



*ALMR User Council  
Meeting Minutes*

Alaska Land Mobile Radio

*Date: March 1, 2003*

I. Attendance Roster

Key: X = In attendance XP = In attendance via telephone

User Council Members

X	Matt Leveque, Chair,	AST, DPS, Primary
XP	Brad Johnson, Vice Chair	Northern Rep, Primary, Fairbanks PD
X	Bryan Fisher	AK DMVA –Primary representing all other AK Agencies
XP	Todd McGillivray	Central Rep, Primary, Soldotna PD
XP	Jack Krill	Central Rep, Alternate, Central Mat-Su Fire Chief
X	Craig MacDonald	AST, DPS, Alternate
XP	Jeff Tucker	Northern Rep, Alternate, North Star Borough
XP	Ocie Adams	AK DOT, Primary
X	SMSgt Frank Dannals	EAFB, Primary
XP	Capt Frank Mathey	EAFB, Alternate
X	Mr. Corey Poindexter	US Army AK, Alternate
XP	MSgt William Mitchell	Eielson AFB, Primary
	SrA Kyle Fenimore	Eielson AFB, Alternate
XP	Bev Fronterhaus	BLM, Primary (Waiting on Letter) Fed non-DoD

Other Attendees

X	Bob Griffiths	NLECTC
X	Bruce Richter	NLECTC
XP	Casey Borg	Motorola
XP	David Christenson	Bear Creek
XP	Barry Davis	Chugiak Fire Dept.
XP	George Mayberry	Dept of Social Services
XP	Heather Handyside	Executive Council Member
X	Jack Hauck	59th Signal Corp. Fort Richardson
XP	Jeff Tucker	North Star Fire Dept.
X	Ken Jones	Division of Military and Veteran's Affairs
X	Kyle Sinclair	DoD Project Office
X	Melissa Marshall	PMO
XP	Ocie Adams	SOA DOT Juneau
XP	Russ Ackerman	Fairbanks North Star Borough
X	Ruthi Muffler	DOD Project Office
XP	Scott Waldron	Kenai Peninsula Borough
X	Tim Woodall	DoD Project Office
X	Toni Dixon	DOD Project Office

II. Meeting Minutes and Action Items



Agenda Item / Topic	Discussion	Action Items
Welcome / Introductions	Meeting was called to order at 1332.  User Council Representatives Dannals, Fisher, Johnson, Leveque, McGillivray, Mitchell, and Poindexter are in attendance.  Quorum achieved	
Meeting Minutes of 2/8/06 Approval	First: Bryan Fisher Second: Todd McGillivray Passed	
Nominations for UC Secretary	No nominations or volunteers at this time. Matt Leveque has some ideas he will pursue.	Leveque to pursue filling Secretary function.
Introduce New Council Members	Colonel Clifton sent an appointment letter as follows: SMSgt Frank Dannals - Elemdorf Primary Capt. Frank Mathey, Elemdorf Alternate MSgt William Mitchell, Eielson Primary SrA Kyle Fennimore, Eielson Alternate Ms. Natalie Newman, Army Primary Mr. Corey Poindexter, Army Alternate MAJ Robert Jones, Army Alternate  Jeff Tucker will be the Alternate for the Northern Region	
System Status	Cooper Mountain is back up.	Marshall to ensure Leveque receives copy of daily report.  Marshall to send system build-out status to Leveque prior to each User Council meeting.
Introduce and discuss SLA chapters 1 & 2	Discussion. The Council membership agreed that more time was needed to review the document prior to discussion. Members agreed to vote via e-mail next week on chapters 1 & 2.  Mr. Woodall advised that chapters 3 & 4 would	Dixon to ask Quickel to check the formatting of the SLA.  Woodall to provide current costs of the system to Leveque.  Quickel to send parts 3 & 4 to



	be ready for distribution 3/3/06. Council members can review the entire document and begin a review discussion via an e-mail that Leveque will initiate.	Leveque 3/3/06.
Catastrophic Natural Events (CNE) Plan	Mr. Woodall provided an overview of the plan.	
Road Map for Beneficial Use	Mr. Woodall presented this document as an example of the Draft Policies and Procedures the project has developed. Once finalized, these Policies and Procedures will belong to the User Council. Woodall advised that the members can take their time going through these Roadmaps. The SLA is the critical document.	
TICP (Tactical Interoperability Communications Plan)	These plans are a description of how the Incident Command Structure operates. TICP's are written by region. A TICP can be used for local applications to DHS once the plan has been tested.  A mutual aid agreement will be developed as part of the TICP.	
MOU/MOA	Memoranda of Agreement and Memoranda of Understanding must be signed and in place by the end of June. These documents have a direct impact on the ability to share talk groups. The Council Membership decided to review these documents as a collective effort.	Leveque to e-mail the documents to Council Membership
Public Meetings Rules	We need to determine if Public Meetings Rules apply to council meetings	Leveque to research
Project Team	There is confusion about the roles and responsibilities of the Project Team	Woodall to send Leveque a Project Team Org Chart.
Southeast Region Representation	Matt Leveque is pursuing potential members in Southeast.	
User Agreement Status	Mr. Woodall advised that since the system hasn't been "designated for beneficial use", current User Agreements are with the State of Alaska's Department of Administration. There	Ken Jones to load BETA User's agreement to ALMR website.



	is a BETA version of the agreement available. Interested parties can get copies from Ken Jones.	
Key Management Facility (KMF)	<p>Small local agencies may not be able to afford their own KMF and will need to partner with someone else. Brad Johnsons suggested an agreement between local agencies and the DoD to share KMF facilities. The State has a single KMF facility.</p> <p>Mr. Woodall suggested that the DoD can generate keys for local governments. Eventually there would be User Council Memoranda of Understanding regarding a long term relationship for KMF creation between local agencies and DoD.</p>	Marshall to send KMF document to Leveque for distribution.
Confirm Next Meeting Date	<p>Next meeting is April 5, 2006, at 1:30 PM at 3000 C Street</p> <p>May 3, 2006 is the tentative date for the May meeting.</p>	
New Business	Todd McGillivray advised that the Triborough Mayors sent a memo to Governor Murkowski requesting Subscriber funding. Most users prefer a “zero” users fee approach.	
Adjourn	<p>Brad Johnson, First Todd McGillivray, Second</p> <p>Meeting adjourned at 14:38.</p>	