

User's Council meeting

Wednesday October 26, 2005

13:30 - 15:00

3000 C Street, Room 304

- 13:30 p.m. Welcome
- 13:50 p.m. Discuss Governance structure
- 14:00 p.m. Review Draft Charter and make changes as agreed upon
- 14:30 p.m. Vote on Charter
- 14:50 p.m. Discuss frequency of meetings and set the time and date for next meeting
- 14:55 p.m. New Business
- 15:00 p.m. Adjourn meeting



Alaska Land Mobile Radio

Users Council Charter

Draft 26 October 2005

Name

ALASKA LAND MOBILE RADIO COMMUNICATIONS SYSTEM USERS COUNCIL

Mission Statement

The Council is responsible for recommending all operational and maintenance decisions affecting the ALMR Communications System (the "System"). This responsibility is derived from the delegated authority of the ALMR Executive Council and is subject to their review and approval.

Authority

The authority for the creation and operation of the ALMR Users Council derives from Article Nine (9) of the Alaska Land Mobile Radio System Cooperative Agreement. The Users Council will function under the guidance and oversight of the Executive Council.

For the purpose of assisting and advising the Joint Project Team on transition, operations, maintenance and management of operational portions of the System during the implementation phases of the System build out, the Users Council was by motion and vote of the Executive Council prior to the total completion of all tasks and responsibilities for implementing the Alaska Land Mobile Radio System; and/or the entire system having been committed to sustained operations and maintenance solely by the users.

Goals

The Users Council will adopt a written charter stating its purposes, goals, objectives, duties and responsibilities in managing, operating, and maintaining the System. The Users Council will also adopt written operating procedures and administrative procedures, pursuant to the charter.

The ALMR Users Council, under the direction and supervision of the Executive Council, shall assume the responsibility for management oversight and operations of the ALMR

System from the Joint Project Team upon declaration of beneficial use sustained operation of the ALMR System, as determined and directed by the Executive Council.

The ALMR Users Council shall oversee the development of System operations plans, procedures, and policies, under the direction and guidance of the Executive Council. Adoption of the Users Council's Charter, its operating and administrative procedures, System plans, procedures, and polices are subject to approval by the Executive Council.

Objectives / Duties

The objectives of the ALMR Users Council are to create and maintain a collaborative user-based management system to establish policy and operational procedures, and to operate and maintain the ALMR System, under the oversight of the ALMR Executive Council. These objectives and duties include, but are not limited to:

1. The Users Council shall be responsible for providing recommendations to the Executive Council regarding approval of the System design and approval of all proposed modifications to the System design, including defining performance standards, modifications to approved performance standards, extensions and expansions of the System, addition of users to the System, and addition of new parties to this agreement.
2. The Users Council shall provide recommendations to the Executive Council regarding the adoption of System operation and maintenance standards, which at a minimum shall include: identification of minimum technical standards for System equipment and subscriber units; identification of protocols for the modification of talk group assignments and their usage; identification of minimum periodic maintenance standards and schedules for System equipment; and identification of problem reporting and resolution practices for System equipment.
3. The Users Council shall provide recommendations to the Executive Council regarding approval of the terms and conditions of access of users of the System, and the approval of user agreements.
4. The Users Council is responsible for conducting the dispute resolution process set out in the ALMR Cooperative Agreement, and for providing recommendations to the Executive Council regarding the final resolution of disputes.
5. The Users Council is responsible for investigating any allegation of breach of the Cooperative Agreement, formulating proposed remedies in instances of alleged breach, and providing recommendations to the Executive Council regarding the final disposition of alleged instances of breach.
6. The Users Council shall receive and review quarterly progress reports and modifications to System implementation schedules from each responsible Party

and shall use such reports and schedules as one basis to determine whether Parties are meeting their obligations as set forth in this agreement. Upon completion of such a review, the Users Council may make recommendations as necessary to the Executive Council regarding actions or decisions needed from the Executive Council.

7. Until beneficial use has been attained, the Users Council shall be responsible for recommending methods of funding, expenditures and cost recovery for the System, as provided in Article 10 and Article 12 of the Cooperative Agreement, and for recommending a budget process for the System, as provided in Article 11.
8. Subject to the approval of the Executive Council, and to the extent permitted under federal, state and local laws, the Users Council may designate a consenting Party or consenting Parties to act as the User Council's agent to procure and install the System's common network controller equipment. Such procurement and installation shall be:
 - a. consistent with the System's design as approved by the Executive Council;
 - b. subject to User Council supervision and oversight; and,
 - c. subject to the record-keeping, audit and reporting requirements established by the User Council, as provided in the Cooperative Agreement.
9. Subject to the approval of the Executive Council, and to the extent permitted under federal, state and local laws, the User Council may designate a consenting Party or consenting Parties to act as the User Council's agent to operate and maintain the System's common network controller equipment or to negotiate, execute and oversee an operation and maintenance agreement with a private or public entity to operate and maintain the System's common network controller equipment in accordance with standards of operation and maintenance approved by the Executive Council; provided further that, said agreement shall contain adequate provisions for emergency repair or replacement of the System's common network controller equipment.

Membership

Membership of the Users Council will consist of one representative from each agency or organizational entity participating in, or using the services of, the ALMR System, plus one or more at large members, as determined by the Executive Council. The Executive Council shall nominate, and approve the appointment of primary members and their alternate's to the Users Council. In the absence to the primary an alternate will have the voting authority. Agency may request multiple appointments of alternates as deemed appropriate.

Organizational Procedures

The Users Council will provide a fundamental organizational structure for the management and operations of the System, via the development of a committee structure. Committee functionality is discussed more fully in a subsequent section labeled "Committees."

Chair

A chair will be elected to be responsible for coordinating and facilitating the User Council meetings and agenda items. The chair shall serve for a period of one year.

Vice Chair

A Vice Chair will be elected with responsibilities as defined by the Users Council. The Vice-Chair will not be from the same User sector as the Chair. The Vice-chair shall serve for a period of one year.

Meetings

Regular meetings will be established and shall be composed of action items as well as new business introduced by members. Written notes shall be taken from all meetings and distributed to User Council members and the Executive Council, at a minimum.

Attendance

Meetings may be attended in person or by teleconference to facilitate statewide participation.

Quorum

A quorum for regularly scheduled meeting shall be one-half, plus one, of voting members present.

Voting

Only members appointed by the Executive Council shall have a vote to decide matters brought forth for adoption and recommendation to the Executive Council. Matters brought forth before the Users Council may be approved by simple majority of those member in attendance at any regularly scheduled meeting.

Committees

The Users Council shall recommend an organizational structure for the management and operations of the System, including the development of a committee structure for receiving advisory input on executive matters, management matters, operating

matters, technical matters, user concerns, concerns of local disaster response groups and other matters as deemed necessary by the Users Council. Ad hoc committees and subcommittees may be formed as deemed necessary by the Users Council.

Appointed committees shall provide reports and recommended action to the Users Council at each regularly scheduled meeting.

Reporting

The Users Council shall develop a reporting system to meet the System's various reporting requirements. The reporting system will encompass reporting requirements which arise from federal, state and local laws and regulations, from policies of the Users Council, from contracts and agreements, and from policies and decisions of the Executive Council. Areas of reporting, as determined by the Users Council, may include management, budgeting, administration, finance, communications, outreach, and other areas deemed necessary.