



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



**Memorandum for ALMR Executive Council**

**March 25, 2008**

**FROM: DOD Co-Chair**

**SUBJECT: February 21, 2008 ALMR Executive Council Meeting Minutes**

**TO: See Distribution**

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**Executive Council Members Present:**

Commissioner Walt Monegan	State of Alaska (SOA), Department of Public Safety
Colonel Kristine Clifton	Department of Defense (DOD), Alaskan Command

**Associate Members Present (via teleconference):**

Chief Jeff Tucker	Alaska Municipal League, North Star Fire Department
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**ALMR Project Team Members and Guests Present:**

Mr. Ron McCoy	Deputy for the Special Asst to the Secretary, Department of Interior
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
Ms. Rachael Petro	Deputy Commissioner, SOA Department of Administration
Ms. Kathy Wasserman	President, Alaska Municipal League (via teleconference)
Mr. Jim Robinson	Department of Defense Deputy Project Manager
Mr. Joe Quickel	Department of Defense Project Team
Ms. Ruthi Muffler	Department of Defense Project Team
Ms. Sherry Shafer	Operations Management Team

1. **Call to order.** Colonel Clifton called the meeting to order at 1:30 p.m.

**2. Opening Statements and Other Announcements.** Colonel Clifton introduced Mr. Ron McCoy who was representing Mr. Hans Neidig. Colonel Clifton noted there were a number of motions on the agenda that would require an email vote from Mr. Neidig.

**3. Approval of Previous Meeting Minutes (January 24, 2007).** The motion to accept the minutes was made by Colonel Clifton and seconded by Commissioner Monegan. **The motion was carried and approved.**

**4. Old Business.** Cost Share Critical Path Timeline.

Colonel Clifton stated that Mr. Tim Woodall had briefed the Cost Share Critical Path timeline at the January meeting. The timeline identified critical documents that require approval by the Executive Council. The ALMR Cooperative Agreement, Article 2, Section 8 states: "No later than six months after the effective date of this Cooperative Agreement, the Executive Council will make all amendments necessitated by its initial implementation and by adoption of critical agreements, including but not limited to, a Service Level Agreement, a Membership Agreement, System Description, and Organizational Structure. The Agreement may be amended only by unanimous agreement of all of the Parties".

a. System Description. The System Description was presented and one minor change was made to the ALMR Communications Systems description. The System Description will become Appendix B to the Cooperative Agreement upon approval of the Executive Council by motion and vote.

For the record, the following motion was executed via electronic email vote. On February 25, 2008, as a follow-up to the meeting on February 21, 2008, Colonel Clifton submitted the following for review and approval.

**Motion 1: Approve the ALMR System Description, dated 25 February 2008, as presented by the User Council and modified by the Executive Council. Incorporate it into the ALMR Cooperative Agreement as Appendix B.**

Motion was approved. Colonel Clifton and Mr. Neidig cast their affirmative electronic votes on February 25, 2008 and Commissioner Monegan sent his affirmative vote on February 26, 2008. **(CLOSED)**

b. Operations and Maintenance Organizational Structure. The Organizational Structure chart was presented, and there were no requested changes. The Operations and Maintenance Organizational Structure will become Appendix C to the Cooperative Agreement upon approval of the Executive Council by motion and vote.

For the record, the following motion was executed via electronic email vote. On February 25, 2008, as a follow-up to the meeting on February 21, 2008, Colonel Clifton submitted the following for review and approval.

**Motion 2: Approve the ALMR Organizational Structure as presented by the User Council and incorporate it into the ALMR Cooperative Agreement as Appendix C.**

The Organizational Structure was attached and dated February 14, 2008. Motion was approved. Colonel Clifton and Mr. Neidig cast their affirmative electronic votes on February 25, 2008 and Commissioner Monegan sent his affirmative vote on February 26, 2008. **(CLOSED)**

c. Service Level Agreement (SLA). Colonel Clifton proposed some changes. After discussing the merits of each change, the Executive Council agreed to include the following changes in the SLA.

- 1) In the Tables in Section 3, change "Cost Share" to "Proposed Cost Share."
- 2) In the Tables in Section 4, change "paid by all users" to "users."
- 3) In the Cost Share Tables, under equipment shared/not shared, change from "shared by all users" to "shared."
- 4) Amend Tables on pages 11 and 30 to note the Anchorage Wide Area Network (AWARN) zone controller.

Colonel Clifton stated the Operations Management Office would update the SLA and identify all changes in blue. She further stated she would distribute the motions to approve the SLA, System Description, and Operations and Maintenance Organizational Structure for vote, via email.

For the record, the results of one motion executed via electronic email vote on February 26. On February 26, 2008, as a follow-up to the meeting on February 21, 2008, Colonel Clifton submitted the following motion for review and approval.

**Motion: Approve the ALMR Service Level Agreement, dated 26 February 2008, as presented by the User Council and modified by the Executive Council, to be sent out for agency coordination and to obtain agency signatures by 30 March 2008. Upon final signatures, incorporate the Service Level Agreement into the Cooperative Agreement as Appendix D.**

Motion was approved. Colonel Clifton cast her affirmative vote on February 26, 2008, Commissioner Monegan voted affirmative on March 20, 2008, and Mr. Neidig voted affirmative on March 24, 2008. **(CLOSED)**

d. Total Cost of Ownership. Mr. Woodall stated he had two discussions with Mr. Joel Nolan, MGT of America, Inc., and provided documentation to support some of Mr.

Nolan's remaining questions. Mr. Nolan will return to Alaska on March 4, 2008 to conduct another review and will provide the draft Total Cost of Ownership to the Department of Defense Joint Project Office approximately two weeks later. The initial draft may be ready for presentation at the March 20, 2008 Executive Council meeting. The Executive Council should approve the completed Total Cost of Ownership study not later than April 30, 2008. **(OPEN)**

e. Cost Share. Colonel Clifton briefed the group that an interim Cost Share Agreement between the Department of Defense and the State of Alaska is needed by the end of May 2008. All parties should reach a final Cost Share Agreement by June 30, 2008. This would allow agencies to submit their budgets and obtain funding for FY 2010.

Ms. Petro stated the State of Alaska Department of Administration had proposed a flat funding to the Governor for FY09 and should be able to fund the Operations Management Office with the DOD. There were also three joint finance legislative subcommittee meetings. The House subcommittee cut \$250,000 of General Funds for Enterprise Technology Services. The subcommittee clarified its intent for the \$250,000 to come from the SATS/ALMR budget. Ms. Petro stated the SOA had appointed an ALMR advisory group to help the Commissioner of DOA make the best possible decisions as they pertain to ALMR.

Commissioner Monegan stated although this is an on-going process, the legislature is anxious to see the Total Cost of Ownership.

To facilitate the cost share process, Colonel Clifton stated the Executive Council should establish the assumptions and basic ground rules to guide the Cost Share Working Group in determining the cost share approach. She stated the DOD/Federal Non-DOD partners planned a couple of meetings to develop a Federal position. The State and local communities should also define their positions. Ms. Petro stated the State of Alaska was not appointing a separate working group; they already had a plan and were working on it. They would have one position and one member. The State's representative would be talking to the Municipality of Anchorage and other local partners. Colonel Clifton asked that all Cost Share Working Groups present their recommendations to the Executive Council by May 1, 2008. **(OPEN)**

f. Business Case. Mr. Del Smith briefed the Business Case development was still on going and interviews were still being conducted. The business case should be completed by April 30, 2008. **(OPEN)**

g. All Membership Agreements must be in place not later than June 30, 2008. **(OPEN)**

5. **ALMR Project Status.** Project status was provided to the members by email and a hard copy was included with the agenda. No issues or questions were raised.

6. **User Council.** Provided by Major Matt Leveque, Chair.

a. He was invited by the SOA Department of Administration, in his capacity as an Alaska State Trooper and the User Council Chair, to attend the ALMR Advisory Group meetings.

b. The User Council Document Committees were busy reviewing myriad documents generated by the Operations Management Office.

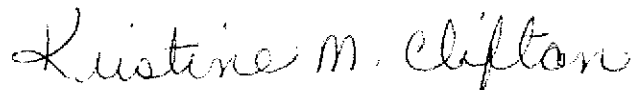
c. Three User Council positions are vacant, but he stated he was working to get those positions filled. Chief Tucker had provided him names of interested candidates.

7. **New Business.** Not addressed this meeting.

8. **Operations Management Office.** The Operations Management Office metrics were provided to the members.

9. **Next Meeting.** The next meeting is tentatively scheduled for March 20, 2008, 1:30 p.m. at 5700 E. Tudor Road at the Alaska State Trooper training conference room.

10. **Adjourn Meeting.** Colonel Clifton made a motion to adjourn the meeting, which was seconded by Commissioner Monegan. Without further discussion, the Executive Council meeting adjourned at 2:57 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, Chief Jeff Tucker  
MOA, Ms. Heather Handyside  
UC, Major Matthew Leveque  
OMO, Mr. Del Smith  
ALCOM/J64, Mr. Timothy Woodall  
SOA/DOA, Mr. Jim Kohler  
MOA, Mr. Trygve Erickson