



I. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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T	Adams	Ocie	Mr.	AK DOT&PF, Primary
A	Fisher	Bryan	Mr.	AK DMVA –Primary representing all other AK Agencies
T	Fronterhouse	Bev	Ms	DOI, Primary, Fed Non-DoD
P	Hooks	Wilbur	Mr.	Fed non-DoD, Primary, TSA
A	Hull	Dave	Chief	Southeast Rep, Primary
T	Johnson	Brad	Chief	Northern Rep, Primary, Fairbanks PD, Vice Chair
P	Leveque	Matt	MAJ	AST, DPS, Primary, Chair
T	McGillivray	Tod	Sgt	Central Rep, Primary, Soldotna PD
P	Murphy	Peter	Mr.	Fed non-DOD, Primary, FBI
A	Newman	Natalie	Ms.	US Army AK, Primary
A	Taylor	Marlon	MSgt	EAFB, Primary
T	Fenimore	Kyle	SSgt	Eielson AFB, Primary

Alternates

P	Blaine	Scott	TSgt	EAFB, Alternate
A	Borrego	Susan	Ms.	FBI, Alternate, Fed Non-DOD
A	Caldwell	Jim	Mr.	TSA, Alternate, Fed Non-DOD
A	Hansen	Glenn	Mr.	SOA Other, Alternate
T	Henderson	Randy	Mr.	MOA, Central Rep, Alternate
A	Johnson	Neal	A1C	Eielson AFB, Alternate, 354 CS/SCMR
A	Lewis	Mike	Mr.	DOI, Alternate, Fed Non-DOD
T	Patz	Greg	Mr.	SOA DOT, Alternate
P	Poindexter	Corey	Mr.	US Army AK, Alternate
A	Schmitt	Sheldon	Chief	Southeast Rep, Alternate
A	Tucker	Jeff	Chief	Northern Rep, Alternate North Star Fire
P	Wilson	Barry	LT	AST, DPS, Alternate

Other Attendees

P	Borg	Casey	Mr.	Motorola
P	Dixon	Toni	Ms.	DOD Project Office
P	Hoffman	Dan	Mr.	Chief, Fairbanks PD
P	Ince	Chester	Mr.	Program Control Officer
P	Kohler	James	Mr.	ETS Program Manager
P	Quickel	Joe	Mr.	DoD Project Office



P	Russell	Ed	Mr.	REVL Communication
T	Schaeffers	Delmar	Mr.	Kulis ANG
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	ALMR Operations Management Office
P	Woodall	Tim	Mr.	DoD Project Manager

II. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
Called to Order	Meeting called to order at 1330.	
Roll Call	Roll call was taken and quorum achieved.	
Minutes Approval	Minutes from June 6, 2007 were reviewed and approved. Motion made: Tod McGillivray; Seconded: Pete Murphy. Motion Carried.	
Review of I&R Log	Active Issues	
#32 – Customer Support Plan	Casey Borg briefed that the draft Help Desk portion of the CSP had been delivered to Tim Woodall for review today (11 Jul)	1. Tim to review the Help Desk portion and comment. Then it will be released.
#43 – Missing Audio	Del Smith briefed that Scott Krick was in Fairbanks with Andy Strait exploring the interference issue. There were erroneous broadcasts but they were still under research, intermittent problem.	1. Del to continue monitoring and wait for more complete data from Scott and Andy.
#44 – Implement Regional ICS zones	Joe Quickel briefed the final product produced during the ICS Zone Workshop was used during AS/NE07, and he would brief the results from the surveys later during the meeting. An After Action Review was held today on AS/NE07 and confusion continues on who ALMR is, what they provide, where the coverage is, and terminology. Also, what is the plan for areas where ALMR doesn't currently reach?	
#48 – EMS and Regional Support for smaller communities	Del briefed that Chester Ince is calling SE EMS and Fire agencies and assisting them with filling out the OMO Needs Assessment Questionnaire. This is still on going. The OMO staff had made a trip to Glennallen and provided community outreach to Copper River EMS and Tok EMS. Matt discussed the PSIC Grant from DMVA and the requirement for a statewide plan to tie it all together with reference to interoperability.	
#49 – Documentation Review Process	Joe Quickel stated he hasn't started this action yet. The products are being updated with regards to current terms.	1. Work with OMO on deliverables.
#50 – Validation	Del Smith stated Kenwood representatives were in	1. Del will report on how they



Process	state this week and testing their radios on the system – going well. OMO/SMO is using a previously developed Acceptance Test Plan (ATP) and updating it to also include roaming. He understands they will leave some of the radios in state for further operational testing possibly in Fairbanks.	perform at the end testing period and operational tests.
#51 – Southeast Build Out	<p>Mr. Kohler stated that regarding the Southeast build out there were many factors affecting it and issues to be overcome. He used three factors to determine how he was proceeding: 1) Focus on completing the current build out – following the original design for 90 sites; 2) Availability of funds - 07 COPS Grant was recently submitted and funds should be received NLT the end of the calendar year; indications are that they are sufficient and available; and 3) Identify where the system is currently not working and where it needs to work. After these are addressed, they will discuss extension to new areas</p> <p>Mr. Woodall mentioned that there was a system design refresh in 2005 changing the total number to 97 sites.</p> <p>Mr. Hooks asked of the current sites planned – how many are completed and what is the timeline for finishing the remainder of the sites.</p> <p>Mr. Kohler stated of the 97 sites: 1) 9 sites with no funds to initiate, but the 07 COPS Grant contained some funds to address these; 2) 16 were in various stages of completion; 3) 12 – 18 months tentatively to finish these; and 4) of the 9 sites, 3-4 sites included in the COPS Grant are SE sites.</p> <p>Tim stated we are at 67 sites operational – this does not include AWARN.</p> <p>Del stated a couple of the SOA sites were only awaiting power solutions, and frequencies conflicts were preventing some SOA sites from becoming fully operational.</p>	
#52 – Ester Dome Interference	Del Smith briefed that Scott Krick was in Fairbanks with Andy Strait working the issue.	1. Del to continue monitoring and wait for more complete data from Scott and Andy.
#53 – Busies	Will be briefed later by Joe Quickel	
Pending Issues		
#2 – SATS Pricing	Not ready to provide any pricing at this time	
#13 – Firmware	Del Smith briefed he had received a plan and	1. Distribute schedule via email



Upgrade (CLOSED)	schedule from Mr. Dwayne Sakumoto of Motorola	to UC members.
#42 – Emergency Notification	Sam Albanese still to call concerning this issue. NOAA does already provide scheduled updates in other venues.	
#45 – Annual UC Meeting	Del provided quick synopsis of the agenda: Day 1 will be briefings, Day 2 is UC focused. Matt advised the members if they thought 2 days of structured meetings was too much time, let OMO know. If anyone has any particular topics they wish to discuss, get them to Del or Sherry.	
Help Desk Overview	Casey Borg, System Manager	
	Casey discussed the purpose and function of the Help Desk. He also discussed the current software utilized and its capabilities. The general overview presented hours of operation, severity levels of problems and applicable reporting times.	1. Distribute 2 slides (notification procedures & quick reference) not included in original packages.
AS/NE07 AAR Final	Joe Quickel	
	Joe discussed the results from the AAR survey for AS/NE07. He provided the standards of performance used. Two surveys were used: one was to participants only (limited) and the second was to the planners and those conducting the exercise. Del discussed a lack of knowledge on radio use was still an issue. Brad suggested some of the data may be skewed because one person answered for a whole region. Pete asked if SPAWARs was here for the exercise and did they contribute to the survey (the actual evaluation group was AFOTEC). Joe answered that AFOTEC was here, but they didn't contribute to our survey input because they had their own survey. Pete requested we obtain their survey data, if possible.	1. Provide a report on the areas of poor communications at the next meeting (per Tod McGillivray's question). 2. Joe will get AFOTEC survey data and compare to AS/NE07 survey data.
Motorola Trunked User Group (MTUG)	Major Matt Leveque, UC Chair	
	Matt discussed the Motorola Trunked User Group (MTUG). The purpose of the MTUG is to allow Motorola product users to participate in the process, discuss technologies in use, and discuss other trunked systems in use. First one is tentatively scheduled in conjunction with Annual UC Meeting. A future meeting date is TBD. Requested invitee is Ms. Stephanie Johnson of the Fairbanks Emergency Communications Center (FECC) since	



	they utilize Motorola Gold Elites.	
Joint Project Team Status Update	<p>Mr. Tim Woodall, DOD Project Manager Mr. Jim Kohler, SOA ETS Program Manager</p> <p>Mr. Woodall: Tim briefed a contract for a new SDA was being worked. This would look at the North Pole area and the Valley (Site Summit/Willow Creek).</p> <p>A contract for Motobridge Gateway is pending and should be awarded by August.</p> <p>The Wostmann contract was modified for an updated business case and a new Total Cost of Ownership (TCO). The new TCO will be focused on current technology, where as the previous TCO was for the legacy system.</p> <p>The DIACAP is almost complete. 130 security controls were identified and 19 didn't meet requirements. Those are being corrected.</p> <p>Matt asked how audits or changes would impact the system down the road. Tim stated ALMR is a shared system designed to the most stringent requirements to be followed by all. DOD has the most stringent requirements so any additions would be looked at with the 130 security controls. He also stated an annual review is required.</p> <p>Matt asked if there were any costs associated with the annual review. Tim stated the costs for DIACAP had fallen on DOD to date and all costs should remain pretty static after all the controls are put into place.</p> <p>Mr. Kohler: Mr. Kohler discussed the State's review of the draft Cooperative Agreement. SOA ETS has walked through the draft with all key State players. He also met with the other three partners informally and discussed the recommended SOA changes. He is confident the Cooperative Agreement is now ready for formal review and should be signed this summer.</p> <p>The Service Level Agreement, System Description, Membership Agreement, etc., should all follow shortly thereafter for approval.</p> <p>He is dealing with a range of issues internally (i.e. different pots of money to cover different ALMR issues). There are many processes and procedures</p>	
		<p>1. Will bring a list showing site status for 97 refreshed sites to next meeting</p>



	<p>to follow to complete the ALMR system, complicated by the issue of different funding and procedures for the SATS system.</p> <p>He will be meeting with Mr. John Madden, DMVA, next week to discuss the PSIC Grant as to what is to be funded.</p> <p>Statewide interoperability is still a critical element pending and he will try to bring some muscle to the effort in the near future</p> <p>Thanked Brad Johnson for allowing him to attend the Northern Regional UC meeting on Aug 8.</p>	
<p>Operations Management Office Status Update</p>	<p>Del Smith</p>	
<p>Status Update</p>	<p>Del Smith introduced the OMO Staff (Del, Rich Leber, Chester, and Sherry) effective as of July 1.</p> <p>Anyone having any issues for the UC should bring them to Sherry or him.</p> <p>If anyone has contact updates for your area POCs, please send them to Casey. Can also contact the Help Desk.</p> <p>Flash upgrades are underway and being monitored.</p> <p>Transportable North is currently in North Pole providing coverage assistance – 12,500 voice transmissions to date. Data versus voice calls were discussed and whether or not they would cause a system busy (data calls are placed in a queue during voice calls and will continue once the frequency is available). Friday is the last day for its deployment under the current Task Order; however, Russ Ackerman has requested additional use. Mayor Whitaker had stated they will provide commercial power to continue its use. It is being assessed whether a site should be installed at North Pole.</p> <p>The current issue of frequency conflicts is an SOA issue and will be solved when the state migrates off the wide band channels. Del will discuss with Jim Kohler. Hopefully a course of action will be identified by the next scheduled meeting.</p> <p>The training video on the Transportable System setup is complete. Copies can be requested</p>	<p>1. Del Smith will obtain and distribute copies of the DVD to UC members who requested</p>



	<p>through OMO.</p> <p>Del discussed the ALMR Functional Organization chart and how different teams and sections interoperate, as well as how we relate to the SOA with regards to ALMR.</p> <p>Dell pointed out the inclusion of the Narrow-band Mandate Primer. Matt noted that the primer was good information but we don't want to perpetuate the sky is falling and the FCC will come in and take our radios away in 2012 if we are not migrated. Del noted the current date for cutover is still December 31, 2012. Parts and replacements for many of the older systems are no longer available and agencies should not wait until then to consider switching over. He clarified that no one would be turned off and left behind. Brad noted that many agencies are still operating wideband on newer conventional equipment and will only need to reprogram and re-license their equipment to be compliant.</p> <p>Del introduced the newsletter. The first issue of the ALMR Insider newsletter is final and will be emailed to UC members on Friday. Additional copies will be printed and mailed next week to the general public. If you have any particular items of interest (articles, etc.) you wish to see in the newsletter, please let the OMO know.</p> <p>Ms. Toni Dixon was congratulated on recently passing the Program Management Professional exam and receiving her certification.</p>	<p>them.</p>
Next meeting	<p>The meeting scheduled for August 1 will be kept as scheduled. The September 5 meeting will be cancelled due to the Annual UC Meeting on 18 & 19 September.</p>	<p>1. Conflicts for any scheduled meetings through the end of the year should be brought to the August meeting.</p>
New Business	<p>Mr. Hooks asked if during the MTUG or the Annual UC Meeting the location of the sites could be discussed and why the locations were chosen. Also, the economic status of the sites (reference funds for maintenance, etc.)</p>	<p>1. Requested Mr. Hooks provide these discussions as topics of interest at the Annual UC Meeting.</p>
Adjourn	<p>Motion made to adjourn the meeting by Ocie. Seconded by Brad. Motion carried.</p> <p>Meeting was adjourned at 1527.</p>	