



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



**Memorandum for ALMR Executive Council**

**November 15, 2005**

**FROM: DoD Co-Chair**

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

**TO: See Distribution**

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**Executive Council Members Present:**

Commissioner Bill Tandeske	Department of Public Safety
Colonel Kristine Clifton	Alaskan Command
Mr. John Madden	Department of Military and Veterans Affairs
Ms. Heather Handyside	Alaska Municipal League

**ALMR Project Team Members Present:**

Mr. Mike Callahan	State Program Manager
Mr. Tim Woodall	DoD Project Manager
Mr. Jim Robinson	DoD Deputy Project Manager
Dr. Ken Jones	State Deputy Program Manager
Mr. Trygve Erickson	Alaska Municipal League Project Manager
Ms. Ruthi Muffler	Joint Program Management Team
Mr. Joe Quickel	Joint Program Management Team
Ms. Melissa Marshall	Joint Program Management Team
Mr. Dean Strid	State Engineer
Mr. Kyle Sinclair	Joint Program Management Team
Ms. Karen Felts	State Project Team
Mr. Roger Hull	DoD ALMR Security Certification Team
Mr. Toni Dixon	Joint Program Management Team
Mr. Tony Vita	Joint Program Management Team

**Guests Present:**

Mr. Kevin Brooks	Deputy Commissioner, Department of Administration (via phone)
Mr. Stan Herrera	Department of Administration (via phone)
Mr. Dwayne Sakamoto	Motorola State & Local Division

Mr. Peter Hambuch  
Mr. Terry Callies  
Mr. Scott Hulse  
Mr. Jeff Hauck  
Major Matthew Leveque  
Captain Al Story

Motorola  
Motorola Federal Division  
Motorola  
DoD Army 59<sup>th</sup> Signal Battalion  
State AST & Users' Council  
State AST & Users' Council

1. **Call to Order**: Colonel Clifton called the meeting to order at 1:30 pm.
2. **Opening Statements and Other Announcements**: Colonel Clifton introduced new members of the ALMR PMO: Roger Hull as Security Analyst, Toni Vita as a Project Manager, and Toni Dixon, the Document Specialist. Colonel Clifton announced that Ms. Deborah Smith, from the US Attorney's Office, had been selected to replace Mr. John Madden as the Federal Non-DoD member on the ALMR Executive Council.
3. **Special Presentation to the ALMR Executive Council**: Motorola provided a Technical Road Map briefing to the Executive Council. The Motorola team included: Mr. Sakamoto, Mr. Hambuch, Mr. Callies and Mr. Hulse. Motorola discussed the implications of implementing either the 6.8 or 7.x system upgrade needed to accommodate the addition of a third controller zone for the Municipality of Anchorage (MOA). Their briefing is at attachment 1.

Open discussion and questions followed the presentation. Colonel Clifton asked what impact either upgrade would have on the subscriber equipment (handheld radios) to include both Motorola and EF Johnson radios. Motorola responded that 6.8 would have little to no impact and there was not a clear response for the 7.x upgrade. Action items were identified (see paragraph 9) for Motorola to provide responses to her concerns.

Ms. Handyside asked when the Executive Council needed to render a decision concerning the ALMR system upgrade. Motorola indicated that new equipment for the MOA must be ordered by December 2005. Mr. Erickson indicated that the MOA is fully committed to interoperability with ALMR. Features important to MOA include the wideband data transmission as this helps the police in scanning documents back and forth between the dispatch center and the officer. Over-the-air programming and end-to-end encryption are also important to MOA.

**Ms. Handyside MOVED that the ALMR Executive Council make the decision between the upgrade to 6.8 or migration to 7.x by the next meeting. Furthermore, the Program Management Office should provide sufficient information for the Executive Council to make an informed decision. Commissioner Tandeske SECONDED the motion. Motion PASSED unanimously. (OPEN)**

4. **Approval of Previous Meeting Minutes (June 30, 2005 and September 08, 2005)**: Commissioner Tandeske moved that the minutes be accepted as written; Heather Handyside seconded the motion. The minutes were accepted unanimously. (CLOSED)

5. **DoD Project Status**: Mr. Woodall provided a progress report – (hard copies were provided to Executive Council members).

a. **Metric Report:**

- 1) FY05 site build out is yellow--5 sites will not be completed as planned due to incomplete site preparation.
- 2) Transition is yellow due to a slip in the build out schedule.
- 3) Governance is yellow because the Cooperative Agreement, the Total Cost of Ownership and various plans, agreements and Standard Operating Procedures have not been finalized.

b. **Subscriber Statistics:** There are 7,034 subscribers on the ALMR system. The State of Alaska (SOA) has 879 (mostly Department of Transportation (DOT) and Alaska State Troopers (AST)) while the remaining are with the DoD. The final group of military subscribers will transition to ALMR by early December 2005.

c. **Program Status Report:** Mr. Woodall distributed a Program Status Report. He identified the sites with problems and provided a high-level explanation as to the challenges keeping the sites from operations or completion in 2005. The build out of five sites must move to 2006; three sites should be completed by June 2006.

d. **Risk Management Report:** Mr. Woodall provided the Executive Council with a project risk management report. He highlighted the various punch list items that need to be completed to ensure a site is fully operation. Colonel Clifton asked the PMO team to provide an agreed upon definition of an operational site by the next meeting. She also asked them to provide the 2006 ALMR work plan for Executive Council approval.

e. **Valdez Coverage Issue:** Mr. Woodall provided the Executive Council a copy of a Valdez spectrum coverage report prepared by Motorola. Ms. Handyside was asked to provide a copy to Valdez to ensure that they fully understand what actions have and are being taken to alleviate their concerns.

6. **State of Alaska Project Status:** Mr. Callahan acknowledged that incomplete site preparations will negatively impact the SOA DOT. He then provided an update on his funding request. He estimated the best that would be available for equipment procurement is \$5.8 million. The COPS grant money, while available must be spent by November 30, 2005. Concerning the transition of the AST, he stated it is critical that the console (gold Elite) for Detachment D be procured. Since procurement has not yet commenced, AST transition would not happen before March 2006. He also indicated that grant administration has been cleaned up and all activities are in compliance and within funding boundaries. Concerning SOA outreach, it is going well both within the SOA and the local governments they have contacted. Mr. Callahan stated the main questions from users center around the cost of using ALMR.

## 7. Executive Council Focus Areas:

### a. *Beneficial Use Motions*

- 1) Communication System Cooperative Agreement Motion
- 2) Joint Project Office Transition/Cutover Plan Motion
- 3) Users' Council Representation Motion

The Executive Council discussed the Users' Council motion presented at the 8 September 2005 Executive Council Meeting: **"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."**

Ms. Handyside proposed that the motion be modified to include local users along with DoD, Non-DoD, and SOA users. Mr. Madden MOVED to approve the motion as corrected and Ms. Handyside SECONDED the motion. The motion PASSED unanimously.

Approved Motion: **The DoD, State of Alaska, Alaska Municipal League and Federal Non-DoD Executive Council members take immediate action to obtain Users' 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 Users' Council in accordance with the ALMR Communications System Cooperative Agreement. (CLOSED)**

The remaining two motions from the 8 September 2005 meeting will be carried forward to the next meeting.

### b. *Users' Council Report*

Captain Story stated Users' Council representation is limited at this point. He asked for the Executive Council's approval of the Users' Council Charter by January 2006. The Users' Council is still working a methodology on who gets to vote based on various criteria, definition of primary verse secondary representation, and voting representation. The Users' Council assigned a committee to work the various points of the issue and will bring recommendation to the Users' Council during their next meeting on 16 November 2005.

Ms. Handyside asked that the Executive Council to accept the Users' Council Charter and encouraged an approach that provided the four different sectors equal representation. Major Leveque requested approval of the charter as a working document. Mr. Madden recommended the quorum rules mirror those used by the ALMR Executive Council Charter and that all issues must be resolved before a vote is taken to accept the charter. Having no motion to approve the Users' Council Charter, Colonel Clifton asked the Executive Council members to review the charter (attachment 2) and provide comments back to Major Leveque and Captain Story.

c. **Total Cost of Ownership:** Mr. Callahan presented a Baseline Cost Sharing Model briefing at attachment 3. He stated this model is being presented as a starting point for discussions. Ms. Handyside asked if the DOA had been consulted on this model and whether or not this approach was most palatable to the legislature and local governments. She requested a meeting be set up with DOA representatives to further discuss this model. Mr. Callahan agreed to arrange the meeting. Ms. Handyside stated the Executive Council needed to understand how DOA would administer the cost model.

Following discussion on whether or not Mr. Callahan's proposal met the intent of the motion adopted during the 8 September 2005 Executive Council meeting, Ms. Handyside MOVED to rescind the motion (see below). Mr. Madden SECONDED the motion and it was rescinded by unanimous APPROVAL of the Executive Council.

**RESCINDED 8 September 2005 Motion: Ms. Handyside MOVED that the State of Alaska ALMR Program Manager draft a centralized funding strategy and distribute it, via email, to the Executive Council and other Program Managers for feedback and resolution by September 22, 2005. (CLOSED)**

8. **New Business:** Due to meeting time constraints, Colonel Clifton asked the members to please review and vote on the Scope Control and General Manager motions presented by Mr. Callahan and provide her the results via email by 2 November 2005. The Executive Council members agreed to do so. Colonel Clifton made some minor administrative changes in the Proposed Motion for the ALMR General Manager Motion and incorporated Commissioner Tandeske's request to remove the recommendation/clarification to be passed along with the motion to DOA that the General Manager will report directly to the Commissioner of DOA. Both motions (attachments 5 and 6) were unanimously APPROVED by the ALMR Executive Council members. (CLOSED)

9. **Summary of Meeting Action Items:**

- a. Motorola will address the impact to ALMR subscriber equipment for version upgrades to both 6.8 and 7.x platforms.
- b. Mr. Woodall, Mr. Callahan, and Mr. Erickson of the PMO will provide Motorola with prioritized and weighted requirements for the ALMR system.
- c. Mr. Callahan and Mr. Woodall will recommend a definition of an operational site for Executive Council approval.
- d. Mr. Woodall and Mr. Callahan will provide the 2006 ALMR Work Plan to the Executive Council at the next meeting.
- e. Mr. Woodall will provide the Users' Council with a copy of the Executive Council governance documents for reference.
- f. Dr. Jones will provide Mr. Sinclair a copy of the Executive Council's quorum rules.
- g. The Executive Council will review and provide feedback on the Users' Council Charter to Major Leveque by the next meeting.
- h. Mr. Callahan will schedule a meeting between the SOA DOA and Ms. Handyside to further discuss his Baseline Cost Sharing Model. The discussions should focus on a

review of the model from the DOA perspective, and the most palatable approach for the legislature and/or local governments before the ALMR Executive Council makes a final decision.

10. **NEXT MEETING**: November 21, 2005, 1:30 p.m. at the Tudor Road facility.

Colonel Clifton made a motion to adjourn which was seconded by Ms. Handyside. Without further discussion, the Executive Council Meeting adjourned at 3:50 p.m.

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

6 Attachments

1. ALMR ASTRO 25 System Roadmap Briefing
2. Users' Council Charter (Draft)
3. SOA ALMR PM Baseline Cost Sharing Model Briefing, 27 Oct 05
4. PM Reports
5. General Manager Motion
6. Scope Control Motion