



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



MEMORANDUM FOR ALMR Executive Council

April 16, 2010

FROM: SOA Executive Co-Chair

SUBJECT: April 21, 2009, ALMR Executive Council Meeting Agenda

TO: See Distribution

1. **Call to Order.** Commissioner Annette Kreitzer, Executive Council Co-Chairman, will call the meeting to order, at the DPS HQ Conference Room, at 1:30 p.m. Roll will be taken. (5 Min)
2. **Opening Statements and Other Announcements.** Introduction of the newly-appointed Federal Non-DOD executive council member. (10 Min)
3. **Approval of Previous Meeting Minutes.** ALMR Executive Council Meeting draft minutes from Jan 21, 2010. (5 Min) (Atch 1)

Motion: Approve Jan 21, 2010 meeting minutes as written.

4. **Old Business.** ALMR FY11 Operating Budget (35 Min)
 - a. State of Alaska ALMR FY11 budget authorizations (Commissioner Kreitzer)
 - b. Department of Defense ALMR FY11 budget authorizations (Colonel Hayes)
 - c. 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 was tabled until a new Operations Management Office (OMO) contract was established.

In September 2009, the State of Alaska and Department of Defense awarded separate contracts to fund their representative portions of the OMO contract beginning October 1. In preparation for the new State Fiscal Year, the OMO withdrew the draft FY2010 Budget document and prepared their draft FY2011 Operating Budget.

The FY2011 OMO Operating Budget has been prepared, reviewed, and was presented to the User Council at their January 6 meeting for comment/acceptance. At the March 3 meeting, the User Council voted to accept and forward the FY2011 Operations Management Office and System Management Office Operating Budget to the Executive Council for approval. (Atch 2)

Motion #1: Approve the FY2011 Operations Management Office and System Management Office Operating Budget with the understanding that additional operating costs are not funded at this time, but will be readdressed in the FY2012 budget.

d. Cost Share.

Background: The current agreed upon cost share method for the Operations Management Office and the System Management Office states that costs will be shared 50/50 between the Federal government (meaning ALCOM and the FEA) and State/Local government (meaning SOA/DOA and the Local governments SOA/DOA represents). Federal agencies will develop a method to apportion the costs among themselves. State and Local governments will also develop their own method to apportion the costs among themselves.

The initial term of the Cost Share Cooperative agreement (1 July 2009 through 30 June 2010) is hereby extended for one year to 30 June 2011 unless superseded or otherwise terminated by the stakeholders.

Motion 2: The Executive Council approves the extension of the Cost Share Cooperative Agreement for State Fiscal Year 2011 (1 July 2010 to 30 June 2011).

5. ALMR Project Status. February implementation activities site status report attached in hard copy. (Atch 3) (15 min)

a. Budget process change (Mr. Jim Kohler)

b. Office of Emergency Communications "Barriers to ALMR" update (Mr. Tim Woodall)

6. User Council Update. (Major Matt Leveque) (15 Min)

a. At the March 3 meeting, the User Council voted to accept and forward the 2009 Annual Information Assurance Audit Report of Findings (Atch 4) and the 2009 Annual Assessment on System Operations and Management Performance (Atch 5) to the Executive Council for their information.

- b. System Change Request documentation.

Background: ALMR System Change Request Management Policy and Procedure 300-2 requires that all changes to the Alaska Land Mobile Radio (ALMR) System be reviewed and approved in advance according to an established procedure. This way, requests for changes can be advanced in a timely manner and permit affected stakeholders can identify, define, evaluate, approve, and track changes to completion. Following such a process means that System risks are mitigated and that no unilateral actions are undertaken without consultation with affected parties. Once projects are completed, documentation must be provided to the OMO.

A list of outstanding SOA Change Requests is attached (Atch 6). This list is not all inclusive.

7. Operations Management Office (OMO). (Mr. Del Smith) (10 Min)

- a. OMO metrics - provided in hard copy. (Atch 7)
- b. System maintenance issues.

8. New Business. (20 Min)

- a. ALMR FY2012 budget issues
- b. Proposed Army site divesture plan
- c. Revised draft Membership Agreement

Background: At the March 3 meeting, the User Council reviewed comments from respective member agencies concerning the revised draft ALMR Membership Agreement. Comments were accepted in whole, partially accepted, or rejected. Additional language changes were discussed and agreed upon. The final revised draft was sent via email to all council members on March 4 for a vote. The User Council approved Membership Agreement and corresponding Comment Resolution Matrices were forwarded to the Executive Council on April 12 with the following motion.

Proposed Motion: Approve the release of the revised draft ALMR Membership Agreement for coordination by the Parties to the ALMR Cooperative Agreement. The Parties shall review the agreement for both content and legality and provide all comments to the Operations Management Office not later than May 15, 2010.

The motion was not approved by the Executive Council via email vote due to language exceptions.

9. Next Meeting. The next meeting is scheduled for May 20, 2010, 1:30 p.m. at the DPS HQ Conference Room, 5700 E Tudor Road. (5 Min)

10. Adjourn Meeting.

//released on behalf of//

ANNETTE KREITZER, Commissioner
State of Alaska, Executive Co-Chairman
ALMR Executive Council

7 Attachments:

1. Draft Jan 21, 2010 Executive Council Meeting Minutes
2. FY2011 OMO and SMO Operating Budget
3. ALMR Project Status Implementation Activities Reports
4. 2009 Annual Information Assurance Audit Report of Findings
5. 2009 Annual Assessment on System Operations and Management Performance
6. Overdue ALMR System Change Request Lists/De-confliction Summaries
7. OMO Metrics

Distribution:

SOA DPS, Commissioner Joseph Masters
SOA DPS, Deputy Commissioner Robert Gorder
SOA DOA, Deputy Commissioner Rachael Petro
FEA DOI, Ms. Pamela Bergmann
ALCOM/J6, Colonel George Hays
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