



1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
-------------	-------------------	-------------	---------------	--------------------

User Council Members

Primary				
E	Adams	Ocie	Mr.	SOA DOT&PF, Chair
T	Fronterhouse	Bev	Ms.	Fed Non-DOD, Bureau of Land Management
T	Goggia	Tammy	Ms.	Municipalities Central, Vice Chair
N/A	Jennings	David	MSgt	DOD USAF, JBER
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
T	Kaizer	Bill	Mr.	Fed Non-DOD, FBI
N/A	Martin	Chris	Mr.	DOD USAF, Eielson AFB
E	Morgan	Leon	Mr.	SOA DPS
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry
	VACANT			Municipalities Southeast
	VACANT			DOD US Army
	VACANT			Fed Non-DOD, US Forest Service

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD, FBI
N/A	Cicciarella	Bob	Chief	Municipalities Central
P	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS
P	Williamson	Anthony	SSgt	DOD USAF, JBER
T	Wolfe	John	Mr.	Fed Non-DOD, US Fish & Wildlife Service
	VACANT			DOD, US Army
	VACANT			Municipalities Southeast

Supporting Staff and Guests:

P	Parkhurst	Dennis	Mr.	US Army Alaska
P	Richter	Bruce	Mr.	OEC Region 10
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager
P	Williams	Rick	Mr.	US Army Alaska
P	Woodall	Tim	Mr.	DOD PM/COR



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Ms. Tammy Goggia called the meeting to order at 1:36 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	Tammy asked if there were any special announcements and there were none provided.	
Previous Meeting Minutes	<p>Tammy asked the council members if they had a chance to read the draft December minutes. There were affirmative responses. Tammy requested a motion to approve the minutes.</p> <p>Motion: Approve the December 7 meeting minutes, as written.</p> <p>Motion: Ms. Bev Fronterhouse Second: Mr. Nate Skinner</p> <p>There was no discussion and no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
User Council Vacancies	<p>Item #57 remains open.</p> <p>The Operations Management Office (OMO) advised the council a nomination had been received for Ms. Erann Kalwara, Juneau Police Department, to fill the primary Municipalities-Southeast position. The following motion was offered for consideration.</p> <p>Motion: Accept the nomination of Ms. Erann Kalwara, Juneau Police Department, as the primary Municipalities-Southeast representative and forward to the Executive Council for approval.</p> <p>Motion: Deputy Chief Brad Johnson Second: Mr. John Rockwell</p> <p>There were no objections and the motion passed.</p> <p>Mr Paul Kain stated their new patrol Captain was on board and they would be working on the appointment letter.</p> <p>The OMO noted there was still no appointment letter for the proposed USARAK appointees.</p>	
	Pending Issues	
	There were no pending issues.	



	Issues Closed at, or since, last meeting	
	There were no issues closed.	
Action Items Review	Opened Items	Resolution
	There were no Action Items from the December meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Quarterly Master Site Rollover	<p>1. Mr. Del Smith advised the council that the updates were previously applied by the System Management Office (SMO) System Technologists (STs) but would now be pushed from Schaumburg. This would require the Master Sites to be down for a few minutes. He stated this event would occur every quarter from 4 – 6 a.m. and on the same day and time as the State of Alaska's maintenance window.</p> <p>Del explained for this quarter, the dates would be January 25 and 26. He noted there would be a technologists at each site during the rollover and that Motorola® had also shipped servers to each location. The updates would be pushed to the servers first and then pushed to the Master Sites.</p> <p>Del briefed that both he and the System Manager would be on duty during these events and that a conference call with the dispatchers would take place prior to proceeding.</p> <p>Del stated there would be a teleconference on January 11 with all the dispatch centers to go over the event sequence and to answer any questions.</p> <p>Del also advised the council there would be monthly console updates that would require the console to be rebooted in order for the updates to take effect.</p>	
Unication Pager	<p>2. Del advised the group that Mr. Greg Eubank still had the pager.</p> <p>Greg stated he had no updates at this time.</p> <p>Del mentioned he may take the page with him to IWCE to return it.</p>	
FY17 Membership Agreements	<p>3. Del stated all agencies except Clear Air Force Station had signed their agreements. He noted there were three still awaiting signature by the Federal Non-DOD authorized representative but they were expected to be finalized by the end of the week.</p> <p>Del offered the following motion to the council for their consideration.</p>	



<p>Annual Business Case Update</p> <p>Annual Subscriber Audit</p> <p>December Document Reviews</p> <p>2016 System Metrics</p> <p>User Council Annual Assessment on System Operations and Management Performance</p>	<p>Motion: The User Council Chair shall make a recommendation to the Executive Council to issue a 30-Day Notice of Suspension to those agencies who have not signed and returned their FY17 Membership Agreements as of December 31, 2016, and are in violation of the ALMR Cooperative Agreement.</p> <p>Mr. Tim Woodall advised the council that Clear had sent the agreement to their headquarters at US Space Command (USSPACECOM) for review, but agreed that the motion should go forward to the EC for approval since there would be approximately 60 days for Clear to make a decision by the time their headquarters responded and the letter was sent.</p> <p>4. Del stated the document would require User Council approval and would be sent to the council members after the meeting. He noted it would then be provided to the Executive Council.</p> <p>5. Del reminded the council this was a Legislative requirement and advised the letters would be sent to agencies starting next week.</p> <p>6. Del briefed the Catastrophic Natural Events (CNE) Contingency Plan, System Description, Radio Usage Procedure, System Account Control Policy and Procedures Security Controls Review and Asset Management Procedure 400-8 had all been reviewed and approved by the OMO. He stated the Security Controls Review Policy and Procedure had been substantively revised and were approved by the User Council. Del advised the Service Level Agreement changes would require coordination through SOA and DOD and to be re-signed by parties and that the Roles and Responsibilities document was reviewed but the updates were pending completion of System Management Office (SMO) Customer Support Plan (CSP) updates and Cooperative Agreement revision.</p> <p>7. Del briefed the year ended with 125 agencies with 20,512 subscribers on the System and a cumulative total of 13,254,494 voice calls and 6,309 busies for a rate of .0004.</p> <p>8. Del stated the document was prepared for the council by the OMO and would be sent to them after the meeting for their approval before being presented to the Executive Council for acceptance.</p>	<p>1. OMO to distribute to the UC after the meeting for approval via email.</p> <p>2. OMO to distribute to the UC after the meeting for approval via email.</p>
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>



Donnelly Dome Batteries	Del advised the Mr. Travis Conant was unavailable, but stated to his knowledge there had been quotes for replacement of the battery plant received from several vendors and the Army would be making a decision soon.	
State of Alaska	Mr. Scott Stormo, SOA	Action Items Assigned
Request for Information (RFI) Legislative Intent Language	1. Mr. Scott Stormo briefed the Department of Administration had sent a summary of a couple paragraphs to the Legislature with the explanation they would provide additional information during the Legislative session. He advised a decision would be made in the Governor's amended budget.	
Master Site Updates	2. Scott stated the next step in the System lifecycle was to upgrade the Master Sites. He pointed out the Department of Defense already had funds available and the Municipality of Anchorage could get the funds but they were still waiting on the State.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Tim stated he had nothing further for the council at this time.	
New Business	Discussion	Action Items Assigned
	Tammy asked if there was any New Business items from the group and there were no responses.	
Next meeting	Discussion	
	Tammy advised the next regularly scheduled meetings were February 1 and March 1	
Adjournment	Discussion	
	Tammy asked if there were any other comments or discussion items. Hearing none, she requested a motion to adjourn the meeting. Motion: Adjourn the January monthly User Council meeting. Motion: Mr. Dave Jones Second: Nate There were no objections. The motion passed . The meeting adjourned at 2:06 p.m.	