



I. Attendance Roster

User Council Members and Alternates

X = In attendance XP = In attendance via telephone A = Absent

A	Adams	Ocie	Mr.	AK DOT&PF, Primary
X	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
A	Freed	Andrew	MSgt	EAFB, Primary
XP	Fronterhouse	Bev	Ms	DOI, Primary, Fed non-DoD
XP	Hull	Dave	Chief	Southeast Rep, Primary
XP	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
X	Newman	Natalie	Ms.	US Army AK, Primary
X	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
A	Jones	Robert	MAJ	US Army AK, Alternate
X	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
XP	Patz	Greg	Mr.	AK DOT&PF, Alternate.
A	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	Hansen	Glenn		SOA Other, Alternate
A	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 Customer Service Manager (State & Local)
X	Brady	Sue	Ms.	MAI Consulting
X	Callies	Terry	Mr.	Motorola Account Manager
X	Finks	Bob	Mr.	Motorola Customer Service Manager (Federal)



X	Leber	Rich	Mr.	ALMR Technical Adviser
X	Henderson	Randy	Mr.	APD
X	Muffler	Ruthi	Ms.	DoD Project Office
X	Nicholl	Jim	Mr.	Motorola
X	Quickel	Joe	Mr.	DoD Project Office
X	Smith	Del	Mr.	ALMR Operations Manager
X	Woodall	Tim	Mr.	DoD Project Manager

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<p>Call to Order</p> <p>Roll Call</p> <p>Minutes</p>	<p>The meeting was called to order at 1:30 pm.</p> <p>Roll call was taken and quorum achieved.</p> <p>A motion was made by Brad Johnson to accept the minutes from the March meeting. The minutes were accepted as final via e-mail</p> <p>Motion: Brad Johnson Second: Tod McGillivray</p>	
<p>Issues & Risks Log</p>	<p>See the attached Issues and Risks log for additional information.</p>	<p><u>Open Items as of 5/2/07:</u></p> <p>13. Dwayne Sakumoto (Motorola) to provide a plan for providing loaner radios to users so existing radios can be upgraded.</p> <p>32. Casey Borg / Del Smith to provide an update on the status of a Customer Support Plan at the June User Council meeting.</p> <p>43. Del Smith will write another letter (certified return receipt requested) to the EFJ Vice President of</p>



		<p>Customer Relations regarding the missing audio issue.</p> <p>43. Del Smith will coordinate with Brad Johnson, Tim Woodall and John Madden regarding 152 loaner radios needed by Fairbanks to temporarily replace their EF Johnson radios. Loaners may be available from the AK National Guard or from ALMR</p> <p>43. Brad Johnson will send Del Smith a copy of his initial request to DMVA for loaner radios</p> <p>46. Tod McGillivray to send Toni Dixon the appointment confirmation materials supporting Randy Henderson for Central Alternate Representative</p> <p>48. Del Smith to distribute a needs assessment to the smaller communities and report the results at a future User Council meeting</p> <p><u>Pending Items as of 5/2/07:</u></p> <p>2. Matt Leveque to follow-up with Rachel Petro regarding SATS/Shared Costs issues.</p> <p>39. User Council Members to send Toni Dixon completed In Building forms</p>
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<p>Infrastructure Operations and Maintenance Services Contract Overview</p>	<p>Casey Borg, ALMR System Manager and Jim Nichols from Motorola, presented information about the Infrastructure Operations and Maintenance Services Contract (IOMS).</p> <p>The presentation is available at the ALMR website.</p> <p>http://www.ak-prepared.com/almr/</p> <p>The User Council was reminded that all trouble calls should be forwarded to the ALMR Helpdesk at 334-2567.</p>	
<p>AS/NE07 Update</p>	<p>Joe Quickel provided an update. The Ardent Sentry / Northern Edge 2007 exercise will occur between May 7 and 16 and is getting some regional publicity. Exercise Communications Plans are in final review. Outreach Plan and materials have been developed for Distinguished Visitor Day in Fairbanks on May 9.</p> <p>The team is currently providing training and equipment coordination. The radio distribution for exercise evaluators will occur the week of April 30. Training materials on ALMR, radio use and the ICS</p>	<p>Five Star will provide a report about Ardent Sentry / Northern Edge 2007 at the July 5 User Council Meeting.</p>



	<p>protocol have been developed and will be distributed.</p> <p>There will be a daily teleconference – a number will be published and anyone can listen in as the team discusses the day and begins to develop Lessons Learned,</p> <p>We will conduct exit polls for those that were involved in the exercise and prepare an After Action Report.</p> <p>Joe Quickel requested time on the July agenda to provide a summary of the After Action Report.</p>	
<p>DoD & SOA Update</p>	<p>Last week, Mike Callahan advised Mr. Woodall that Dr. Jones will not be replaced. The State of Alaska was not represented at this meeting of the User Council.</p> <p>Mr. Woodall reported that the 7.x upgrade is complete.</p>	
<p>OMO Update</p>	<p>Del Smith provided an update regarding the activities of the Operations Management Office:</p> <p>OMO is working with the Tok area EMS. They have EFJ and Motorola equipment and will complete testing before they move ahead. OMO is setting up a Test Talk Group for their use.</p> <p>OMO met with the Statewide EMS in Juneau and presented an ALMR Overview, aka ALMR 101. Questions afterward ran the gamut from simple to complicated.</p> <p>Coverage expectations arose as an issue in Tyonek. Dispatch could be heard but they couldn't communicate. Tyonek is outside the coverage area, but ALMR got knocked for lack of coverage. Matt</p>	<ol style="list-style-type: none"> 1. Del Smith will work with Casey Borg and Matt Leveque to determine the requirements for a monthly System report to the User Council 2. User Council Members to review the constituency chart and forward adds, deletes and changes to Toni Dixon 3. The Operations Management Office will prepare a "Talking Points" presentation for User Council members to use for positive publicity purposes



	<p>Leveque sent out a notice that there should be no coverage expectations in Tyonek.</p> <p>A Sharepoint server will provide functionality for the UC Documentation Review committees. The OMO is working to get it set up.</p> <p>A system metrics overview will be presented monthly beginning in June. The OMO/SMO wants to provide meaningful data to the UC for review.</p> <p>Del Smith provided information about “constituencies.” UC members should take every opportunity to speak positively about ALMR to their constituents. OMO will prepare a talking points package for UC members to assist this effort.</p> <p>UC to review the constituency spreadsheet and provide Del Smith with adds and changes.</p> <p>For the new user process, we want people to get moving quickly at the front end. Beta agreements have been going out and coming back. In order to speed up the process, Beta Agreements will be given a preliminary approval by the OMO, then passed on the UC and EC for formal approvals.</p>	
<p>Confirm date for next meeting: 4 April 2007</p>	<p>Future meetings will be held Wednesday, June 6, Thursday, July 5th, and Wednesday August 1st</p>	
<p>New business</p>	<p>Two of the following topics were initially discussed during the Issues and Risk Log review earlier in the meeting. It has been included as new business to ensure complete documentation.</p>	<p>1. Del Smith to research the cost of validating radios as P25 compliant with the NTIA (National Telecommunications and</p>



	<p><u>System Compliant Hardware</u></p> <p>Question from Matt Leveque: Can the ALMR OMO create a genuine equipment validation process that determines P25 and ALMR System compliance? What do other states do? Do we have the capability within the ALMR Project to do a formal validation testing – is there an Underwriter’s Laboratory for radios?</p> <p>Mr. Woodall answered that no formal validation testing for vendors is available. DoD brought this to the attention of the P25 Steering Committee at a meeting held during the March 2007 International Wireless Communications Expo. Unfortunately, Tim discovered that rather than an Independent group to validate radios, they are working on a “self-certification process”.</p> <p>Mr. Woodall added that the NTIA (National Telecommunications and Information Administration) has a lab that can validate radios, but there is a cost. Perhaps, if the P25 group put together a test plan we could do our own in-house testing.</p> <p>Tod MgGillivray asked if the UC and EC, via the Beta Membership Agreement, can require ALMR users to comply with a standard that includes testing?</p> <p>Tim Woodall suggested that this should be handled contractually. Each user purchases their own subscriber equipment, so they need to make sure they purchase the equipment that will work on the system.</p> <p>Matt Leveque added that perhaps the UC/EC makes it clear, especially to new</p>	<p>Information Administration) and investigate other potential solutions</p> <ol style="list-style-type: none"> 2. Casey Borg to follow up with Motorola on a Coverage Map for Nikiski 3. Del Smith to follow up on National Park Service member status for Bev Fronterhouse 4. Joe Quickel to make System Design Analysis information available to the User Council as needed.
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users, that there are issues here that they need to resolve. The UC does have a role. Matt Leveque asked can the UC prohibit radios that are not vetted against the P25 standard? Tod McGillivray noted that agencies bought equipment and instead of negative responses to their vendor, they are negative about ALMR. We should do everything we can to steer them away from bad products.

Tim Woodall noted that this requires a legal review before we proceed.

Tod McGillivray, Brad Johnson, Del Smith, Matt Leveque, Tim Woodall, Pete Murphy, Bryan Fisher, and Dave Hull agreed to meet to discuss this further.

SE ALMR Sites

Matt Leveque reported that as he and Del Smith were talking with EMS leaders in Juneau, they were asked where the next ALMR sites would be built. The State has a list of 8 or 11 new sites that are going in. No one ever asked the User Council if those sites make sense.

Tim Woodall replied that originally, there were 97 sites designed for the System, many using locations with existing infrastructure. Those site locations were chosen to provide better coverage or to extend existing coverage.

The EC approved the implementation and prioritization of those sites. Most of the current 60 sites are DoD sites – DoD has completed its buildout. New sites will be built by SOA Enterprise Technology Services (ETS).



	<p>ETS may not be aware that the ALMR Executive Council also functions as the Alaska State Interoperability Executive Council (SIEC) and is charged with administering the inteoperability spectrum for Alaska.</p> <p>ETS should bring any new sites to the EC for approval.</p> <p>Matt Leveque will set up a meeting with Deputy Commissioner Rachel Petro to discuss this issue further.</p> <p>Greg Patz noted that the current list came from the SOA Department of Transportation, and meets their needs.</p> <p>Tim Woodall suggested that the System Design Analysis (SDA) documentation be provided to the UC for more information about site selection and prioritization. Joe Quickel can provide that information as needed.</p> <p>Tim Woodall added that the 10 sites in SE were originally conventional sites. They want to convert them to trunked sites and include microwave connectivity. They have to replace the system by December 31, 2012 because of the narrowband mandate.</p> <p>Matt Leveque indicated an interest in receiving this kind of information on a regular basis. Tim Woodall noted that the Project Managers meet on Monday mornings and Matt is welcome to come to the meetings or to request a program review.</p> <p>Tim Woodall and Matt Leveque will meet to</p>	
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	<p>discuss the current status and present some information at the July UC meeting.</p> <p><u>Site Map for Nikiski</u></p> <p>Regarding the need for a coverage map for Nikiski, Motorola has completed the coverage tests but not provided the data. Casey Borg to follow up.</p> <p><u>Status of Parks Service Beta Agreement</u></p> <p>Del Smith to follow up for Bev Fronterhouse.</p>	
Adjourn	The meeting adjourned at 1505 (3:05 pm).	