



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



MEMORANDUM FOR ALMR Executive Council

May 21, 2009

FROM: DOD Executive Co-Chair

SUBJECT: May 26, 2009, ALMR Executive Council Meeting Agenda

TO: See Distribution

1. **Call to Order.** Colonel Clifton, Executive Council Co-Chairman, will call the meeting to order at the Alaska State Trooper (AST) Main Training Conference Room, at 1:30 a.m. Roll will be taken. (5 Min)

2. **Opening Statements and Other Announcements.** (5 Min)

3. **Approval of Previous Meeting Minutes (August 21, 2008).** ALMR Executive Council Meeting minutes, signed August 29, 2008. (5 Min) (Atch 1)

4. **Old Business.** (45 Min)

a. **Cost Share Methodology (OPEN).** Mr. Tim Woodall and Mr. Jim Kohler will present a briefing (Atch 2) on the recommended ALMR Cost Share approach and method and a copy of the proposed Cooperative Agreement for the Cost Share of the ALMR System (Atch 3).

The Cost Share approach is as follows: the owner of the ALMR infrastructure equipment pays for the maintenance of the equipment in accordance with the requirements specified in the ALMR Service Level Agreement.

The Cost Share method is as follows: the Operations Management Office and Systems Management Office costs will be shared 50/50 between the Federal government and State/Local government.

Motion 1: Executive Council approve the ALMR Cost Share approach and method.

Motion 2: Executive Council approve and sign the Cost Share Cooperative Agreement for State Fiscal Year 2010 not later than May 29, 2009.

b. ALMR Operating Budget (**OPEN**). During the August 21, 2008 meeting, the Executive Council approved the release of the draft FY2010 ALMR Operating Budget for coordination by the ALMR cooperative parties. No feedback has been received and the budget has not yet been approved. This item is tabled until new Operations Management Office (OMO) contract is in place.

c. Business Case (**OPEN**). The OMO completed the ALMR Business Case. It was presented to the User Council. Upon User Council approval, the Business Case will be presented to the Executive Council for review and comment.

Background: The OMO is required to conduct an annual review/update to the ALMR Business Case. The purpose of the Business Case is to examine the ALMR Cooperative Partnership (originally formed in 1997) and to validate its continued existence as the appropriate solution for Alaska's interoperability needs.

5. **ALMR Project Status.** Implementation activities report. (Atch 4).

6. **User Council Update.** (5 Min)

7. **Operations Management Office (OMO).** OMO metrics provided. (Atch 5).

8. **New Business.** (40 Min)

a. OMO Contract. The OMO contract is nearing the end of its term. Therefore, the SOA and DOD must execute a new contract based on the users' validated requirements. Contract administration must start no later than June 1, 2009. The Executive Council tasked the User Council to provide a Statement of Work (SOW) for the OMO contract that defines minimum shared services collectively required by the user community. Major Matt Leveque will brief the council on proposed OMO contract elements (Atch 6) and status of the SOW development.

MOTION: Executive Council approves the proposed OMO tasks, services, functions and deliverables, representing the collective requirements of the ALMR stakeholders, for inclusion into a Performance Statement of Work.

b. Membership Agreements. Per Article 11, Section 6 of the Cooperative Agreement, ***"All Users of the System will be required to enter into a written user agreement between the user and the Executive Council, or their designated Executive Agent."*** Starting this month, the OMO will begin the annual process of contacting ALMR user agencies and either revalidating a continuing 'zero cost' agreement or advising them of a cost share. Mr. Del Smith, OMO, will brief the council on the user requirements and timelines.

9. Next Meeting. (5 Min) The next meeting is scheduled for June 18, 2009, 1:30 p.m. at the AST Main Training Conference Room, 5700 E. Tudor Road.

10. Adjourn Meeting.

Kristine M. Clifton

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

6 Atch:

1. August 21, 2008 Executive Council Meeting Minutes dated August 29, 2008
2. ALMR Cost Share Presentation
3. Proposed Cooperative Agreement for the Cost Share of the ALMR System
4. ALMR Project Status Implementation Activities Reports
5. OMO Metrics
6. OMO Stakeholder Requirements Worksheet

Distribution:

SOA DOA, Commissioner Annette Kreitzer
SOA DPS, Commissioner Joseph Masters
FEA DOI, Mr. Harry Kieling
ALCOM/J6, Colonel Kristine Clifton
AML, Chief Jeff Tucker
MOA, Mr. Kevin Spillers
ALMR User Council, Major Matthew Leveque
ALMR OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA DOA, Mr. James Kohler
MOA, Mr. Trygve Erickson