff Tucker stated there are a lot of misunderstandings and lack of communication and information sharing. A lot of education still needs to take place because agencies are asking what their liabilities are and what the costs are. AML is not sure they are the right organization to represent the communities.</p> <p>Brad stated there are other factors that need to be considered by the UC during this process. Because of what is going on the signing of the Cooperative Agreement could be delayed and this could have further reaching effects because this is the initial document from which everything else flows. The UC needs to be prepared to address this issue at the November meeting. Secondly, there is still the potential the AML does not feel they are the proper vehicle that should sign the agreement and no longer choose to be. If that occurs, the current EC representation as it currently exists no longer has a sponsor for the municipal organization. Local municipalities would then need to look at how they</p>	
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	<p>would address that either as an ad hoc or as groups like the regional UC groups in order to provide adequate representation.</p> <p>Jeff does not think AML will pull out of the Cooperative Agreement but are looking at the make up of the Federal non-DOD group is arranged and that relationship and this make placate their worries as an organization about any liability or cost to them.</p> <p>Brad noted the UC is currently trying to help the AML representatives to understand what is happening and what the position is.</p> <p>The next AML meeting is on Oct 11 at 10:00 a.m.</p>	
<p>Administrative</p>	<p>3 - Ms. Sherry Shafer requested the opportunity to go over the actions items from the August 8 meeting and what was pulled from this meeting. All actions items from the meeting were closed with the exception of "UC and OMO to identify and implement training programs for other than day-to-day users." It was suggested and accepted that this item be added to the Issues & Risks log.</p>	<p>7. OMO to add to Issues & Risks log.</p>
<p>EMS Symposium</p>	<p>4 - Jeff requested any PowerPoint presentations to assist him with his presentation to the State EMS Symposium.</p>	<p>8. OMO to provide PowerPoint briefing.</p>
<p>Central Key Holder</p>	<p>Tod requested a discussion concerning establishing a centralized KVL holder/maintainer. He advised that even if someone established their own encryption key codes, unless they matched the Master Controller, they won't work and the agency will not be able to talk to anyone. This issue came to light when an agency on the peninsula that is not on ALMR but narrowband encrypted shared their keys they had coded themselves, with another agency on ALMR.</p> <p>The OMO is requesting the SMO be the 'clearing house' for all encryption keys, whether on ALMR or not, to advise what is available to avoid future conflicts. Del stated he is going to go in front of the Chiefs' Conference to move this along.</p> <p>Tod had met with the Peninsula Chiefs and there didn't appear to be any opposition.</p>	
<p>UC Vacancy &</p>	<p>Mr. Wilbur Hooks stated he was being transferred to</p>	



Alaska Land Mobile Radio

*ALMR User Council
Meeting Minutes*

Date: October 4, 2007

Farewell	Louisville, Kentucky, and at this time had no replacement for his UC seat. Mr. Jim Caldwell (alternate representative) will sit in, in the interim, until someone is appointed.	
Adjourn	Motion made to adjourn the meeting by Tod McGillivray. Seconded by TSgt Scott Blaine. For the User Council the motion carried . Meeting was adjourned at 1500.	