



1. Attendance.

P = Present	T = Via Telephone	E = Excused	U = Unexcused	N/A = Not required
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User Council Members

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

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

Supporting Staff and Guests:

P	Husain	Waj	Mr.	Motorola Solutions
P	Nicholl	Jim	Mr.	Motorola Solutions
T	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



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. Ocie Adams called the meeting to order at 1:35 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	Ocie asked if there were any special announcements and there were none provided.	
Previous Meeting Minutes	<p>Ocie asked the council members if they had any changes to the draft January minutes. There were no requested changes. Ocie requested a motion to approve the minutes.</p> <p>Motion: Approve the January 4 meeting minutes, as written.</p> <p>Motion: Mr. John Rockwell Second: Ms. Tammy Goggia</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>Ocie advised the group that many of the existing vacancies had been filled within the last couple months.</p> <p>The Operations Management Office (OMO) noted the appointment letter for the primary Federal Non-DOD US Forest Service representative had been received and was pending approval by the Executive Council.</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
	Ocie noted there were two Action Items from the January meeting and both had been closed.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Quarterly Master Site Rollover	1. Mr. Del Smith advised the council that the updates occurred on January 25 and 26 and that everything had gone very well. He noted the initial rollover was from the primary controller to the backup controller and took approximately 15 – 20 seconds at which time the sites were in site trunking,	



<p>Unication Pager</p>	<p>but the pre-positioning of the servers at the controller locations had made the process pretty quick.</p> <p>Del noted that on Thursday the process was repeated but in reverse. He stated this would take place on a quarterly basis and that the current maintenance window would continue to be used.</p> <p>Del noted the dispatch console updates are done separately from the zone controllers and occur on a monthly basis.</p> <p>Mr. Jim Nichol advised he would have a report by the end of the week on which consoles still needed to reboot for the updates to take effect.</p> <p>2. Del advised the group that Mr. Greg Eubank still had the pager.</p> <p>Greg stated he had not been able to get the device to work so far.</p> <p>Del pointed out the state of Minnesota used the pager but there had been no interest in Alaska, to this point.</p>	
<p>FY17 Membership Agreements</p>	<p>3. Del stated the final outstanding FY17 membership agreement for Clear Air Force Station had been received and there was no further action to be taken. He pointed out the delay in last year's renewal was due to the re-bid of the System Management Office contract and the FY18 agreements would be going out starting sometime around May.</p>	
<p>Annual Subscriber Audit</p>	<p>4. Del reminded the council members the inventory verification was the result of a 2012 Legislative audit and that 38 agencies had returned their forms so far. He stated the suspense for response was April 28.</p>	
<p>January Document Reviews</p>	<p>5. Del briefed the New User Policy and Procedure 300-4 and the ALMR Concept of Operations were reviewed and approved with only minor changes.</p>	
<p>System Metrics</p>	<p>6. Del advised the busies for January were only 522 up by 4 from January and the voice calls were 1.2M, which was up by approximate 28K.</p> <p>Greg asked if there were any specific sites of concern and Del stated during the summer months Hill 3265 was usually inundated due to exercises on Eielson and that Nenana was also still problematic.</p> <p>Del noted that generally speaking the 3-channel sites were still targeted for upgrade as the funds become available</p>	



System Management Office	Mr. Travis Conant, System Manager	Action Items Assigned
<p>Master Site Rollover</p> <p>Soldotna Console Replacement</p> <p>Periodic Maintenance Inspections</p>	<p>1. Mr Travis Conant expressed his appreciation to the Motorola personnel at Schaumburg, the dispatchers and the local teams for the exceptional support during the rollover and noted it was a really smooth transition. He advised that they were working on the schedule for the next quarter.</p> <p>2. Travis advised that Motorola was working with Soldotna to start the console changeover, which was scheduled for February 20.</p> <p>3. Travis stated they were working to complete the sites locally. He noted that the System Management Office (SMO) had paired up with Enterprise Technology Services (ETS) technicians to maximize funds expenditures and had completed Cottonwood, Alcantra and Beaver Creek.</p>	
State of Alaska	Mr. Scott Stormo, SOA	Action Items Assigned
<p>Extended Site Outages</p> <p>Governor's Supplemental Budget</p>	<p>1. Mr. Scott Stormo briefed several of the sites in the Juneau area had been in site trunking for an extended period of time in January. He stated Lena Point and Saddle Mountain had been out of wide area for nine days and Auke Lake for four days and that Beaver Creek had been out of service for five days.</p> <p>Scott advised that the heater went out at Beaver Creek and the equipment shut itself down as a protective measure. When the ambient temperature rose, the site came back up. He stated they were able to get to the site and repair the heater.</p> <p>Scott explained that the under the multiprotocol label switching (MPLS) network there is a built in redundancy so if there is a break in the path, the system automatically reroutes itself. He briefed there was an initial break in the path at Auke Lake, which was followed shortly by a break at Saddle Mountain and the technicians were unable to get to Saddle Mountain due to weather.</p> <p>Scott advised the council that these lengthy outages were a sign of where ALMR was headed with the way the budget was.</p> <p>2. Scott briefed the Governor's supplemental budget was posted on January 30. He noted that there was a request for a re-appropriation of approximately \$3.1M in Department of Public Safety capital funds for the refresh of the Tudor Zone Controller.</p> <p>Ocie advised he had spoken with the Strategic Transportation Improvement Plan (STIP) folks, but there was</p>	



	still no meeting scheduled with the Federal Highway Association administrative staff regarding the proposed application. He noted it was still on the table, but nothing was happening at this time.	
Department of Defense	Mr. Tim Woodall, ALMR DOD Representative	Action Items Assigned
	Mr. Tim Woodall was not present for the meeting.	
New Business	Discussion	Action Items Assigned
	Ocie asked if there were any New Business items from the group and there were no responses.	
Next meeting	Discussion	
	Ocie advised the next regularly scheduled meetings were March 1 and April 5.	
Adjournment	Discussion	
	<p>Ocie asked if there were any other comments or discussion items. Hearing none, he requested a motion to adjourn the meeting.</p> <p>Motion: Adjourn the February monthly User Council meeting.</p> <p>Motion: Deputy Chief Brad Johnson Second: Mr. John Wolfe</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:01 p.m.</p>	