



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



Memorandum for ALMR Executive Council

December 21, 2005

FROM: DoD Co-Chair

SUBJECT: December 08, 2005 ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Commissioner Bill Tandeske	Department of Public Safety
Colonel Kristine Clifton	Alaskan Command
Ms. Heather Handyside	Alaska Municipal League
Ms. Deborah Smith	US Attorney Office

ALMR Project Team Member Present:

Mr. Mike Callahan	SoA Project Manager
Mr. Tim Woodall	DoD Project Manager
Mr. Jim Robinson	DoD Deputy Project Manager
Dr Ken Jones	SoA Deputy Project Manager
Mr. Trygve Erickson	MoA Project Manager
Ms. Ruthi Muffler	DoD Project Team
Mr. Joe Quickel	DoD Project Team

Guests Present:

Ms. Natalie Newman	DoD Army 59 th Signal Battalion
Major Matthew Leveque	SoA AST ALMR Users Council

- 1. Call to order:** Colonel Clifton called the meeting to order at 1:39 p.m.
- 2. Opening Statements and Other Announcements:** Mr. Woodall provided an update on the status of Mr. Callies (Motorola) and Mr. Vita (DoD Project Team).
- 3. Approval of Previous Meeting Minutes (November 21, 2005):** Ms. Smith moved that the minutes be accepted as written; Ms Handyside seconded the motion. There

were no objections from the other Executive Council members (Commissioner Tandeske and Colonel Clifton) and the minutes were accepted unanimously.
(CLOSED)

4. ALMR Project Status:

a. **PMO DoD** – Mr. Woodall provided the Executive Council with his status reports and distributed six (6) program change requests for the Executive Council approval and signatures. The changes were to move five (5) sites from the 2005 to the 2006 implementation plan and to relocate the Delta RF site to Ft Greely to improve ALMR coverage and to better protect the ALMR infrastructure. Ms. Smith asked why the sites had to be slipped to 2006. Mr. Callahan explained that the State has to build three of the five sites from the ground up and he currently does not have the permits needed to commence construction. Additionally, he was unable to negotiate a successful contract with AT&T Alascom to lease their sites at an agreeable price. The Executive Council approved and signed all change proposals.

b. **PMO SoA** - Mr. Callahan reported that the progress is unchanged since the last Executive Council meeting (11-21-05). He did note that the COPS conference that he attended in San Diego last week was very valuable and that the grant-writing process is not as hard as many Alaskan organizations have historically believed it to be. In response to Commissioner Tandeske's question as to when the Fairbanks AST console would be installed, Mr. Callahan projected it would occur mid-April 06.

c. **Tri-Borough Focus Project** – Mr. Erickson discussed the meeting he had with the Mat-Su officials (Dennis Brodigan from the Borough Emergency Services, Chief Don Savage of the Borough Police Department and Mayor Keller of Wasilla). Another meeting is scheduled on 16 Dec 05 to follow up on the remaining site (Zero Lake), provide background information for funding, and to establish their project plan. Ms. Handyside noted that they seem to be unclear about their grant items/restrictions, amount of money finally granted, and how to allocate the monies across the Tri-Borough. Mr. Woodall provided background on the presentation he and Colonel Joel Hooks, previous DoD ALMR Executive Council Co-Chairman, made to the Alaskan Congressional Delegation (CODEL) concerning the Tri-Borough Focus Project (Kenai Peninsula Borough, Municipality of Anchorage, and Matanuska-Susitna Borough). The CODEL was assured that if the Tri-Borough Focus Project was fully funded, the DoD and State funding requests would be reduced to prevent funding duplicate requirements. Since the DoD was fully funded and has completed all but one of the sites required in the Mat-Su, the Mat-Su COPS Grant should be sufficient to complete the remaining site (Zero Lake).

5. Executive Council Focus Areas:

a. ALMR Communications System Cooperative Agreement Motion: This motion was tabled to afford Ms. Smith the opportunity to review and coordinate the agreement with the Federal non-DoD agencies. Discussions followed concerning

the indemnification clause within this draft agreement and the need for the Executive Council to obtain specialized legal expertise focused on ALMR implementation and subsequent phases of its life cycle support.

b. Users Council: Major Matthew Leveque presented the Draft Users Council Charter to the Executive Council for approval. Ms. Handyside and Ms. Smith expressed concern over some of the tasks levied upon the Users Council to include developing a financial and procurement plan for the ALMR system. Key concerns centered on Objectives 9, 11, 12, 13, and 14 of the 5 Dec 05 version of the Users Council Charter. Ms. Handyside believed several of the tasks are the responsibility of the ALMR Project Managers and eventually the State DoA. She further stated the Users Council does not have the expertise or time to develop processes and procedures in the management of the operations of the ALMR system especially since they do not have staffing to support the specified tasks. In her and Colonel Clifton's opinion, the Users Council should review and approve procedures and plans presented to them by the ALMR Project Team and eventually the State DoA General Manager.

Since the Users Council Charter reflects the same language specified in Article 9 of the Draft ALMR Communications System Cooperative Agreement, Colonel Clifton asked Mr. Woodall to modify both documents to reflect the Executive Council members' requested changes. As a result, the motion concerning approval of the Users Council Charter was tabled. The modified charter will be distributed to members for their electronic vote.

Ms. Smith expressed concern that the three voting positions for the Federal non-DoD agencies did not maximize user involvement. Homeland Security, FEMA, and FBI may require more representation. Major Leveque pointed out Federal non-DoD agencies have not yet participated in the new Users Council. Ms. Smith stated that she would work to inform these agencies and grow more interest in the ALMR cooperative approach.

A discussion ensued concerning the rationale for assigning 12 voting members to the Users Council. Major Leveque explained each of the four divisions of government were given three votes. Colonel Clifton emphasized this is the initial recommendation of the Users Council. If voting positions were based on the current number of subscribers, then the DoD would trump all decisions, and that wouldn't be fair to the rest of the user community. She stated the Users Council charter includes the requirement to review the charter six months after it's approved in order to make adjustments based on lessons learned. Ms. Smith stated she needed time to identify the appropriate Federal non-DoD agencies to serve as voting members on the Users Council. Until that time, she agreed to changing the charter to reflect "to be determined" in the Federal non-DoD membership section.

c. Total Cost of Ownership (TCO) and Cost Share: Mr. Callahan noted that the Program Managers developed a 90-day plan and will present their recommendations

to the Executive Council for approval. He stated since SoA DoA is responsible for the Operations and Maintenance of ALMR, they will be the source of the fund and cost share approach planning. Ms. Handyside recommended that the Program Managers attend the next Users Council meeting on 4 Jan 06 and defer any cost share questions until the Executive Council has all of the information and has made a final decision. This is necessary to manage expectations. Colonel Clifton shared that the PM team already started working on the 90-day plan to include development of a service level agreement that will establish the required level of maintenance and the individual components and services for the ALMR system that should or should not be cost shared.

6. Summary of Meeting Action Items:

- a) Mr. Woodall will provide the written roles/responsibilities and process for interactions between the Executive Council, Users Council, and the Operations & Maintenance support team (General Manager).
- b) Executive Council members will provide letters assigning their three voting members of the Users Council.
- c) Members from the ALMR Project Management Office will attend Users Council meetings
- d) Mr. Woodall will update the Users Council Charter and Article 9 of the Draft ALMR Communications System Cooperative Agreement to ensure the tasks assigned to the Users Council are clear and realistic.
- e) [Mr. Robinson will devise a pro-active plan to improve relations between ALMR and AT&T Alascom SBC.](#)
- f) Mr. Callahan will review and compare the Valdez ALMR beta test agreement with the DoJ COPS model cooperative agreement for presentation to the Executive Council, with a specific focus on the indemnification clause.

7. NEXT MEETING: January 12, 2005, 1:30 p.m. at the Tudor Road facility.

Ms. Handyside made a motion to adjourn which was seconded by Ms. Smith. Without further discussion, the Executive Council Meeting adjourned at 3:04 p.m.

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

Attachments: