



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



MEMORANDUM FOR LMR EXECUTIVE COUNCIL

May 12, 2005

FROM: DoD Co-Chair

SUBJECT: April 22, 2005 ALMR Executive Council Meeting Minutes

TO: See Distribution

Colonel Hooks, Executive Co-Chairman, called the meeting to order at 5900 E. Tudor Road at 2:05 PM.

Roll was taken and documented.

Executive Council Attendees:

Colonel Hooks, Trygve Erickson, and Mr. John Madden

ALMR Project Team Attendees:

Tim Woodall, Jim Robinson, Mike Callahan, Steve Eason, Sharon White, Kyle Sinclair, Dr. Ken Jones, Ruthi Muffler, Chester Ince, and Karen Felts.

Guest Attendees:

Steven Gehring NLECTC-NW, SOA Division of Legislative Audit Pauline Henriques, and Monica French.

Minutes

The 22 April 2005 meeting minutes were read. Correction made by Col. Hooks for the records the \$6.5m Capital Improvement Plan has not be finalized yet. Postponed vote on minutes pending Commissioner Tandeske vote.

Old Business

ALMR Project Status:

No report completed.

Northern Edge '05

Col. Hooks requested Tim Woodall provide an overview of the ALMR requirements for Alaska Shield/Northern Edge 05 at the next Executive Council meeting. Col Hooks expressed his concern that the joint project team resources would be extremely stretched and that implementation and movement towards beneficial use was to be the priority for the project team. DoD would take the program lead on preparation for NE05, to permit SOA PM resources to sustain continued focus on meeting implementation and transition requirements. (open)

State Funding

Callahan reported 2005 Legislative capital request is being amended from \$13.3m proposed to \$12.5m total. (Closed)

Executive Council Focus Areas:

Total Cost of Ownership:

Col Hooks expects to see the final outcome of the TCO in the next couple weeks. Steve Eason said he was working with TCO people and is very pleased with their progress. It is expected that the final TCO report will be available for Executive Council members to review and disseminate as they require. Col. Hooks had previously briefed the State Legislative Audit team on the first section of the TCO and anticipated that the Audit team would want to be briefed on the second deliverable which is the cost distribution plan. Col Hooks stated that the Executive Council Members would review the cost distribution plan first, followed by personnel readouts to the DMVA and DOA Commissioners. (Open)

Program Office:

This item was tabled in the last two meetings, and will either be reviewed for action, continued on a tabled status, or provided other disposition. The specific roles and responsibilities of the Program Managers are at issue and require further definition before Executive Council members can assess the proposed motion. Col. Hooks tasked the Program Managers to define roles and responsibilities of the Joint Program Managers and present this information for consideration by the Executive Council. The roles and responsibilities are detailed below. The purpose of defining the roles and responsibilities was to assist the Executive Council members in working through the motion to assign co-equal project managers to represent each Executive Voting member at the project team level. The State and DoD already have PM's in place, and to ensure outreach and collaboration between the cooperative agencies can also be easily worked at the program level individuals representing the AML and Other Federal agencies is highly desired. (Open)

This information is to be provided and assessed prior to the Executive Council moving forward with deciding the outcome of the proposed motion. Below are the proposed overall major responsibilities for each agency's PM as relates to the overall ALMR cooperative partnership: (Note) The title of "Project Manager"

relates to the duties associated with the ALMR cooperative Joint Program Team described below and is not intended to infer any broad or defined level of responsibilities normally associated with a traditional PM role, but rather infer upon these designated personnel the specific responsibilities defined below.

Roles and Responsibilities:

- **Communications:**
 - Each PM/Cooperative Member representative will be responsible for collaborating and communicating program actions and status between each PM, User's Council and the Executive Council membership. This includes collaboration when necessary with other PMs when an agency's action has direct impact upon the ALMR program, or the distinct program actions of any stakeholder's program.
 - Each PM will provide either in collaboration with other ALMR PM Representatives or as an independent report program action by the representative's agency(s) that contribute to the ALMR Executive Council's program direction and goals.
 - Each Agency PM has the primary responsibility for outreach to their agency/stakeholder community. Outreach will be collaborated between each agency's ALMR PM to ensure consistent messages are maintained and that these messages reflect and retain the autonomy within each agency as it relates to their stakeholder in ALMR.
- **Risk Management Plan:**
 - Each Program Manager will be responsible for collaborating risk management planning, tracking, actions, and issues to ensure the Executive Council's program direction and goals are maintained and met.
 - Each PM will provide a Risk Management Report to the Executive Council each meeting. Negative reports are required. If risk mitigation actions require joint program actions to resolve and the issues are not solved to the satisfaction of the PM(s) at risk, the Executive Council will be notified at the point that it is determined that appropriate mitigating actions cannot be achieved.
- **Implement Program Performance Metrics:**
 - The Joint Program Manager team will be co-equally responsible for developing a consistent performance metric and tracking/reporting processes to identify programmatic issues within each PM's own lane and between each of the PM's as relates to meeting the direction and goals of the Executive Council in obtaining a beneficial use end state.

MOTION:

- **Joint Project Team: Background** The ALMR program has specific program direction and goals established by the Executive Council. Further each cooperative agency independent program responsibilities

are very complex and each cooperative voting member has significant contractual and programmatic risk.

- **Motion** As such, each voting cooperative member will provide a Program Manager or agency representative who will be responsible as a lead for coordinating and implementing all program actions for that cooperative member agency. Each Program Manager will be co-equal as is each Executive Council Member, and will coordinate and collaborate together to meet the Executive Council's goals and direction. Each voting member's Program Manager will be responsible to their Agencies Executive Board Member for meeting the goals and direction set forth by unanimous vote of the Executive Council.
- **Impact:** Clearly defined roles, responsibilities and accountability. Enhance the rate of progress of deployment and beneficial use, provide a greater sense of joint ownership, and improved collaboration in meeting Executive Council's goals and direction.

Motion –A vote was taken approving the motion as written, pending Commissioner Tandeske's vote.

Alaska Land Mobile Radio Communications System Cooperative Agreement
Col Hooks requested each member examine the cooperative agreement and have their communities of interest reviews completed by the end of June 05. Getting this document finalized and established as the core agreement for moving into and sustaining beneficial use is very important to meeting the Executive Council's stated goals of reaching Beneficial use by the end of Oct 2005. (Open)

New Business

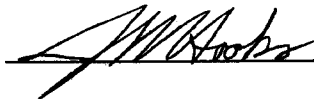
No new business was raised during this meeting.

Next Meeting

The next Executive Council meeting is tentatively scheduled for May 12 or 13th, 2005 at 1:30 PM at the ETS Building at 5900 E. Tudor Road subject to Executive Council availability.

Adjournment

A motion was made by Col. Hooks to adjourn the meeting. Motion was seconded. Without further discussion the motion carried. Regular Executive Council meeting adjourned at 3:15 PM.



Colonel Joel Hooks, USAF
Department of Defense, Executive Co-Chair