



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
				Fed Non-DOD, US Forest Service (a/w EC confirmation)
T	Brinley	John	Capt	
N/A	Chastain	James	LTC	DOD US Army
T	Goggia	Tammy	Ms.	Municipalities Central, Vice Chair
T	Jennings	David	MSgt	DOD USAF, JBER
E	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
T	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
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife 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
N/A	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
				Municipalities Northern, Fairbanks North Star Borough Emergency Manager
T	Gibbs	David	Mr.	
E	Hallett	Kenneth	Mr.	Fed Non-DOD, Bureau of Land Management
N/A	Jones	Dave	Mr.	DOD USAF, Eielson AFB
N/A	Kain	Paul	Mr.	Fed Non-DOD, USFS
N/A	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS
T	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
T	Williams	Rick	Mr.	DOD, US Army
N/A	Williamson	Anthony	SSgt	DOD USAF, JBER

Supporting Staff and Guests:

P	Conant	Travis	Mr.	System Manager
P	Grabenkort	Larsen	Mr.	Motorola Solutions
P	Kyser	Roy	Mr.	Motorola Solutions
P	Nicholl	Jim	Mr.	Motorola Solutions
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SATS/ETS Manager
P	Woodall	Tim	Mr.	ALMR PM/COR



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. Ocie Adams called the meeting to order at 1:31 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	There were no guests or special announcements.	
Previous Meeting Minutes	<p>Ocie asked the council members if they had any changes to the draft April minutes. There were no requested changes. Ocie requested a motion to approve the minutes.</p> <p>Motion: Approve the April 5 meeting minutes, as written.</p> <p>Motion: Ms. Tammy Goggia Second: Mr. John Rockwell</p> <p>There was no discussion and no objections. The motion passed.</p>	
Issues & Risks Log	Active Issues	Action Items Assigned
	There are no open items.	
	Pending Issues	
	There were no pending issues.	
	Issues Closed at, or since, last meeting	
	Item #57 was closed at the last meeting.	
Action Items Review	Opened Items	Resolution
	Ocie noted there were no actions items from the April meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Service Level Agreement	1. Mr. Del Smith advised the council members the final Executive Council member signature had been obtained on April 10 and the revised Service Level Agreement is complete.	
Second Quarter Master Site Rollover	<p>2. Del briefed the second quarter zone controller rollover was performed on April 26 and 27 on Zone 2, Zone 1 and Zone 4, respectively. He noted the primary zone controller in each zone was rolled to the secondary on the first day and then the secondary controller was rolled back to the primary controller on the second day.</p> <p>Del advised the process took approximately 20 – 30 seconds for each zone and the sites were in site trunking during that timeframe. He noted everything appeared to go fine and the</p>	



<p>Subscriber Inventory Verification</p>	<p>ALMR staff checked in with each of the dispatchers afterward to make sure their systems were back up and there were no issues.</p> <p>3. Del advised the council there were still 13 member agencies who had not completed and returned their forms verifying they had completed an annual inventory, but noted five of the agencies had requested, and been granted, extensions.</p>	
<p>Ted Stevens Anchorage International Airport Buses</p>	<p>4. Del briefed the council on April 15 the Ted Stevens Anchorage International Airport (TSAIA) site had been inundated with buses. He explained initially it was believed to have been due to the visit of the Vice President but upon closer examination it was discovered there was a SERT exercise at the former Kullis Air National Guard Base.</p> <p>Del stated he met with Lt Paul Fussey and Mr. Leon Morgan at the Alaska State Troopers to discuss the incident and the fact that ALMR was unaware of the exercise. He expressed to them it was key that ALMR be informed of such exercise, so steps could be taken in the future to mitigate the impact to the three-channel site. At a minimum, Del suggested their radios be programmed to make TSAIA a "least preferred" site.</p>	
<p>Asset Management</p>	<p>5. Del advised the council the issue regarding the former ALMR radio found on a web auction site had been briefed to the Executive Council at their April meeting and they requested some action be taken and a record of it maintained.</p> <p>Del stated the agency involved had admitted there were errors committed and their personnel had not followed their internal procedures, as well. They apologized and stated they were taking steps to ensure this would not occur again.</p> <p>Del briefed, in order to address the EC recommendation, the Operations Management Office (OMO) had prepared a letter which would address the violation and give the responsible agency a warning. He stated the letter would be sent to the members after the meeting to vote on its approval.</p>	
<p>Subscriber Changes</p>	<p>6. Del reminded the council that all subscriber changes must be conveyed to the System Management Office (SMO) using the Subscriber Request Form, which is available on the web site. He added the form had recently been revised to clarify the language regarding what each subscriber action involves.</p> <p>Del explained this also prompted an out-of-cycle review of the Asset Management Policy and Procedure which would</p>	



<p>April Document Reviews</p> <p>April System Metrics</p>	<p>be sent to the council members for their approval of the changes.</p> <p>7. Del advised the council the Employee Termination Policy and Procedure, Facility Security Penetration Policy and Procedure, Virus Protection Policy, Emergency Operations Policy and Procedure, System Change Request Management Policy and Procedure, and Standard Channel Naming Convention Policy and Procedure had all been reviewed and minor revisions made, as required.</p> <p>8. Del briefed that during the rollover and subsequent updates, something occurred in Zone 2 which affected the collection of the System data in that zone. He stated it wasn't discovered until the reports were pulled after the month closeout but is now corrected.</p> <p>Del noted there were four days of missing data for Zone 2. He stated he looked at the previous two years' of System data and voice calls, which are normally over 1 million in April were calculated at 969,741. Del stated the busies were up due to the SERT exercise.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>Site Summit and R1 North</p> <p>Console Upgrades Continue</p> <p>Two New RF Sites</p>	<p>1. Mr Travis Conant stated the SMO was monitoring the Site Summit and R1 North sites due to on-going exercises, which had begun on Monday.</p> <p>2. Travis advised the SMO was working with the State of Alaska and Motorola assisting with the console upgrades. He noted Ketchikan, Department of Military and Veteran Affairs, Goose Creek Correctional Center and MATCOM were all due to receive new MCC7500 consoles, with MATCOM being the last in this group and expected to be completed around October.</p> <p>3. Travis briefed there were two new approved RF sites for Delta Junction and Knik.</p> <p>Ocie asked where the Knik site would be located and Travis stated it would be co-located in the Municipality of Anchorage shelter at Knik.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo, SOA</p>	<p>Action Items Assigned</p>
<p>New Sites Timeline</p>	<p>1. Mr. Scott Stormo advised the new sites could potentially be in by the end of this month but that was not being advertised. He stated they would definitely be in by the end of June.</p> <p>Del asked if the new Delta Junction site would resolve the coverage gaps for the Troopers and the issue with Jack Warren Road and Scott stated he believed it would.</p>	



<p>TSAIA Site</p>	<p>John Rockwell stated he would get with Leon and they would do some checks after the site was installed.</p> <p>2. Scott questioned, with regard to the TSAIA site, whether ALMR was setting itself up for problems. He pointed out the airport was switching over the Municipality of Anchorage (MOA) 700Mhz system and wondered if the site could be eliminated and other area radios could just affiliate to the Atwood site.</p> <p>Mr. Tim Woodall added if there were no gaps in coverage, he didn't see any reason to have a site there.</p>	
<p>Department of Defense</p>	<p>Mr. Tim Woodall, ALMR DOD Representative</p>	<p>Action Items Assigned</p>
<p>Authority to Operate</p> <p>System Update Contract</p> <p>Eielson Quantars</p>	<p>1. Mr. Tim Woodall advised ALMR currently had a Conditional Authority to Operate (ATO)and a full ATO was expected by December</p> <p>2. Tim stated the Department of Defense (DOD) was starting the contract actions for the System update for the April-June 2018 timeframe. He noted the contract language would state the update would be tied to the SOA and MOA ability to award their contracts simultaneously.</p> <p>3. Tim stated Eielson was getting ready to send their excess Quantars to the Defense Reutilization Management Office (DRMO), where they would be available to government entities for two weeks. He noted if the State wanted them, they needed to get the paperwork in order to be able to receive them at the end of the two weeks.</p> <p>Mr. Chris Martin stated the equipment had never been put into the Air Force data base and Tim advised that they had been centrally procured during the System build out and shipped to Eielson.</p> <p>Tim asked how many channels would be available from Eielson and Chris advised there were 10 channels. Tim noted he had 20 channels available from the Transportable upgrade and he needed to work with Mr. John Lynn to see if there is available spectrum.</p>	
<p>New Business</p>	<p>Discussion</p>	<p>Action Items Assigned</p>
<p>FirstNet Contract</p> <p>Statewide Communications</p>	<p>1. Mr. John Rockwell advised the FirstNet contract had been awarded to AT&T and Mr. Steve Noel would be presenting a FirstNet briefing to the Executive Council on May 18 regarding the proposed Alaska solution.</p> <p>2. John stated the Statewide Communications Interoperability Plan (SCIP) workshop would be in</p>	



Interoperability Plan	September and he expected some of the council members might be involved in that.	
Fairbanks Dispatch Relocation	3. John briefed the relocation of the Fairbanks AST Dispatch would be finalized by the end of September.	
Next meeting	Discussion	
	Ocie advised the next regularly scheduled meetings were June 7 and July 5 and asked if anyone had any extended holiday plans for July 4. There were no affirmative responses.	
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 May monthly User Council meeting.</p> <p>Motion: Mr. John Wolfe Second: Mr. Nate Skinner</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:16 p.m.</p>	