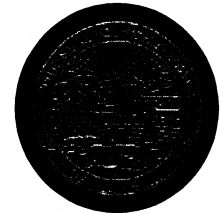




**ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL
(A Federal, State and Municipal Partnership)**



Memorandum for ALMR Executive Council

August 16, 2007

FROM: DOD Co-Chair

SUBJECT: July 26, 2007 ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Commissioner Walt Monegan	State of Alaska (SOA), Department of Public Safety
Mr. Hans Neidig	Department of Interior, Special Asst to the Secretary
Colonel Kristine Clifton	Department of Defense (DOD) Alaskan Command
Ms. Heather Handyside	Alaska Municipal League

ALMR Project Team Members and Guests Present:

Mrs. Rachael Petro	Deputy Commissioner, SOA Dept of Administration
Mr. Del Smith	Operations Manager
Major Matt Leveque	User Council Chair
Mr. Tim Woodall	Department of Defense Project Manager
Mr. Jim Kohler	State of Alaska Program Manager
Mr. Tryvge Erickson	Municipality of Anchorage Project Manager
Mr. Joe Quickel	Department of Defense Project Team
Ms. Ruthi Muffler	Department of Defense Project Team
Ms. Sherry Shafer	Operations Management Team
Mr. Mark Corzine	Base Radio Service Contracting Office
Ms. Julie Stinson	5 Star Team
Mr. Roger Hull	Information Assurance Manager

1. **Call to order.** Colonel Clifton called the meeting to order at 1:36 p.m.
2. **Opening Statements and Other Announcements.** Colonel Clifton welcomed Mr. Kohler, the State of Alaska Program Manager.
3. **Approval of Previous Meeting Minutes (May 3, 2007).** For the Executive Council, the motion to approve the minutes was made by Ms. Handyside and seconded by Commissioner Monegan. **The motion was carried and approved.**

4. Operations Management Office. Mr. Smith briefed.

a. The first issue of the *ALMR Insider* newsletter was published on July 15, 2007. It will be published quarterly; the next issue is due October 15, 2007. Mr. Smith welcomed any suggestions on how to improve the quality and content of the newsletter.

b. They are continuing their outreach program. Dr. O'Neil from the Alaska Council on Emergency Medical Services wrote a letter to the Operations Management Office asking how to get on the System and how they fit into the overall ALMR plan. The Operations Management Office has been contacting the Southeast Alaska communities and assessing their current equipment and their needs.

c. They started their Quality Assurance efforts. Two personnel have been designated to assess the periodic maintenance inspections. They will do a sampling of sites once a month and will document any concerns with the inspection or with the actual sites. The first observation of a periodic inspection was performed at Cathedral Rapids on July 24, 2007.

d. They are planning the User Council Annual Meeting on September 18 – 19, 2007. Mr. Smith invited the Executive Council, on behalf of Major Leveque, to attend on September 18, 2007.

5. User Council. Major Leveque briefed.

a. He has dedicated a lot of time on issues to be worked through at the Annual User Council Meeting . He stated both Mr. Woodall and Mr. Kohler had been helpful in responding to his requests for information.

b. The User Council is starting to guide the efforts of the Operations Management Office. He felt both organizations were pulling together. He stated the Operations Management team is very responsive to his questions. He now only has to make one phone call for information instead of tracking down the answers through six different people.

c. He thanked Mr. Kohler for his hard work and support with the grant process and the Cooperative Agreement. The latter effort is critical in moving ALMR from the project transition mode to the operational mode.

6. ALMR Project Status.

a. **PMO DOD.** Mr. Woodall briefed. The DOD Project Team is working to close the ALMR project by October 2008. He is working closely with Mr. Kohler on a more aggressive project schedule and development of a combined project plan highlighting interdependencies between the agencies. Ms. Handyside asked why his charts highlighted concerns with the operating system 7.X upgrade. Mr. Woodall

stated the problem dealt with the performance of the MCC7500 consoles. He further stated he was involved in meetings with Motorola and the DOD Contract Office to correct the issues.

b. **PMO SOA.** Mr. Kohler briefed. He has been on board for two months and is prioritizing, scheduling, and resourcing tasks to match the priorities and schedules of the ALMR project. He is committed to completing all ALMR project, governance, implementation, and transition tasks by June 30, 2008. The current schedule is aggressive, but it is doable. He further stated that the Enterprise Technology Service's portion of the Motobridge contract is at the State procurement office and he should have an update at the next meeting.

c. **PMO MOA.** Mr. Erickson briefed. Anchorage is moving along very well with their ALMR implementation. Based on existing bonds and grants, he believes they're nearing the end of the funding issues. The MOA is currently waiting on the quote from the vendor and in the next few months they should be "on the air". He stated they were still working to resolve some challenges with the 700 MHz spectrum licensing.

7. Old Business.

a. Action Items Recommended as Closed. None.

b. Actions Items Still Open.

1) Spectrum Conflicts: The Operations Management Office to gather information and produce a report for the Executive Council on the mission impact concerning spectrum conflicts. The report should also prioritize the sites based on operational use and operational impact.

2) Mr. Woodall to develop a statement of work for a Total Cost of Ownership Study.

3) ALMR Training Strategy. The Joint Project Office, in coordination with the ALMR User Council, was asked to develop an Alaska Land Mobile Radio training strategy and a training roadmap, to include communications exercises. The Executive Council requires a tool to ensure Team Alaska is prepared to operate Alaska Land Mobile Radio on a day-to-day basis and is poised to conduct a full operational assessment during Alaska Shield/Northern Edge 2007. **Discussion:** Colonel Clifton requested this item continue to remain open since the ALMR community has not yet attained full interoperability. Although the effective use of ALMR dramatically improved since the 2005 Alaska Shield/Northern Edge exercise, the lessons learned from the 2007 exercise show there are still some major improvement opportunities.

4) SOA and local government representatives to provide their training opportunities input to the DOD Project Manager to finalize the ALMR training plan for presentation to the Executive Council.

c. After Action Briefing on Communications Planning and Alaska Shield/Northern Edge 2007 (AS/NE07) Readiness and Support. Mr. Quickel gave a presentation on the results of ALMR's employment during AS/NE07. He compared the performance results between the 2005 and 2007 exercises, highlighted what worked well and what needs improvement, and he discussed the handful of comments received from the exercise participants. Colonel Clifton lauded the efforts of the teams that conducted the ALMR assessment and developed the Concept of Operations and Tactical Interoperable Communications Plans. She stated the ALMR community now needs to prioritize the lessons learned and develop a plan to sustain the procedures that worked well and develop a plan to resolve the noted operational and technical deficiencies. She asked the User Council, with the assistance of the Operations Management Office, to develop a plan to address the lessons learned from AS/NE07. The goal is to ensure the appropriate processes and procedures get put in place to resolve noted deficiencies. Ms. Stinson stated the 5 Star Team would make one more contact with all the participating agencies or hold a workshop to discuss areas of improvement.

d. Cooperative Agreement. Colonel Clifton asked the Executive Council to approve the changes to the agreement identified in the Comment Resolution Matrices.

Motion: Move to accept all comments on the Comment Resolution Matrices; incorporate the comments into the Cooperative Agreement as Version 7 and date it July 26, 2007; and approve the Cooperative Agreement to be sent out for final coordination and signature.

For the Executive Council the motion was made by Colonel Clifton and seconded by Mr. Neidig. **The motion was carried and approved.**

8. New Business.

a. Alaska Land Mobile Radio Security Certification and Accreditation. Mr. Hull gave a presentation providing an executive overview of the Department of Defense Information Assurance Certification and Accreditation Process which was recently completed. He emphasized the cooperative approach taken with the federal, state, and local security managers on defining the most stringent security controls. There were 165 controls evaluated in total, with 19 deficient control areas and the actions being taken to mitigate them

b. The Change Request Form moving the site from the Federal Building to the Diamond Courthouse in Juneau was signed by all Executive Council members. It was noted by Ms. Handyside that the Change Request Form should be updated.

c. Statewide Interoperability Executive Committee (SIEC). Ms. Handyside requested time to address a SIEC issue; Colonel Clifton temporarily transferred control to Commissioner Monegan. The following SIEC motion was made by Ms. Handyside and seconded by Commissioner Monegan.

The current Statewide Interoperability Executive Committee interoperability plan is to be updated to reflect the new State of Alaska and Alaska Municipal League representative, that the plan is to be updated to reflect the new regional interoperability communications issues, and that the Regional Tactical Interoperability Communications Plans are to be added as appendices to the plan.

The Statewide Interoperability Executive Committee action was closed and the meeting was handed back to the Executive Council.

9. **Executive Council Focus Areas.** Colonel Clifton asked that this area be tabled until the next meeting due to time constraints.

10. **Summary of Meeting Action Items.**

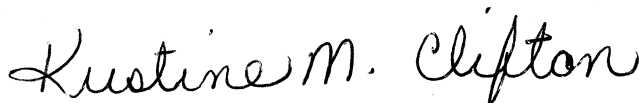
a. Operations Management Office and User Council to develop a plan to address the lessons learned from AS/NE07. The goal is to ensure the appropriate processes and procedures get put in place to resolve noted deficiencies.

b. Mr. Woodall will work with the Operations Management Office to incorporate the Regional Tactical Interoperability Plans into the Statewide Interoperability Plan as appendices.

c. Operations Management Office to update the Change Request Form.

11. **Next Meeting.** The next meeting is scheduled for August 23, 2007, 1:30 p.m. at 5700 E. Tudor Road at the Alaska State Trooper training conference room.

12. **Adjourn Meeting.** Ms. Handyside made a motion to adjourn the meeting, which was seconded by Commissioner Monegan. Without further discussion, the Executive Council Meeting adjourned at 3:20 p.m.



KRISTINE M. CLIFTON, Colonel, USAF
Department of Defense, Executive Co-Chair
Alaska Land Mobile Radio Executive Council

Distribution:

SOA DPS, Commissioner Walt Monegan
FEA DOI, Mr. Hans Neidig
ALCOM/J6, Colonel Kristine Clifton
AML, Ms. Heather Handyside
OMO, Mr. Del Smith
UC, Major Matthew Leveque
ALCOM/J64, Mr. Timothy Woodall
SOA DOA, Mr. Jim Koehler
MOA, Mr. Trygve Erickson