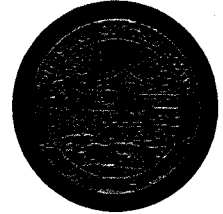




**ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL**  
(A Federal, State and Municipal Partnership)



**MEMORANDUM FOR ALMR Executive Council**

**October 25, 2005**

**FROM: DoD Co-Chairperson**

**SUBJECT: October 27, 2005 ALMR Executive Council Meeting Agenda**

**TO: See Distribution**

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1. **Call to Order:** Colonel Clifton, Executive Co-Chairman, will call the meeting to order at 5900 E. Tudor Road at 1:30 PM. Roll will be taken.
  2. **Opening Statements and Other Announcements.**
  3. **Special Presentations to the ALMR Executive Council.**
    - a. **Technology Roadmap Briefing:** Motorola will provide a 30 minute Technology Roadmap Briefing to the Executive Council to facilitate the upgrade decision process for the Executive Council concerning the Municipality of Anchorage's requirement for a Zone on the ALMR system. (Contractors present)
    - b. ALMR System Upgrade /Migration/Technology discussion. (Contractors absent)
  4. **Approval of Previous Meeting Minutes (June 30, 2005 and September 9, 2005):**
  5. **ALMR Project Status:**
    - a. **ALMR Project Status:** Implementation activities--see attached report. Status of activities to be provided by State/PM Mr. Callahan, DoD/PM Mr. Woodall, and AML PM Mr. Erickson. (Open)
      - 1) ALMR Program Performance Metrics: (Open) (ALMR PMs OPR)
      - 2) ALMR Risk Management Report: (Open) (ALMR PMs OPR)
      - 3) Progress Report: (Open) (ALMR PMs OPR)
    - b. **NIMS documentation:** Mr. Woodall will provide the Executive Council copies of the NIMS materials related to the role and responsibilities of the Communication Lead. (Open)
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c. Tri-Borough Project: Mr. Erickson will provide an update on current plans and activities regarding the Tri-Borough Focus Project. (Open)

6. **Executive Council Focus Areas:**

a. Total Cost of Ownership: State/Local centralized funding plan. Mr. Mike Callahan will present a briefing on a proposed Baseline Cost Sharing Model. (Open)

b. Transition Activities:

1) ALMR Communications System Cooperative Agreement Motion: (Open) (EC Voting Members OPR)

EC voting members will report on the status of their review and approval of the Cooperative Agreement. If no changes requested and reviews have been completed the following motion will be voted on: (Open)

**Motion: Move to accept and approve for signature and implementation the "Alaska Land Mobile Radio Communications System Cooperative Agreement" Rev 3 dated December 3, 2003, to be finalized with all recommended changes and updates and presented for signature by the Executive Council Voting Members by November 30, 2005.**

2) User's Council:

**Motion: The DoD and State of Alaska Executive Council members take immediate action to obtain User's Council representation from the organizations currently using the ALMR system. Appointment letters should be submitted to the ALMR Executive Council by 1 October 2005. The purpose of this action is to establish the ALMR User's Council in accordance with the ALMR Communications System Cooperative Agreement.**

3) Status of the User's Council: (User's Council Representative OPR)

4) Transition/cutover plan development: (Open)

**Motion: The Joint Project Office (State and DoD PMs) through a cooperative approach will develop a transition/cutover plan for each of their member agencies that will operate on the ALMR system. This plan will be a written plan that is made available to agencies that will transition to the system. The plan will also be established and maintained on the Joint Project server. The PM's will identify and report to the EC key transition and critical path issues affecting their ability to successfully transition on to operational sites within 90 days of a site being declared operational. The PM's will propose a report format and content, to be**

presented to the EC for approval at the next meeting. An operational site list will be provided with the report that identifies the: sites operational date, what agencies are expected to use the site, and which agencies are currently using the site(s).

5) Spectrum Conflict, North Zone Transition, Agreements, Cost issues: (PM Team OPR)

6) "New" Membership and Users' Draft Agreements: (SOA OPR)

7) Outreach and Training Reports: (Open) (All Agencies OPR). Members will report on major outreach and contact activity undertaken by their respective agencies.

## 7. New Business

a. Proposed Motion (attached): This motion provides for the O&M organizational structure required to meet the governance relationships and facilitate the User's Council interaction with the service providers for the ALMR Network Enterprise.

b. Scope change order process presented by Mr. Mike Callahan

c. Summary of upcoming demonstration projects by Mr. John Madden.

8. Next Meeting: Nov 11, 2005. 1:30 p.m. at the Tudor Road facility.

9. Adjourn Meeting:

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KRISTINE M. CLIFTON, Colonel, USAF  
Department of Defense, Executive Co-Chair

## 7 Attachments:

1. June 30, 2005 Executive Council Minutes
2. September 8, 2005 Executive Council Minutes
3. Technology Roadmap Briefing (Motorola)
4. Program Management Reports (State, DOD, AML)
5. Centralized Funding Plan
  - a. A Baseline Cost Sharing Model (Briefing Slides)
  - b. An Approach for Funding ALMR O&M Costs (Talking Paper)
  - c. Projected ALMR O&M Costs (Spreadsheet)
6. Motion – Establishment of an O&M Organization under SOA/DOA
7. Scope Change Order Process