Alaska Land Mobile Radio

1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required

User Council Members

				Primary
N/A	Angell	James	SSgt	DOD USAF, JBER
T	Cicciarella	Bob	Chief	Municipalities Central
N/A	Eike	Erin	LTC	DOD US Army - Alaska
T	Fournier	Doug	Deputy Chief	Municipalities North, North Star VFD
T	Kalwara	Erann	Ms.	Municipalities Southeast
U	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
N/A	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
N/A	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Monteleone	Dan	Mr.	SOA DOT
T	Rockwell	John	Mr.	SOA DPS, **Chair**
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, **Vice Chair**
U	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

				Alternate
U	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
T	Carrier	Chasen	A1C	DOD USAF, JBER
T	Cole	Henry	Mr.	SOA DOT
T	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	VACANT			Fed Non-DOD, DOI
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Loughton	Mike	Special Agent	Fed Non-DOD All Others, US Forest Service
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	Nelsen	Scott	Mr.	SOA All Others, DMVA
N/A	Roberts	Rick	Captain	SOA DPS
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
T	Williams	Rick	Mr.	DOD, US Army - Alaska
N/A	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

Supporting Staff and Guests:

T	Atkinson	Ross	Mr.	BLM Alaska Fire Service
T	Conant	Travis	Mr.	System Manager
T	Kostelnik	Sean	Mr.	Motorola Solutions
T	Letterman	Chris	Mr.	Operations Manager
T	Caltagirone	Paolo	Mr.	Motorola Solutions
T	Reed	David	Mr.	Information Systems Security Manager
T	Richter	Bruce	Mr.	DHS CISA
T	Shafer	Sherry	Ms.	Document Specialist
T	Stormo	Scott	Mr.	SOA APSCS
T	Ulrich	Naomi	Ms.	Motorola Solutions

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2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:33 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	There were no guests or special announcements.	
Previous Meeting Minutes	John asked if everyone had a chance to review the December meeting minutes and if there were any requested changes. There were no responses and he asked for a motion to approve the previous minutes. **Motion: Approve the December 2 meeting minutes as written.** **Motion: Mr. Dan Monteleone** **Second: Mr. Scott Nelsen** There were no objections. The motion passed.	
Issues & Risks Log Item Number	**Active Issue**	**Action Items Assigned**
	John asked Ms. Sherry Shafer, Operations Management Office, to provide the update for the Issues and Risks Log. She noted both the primary and alternate Federal Non-DOD DOI positions were pending the receipt of the appointment letter and once received it would go to the Executive Council for approval.	
	Issues Closed at, or since, last meeting	
Action Items Review	**Opened Items**	**Resolution**
	John asked Sherry to provide the update on the December Action Item and she noted there was one open item from December - "UC to develop a transition policy regarding the timeline for replacement of non-TDMA radios after the lifecycle briefing to the Executive Council (EC)." John asked Mr. Scott Stormo if he had any other information on this. Scott stated they had given Motorola the scope for the briefing and Motorola had been meeting internally. He added he hoped to have a draft this week and it would cover the funding requirements and technology upgrades past 7.17. Scott added there was no policy at this time that he knew of.	

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	John asked Mr. Chris Letterman where we were on the policy and Chris stated it had not been drafted yet. Chris also explained the briefing and policy were co-joined by the OMO to first have the discussion on the upgrade and then have the conversations on the budgetary timelines. He stated it seemed like a good idea to batch them together. John agreed there would be an evolution of the policy discussion after the briefing to the EC.	
Operations Management Office	**Mr. Chris Letterman, Operations Manager**	**Action Items Assigned**
Service Level Agreement	1. Chris briefed the document was put together most of last quarter and we are now just waiting on the Alaska Federal Executive Association representative signature.	
Interoperability Zones/Talkgroups	2. Chris reminded the group the dispatch consoles would be changed on January 20, 2021, to reflect the new Interoperability Zones and would be programmed remotely by the System Management Office (SMO) between 9 a.m. and noon. He stated the change would be almost instantaneous and the dispatchers may need to log out and back in for the console to update. Chris stated the Operations Management Office (OMO) was working on smart cards/quick reference guides for the new Interoperability Zones and will distribute those to dispatchers and agencies to use for reference until everyone gets their codeplugs changed	
Logo Contest	3. Chris noted the submissions that had been received would be provided to the Executive Council (EC) and they would be asked to rank order them. He advised once that was completed, Hoke Designs would prepare the concept art for the EC to review and pick the winner.	
Outreach	4. Chris advised he had been working the outreach project to contact all the agencies by the end of the year. He noted he had contacted all the local agencies and his focus would be on State agencies during the first quarter. Chris stated he appreciated the insights and feedback he had received. He added he was currently going through the coverage and site prioritization surveys to summarize the comments and put them in a better format. Chris advised he would have something for the council at their February meeting. Chris briefed there were two training sessions delivered last quarter and those had been recorded and posted to the new website. He stated the OMO has a meeting tomorrow to strategize the 2021 training plan and the focus would be to provide a couple training sessions each quarter. Chris asked	

	the council if they had any topics they would like to see presented, and if so, to get them to him or Sherry.	
Website	5. Chris briefed the new website had went live on Sunday, December 27, and he hoped everyone would go out and take a look around. He added we are always looking for constructive feedback and pointed out one of the newest features, that he felt was really powerful, was the indexed search for posts and comments.	
Annual Reports	6. Chris advised copies of the three annual reports would be sent to the council members via email after the meeting for approval and the OMO would like a response back quickly so the reports could be presented to the EC on January 21.	
December Document Reviews	7. Chris noted the OMO had reviewed the Security Controls Review Policy and Procedure, the Radio Usage and Transmission Protocols Policy and Procedure, the System Account Control Policy and Procedure, the System Vulnerability Management Policy and Procedure, the Roles and Responsibilities document and the System Description during the month of December.	
December Metrics	8. Chris briefed there were 1,071,383 group calls in December, which was down by about 53K for the same time in 2019. He added there were approximately 1.9M push-to-talks which was an increase of approximately 39K, and there were 212 busies, which was up by 39. Chris noted there were 23,057 subscribers at the end of December, an increase of 97 from November	
System Management Office	**Mr. Travis Conant, System Manager**	**Action Items Assigned**
Site Channel Utilization	1. Mr. Travis Conant briefed they were looking at each site to see if there too many channels. He stated they were currently considering reducing Bailey Hill from a seven-channel site to a six-channel site and reducing Fire Station 12 from a ten-channel site to a six-channel site. Travis added Fire Station 12 is in the middle of Anchorage and they believe they can go down to six channels with no impact. He noted they would turn down the channels and then monitor the site traffic for a couple months. Travis stated after that, they would finalize when to do the GTR upgrades at these sites and the notification would be sent out from the Help Desk.	
Band Plan	2. Travis stated they were working with the band plan at the System level and it should be finalized in the next week or two. He added there are 16 elements, and the global plan would be sent to all sites and they were hoping to get it finished by January 20. Travis pointed out that FDMA will	

	not change, but any APX radios would need to get the new band plan. Mr. Greg Eubank advised they had an APX consolette that will probably need upgraded. Travis noted they will need the flash upgrade and the new band plan. Mr. Scott Stormo stated there is a lot of work is involved in this project including tower analysis for the new TDMA antennas and flash upgrades for a number of state and local radios. He added agencies would be contacted by his office to get the upgrade, as they work through the radio list. Travis added there is a lot of programming changes and to contact the Help Desk, as they are an available resource.	
State of Alaska	**Mr. Scott Stormo**	**Action Items Assigned**
Vacant Positions	Mr. Scott Stormo reminded everyone they were still looking for applicants to fill the vacant positions and were very short staffed at this time.	
Department of Defense	**Mr. Timothy Woodall**	**Action Items Assigned**
USARAK Updates	Mr. Timothy Woodall was not present for the meeting. Mr. Rick Williams updated the council on the status of the USARAK projects. He noted they would be implementing WAVE at their three range locations over the spring. Rick noted they were about a year behind schedule and hoped to be finished by April, give or take a week or two. Rick added they were also updating consoles and replacing they XTS5000 handhelds. He added he also owed Scott a conversation on power upgrades and he would take that offline.	
New Business	**Discussion**	**Action Items Assigned**
	John reminded the group they had received a draft copy of the Alaska Statewide Communication Interoperability Plan (SCIP) template and introduced Mr. Bruce Richter to cover the discussion. Mr. Bruce Richter, DHS CISA, introduced himself and stated his agency is focused on emergency communications as a critical capability at all levels. He added SAFECOM grant guidance provides uniform guidance across many federal agencies who offer grants for communications-related equipment and one element is having a current and updated SCIP. Last time Alaska's plan was revised was 2013 and looking for a coalition to look at the draft plan and make it Alaska's own. Template is notably shorter than the old plan,	

	around ten pages and focused on the interoperability continuum – standard operating procedures, technology, training exercise, usage, outreach, and information sharing and life-cycle funding. Some of what you covered today would make great short-term objectives to put in a bigger plan and also gives the SWIC a state plan to weight grant applications against. Bruce stated he would work with John to set up some short blocks of time, to invite people to. He added that they will provide all the support for capturing the information and putting together a draft for the members to look at. John added they are trying to focus on metrics and current planning phases and asked if it would be appropriate for the first couple meetings to focus on what we are going to do and getting the right people to help. He asked if the OMO would be willing to help by forwarding emails out to the council members and Chris responded affirmatively. John requested everyone look at the topics in the SCIP and reach out to him if you would like a copy of the previous 2013 version.	
Next meeting	**Discussion**	
	John reminded everyone the next meetings were on and February 3 and March 3.	
Adjournment	**Discussion**	
	John asked if there was any other discussion and hearing no response, he requested for a motion to adjourn the meeting. **Motion: Adjourn the January monthly User Council meeting**. **Motion: Mr. Nate Skinner** **Second: Deputy Chief Doug Fournier** There were no objections. The motion **passed**. The meeting adjourned at 2:16 p.m.	