



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



MEMORANDUM FOR ALMR Executive Council

April 20, 2017

FROM: DOD Co-Chair

SUBJECT: March 16, 2017, Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Colonel Harold Hoang	Department of Defense (DOD) – Alaskan Command (ALCOM)/J6
Deputy Commissioner Bill Comer	State of Alaska – Department of Public Safety (via teleconference)
ASAC Tony Jung	Alaska Federal Executive Association - Federal Bureau of Investigation
Captain Dave Koch	Municipality of Anchorage – Anchorage Police Department

ALMR Support Team Members and Guests Present:

Mr. Ocie Adams	User Council Chair (via teleconference)
Mr. Del Smith	Operations Manager
Mr. Scott Stormo	Enterprise Technology Services
Mr. Tim Woodall	DOD ALMR Program Manager
Mr. John Rockwell	Department of Public Safety
Ms. Sherry Shafer	Operations Management Office (via teleconference)

1. Call to Order. Colonel Harold Hoang, Department of Defense (DOD) Co-Chair called the meeting to order and the roll call was read.

2. Opening Statements and Other Announcements. Colonel Hoang asked the group if there were any opening statements or special announcements. There were no responses.

3. Approval of Previous Meeting Minutes. Colonel Hoang asked the Executive Council (EC) members if they had reviewed the January meeting minutes and if they had any changes. Hearing no requests for changes, he requested a motion for their approval.

Motion: Approve the January 24 Executive Council meeting minutes as written.

The motion was made by Deputy Commissioner Comer and seconded by Colonel Harold Hoang. There were no objections. **The motion was carried and approved.**

4. Old Business.

a. Strategic Transportation Improvement Plan (STIP) Application. Colonel Hoang asked Mr. Ocie Adams if there was an update on this item.

Mr. Adams stated the Federal Highway Administration (FHWA) declined to entertain the grant proposal so he was looking into the possibility of a different grant as a possible source of funding.

Colonel Hoang asked if this item could be closed and Mr. Adams requested it be kept open as a funding issue.

b. Revenue Generation. Colonel Hoang asked Mr. John Rockwell for an update.

Mr. Rockwell stated there was no change from the last meeting and they still had four prepared options as possible revenue sources. He noted there was not a lot of traction or interest at this time but would like to keep this item open.

Deputy Commissioner Comer advised he had provided the spreadsheet with the options to the Director of the Office of Management and Budget (OMB) and floated it to a few of the Legislators in the House Finance Sub-committee. He stated he had discussed the possibility of doing a presentation, but would have to work with the Department of Administration (DOA) to finish formalizing it and work to get it to the Legislature in the off season. Deputy Commissioner Comer noted that the possibility of a user fee seemed to be a popular discussion item.

Mr. Del Smith briefed the council from his perspective, asking small volunteer and local organizations to appropriate money might prove difficult to do. He stated a universal charge to all citizens seemed to be a fairer way to collect revenue; spread it to everyone because everyone gets the benefit of the services.

Mr. Rockwell advised that they had looked at adding fees to the various licenses.

Deputy Commissioner Comer agreed this still needed to be discussed but it at least appeared that there was getting to be a better understanding regarding how to fund and

that this can't be ignored. He also commended Mr. Jim Steele on the presentation he gave to Legislators and noted it had been well received.

Colonel Hoang stated this item should be kept open and followed closely.

c. Cooperative Agreement Update. Mr. Tim Woodall stated he had originally sent it to the Legal Office for review and verification of the appropriate legal language before sending it to the military services for their review. He advised he had received concurrence from the services for the proposed changes, but the Legal Office requested to look at the document again. Mr. Woodall noted it was on hold pending the completion of the second review by the Legal Office and then it would have to go back to the services, if there were additional changes.

Colonel Hoang clarified that changes to the US Code or legal authority clauses applies only to the Department of Defense and does not change the other content. He also advised the original intent was to have Lieutenant General Wilsbach testify regarding the partnership, but due to the limited scope of his briefing to the Legislature, this topic was removed. Colonel Hoang stated his office would provide Lt Gen Wilsbach's aide a background paper that discusses the Defense Support to Civil Authorities mission and this would be a better fit for introducing ALMR.

d. Telephone Interconnect for the Transportable Communications System. Mr. Woodall advised there had been no action taken on this since the last meeting.

Mr. Scott Stormo advised that technically the State could provide the phone numbers in an emergency situation, but Mr. Woodall stated there would need to be an agreement in place.

Colonel Hoang asked Mr. Woodall to explain the difference between a Memorandum of Agreement (MOA) and a Memorandum of Understanding.

Mr. Woodall noted that with an MOA, there were provided services and resources involved, where with an MOU it was more of an understanding of a process to take place.

Mr. Woodall explained that in a Defense Support of Civil Authorities (DSCA) type situation, the DOD would be called upon to provide telephone and internet capabilities and they would have to reach out to the State to provide the connections through the Department of Military and Veteran Affairs back to the DOD. He explained in a State-sponsored DSCA exercise such as Alaska Shield the need for the services was planned for. Mr. Woodall stated the need to practice from time to time was the driving factor for the MOA.

Colonel Hoang asked who would sign the MOA and Mr. Woodall stated it would be him and probably the Enterprise Technology Services Director, the Commissioner of the Department of Administration or the Chief Information Officer.

5. User Council Update.

Mr Ocie Adams advised the council the Department of Interior had requested changes to their representatives and the following motion was offered for consideration.

Motion: Approve the move of Mr. John Wolfe from the alternate Department of Interior - Bureau of Land Management representative position to the primary position and approve the appointment of Mr. Kenneth Hallett as the new alternate Department of Interior Bureau of Land Management representative to the ALMR User Council.

Mr. Adams also stated an individual had been named to fill the Municipalities Southeast alternate position and he offered the following motion is offered for the council's consideration.

Motion: Approve the appointment of Chief Heath Scott, Haines Borough Police Department as the new alternate Municipalities Southeast representative to the ALMR User Council.

Mr. Adams notified the Executive Council with these appointments this item was now resolved and considered **CLOSED** for the User Council.

Col Hoang thanked Mr. Adams for diligently working on this and congratulated him on a job well done.

6. Operations Management Office.

a. Quarterly Master Site rollover. Mr. Smith updated the council regarding the rollover event stating that it took place on January 25 and 26 around 4a.m. each day, which is within the State's maintenance window. He explained the primary Zone Controller in each of the three Zones were simultaneously rolled to the backup Zone Controller on the first day and the process was reversed on the second day. He stated the entire process took approximately 15 – 20 seconds.

Mr. Smith also advised there were technicians at each of the three Master Sites to respond to any emergencies. He stated he appreciated everyone's efforts from both the Motorola® team and the ALMR staff offices

b. Annual Subscriber Inventory. Mr. Smith reminded the council this requirement came from the 2012 Legislative mandate. He noted 65 of the 126 agencies had returned their forms and that April 28 was the deadline for response.

c. February System metrics. Mr. Smith stated voice were at 1.05M for the month, which was a drop of about 140K from January and could have been because of the shorter month. He advised busies were up approximately 140, but could not be attributed to any particular event

d. Tweets. Mr. Smith briefed he now had access to the Twitter® account login so he could start using the account. He stated he would be sending out the System statistics every month and encourage the council members to follow the account.

Mr. Smith also mentioned he'd sent out a second Tweet regarding the "active-shooter" exercise at the Fairbanks International Airport. He advised the council that although a lot of the exercise traffic was on the conventional channels, they did have 11 ½ minutes of talk time on ALMR using Fairbanks Emergency Communications Center (FECC) TAC talk groups 8 and 9

e. International Wireless Communications Expo. Mr. Smith stated he would be at the convention starting on March 25. He added he would be facilitating a panel of public safety users this year.

7. New Business.

a. Service Level Agreement. Mr. Smith advised the SLA was updated to remove previous language regarding maintenance delays and make other minor verbiage adjustments/additions. He noted the User Council approved the changes on February 14 and then it was forwarded to the Executive Council on February 21 for review prior to today's meeting.

Colonel Hoang asked Deputy Commissioner Comer if he needed further time to review the document and after conferring with Mr. Rockwell, Deputy Commissioner Comer stated he was satisfied with the changes.

Mr. Smith offered the following motion for the council's consideration.

Motion: Approve the recommended changes to the Service Level Agreement and route to the appropriate cooperative partners for signature.

The motion was made by Deputy Commissioner Comer and seconded by Colonel Hoang. There were no objections. **The motion was carried and approved.**

b. System Upgrade Assistance and Equipment End of Life. Mr. Woodall briefed the council that in 2018 there would be a lot of end-of life (EOL) hardware that needed to be replaced/updated and he had met with Motorola® to discuss the different approaches. He reminded the members the DOD would be executing a separate contract, but it would contain specific language stating that proceeding was contingent on the State and the Municipality of Anchorage (MOA) executing their portions.

Mr. Woodall pointed out the DOD had to start their contract actions next month in order for them to take effect in the May – June timeframe 2018. He advised the most pressing issue was getting the statement of work and the requirements document out for solicitation.

Mr. Woodall also stated he was sending the different services their dollar amounts, so they could start planning their budgets. He stressed that the State, the MOA and the DOD needed to be fiscally and contractually aligned when it was time to execute all the updates because there would come a time when some of the System updates could affect the ability to use certain equipment.

Mr. Scott Stormo briefed there was money sitting in the State budget to approve the Zone Controller upgrade.

There was some additional discussion regarding whether the State planned to merge controllers with the MOA and that having a single point of failure would put the System at grave risk

Mr. Woodall stated the User Council might take into consideration advising agencies write an operating instruction describing the steps they would take in a situation where a Zone Controller failed and all sites would go into site trunking.

Colonel Hoang advised having a tabletop exercise with the partnering agencies to talk them through the process was also a possibility.

Mr. Rockwell noted there were certainly some opportunities available to discuss this.

c. Risk Management Framework. Mr. Woodall advised the council that the Risk Management Framework (RMF), which had replaced the Defense Information Assurance Certification and Accreditation Program (DIACAP) was three quarters of the way along. He stated they expected it to be completed within 90 – 120 days and at that time they should have an interim Authority to Operate that conforms to the RMF and the Federal Information Security Modernization Act (FISMA) requirements for the Federal Non-DOD agencies.

8. Next Meeting. Colonel Hoang advised the group that the next meeting is scheduled for April 20, 2017, 1:30 p.m. at the Enterprise Technology Services Conference Room, 5900 E Tudor Road.

9. Adjourn Meeting. Colonel Hoang asked the group if there were any other discussion items and hearing none requested a motion for adjournment.

The motion was made by Deputy Commissioner Comer and seconded by Colonel Hoang. There were no objections. **The motion was carried and approved.**

The meeting adjourned at 2:45p.m.

HOANG.HAROLD.T
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Harold Hoang, Colonel, USAF
ALCOM/ANR J6, Director C4 Systems
ALMR Executive Council

Distribution:

SOA/DPS, Deputy Commissioner Bill Comer

ALCOM/ANR J6, Colonel Harold Hoang

FBI, ASAC Tony Jung

MOA, Captain Dave Koch

AML, Ms. Linda Murphy

SOA ETS, Mr. Jim Steele

SOA ETS, Mr. Scott Stormo

ALCOM/J64, Mr. Timothy Woodall

MOA, Mr. Trygve Erickson

SOA DOT, Mr. Ocie Adams

OMO, Mr. Del Smith