



1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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**Primary**

T	Adams	Ocie	Mr.	SOA – DOT&PF
A	Fisher	Bryan	Mr.	SOA Other – DMVA (representing all other AK Agencies)
T	Fronterhouse	Bev	Ms	Fed Non-DOD – DOI
	<b>VACANT</b>			Fed Non-DOD – TSA
A	Schmidt	Sheldon	Chief	Municipalities, Southeast Rep – Sitka PD
A	Johnson	Brad	Chief	Municipalities, Northern Rep - Fairbanks PD, <b>Vice Chair</b>
P	Leveque	Matt	MAJ	SOA – DPS, <b>Chair</b>
T	Beals	Mark	Chief	Municipalities, Central Rep – Bear Creek Fire Service Area
A	Mitchell	William	Mr.	DOD - Eielson
P	Murphy	Peter	Mr.	Fed Non-DOD - FBI
T	Newman	Natalie	Ms.	DOD – US Army Alaska
A	Shearer	James	TSgt	DOD – Elmendorf

**Alternate**

P	Blaine	Scott	TSgt	DOD - Elmendorf
A	Borrego	Susan	Ms.	Fed Non-DOD - FBI
A	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
A	Gibbs	David	Mr.	Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager
A	Hansen	Glenn	Mr.	SOA Other - DMVA
A	Keeney	George	Chief	Municipalities, Central Rep – Valdez FD
A	Lawson	Dave	Asst Chief	Municipalities, Central Rep – Valdez FD
A	Lewis	Mike	Mr.	Fed Non-DOD - DOI
A	Patz	Greg	Mr.	SOA - DOT
A	Head	Lowell	Mr.	DOD - US Army Alaska
A	Royal	Ronald	Mr.	DOD – Eielson
A	Leggett	Ray	Chief	Municipalities, Southeast Rep – Skagway PD
A	Smith	Juliana	SSgt	DOD – Elmendorf
A	Wilson	Barry	LT	SOA – DPS

**Other Attendees**

T	Hauck	Jeff	Mr.	59th Signal Battalion, USARAK
T	Kohler	Jim	Mr.	SOA ALMR Project Manager
T	Quickel	Joe	Mr.	DOD Project Office
P	Shafer	Sherry	Ms.	OMO Document Specialist
P	Smith	Del	Mr.	Operations Manager



2. Meeting Minutes and Action Items

<b>Agenda Item / Topic</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Called to Order</b>	Major Matt Leveque called the meeting to order at 1:34 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum not achieved at that time. Quorum was achieved later during the meeting when Ms. Newman was able to join the meeting via teleconference.	
<b>Previous Meeting Minutes Approval</b>	Minutes from November 5 meeting were reviewed.  <b>Motion: Accept and approve the November 5, 2008, meeting minutes.</b>  <b>Motion:</b> TSgt Scott Blaine <b>Second:</b> Ms. Natalie Newman  <b>The minutes were approved.</b>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
<b>#57 – User Council Vacant Positions</b>	USARAK recently appointed Mr. Lowell Head as their alternate representative to the User Council. He is awaiting approval by the Executive Council. The TSA primary representative position remains empty.	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no issues closed at the last meeting.	
<b>Review of Action Items from Previous Meeting</b>	Issues 1 and 5 were closed. Issues 2 to 4 are in the package and to be discussed during the OMO update.	
<b>Joint Project Team Update</b>	<b>Mr. Jim Kohler, SOA ETS Program Manager</b>	
	<b>Due to conflicting appointments, Mr. Kohler presented his updates early.</b>  Jim stated he may be traveling to Denver, Colorado, to meet with the equivalent of the ETS ALMR system operations. Colorado was one of the systems benchmarked in the Total Cost of Ownership Study.	
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	
<b>Alternate Pathways</b>	1. Del stated the memorandum on alternate pathways has been sent to the State Security Manager.  Major Leveque stated he'd been in contact with Mr. Darrell Davis concerning this issue.	



<p><b>Console Maintenance</b></p>	<p>Jim stated he had not had a chance to talk to Darrell, but hoped to do so before Friday. He stated the points in the letter were appropriate and needed addressed. Jim wants to work with Darrell to figure out how to execute the option addressed in the memo. He also pointed out that he was additionally tasked to come up with a process for an ETS disaster recovery and continuity of operations plan and this issue option would certainly be something that could work for the State, as well, to provide some kind of redundancy.</p> <p>2. Del stated the proposed draft letter to be sent out to agencies with consoles was in the member's packages. He would like to send it out within a week.</p> <p>Currently, there are only two agencies with consoles on the System who have maintenance contracts to maintain their consoles in accordance with the SLA.</p> <p>Members were asked to review it and provide comments, if any. There were no additional comments</p> <p><b>Motion: Accept and approve the draft console maintenance letter for finalization and distribution.</b></p> <p><b>Motion:</b> Mr. Pete Murphy <b>Second:</b> TSgt Scott Blaine</p> <p><b>The motion was approved.</b></p>	<p>1. OMO to finalize and distribute letter to agencies with consoles reference their maintenance plans.</p>
<p><b>Common Language Working Group</b></p>	<p>3. Del stated the proposed letter to be sent out to chiefs of police, fire chiefs and area dispatchers to solicit members for the Common Language Working Group.</p> <p><b>Motion: Accept and approve the draft Common Language Working Group letter for finalization and distribution.</b></p> <p><b>Motion:</b> TSgt Scott Blaine <b>Second:</b> Mr. Ocie Adams</p> <p><b>The motion was approved.</b></p>	<p>2. OMO finalize and distribute letter to police, fire chiefs, and area dispatchers.</p>
<p><b>St Paul Island</b></p>	<p>4. Del advised the members that St Paul was part of the Concept Demonstration which was a test project in the original phase of implementation.</p> <p>DOD had installed a trunked site on the island. There is no longer satellite connectivity and, as DOD wraps up the Project phase, the issue needs to be resolved.</p> <p>The options presented were: 1) transfer to the Coast Guard</p>	





<b>Annual Election</b>	8. Major Leveque stated neither he nor Deputy Chief Brad Johnson is dying to vacate their positions. He wanted to ensure if there were others out there who wanted to serve, that they be given the opportunity.	
<b>OMO Metrics</b>	9. Del explained the escalation in busies in October were due to the issues experienced at Atwood when the site was not assigning channels. Additionally, the military had conducted an exercise during that time frame and they had had a lot of busies.	
<b>System Management Office Update</b>	<b>Mr. Casey Borg, System Manager</b>	
	Mr. Casey Borg was on leave.	
<b>Joint Project Team Update</b>	<b>Mr. Tim Woodall, ALMR Project Manager</b>	
<b>Current On-going Projects</b>	Mr. Joe Quickel presented on behalf of Mr. Woodall. There are six current DOD projects  <ol style="list-style-type: none"> <li>1. Site Summit – the pre-selector is on order with a ship date of March 2009.</li> <li>2. Mr. Woodall and Mr. Jim Robinson were in Hawaii on an Economic Analysis data gathering. The draft report should be ready prior to the end of the year.</li> <li>3. The in-building amplifiers are now installed at Clear AFS; one punch list item to complete.</li> <li>4. Monitoring of Birch Hill humidity control installation; resolving of the water issue is still on-going.</li> <li>5. Cold installation of MotoBridge<sup>®</sup> gateway units is on hold; 18 are currently installed but no further installations will take place until the connectivity schedule is resolved by the State.</li> </ol>	
<b>Old Business</b>	There were no items for this meeting.	
<b>Next meeting</b>	The next regularly scheduled meetings are Jan 7, Feb 4, and Mar 4, 2009.	
<b>New Business</b>	There were no items for this meeting.	
<b>Adjourn</b>	A motion was made to adjourn the meeting by Scott and seconded by Ocie.  <b>The meeting was adjourned at 1430.</b>	