



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



MEMORANDUM FOR ALMR Executive Council

October xx, 2020

FROM: SOA Co-Chair

SUBJECT: July 16 Meeting Minutes

TO: See Distribution

Executive Council Members Present: (all members attended via teleconference)

Deputy Commissioner Leon Morgan	State of Alaska – Department of Public Safety
Colonel Matthew “Pudge” Davis	Department of Defense – ALCOM/J6

ALMR Support Team Members and Guests Present:

Mr. John Rockwell	User Council Chair (via teleconference)
Mr. Chris Letterman	ALMR Operations Manager
Mr. Craig Christensen	DMVA
Mr. Scott Stormo	SOA ALMR Program Manager
Mr. Timothy Woodall	ALMR PM/COR – ALCOM/J6
Mr. Trygve Erickson	Municipality of Anchorage/AWARN (via teleconference)
Mr. Sean Kostelnik	Motorola Solutions (via teleconference)
Mr. Del Smith	ALMR OMO Consultant
Mr. David Reed	Information Systems Security Manager
Ms. Sherry Shafer	Operations Management Office (via teleconference)

1. Call to Order. Deputy Commissioner Leon Morgan, State of Alaska (SOA) Co-Chair, called the meeting to order at 1:32 p.m. Deputy Commissioner Morgan declined to have the roll call read.

2. Opening Statements and Other Announcements.

Deputy Commissioner Morgan asked Mr. Chris Letterman, ALMR Operations Manager, to provide a short introduction of himself.

Mr. Letterman introduced himself and stated he'd had a month of transition with Mr. Del Smith in June and learned a lot but not nearly enough. Mr. Letterman added Del would remain in a contract advisory role for an undetermined time. He added in his first 16 days, we have done a lot with the user agreements and are making headway on some administrative tasks like getting Ms. Sherry Shafer fully transitioned to a wostmann.com email account. Mr. Letterman stated the Operations Management Office (OMO) recently sent out a note to the users that he would be contacting them individually with regard to the website and training needs.

Deputy Commissioner Morgan added he knew Chris in his previous life where he had recently been the Chief Information Officer for the State of Alaska (SOA) and he was very glad to see him in the position.

Mr. Timothy Woodall stated Colonel Timothy Maxwell had moved on to an overseas assignment and advised Colonel Matthew Davis was now on onboard and was on the phone.

Colonel Davis introduced himself to the council and let everyone know they could call him "Pudge."

Deputy Commissioner Morgan welcomed Colonel Davis and stated how valued ALCOM was to ALMR.

3. Approval of Previous Meeting Minutes. Deputy Commissioner Morgan asked if everyone had the opportunity to read the minutes and asked if there were any changes.

Motion: Approve the April 16, Executive Council meeting minutes, as written.

Hearing no requests for changes Deputy Commissioner Morgan made a motion for approval and Colonel Davis seconded. There were no objections or further discussion. **The motion was carried and approved.**

4. Old Business.

a. SOA Quantar Replacement. Deputy Commissioner Morgan deferred to Mr. Scott Stormo to provide the update on this item.

Mr. Stormo stated \$24M was awarded to Motorola and they are aggressively working towards getting the first portion of the equipment shipped to Alaska and also working through the COVID procedures to get their teams in place to install it. He added the hope is, before the snow falls, they will have gotten to most of the difficult to get to helicopter sites, and then during the winter get to the road sites with everything installed by next summer.

b. State Interoperability Governing Body (SIGB). Deputy Commissioner Morgan advised the SIGB concept is still alive and well and has morphed a little bit into the Governor's 911 working group. He added it is not really a SIGB, but that is what is being presented as our SIGB moving forward. Deputy Commissioner Morgan stated they have an opportunity in the next month to file proposed bills that they want to see and they will be presenting another run at the SIGB model instead of an administrative order to codify the statute.

c. Long-term Cost Share Solution. Deputy Commissioner Morgan stated this will follow from a DPS perspective that the SIGB, by statute, is the cornerstone as a way forward in developing any pricing scheme for local user costs for subsidizing their ALMR use and is the only way it would really work, since local users would be on that body.

d. Operations Management Office (OMO) Contract. Deputy Commissioner Morgan stated with the introduction of Mr. Letterman, it's apparent the contract is already in place. **(CLOSED)**

5. User Council Update.

Vacant Positions. Mr. Rockwell briefed there was still one vacancy in the alternate Federal Non-DOD position.

6. Operations Management Office.

a. System Security Scan/RMF. Mr. Letterman deferred to Mr. David Reed for this update.

Mr. Reed stated the accreditation package for ALMR has been approved on a three-year basis so now we will be moving on to the continuous monitoring plan and ensuring all the documentation is kept updated.

b. Draft FY22 OMO/SMO Budget. Mr. Letterman briefed the budget was sent out in today's packet and the request for a vote of approval from the Executive Council (EC) would be sent out after the meeting. He opened the floor to any discussion and also asked Mr. Rockwell if there was anything he wanted to highlight.

Mr. Rockwell stated the budget was similar to previous years, so there should not be any surprises.

c. IC Zone Update. Mr. Letterman advised the Concept of Operation (CONOP) had been revised with the new interoperability zones and had been approved by the User Council (UC) on June 17 and re-posted to the website. He addressed Mr. Smith and noted, if he understood, that this was a move toward more efficiency.

Mr. Smith stated the driving force was to make it a simpler, more user-friendly process and to encourage the use of the Incident Command (IC) Zones as the previous set up was not being used a lot, because it was confusing. He added the transition should

occur over the next several months. Mr. Smith stated there was a codeplug developed with both the old and new zones in it and the expectation is by next year everyone will have moved over, but if not they can still operate.

Mr. Woodall asked if there was a protocol for implementing which zone configuration is used, and if there was a disparity between radios with the old new codeplug and the old codeplug, is there a process of tracking that so we know where we are from a percentage perspective. He added that might be vitally important during an event to inform the IC commander that 90 percent of the radios responding forces could be operating in the new IC Zone format versus the old format. Is there a way of informing them and is there some help for them to determine which zone to operate in.

Mr. Smith stated in the CONOP there is some discussion, but it is not as detailed as that because of the transition but that is something Mr. Letterman and the sub-committee will have to work on. He added individuals would be able to ask for any of the dispatch centers to set it up, but it still needs more detail.

Mr. Woodall asked if the UC or the EC thinks it is prudent to generate a letter from the OMO to member agencies making a formal announcement that codeplugs are available and to set an expected date for compliance. He added all the information passed at the meetings doesn't always get out to the user community and the process to reprogram radios is time consuming and may have a cost associated with it, so the sooner we identify the need to do it and the timeline for completion would probably be prudent. Mr. Woodall recommended that a motion might be appropriate, which is his input.

Mr. Rockwell agreed communications is the key to success anytime we are making any change to the radios. He added the IC Zone change has been communicated via the newsletter, via specific points of contact and he also has a few subject matter experts reaching out to the user community. Mr. Rockwell stated, no he doesn't have a spreadsheet with all the radios to track the percentage as to who has completed the changeover, but you can imagine an individual in DPS, for example, having the task to reprogram the radios; they don't plan on doing a certain number every day, but they do it as they can. He noted the UC will be helping the different agencies with the transition.

d. FY21 Membership Agreements. Mr. Letterman stated we are very close with three outstanding DOD agencies left – Clear, JBER and USARAK. He added we have been working with them and they had been granted an extension due to late receipt of their agreements.

e. Service Level Agreement (SLA). Mr. Letterman briefed the annual review is in progress and this was brought up at the UC with the idea to make it more clear and succinct. A subcommittee working group is being established and we are waiting for volunteers, with representation from all the users to clear up the details on infrastructure maintenance.

Mr. Rockwell added the plan with the revision is to focus on who owns what and who maintains what so it's clear when something is not functioning, we know who to call.

The current SLA does not do that. He added for the SOA DPS, Captain Rick Roberts had volunteered.

f. June System Metrics. Mr. Letterman advised there were 1,021,508 group calls, 1,915,473 push to talks, and 335 busies. He noted we have seen usage increase slightly each month, as things get back to “normal.”

Mr. Letterman revisited the Budget at this point and asked if there was any discussion and there were no responses.

Deputy Commissioner Morgan revisited the discussion on the IC Zone change and asked Mr. Rockwell and Mr. Letterman that whatever message was sent out that it be coordinated. He added as we move forward, we need some level of communication whether it is monthly or bi-monthly, and we need to keep on top of it saturate the users that this change is taking place and asked for a commitment to do so.

Mr. Rockwell concurred and stated he would work with Mr. Letterman and Mr. Nate Skinner, who was the sub-committee chair, and they would come up with a plan. He added he would take an action item to continue the conversation and agreed a monthly or quarterly reminder was prudent.

Deputy Commissioner Morgan requested an update be provided at the October EC meeting.

7. New Business.

Mr. Stormo stated the SOA in the process of upgrading the sites to TDMA and in the recent newsletter is advised any new radios purchased needed to be TDMA enacted and those without TDMA need to consider getting theirs updated or replace there old radios if they can't be enabled. He added this is also something that needs to be sent out on a recurring basis.

Mr. Woodall asked Mr. Stormo to explain the impact of FDMA XTS500s on the System as we move into TDMA so people understand maintaining the old and the new prevents you from gaining the advantages of the new.

Mr. Stormo briefed there are only so many voice channels at a site, so if you have four Quantars at a site, then there are three voice channels available. He noted with TDMA it doubles the channel capacity to six channels, but if a non-TDMA radio accesses the site it negates the TDMA advantage bringing the site back to three voice channels for the duration of the conversation.

Mr. Stormo stated for day-to-day operations, this may not be a huge problem, but during an event like a traffic accident or an earthquake, you get a substantial increase in traffic and you see an increase in site busies. He added they did get some technology from Motorola as part of the Quantar replacement, so if you have individual in Anchorage

talking on new radios and someone in Glennallen on an old radio, only Glennallen gets the impact.

Mr. Stormo also pointed out they have a lot of old radios on the System and they are not capable of being TDMA enable and if you noticed on the budget, a large part of the State's is replacing old subscribers. He noted they have 5,000+ old subscribers that need replaced and another 1,000 that need to be TDMA enabled.

Deputy Commissioner Morgan asked that all this information regarding the IC Zone changes and the radio compatibility issues be included in the information sent out to users.

8. Next Meeting. Deputy Commissioner Morgan briefed the next meeting is scheduled quarterly and is October 15. He asked if there was a deadline to alert the OMO if all the members aren't available and if the meeting needs to be rescheduled.

Mr. Letterman stated two weeks' notice would be sufficient.

Deputy Commissioner Morgan committed to the two-weeks' notice and asked Colonel Davis if he could commit to that, and he responded he could.

9. Adjourn Meeting. Deputy Commissioner Morgan asked if there was any further discussion and hearing none requested a motion to adjourn the meeting.

Motion: Adjourn the July 16 Executive Council meeting.

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

The meeting adjourned at 2:12 p.m.

Deputy Commissioner Leon Morgan
Department of Public Safety
ALMR Executive Council

Distribution:

SOA/DPS, Deputy Commissioner Leon Morgan
USNORTHCOM/ALCOM J6, Colonel Matthew "Pudge" Davis
FBI, ASAC Adam Pierce
AML, Mr. David Gibbs
MOA, Deputy Chief Michael Kerle
OMO, Mr. Chris Letterman
SOA DOA, Mr. Craig Christenson
SOA DOA, Mr. Scott Stormo
ALCOM/J64, Mr. Timothy Woodall
MOA, Mr. Trygve Erickson
SOA DPS, Mr. John Rockwell
SOA DOA, Mr. Randy Kilbourne

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