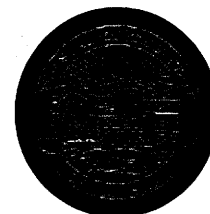




ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL
(A Federal, State and Municipal Partnership)



Memorandum for ALMR Executive Council

16 May 06

FROM: DoD Co-Chair

SUBJECT: May 11, 2006 ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

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

ALMR Project Team Members Present:

Dr. Ken Jones	SoA Project Manager
Mr. Tim Woodall	DoD Project Manager
Mr. Jim Robinson	DoD Deputy Project Manager
Ms. Toni Dixon	DoD Project Team
Ms. Karen Felts	SoA Program Coordinator
Mr. Roger Hull	DoD Project Team
Ms. Melissa Marshall	DoD Project Team
Mr. Joe Quickel	DoD Project Team
Ms. Sharon White	SoA ETS Project Manager

1. **Call to order:** Col Clifton called the meeting to order at 1:40 p.m.

2. **Opening Statements and Other Announcements:** Colonel Clifton announced that Lt Gen Fraser, the Commander of Alaskan Command, is also the new President of the Federal Executive Association of Alaska. She stated she would research to see if it would be appropriate for him to sign future agreements on behalf of both the Federal DoD and Non-Federal DoD communities. **(OPEN)**

Colonel Clifton highlighted comments made by the Homeland Security Secretary, Michael Chertoff, at a recent Tactical Interoperable Communications Conference in

Washington DC. In paraphrasing his remarks, Colonel Clifton stated the biggest barrier to interoperability is not the technology. The biggest barriers center on leadership and processes to include developing real standard operating procedures, proper governance, agreements in training, and other procedures that will define how equipment, such as ALMR, can actually be used and shared on a day-to-day basis. Therefore, it's important that the current effort to develop a statewide ALMR Concept of Operations and Tactical Interoperability Communications Plans (TICP) is successful.

While discussing TICPs, Ms. Handyside noted that state funding for 2006 was drastically reduced for interoperable communications from the \$15–18M range to the current \$4M. Urban/metropolitan areas with a high threat level and identified as “at risk” received the majority of the Department of Homeland Security funding. Previously, this was done using a population-based formula. Alaska currently has representatives in Washington, DC researching other funding opportunities.

3. Approval of Previous Meeting Minutes (March 14, 2006): Ms. Smith noted the minutes on page 4, incorrectly stated “Ms. Smith is waiting for User Council nominees from FEMA”. It should state “FAA.” Ms. Handyside moved to accept the minutes with the noted change; Commissioner Tandeske seconded the motion. There were no objections from the other Executive Council members and the minutes were accepted unanimously with the recommended change.

4. ALMR Project Status:

a. **PMO DoD** – Mr. Woodall briefed that the DoD does not have any implementation contracts for CY 06. Work at Elmendorf AFB has been completed. Mr. Woodall continued that the Cooperative Agreement is pending and crucial to Operations. The format has been updated, appendices have been filled in, a Service Level Agreement was added as appendix, and a summary of changes from previous versions will be included. He also briefed that the Space and Naval Warfare Systems Center (SPAWAR) has been contracted to develop an ALMR CONOPS and TICPs for the State of Alaska anywhere it intersects with the ALMR System. (NOTE: SPAWAR is the US Navy's research, development, test and evaluation, engineering and fleet support center for command, control and communication systems and ocean surveillance. They are also under contract with the Department of Homeland Security to develop TICPs and the TICP database.

The revised ALMR Monthly Report showing current statistics on system operation and user/traffic details fulfills a request made at the April meeting. Colonel Clifton asked the Joint Project Team to revise the Site Status Report and include estimated completion dates, status changes since the last report, and a legend that defines report symbols. **(OPEN)**

b. **PMO SoA** – Dr. Jones reported that for site construction on the Kenai, 8 out of 12 sites are ready for equipment. Dr. Jones advised that more outreach and training are needed. More specialized information is being requested from users, not only

regarding radio familiarity but also for fleetmap workarounds. The State Project Office is working to increase its support for training and outreach in the field.

The 2006 COPS Grant is due 13 - 15 June. When funding is available a build plan will be completed and submitted to the Executive Council for review. Dr. Jones noted the State of Alaska Telecommunications System (SATS) and ALMR coexist; building out ALMR also requires building out and upgrading the SATS system. The budget waiting for the Governor's signature includes funds to keep the microwave system viable.

Ms. Melissa Marshall briefed the North Zone cutover will occur over the next weekend.

c. **Tri-Borough Project** – Mr. Erickson briefed Anchorage voters did not support the bond for funding; however, the Municipality has funding to support half of the cost of the system and is pursuing over funding avenues. He expects their infrastructure to be ready by the end of the year. The Kenai Borough spent its funds on equipment/upgrades for their Emergency Operations Center and is very excited about joining the ALMR network. The MatSu Borough has not spent its Tri-Borough funds as they are waiting for the results of the AST cutover.

5. **Executive Council Focus Areas:**

a. Transition Activities:

1) Indemnification/Hold Harmless. Dr. Jones discussed the DoJ COPS model in reference to the Valdez Beta Agreement. After some research, he determined that the DoJ document does not exist. A discussion ensued regarding hold harmless / indemnification statements. The discussion resulted in all of the Executive Council members, Mr Woodall and Dr. Jones taking action items to further research this area. **(OPEN)**

2) ALMR Cooperative Agreement: This agreement will lay the framework for the operations and maintenance of the cooperatively shared infrastructure implemented under the original MoU/As. The DoD Project Team recommended to table any motion regarding coordination of the draft agreement since it is still undergoing revisions. Colonel Clifton asked the Joint Project Team to release a coordination revision within the next 10 business days, to ensure all documents to include the Service Level Agreement use consistent language and definitions, to resolve the indemnity language within 30 days. **(OPEN)**

b. User Council: Mr. Joe Quickel briefed on behalf of the User Council. Ms. Bev Fronterhouse is a new Federal non-DoD member from the Bureau of Land Management. There are still vacancies for a Southeast Alaska representative and two Federal non-DoD seats. The User Council accepted the Service Level Agreement and forwarded it to the Executive Council for review. The next User

Council meeting is 7 June 2006. The website, currently operated by DMVA, is up and operational. Colonel Clifton asked that a counter be added to show the number of hits the site was receiving. **(OPEN)**

6. New Business.

a. Motion for approving the Service Level Agreement (SLA). The SLA defines the items the User Council has agreed should be shared costs. Vendor quotes have been requested for three levels of service. The User Council will submit a detailed cost share structure to the Executive Council for approval. A working group will be established to determine cost share levels. Colonel Clifton recommended the motion proposed in the agenda be tabled until the next meeting to give the Executive Council an opportunity to review the SLA, and to allow the Joint Project Team time to make the necessary administrative changes to the document. **(TABLED)** It was decided, however, that a related motion establishing a Cost Share Technical Working Group should move forward.

Colonel Clifton asked the Joint Project Team to arrange a session with each of the Executive Council members and provide a briefing on the ALMR Service Level Agreement. **(OPEN)**

b. Motion for adding Gilmore Creek. Dr. Jones explained that Gilmore Creek is on property owned by the National Oceanic and Atmospheric Administration (NOAA) and is funded with capital funds. This site supports NOAA weather satellites. Adding ALMR will provide service to the Lower Steese Highway. The State of Alaska will fund the effort.

Motion. Move to add Gilmore Creek as a new ALMR site.

For the Executive Council, the motion was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was carried and approved.**

c. Motion for approval of Change Request process. Ms. Dixon explained the existing Change Request Form required modification. The new form is more comprehensive and includes provisions to manage revisions to technical documents. Colonel Clifton requested an explanation statement be added below Block 4, to renumber the form to Version 2.0, and to fix three administrative errors.

Motion: The ALMR Executive Council approves the revised ALMR Change Management Process, using the ALMR Change Request Form Version 2.0, that is inclusive of Executive Council, User Council, Joint Project Team, and Operations and Maintenance changes to documentation, as amended above.

For the Executive Council the motion was made by Commissioner Tandeske and seconded by Ms. Handyside. **The motion was carried and approved.**

d. Motion to establish a Cost Share Technical Support Committee.

Motion: The ALMR Executive Council establish a Cost Share Technical Support Committee to develop and coordinate a method of cost sharing and a cost share apportionment between the participating agencies, and present their collective recommendation to the ALMR Executive Council for final approval not later than 30 days after being officially formed and commissioned by the Executive Council.

For the Executive Council, the motion was made by Ms Handyside and seconded by Commissioner Tandeske. **The motion was carried and approved.**

7. ALMR Security. Colonel Clifton introduced Mr. Roger Hull, the ALMR Security Analyst on the DoD Project Team. Mr. Hull stated all DoD Information Technology (IT) systems must undergo a security certification and accreditation process designed to identify and document vulnerabilities, develop risk mitigation strategies, and develop processes and procedures to maximize the security of the system. Mr. Hull is working with the State Security Manager to develop security policies for Executive Council approval. Colonel Clifton asked that he also coordinate with security specialists supporting ALMR implementation for the municipalities. She stated that the ALMR partners may have different IT security policies. Mr. Hull will identify any policy conflicts and will work to resolve them at the lowest level. He also explained the need for strong security controls and that the ALMR Security Team is working to minimize any additional cost burdens to participating organizations. He stated verifying compliance and enforcement may be the biggest obstacles in the long run.

8. Other Issues. Ms. Smith inquired if the capability existed to exercise the ALMR system, and if so, could such an exercise take place at least six months prior to the Alaska Shield/Northern Edge 2007 (AS/NE '07) exercise. She stated appropriate steps should be taken to ensure the system supports the operational processes of the federal, state and local government agencies individually and collectively. Mr. Woodall informed the Executive Council that the task orders to develop the ALMR CONOP and TICPs, along with the task order to provide exercise support for agencies operating on ALMR, would provide the opportunity to exercise the ALMR system and validate that the system meets defined operational processes identified in the CONOP and procedures identified in the associated TICPS. He stated this could reasonably be completed prior to AS/NE '07 provided there is full community support for this endeavor. He also stated that both task orders include provisions to provide a level of training to the operational communities. Colonel Clifton reiterated the importance of training and requested the development of an ALMR training strategy and training roadmap, to include communications exercises. **(OPEN)**

9. Summary of Meeting Action Items.

- a. Colonel Clifton will review existing ALMR governance documents to determine if there are any issues associated with Lt Gen Fraser's dual roles as the ALCOM Commander and President of the Federal Executives Association.
- b. The Joint Project Office, in coordination with the ALMR User Council, will develop an ALMR training strategy and a training roadmap, to include communications exercises. The Executive Council requires a tool to ensure Team Alaska is prepared to operate ALMR on a day-to-day basis and is poised to conduct a full operational assessment during Alaska Shield/Northern Edge '07.
- c. The Joint Project Office will revise the Site Status Report adding a timeline that shows estimated completion dates, status changes since the last report, and a legend that defines report symbols.
- d. Revisions to the draft Cooperative Agreement to be completed by Joint Project Office staff and published for review no later than 25 May 2006.
- e. Mr. Joe Quickel to arrange for a counter to be added to the User Council website.
- f. Pertaining to the hold harmless/indemnity language in the Cooperative Agreement:
 - (1) Mr. Woodall to review Seattle/King County agreement
 - (2) Commissioner Tandeske to share applicable SEARCH info
 - (3) Dr. Jones to investigate SEARCH information at his conference in Oregon.
 - (4) Mr. Erickson to review State of Utah agreements
 - (5) Colonel Clifton to ask the DoD JAG community for appropriate language.
 - (6) Ms. Smith to review the Alaska Constitution and other legal precedents.
- g. The Joint Project Office to arrange a session with each of the Executive Council members and provide a briefing on the ALMR Service Level Agreement.
- h. The Joint Project Office staff to make approved changes to the Change Request Form and related documentation and save as V2_0.

10. NEXT MEETING. Aug 10, 2006, 1:30 p.m. at the Tudor Road facility.

Colonel Clifton motioned to adjourn the meeting; it was seconded by Ms. Handyside. Without further discussion, the Executive Council Meeting adjourned at 3:30 p.m.

Kristine M. Clifton

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