



I. Attendance Roster

User Council Members and Alternates

X = In attendance	XP = In attendance via telephone	A = Absent
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XP	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
XP	Fronterhouse	Bev	Ms	DOI, Primary, Fed non-DoD
XP	Hull	Dave	Chief	Southeast Rep, Primary
X	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, VChair
X	Leveque	Matt	MAJ	AST, DPS, Primary, Chair
XP	McGillivray	Tod	Sgt	Central Rep, Primary, Soldotna PD
A	Mitchell	William	MSgt	Eielson AFB, Primary
A	Newman	Natalie	Ms.	US Army AK, Primary
A	Hooks	Wilbur	Mr.	Fed non-Dod, Primary, TSA
X	Murphy	Peter	Mr.	Fed non-Dod, Primary, FBI

**Alternates**

XP	Fenimore	Kyle	SSgt	Eielson AFB, Alternate, 354 CS/SCMR
XP	Jones	Robert	MAJ	US Army AK, Alternate
A	Brodigan	Dennis	Mr.	Central Rep, Alternate, Central Mat-Su
A	Lewis	Mike	Mr.	DOI, Alternate, Fed non-DoD
A	MacDonald	Craig	LT	AST, DPS, Alternate
A	Mathey	Frank	Captain	EAFB, Alternate
A	Patz	Greg	Mr.	AK DOT&PF, Alternate.
X	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
XP	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
A	Patz	Greg		SOA DOT, Alternate
XP	Hansen	Glenn		SOA Other, Alternate
X	Caldwell	Jim	Mr.	TSA, Alternate, Fed non-DoD
A	Borrego	Susan	Ms.	FBI, Alternate, Fed non-DoD

**Other Attendees**

X	Blaine	Scott	Sgt	Elmendorf AFB
XP	Borg	Casey	Mr.	Motorola
X	Cornelius	Milt	Mr.	Kulis ANG
X	Dixon	Toni	Ms..	DOD Project Office
X	Leber	Rich	Mr.	ALMR Technical Adviser



X	Henderson	Randy	Mr.	APD
XP	Lee	David	Mr.	Motorola Project Manager
X	O'Hara	Mike	Mr.	SOA Emergency Management
X	Muffler	Ruthi	Ms.	DoD Project Office
XP	Pannone	Julie	Ms.	DoD Project Office
X	Quickel	Joe	Mr.	DoD Project Office
X	Sanders	Woody	Mr.	Ak Air National Guard, Kulis
XP	Schaefers	Delmar		Kulis ANG
X	Sinclair	Kyle	Mr.	NLECTC
X	Smith	Del	Mr.	ALMR Operations Manager
XP	Wade	Maria	Ms.	DNR Forestry
X	Woodall	Tim	Mr.	DoD Project Manager

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<b>Call to Order</b>	The meeting was called to order at 1:30 pm.	
<b>Roll Call</b>	Roll call was taken and quorum achieved.	
<b>Minutes</b>	The minutes from the previous meeting were corrected and accepted as final via e-mail.	
<b>Issues &amp; Risks Log</b>	See the attached Issues and Risks log for additional information.	<ol style="list-style-type: none"> <li>1. Toni Dixon to send reminder to UC membership about in building lists.</li> <li>2. Toni Dixon to ensure I&amp;R log is sent with meeting reminder for future meetings.</li> <li>3. Toni Dixon will send Tod McGillivray the official information about the SRN for the firmware upgrade.</li> <li>4. Toni Dixon to provide a weekly status report regarding the dropped audio problem.</li> <li>5. Bev Fronterhouse to provide Staff contact info to</li> </ol>



		the OMO for coordination.
<b>Processes, Procedures &amp; SOP's; UC Documentation Subcommittee - OMO</b>	<p>Joe Quickel discussed the current situation. The UC Charter provides for a committee structure to assist with the conduct of Council business. There is a large number of documents that will require UC review and approval. Using committees will be more efficient. Brad Johnson made the following motion.</p> <p>Motion: The User Council will establish multiple committees to undertake the review of ALMR documents. In the future these committees will be reduced to a single committee.</p> <p>Second: Tod McGillivray and Pete Murphy.</p> <p>The committees are as follows</p> <p><u>Committee A</u> Brad Johnson, Chair Tod McGillivray Ocie Adams Corey Poindexter</p> <p><u>Committee B</u> Bryan Fisher, Chair Jeff Tucker Andrew Freed Bev Fronterhouse</p>	
<b>ICS Zone Implementation Plan Update – Joe Quickel</b>	Joe Quickel provided a recap of the ICS Zone effort. Next steps were identified and will be added to the Issues & Risk Log.	
<b>TICP / CONOPS status – Del Smith</b>	<p>Del Smith reported that the TICP/CONOPS effort has been completed.</p> <p>Tim Woodall provided the TICPs and CONOPS to Bryan Fisher for delivery to John Madden. Only a single CONOP is</p>	Bryan Fisher to deliver the TICP / CONOPS documents to Mr. Madden



	<p>included in the package as Tim wants to make sure it is right before completing the rest.</p>	
<p><b>Delta Fort Greely Move – Transportable Deployment – Ruthi Muffler</b></p>	<p>David Lee provided an overview of the Delta/Fort Greely Project. The Transportable North (TAN) was used to provide continuity of ALMR operations.</p> <p>Major Leveque noted that the effort was a great success with no interruption in services. Well done!</p>	
<p><b>Outreach – Rich Leber</b></p>	<p>Rich Leber said he is looking for radios to use for the upcoming Ardent Sentry/Northern Edge 07 exercise. Rich advised that the Operations Management Office is working to push their deliverable documents out as soon as possible.</p>	
<p><b>Status updates from Mr. Woodall and Dr. Jones (Project)</b></p>	<p>Dr. Jones noted that a request for O&amp;M funding looks like it may be approved. Dr. Jones expressed his thanks to DPS, DOT and DMVA for their help getting the request out of DOA and to the OMB.</p> <p>Beginning April 1<sup>st</sup> a master PMI schedule will be developed to complete critical maintenance. An operations position is being set up to work on the maintenance side. This position will interface with the OMO and the System Management Office (SMO) and have the ability to track and monitor maintenance; this will add some depth to the State side.</p> <p>Major Leveque noted that the amount of effort SOA put in for increased funding was extensive and it is gratifying that it seems to be bearing fruit.</p> <p>Tim Woodall:</p> <p>Cooperative work on the 7.x upgrade with the State resulted in a a standard</p>	



	<p>configuration for MOSCAD. IDs are critical components that are not alarmed and there are sensors that will be needed. Remote site shut down is also part of the plan. We hope to implement it in the April time frame. Future uses include remote shut down because of volcanic ash and alarms when fuel runs low. Those services will be standard across all sites.</p> <p>The router problems have been taken care of by ordering a couple DACs.</p> <p>The DIACAP effort has recently completed activity one. In activities two and three, controls are corrected, and weaknesses are either accepted or mitigated. We are concerned that with the Municipality of Anchorage coming on in August, we may have to conduct another DIACAP effort to certify and accredit the new portion of the system. There is a similar situation with the new DOT data server. We are continuing to work this issue.</p> <p>Mr. Woodall noted he is working to get the CASM database hosted in Alaska to allow COMLs to accommodate “what if” analysis. The object is to get COMLs to be proactive so that the Incident Commander doesn’t have to worry about communications.</p> <p>Ocie Adams noted he has the equipment and is waiting for Roger Hull to contact him regarding the accreditation and certification of the DOT data server.</p>	<p>Toni Dixon to remind Roger Hull to contact Ocie Adams referencing the certification and accreditation process.</p>
<p><b>Status update from Rich Leber (Operations)</b></p>	<p>Rich Leber reported January activities which included a briefing to the Fairbanks Fire Chiefs on 2/22/07, work to ID radios that need reprogramming for AS/NE07, and continued progress on OMO deliverables:</p> <ul style="list-style-type: none"> <li>■ Communications Strategy</li> </ul>	<ol style="list-style-type: none"> <li>1. Please forward all questions and concerns to the Operations Management Office.</li> <li>2. Rich Leber will publish</li> </ol>



	<ul style="list-style-type: none"> <li>▪ Business Case</li> <li>▪ Customer Support Plan</li> <li>▪ Strategic and Operational Plan</li> <li>▪ Process Maps and Diagnosis of Current Systems</li> </ul>	<p>updated contact information for OMO and Helpdesk. Rich reminded all that the Help Desk should be the initial point of contact.</p>
<p><b>Confirm date for next meeting: 4 April 2007</b></p>	<p>Because of many schedules, Tod McGillivray made a motion:</p> <p>Bypass the April 4 meeting and resume regularly scheduled meetings on Wednesday May 2<sup>nd</sup>.</p> <p>Brad Johnson seconded the motion.</p> <p>The meeting after that will be June 6. The first Wednesday in July is the 4<sup>th</sup>. We will determine a date for the July meeting at our meeting in May.</p>	
<p><b>New business</b></p>	<p>1. At the beginning of the meeting, UC Member Dave Hull shared some concerns about ALMR from the EMS Community:</p> <ul style="list-style-type: none"> <li>▪ Unorganized communities do not qualify for the Code Blue grant program. For example, Tok, Copper Center, and Glennallen are unorganized and lack a funding source for P25 radios. They may have to purchase narrowband units.</li> <li>▪ There is concern about the continued operation of the legacy system. Some will be on ALMR and some will not.</li> <li>▪ Technical help is desperately needed. Communities don't know if they should stick with conventional or go with a trunked system. They have been told they need a system analysis but lack the money or resources to conduct such an analysis.</li> </ul>	<p>1. OMO to work with Tod McGillivray to provide coverage maps to the Nikiski Fire Chief.</p>



	<p>Tim Woodall stated that the Project Team and the OMO will provide the technical assistance required to analyze current coverage. Tim Woodall noted that the OMO needs the communities to identify where they currently operate and their list of repeaters. Once the OMO has that, they will compare the requirements to the coverage maps, provide advice regarding the equipment required, and assist with the development of grant requests through a variety of sources and opportunities.</p> <p>Kyle Sinclair noted that NLECTC may have funds that could be used to assist communities with technical analyses.</p> <p>Matt Leveque noted that any communities that cannot use the ALMR System should advise the Troopers that they are remaining on the conventional channels.</p> <p>2. Brad Johnson and Matt Leveque will attend a national Interoperability Conference sponsored by the National Governors Association on March 21-23 in Los Angeles. The purpose of the conference is to encourage Interoperability plans and ensure the participants become familiar with grants that may be available from the US Department of Commerce. Brad and Matt will brief the Council when they get back.</p> <p>3. Tod McGillivray noted that as we try to get agencies to transition to the trunked system, we need to provide them with updated coverage maps so that they can see the wisdom of making the move.</p> <p>For those sites were just put in , the testing will start April 1<sup>st</sup> and they will have a</p>	
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	<p>vehicle and drive all the roads and provide coverage maps. The OMO will make sure they are delivered to the appropriate agency.</p> <p>4. Andrew Freed wanted an update on encryption. Matt Leveque indicated that conversations are continuing. He has spoken with Commissioner Monegan, but has yet to speak with the new AST Colonel. There is no answer at this time.</p> <p>5. For a variety of reasons Ron Otte is unable to continue as the ALMR Operations Manager. Del Smith has been hired to fill the vacancy. Ron will provide assistance in the background.</p> <p>Del's involvement with ALMR goes back to 1995. He promises to work hard at this and notes that we have to move together incrementally to make progress - this is a monstrous project with lots of moving parts.</p>	
<p><b>Adjourn</b></p>	<p>Major Leveque thanked NLECTC who has been providing support since the inception of the User Council. We are very appreciative for their support, the space and the conference bridge.</p> <p>Thanks are also extended to the various project teams for their hard work.</p> <p>Tod McGillivray made a motion to adjourn which was seconded by Ocie Adams and passed.</p> <p>The meeting was adjourned at 3:08 pm.</p>	