

# Alaska Land Mobile Radio (ALMR)

## Users Council Charter

*Meeting Minutes of Wednesday, January 4, 2006*

<b>Attendees</b>	<b>Attendees via Telecom: 866-569-6916</b>
Matt Leveque, Major, AST Anchorage	Jack Krill, Matsu Borough
Jeff Hauck, Army	Jeff Tucker, North Star Fire Dept.
Corey Poindexter, Army	Don Bauer DEC Anchorage
Frank Dannals, Elmendorf AFB	George Mayberry, Dept of Social Services
Doug Schoenwald, EF Johnson	Brad Johnson, Fairbanks
Electa Kreis, EF Johnson	Sgt Mitchell, Eileson AFB
Someone Municipality of Anchorage	
DOD program office	
Bev Fronterhaus, Bureau of Land management	
Kyle Sinclair, supporting DOD	
Tim Woddall DOD project office	

Matt Leveque, Interim Chair, called the meeting to order at approximately 1:35pm on Wednesday, January 4, 2006. Those of you who are on Kyle Sinclair's email list have received a copy of today's agenda and also quite recently would have received copies of minutes from our last meeting.

I am proposing that since we were late in getting the minutes out that we postpone review of our minutes from the last meeting until our next scheduled meeting on February 8<sup>th</sup> so that everyone will have had a chance to review them. Is there any objection to this? No objections

I am going to advise you of what we have learned with respect to the draft charter that we agreed on in early December and on which I presented in the group's behalf to the Executive Council (EC) at the end of the first week in December. The EC found no apparent problems with the representation scheme that we came up with, so we're fine with that particular part of the draft charter. There were concerns by some of the EC members regarding the scope of the User's Council responsibility will be and some of the language which would make it more succinct that we are an "advisory" body. The project team that currently exists will be transitioned away and will be replaced by a general manager of the system with whatever staff that winds up being necessary. The user council would interact with the general manager and his staff so that if, for example, there was a requirement and the user Council draft document comes

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up with an auditing system to track money, it would be the general manager and staff that would create a proposal on how the auditing system would work and which the GM would present to the User Council ... or a security system or whatever we might be dealing with. We would approve or disprove and then send that to the EC. That being the case the EC members wanted to make sure of what our duties were that they were clearly delineated and also that we were not tasked with developing particular policies for procedures. We would be working with the GM to make sure they made sense and meet minimum requirements. So at any rate, the EC has some processes that they're going through by way of determining the charter, and they have not gotten back to us yet. So that's where we are right now, although I know that by today we were hoping that we would have become a functioning user council – that will happen whenever it happens.

Question of when a general manager would be noted and this question was deferred to Mr. Woodall. Mr. Woodall, there are two project managers? One for the State, and one for DOD? These are the two top managers of the current system as it's being developed. Mr. Woodall continues: In relationship to the GM, the EC has approved that position and the request has gone forth to the Department of Administration to fill that position. That is a shared process funding position because we get our money through the Defense Appropriations bill and this was tied up until just recently. We don't expect to see those dollars until February. When we see those dollars we will contribute a portion of the cost for hiring a GM and we would hope that he'd be on staff by mid-June; earlier if possible. Matt adds that the GM will wind up being a State employee. Mr. Woodall adds that the GM will be a contractor working for the State. What the GM will do is represent the users more than they do the servicing agency. The GM will be the go-between, between the UC and the user community and the maintenance organization which will be the Department of Administration – and any contractors performing that maintenance. The UC effectively runs the system. The GM does that for them, based on the metrics that you've developed. Say the system is operating the way you want it to, you're defining the requirements and standards by which it operates, and you're providing feedback that the maintaining organization is meeting your requirements. It does not have anything to do with, for instance, the operation of military bases, for local government, etc. What we're dealing with is how the infrastructure functions on a whole – what is the downtime, is it meeting five 9's uptime, is it performing, are they responsive to the user's needs – those sorts of things. We'll get into a little bit of that later on in this meeting.

# Alaska Land Mobile Radio (ALMR)

## Users Council Charter

*Meeting Minutes of Wednesday, January 4, 2006*

Matt adds that he had asked Dr. Ken Jones to attend today's meeting, but Dr. Jones wasn't able to. What Mr. Woodall was asked to do is give a few minutes of orientation to the ALMR membership and perhaps field some questions from individuals. If there is no objection, we will have Mr. Woodall start.

Mr. Woodall gave a presentation on this history of the Alaska Mobile Radio Cooperative. The governance also calls for a GM. So if you were going to do an organizational chart

### *Executive Council*

#### **User's Council**

*(Operational side)*

- General Manager
- O&M Servicing Agency

#### **Joint Project Team (co equal)**

*(Implementation side)*

What we lack right now from an EC standpoint is a Memorandum of Agreement (MOA) that moves the cooperative agencies into an O&M relationship. Part of a transition includes setting up a number of plans and operating instructions that the project team is developing in a strong-arm fashion. These documents deal with operational issues: we have a maintenance document, operations document, concept of operation, 4 or 5 standard operating procedures that are already drafted – but what we will do is pass these documents to the UC. These documents are between 85 and 90% complete. You will have to finalize these documents (and you can totally rewrite them if you want – because we could have totally missed the bill on what you want in terms of how the system supports you), and submit them to the EC.

One of the very important plans are the agreements. The UC has to come together on this service level agreement. This is the philosophy that the EC is working in terms of a cost shared program. We have a single shared infrastructure; that means that the radio sites on the installations and radio sites on the roadways (whether they're being used by Federal, State, or local agencies) is really just one system.

. What we need the UC committee to do first is to define what this service level of agreement does. Does it define the ALMR system. All of the components of the system? This includes sites (antennas, towers, coaxial cable), everything that makes up the system ... roadways ... generators, fuel ... anything and everything), all of that has been described including the transport. The second part of the service level agreement defines (and this is where we really need a lot of help from you folks) the level of service by

# Alaska Land Mobile Radio (ALMR)

## Users Council Charter

*Meeting Minutes of Wednesday, January 4, 2006*

which any agency maintaining it is to maintain it. So we have to define, for instance, roadways to sites, they have to be cleared, they have to be drive-able, and they have to have open access. So we need to define this because as a user community, you may decide not to share the cost of a site; it may be owner's responsibility to clear snow, field generators. We want to develop a standard by which everyone maintains the same thing the same way. The third part of the service level agreement defines which part of the system are cost shared and which part are owner-agency costs.

- # Service level agreement (SLA) is an extremely important document
- # Guesstimate cost for Cadillac services now? Approximately \$5Million. DOD and State would split 50/50.
- # Reduce Cadillac costs, streamline service requirements
- # Restabilizing system; review requirements and cut costs
- # If we know we'll be needing money, do we begin informing someone? Woodall advised that yes, to coordinate with Heather Handyside. Apply for grants as well.
- # It is the plan that through '07 the maintenance bill would be covered on ALMR. You want to look at your 08 budget in June 07.

Matt replies to concern regarding unknowns with ALMR. He totally relates to the anxiety, about all the unknowns that may come out of this project; the unknown total cost for one and how it's going to be divided up.

- # Look at Needs Analysis first and then work contribution level
- # Smaller communities may not have to pay nearly as much as originally thought; perhaps very small communities would pay nothing at all
- # We don't have a UC document yet, let's not look too far down the pike yet.

Tim is asked to provide the three models which are in a spreadsheet. Variables in each model may be changed. And then work with the revenue to make it all work.

DOD knows it costs a lot of money to be interoperable and we pay a lot of \$ to be interoperable with our allies and other joint services, Army, Air Force, Navy, Marine Corps. There is a lot of compromise and sharing cost so that we can interoperate.

# Alaska Land Mobile Radio (ALMR)

## Users Council Charter

*Meeting Minutes of Wednesday, January 4, 2006*

- # Procedures and people processes have to be interoperable through standardization and practice.
- # Agencies will be reporting to state troopers so procedures with interoperability in place will have to be written
- # Need a process procedure that can transition us into the Federal level where the FBI or FEMA is in charge
- # Make sure we have an Incident Command Zone in the radios and know how to get there
- # Who is the Incident Command and have a policy and procedures format for that to make it happen
- # Look at the Maintenance document which defines the organization and processes; agree on how you want it structured
- # Concept of Operations document
- # Operations Plan document
- # We are going to give you a process to modify to meet your needs
- # You will not be abandoned.
- # Put a spend plan together of what you need in terms of support as you go through the plan process
- # Then a budget will be established and then get you \$'s
- # There is a “disgruntle” process to go through if you’re not happy with the type of service you are receiving
- # DOD pays for “x” amount of sites and will not have to pay airtime.
- # ALMR looks at SATS (the states’ microwave system) as a transport provider, just like GCI or AT&T
- # Demarcations will be defined
- # DOD program staff will help in editing documents as much as they can

When you send these documents to us, Tim, would you send Kyle Sinclair a copy as well?

Our next meeting will be February 8, same location, same time, same call-in. All Fire Chiefs will be in Juneau so we can teleconference them in.

# Alaska Land Mobile Radio (ALMR)

## Users Council Charter

*Meeting Minutes of Wednesday, January 4, 2006*

George in Valdez: we have coverage now in places that we never had before. It's fantastic to talk all the way up to Anchorage and Fairbanks; I can't tell you how much it means to us. It's really great to be able to give a better response.

Matt agrees, that feedback from his troopers is great, that they now have excellent coverage.

Meeting adjourned at 3:50pm.