



Attendance Roster

Key: X = In attendance P = In attendance via telephone
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User Council Members

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

Alternates

P	Krill	Jack	Chief	Central Rep, Alternate, Central Mat-Su Fire
P	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire

Other Attendees

P	Debrowsky	Debra	Ms.	Motorola 7.x Upgrade Project Manager
X	Dixon	Toni	Ms.	DOD Project Office
X	Hauck	Jeff	Mr.	59th Signal Corp. Fort Richardson
P	Horn	Ken	Mr.	AK Railroad
X	Jones	Ken	Dr.	SOA SATS/Two-Way/Telecom Manager
X	Mann	Ray	Mr.	Five Star Consultant
X	Marshall	Melissa	Ms.	DoD Project Office
X	Quickel	Joe	Mr.	DoD Project Office
X	Robinson	Doug	Mr.	Five Star Consultant
X	Sinclair	Kyle	Mr.	NLECTC Program Manager
X	Smith	Del	Mr.	Five Star Consultant
X	Stinson	Julie	Ms.	Five Star Consultant
X	Wheeler	Gina	Ms.	NLECTC Program Manager
X	Woodall	Tim	Mr.	DoD Project Manager

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	New Issues & Risks
Welcome	The meeting was called to order at 1:31 p.m. Roll call was conducted and quorum was achieved. A review of the agenda followed.	
Minutes	Ms. Dixon noted the word "adjournment" is misspelled on page 6. A motion to accept the corrected minutes was made by MSgt Freed, a second provided by Sgt McGillivray and carried unanimously by the membership.	
Review Issues & Risks Log	The Issues & Risks log was reviewed and updated. Additional items will be added on a monthly basis. See the attached log.	<p>Ms. Dixon to invite Dave Gross from Motorola to October meeting for CSP and user support.</p> <p>UC Members will identify the buildings in their area that require and in-building analysis and mail the list to Karen Felts at the address provided by Ms. Dixon.</p> <p>Mr. Quickel to work a talk group ID issue for Chief Johnson.</p>
SLA Cost Differentiation	<p>Mr. Quickel reviewed the history of the SLA redefinition effort and presented the result.</p> <p>Most of the adjustments were made in the middle column of Slide #4 re: monitoring. The current contract provides 24 x 7 coverage. The proposed level is for after-hours monitoring or for no monitoring at all.</p> <p>The total cost share is appx. \$3.4 Million, an amount that will increase as sites are added.</p> <p>Operations Management costs include support for User Council activities, e.g., auditors, studies, meeting facilitation, etc.</p> <p>Next steps: The User Council has vetted the SLA and must vote to agree to this redefinition of service level. Once agreed to by the User Council, the document goes to the Executive Council where the</p>	<p>Ms. Dixon to send User Council a reminder for the SLA vote by COB Monday.</p> <p>User Council to send votes to Ms. Dixon for compilation.</p> <p>Mr. Woodall to send MSgt Freed a copy of his portion of the system cost.</p> <p>Chief Johnson to contact Mr. Quickel re: update to Executive Council.</p> <p>Ms. Dixon to resend UC Charter and instructions to UC members mid month.</p>



	<p>source of funding and the cost share will be established.</p> <p>Mr. Woodall noted that the SLA is an attachment to the ALMR Cooperative Agreement, which sets forth the roles and responsibilities of the Parties to the agreement. If the SLA is presented to the Executive Council on 8/10/2006, a Cost Share Task Force will be established to bring in specialists to determine the method of apportionment (e.g., per subscriber, flat fee) and the amount of the apportionment (e.g., 50-50-0, 25-50-25). We expect significant progress by the end of the year. Completion target date is 2008.</p> <p>Mr. Woodall continued that the SLA may be amended as a result of examination by the Executive Council and the signers who have approving authority. Final coordination of these documents occurs at the highest level within each agency.</p> <p>Mr. Woodall concluded by stating that this is a very difficult process. We are the first organization attempting this kind of shared governance. There is no model for it and as a result, it is not moving forward as quickly as everyone would like.</p>	
<p>TICP Kickoff</p>	<p>Mr. Woodall introduced the TICP process. He noted that we have a great standards-based shared system using technology that supports interoperability. To achieve true interoperability we need to define and document the specific processes, procedures and protocols required to respond to an incident for local state and federal agencies.</p> <p>MAJ Leveque noted that he recently met with Five Star staffers Ray Man and Del Smith for a preview of what the TICP will accomplish how useful it will be. MAJ Leveque stated that this effort will help everyone improve and he is very excited by the potential.</p> <p>Julie Stinson, from Five Star, provided a high level view of what the TICP means to the User Council:</p> <ul style="list-style-type: none"> ▪ The terms <i>TICP</i> and <i>TIC Plan</i> are synonymous. ▪ TIC plans will be developed at a regional level. A statewide requirement is expected soon. This is new to the Federal government. Alaska is the first state to prepare state-wide plan. We will be 	<p>Mr. Fisher to ensure that NIMS/ICS training information is available on the UC website. Brian to ensure COML core competencies will be posted at the website.</p> <p>TICP Page located at UC Web Site, Mr. Quickel will ensure all have access.</p> <p>Five Star to provide sample letters of endorsement to UC members.</p>



	<p>the model for the nation. 5 Star will solicit guidance from SAFECOM to insure we fit the model.</p> <ul style="list-style-type: none"> ▪ User Council participation is essential to the success of this effort. ▪ Definitions: <u>CONOPS</u>: The structure, roles and responsibilities, processes, and policies that detail the way each agency operates; the processes and procedures that paint the picture of where we are going. <u>TICP</u>: the document detailing how to get there. ▪ Documents will be written so that they can be easily updated. ▪ The State put out an RFP to bring in some NIMS/ICS trainers. The effort will include a train the trainer curriculum. ▪ There are no TICP requirements for the 06 DHS grants. ▪ All hazard scenarios will be personalized for each region. ▪ The TIC Plan must be kept current and tested. What is developed during this process we be measured and validated at NE07. <p>Dr. Jones noted that NE07 participants will not be given the scenarios in advance. They will be advised that they are looking at the Alaska energy system. Intel will be provided, but there will be no pre-warning. If the TICPs are not in place and exercised prior to NE07, it will be obvious.</p> <ul style="list-style-type: none"> ▪ The TICP Governance Structure includes an operations working group and technical working group. ▪ A letter from the State and DHS endorsing the TICP effort and directing staff participation and timeliness would be appreciated. ▪ People who currently operate on ALMR will participate in this effort. South East will be included at the point that it is operational on ALMR. ▪ The transportables will also be addressed as part of this effort. <p>Next steps: the Five Star team will schedule an overview presentation with each region (AST Detachment area) They will help agencies understand their role in the process. Initial presentations and interviews will help determine membership in either the technical working group of</p>	
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Alaska Land Mobile Radio

**ALMR User Council
Meeting Minutes**

August 2, 2006

	the operations working group.	
Next Meeting	The schedule for future meetings, held on the first Wednesday of every month is as follows: September 6 th , October 4 th , and November 1 st . Please mark your calendars.	
New Business Review of User Council Charter	<p>1. 7.x Upgrade Status</p> <p>Deb Debrawsky provided a 7.x upgrade status update. The project schedule is due next week. Ms. Debrawsky will circulate it. If anyone has specific questions or concerns related to the upgrade send them to Jim Robinson and he will forward them along to the right party.</p> <p>The benefits of this upgrade are as follows:</p> <ul style="list-style-type: none"> ▪ it extends the ALMR equipment lifecycle by four years ▪ It allows MOA to come on in its own zone at 700MHZ ▪ It provides improved security ▪ It turns the System into pure digital technology, ▪ It allows us to meet ISSI standards from APCO (The Association of Public-Safety Communications Officials - International, Inc.). <p>Tony Vita will be contacting agencies to identify consoles and recorders that require upgrades.</p> <p>2. MAJ Leveque thanked NLECTC-NW for the use of their new conference room and the bridge for our meetings.</p> <p>3. Chief Johnson and MAJ Leveque presented at the Interoperability Summit two weeks ago. Colonel Clifton appreciated the presentation and will invite Deputy Chief Johnson and MAJ Leveque to present it to the Executive Council.</p> <p>4. The next meeting of the Executive Council is August 10 at 1:30 p.m.</p> <p>5. Melissa Marshall updated the status of the build out on the Kenai.</p> <p>6. KMF Chief Johnson will upgrade radios to OTAR but needs access to a Key Management Facility. No agreements are in place. Mr. Woodall advised that the Military probably won't be able to provide the service. The State has a KMF. The non-federal</p>	<p>Ms. Dixon to add regularly scheduled TICP segment to UC agenda.</p> <p>MAJ Leveque to Call Mr.Horn from the RR.</p> <p>Ms. Dixon to develop a Draft <i>New User</i> process.</p> <p>Chief Johnson to refer Denali Park, Healy Tri Valley and Cantwell to MAJ Leveque.</p> <p>Ms. Fronterhouse to contact MAJ Leveque to discuss DOI participation.</p> <p>Agencies interested in participating in Transportable demo the week of 9/24/06 should call Mr. Quickel @ 269-8618. Ms. Dixon to send a reminder.</p>



	<p>agencies need to collaborate with the State to solve this issue.</p> <p>6. New Users Chief Johnson noted that three agencies, Denali Park, Healy Tri Valley and Cantwell have completed fleet maps and are very anxious to get on board. Mr. Woodall advised that they are probably all set, and noted that a New User Process is needed.</p> <p>MAJ Leveque followed up with Ms. Fronterhouse regarding the DOI membership. They will speak off line.</p> <p>7. Transportable Demo Mr. Woodall noted that there will be a Transportable demonstration the week of September 24th. This is going to be a very important event, attended by many high-level military. They will turn on the C band and want to provide a demo with lots of traffic on the system. Mr. Woodall will open it up to agencies to come out and test their radios on the system. The Mesh network will be available. More details will emerge in the coming weeks. If you are interested please call Joe Quickel.</p> <p>8. DHS Grants Mr. Fisher noted that the 2006 grants review is complete. An internal selection committee will determine allocations by September 1, 2006.</p>	
Adjournment	Meeting was adjourned at 3:34 p.m.	