



1. Attendance.

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

Primary				
N/A	Brinley	John	Capt	Fed Non-DOD, US Forest Service
N/A	Brown	Byron	LTC	DOD US Army - Alaska
T	Cicciarella	Bob	Chief	Municipalities Central
P	Connolly	Ryan	TSgt	DOD USAF, JBER
T	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
P	Patz	Greg	Mr.	SOA DOT
E	Rockwell	John	Mr.	SOA DPS, <b>Chair</b>
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, <b>Vice Chair</b>
E	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service
	VACANT			Federal Non-DOD, FBI

Alternate				
T	Brown	David	Mr.	Fed Non-DOD, FBI
N/A	Cole	Henry	Mr.	SOA DOT
T	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Flowers	Alvin	Mr.	Fed Non-DOD, TSA
N/A	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Emergency Manager
P	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	VACANT			Fed Non-DOD DOI, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
T	Kain	Paul	Mr.	Fed Non-DOD, USFS
U	Morgan	Leon	Mr.	SOA DPS
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
N/A	Paice	Stephen	SSgt	DOD USAF, JBER
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
P	Williams	Rick	Mr.	DOD, US Army - Alaska

**Supporting Staff and Guests:**

P	Conant	Travis	Mr.	System Manager
P	Kilbourne	Randy	Mr.	SOA DOA OIT/SATS
T	Loughton	Mike	Special Agent	US Forest Service
P	Makalena	Sonny	Mr.	DOD, US Army - Alaska
P	Nicholl	Jim	Mr.	Motorola Solutions
T	Richter	Bruce	Mr.	OEC Region X Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA DOA OIT/ALMR
P	Ulrich	Naomi	Ms.	Motorola Solutions



P	Woodall	Timothy	Mr.	DOD PM/COR
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2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
<b>Call to Order</b>	Mr. Nate Skinner called the meeting to order at 1:31 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.  Mr. Rick Williams joined the meeting after the roll was completed.	
<b>Introduction of Guests/Special Announcements</b>		
<b>Previous Meeting Minutes</b>	Nate asked the council members if they had a chance to review the draft April minutes and hearing no requests for changes, he requested a motion to approve the minutes.  <b>Motion: Approve the April 2 meeting minutes, as written.</b>  <b>Motion: Mr. Greg Patz</b> <b>Second: TSgt Ryan Connolly</b>  There was no discussion and no objections. The motion <b>passed.</b>	
<b>Issues &amp; Risks Log</b>	<b>Active Issues</b>	<b>Action Items Assigned</b>
<b>UC Vacancies</b>	1. Nate noted Mr. Bill Kaizer had departed and Mr. Kenneth Hallett had changed jobs and was no longer in the Alternate DOI position vacant.	
<b>Birch Hill Master Site Rectifiers</b>	2. Mr. Sonny Makalena stated there was no change on the status of the rectifiers at the Birch Hill Master Site, but he would find out something from Mr. Williams.	
<b>Tudor Road Master Site UPS</b>	3. Mr. Smith stated there was an update on the UPS in the Tudor Master Site and it was in contracting.  Mr. Randy Kilbourne stated the bids had come back today and it would be approximately one to two weeks for delivery.	
<b>7.17 Funding</b>	4. Del stated the Municipality of Anchorage (MOA) has their funding, and asked Mr. Tim Woodall if he had anything on DOD, which he did not.	



<b>MW Outages</b>	5. Del stated the funding was denied by the SOA so the updates to the microwave (MW) were not going to happen.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no items closed since the last meeting.	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
<b>System Keys</b>	<p>Nate asked the OMO to go over the action items from the April meeting and Ms. Sherry Shafer did so.</p> <p>1. OMO examine better method of control regarding the handling of System keys and update policy and procedure, as necessary. NOTE: The procedure has been updated to make agency "ALL" points of contact responsible for control of system keys they request. (<b>CLOSED</b>, May 1)</p> <p>Del noted he had reached out to every agency with system keys and confirmed the names of the individuals who were in possession of them. He stated the OMO was modifying the procedure to tighten things up to ensure we know exactly who has it.</p> <p>Del stated there were a couple keys still unaccounted for and stressed the importance of maintaining accountability. He advised the hardware keys expire after three years but one of the software keys he saw didn't expire for ten years. Del noted the procedure would be sent to the User Council for approval once the update is completed.</p>	
<b>Service Level Agreement</b>	2. Mr. Scott Stormo to review and update language in SLA with regard to SATS infrastructure supporting ALMR. NOTE: After discussion with the Operations Manager, it was determined no major changes would be made at this time. ( <b>CLOSED</b> , May 1)	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>FY19 Membership Agreements</b>	1. Mr. Del Smith advised a week or two ago the State of Alaska (SOA) had agreed upon a cost share solution and it would continue to be based on the CY14 usage. He noted the Operations Management Office (OMO) would begin sending out the FY19 membership agreements to agencies mid-May. Del also reminded the council the FY18 memberships had been extended through June 30 and the Department of Administration (DOA) Office of Information Technology (OIT) would be sending out invoices to the Federal Non-DOD agencies directly for their FY18 cost share contributions.	
<b>Annual Inventory Confirmation</b>	2. Del stated at the end of the suspense was Monday, April 30, and there were still approximately 30 agencies outstanding. He briefed he'd been on the phone with the outstanding agencies and had been successful in getting	



<p><b>Quarterly Master Site Rollover</b></p> <p><b>System Keys</b></p> <p><b>DiagnostiX</b></p> <p><b>April Document Reviews</b></p> <p><b>April System Metrics</b></p> <p><b>Subscriber Request Form</b></p>	<p>six or seven to respond. Del noted some of the agencies had changed their point of contact (POC) and had not notified the Help Desk. Del also advised a number of agencies had requested extensions.</p> <p>3. Del stated this was a non-event. He explained he and Mr. Travis Conant had come in at 4 a.m. ready to do the rollover and nothing occurred. Upon follow-up, they found out Motorola had sent an email stating the McAfee updates would take place but didn't clarify the remainder of quarterly update was cancelled due to issues with the software.</p> <p>Del noted the next rollover is due in July, but there is the possibility they may freeze the System for the 7.17 update.</p> <p>Travis stated Motorola need to do some more testing to work the bugs out before the next update in July.</p> <p>4. Del briefed he'd already touched on this but the OMO is currently updating the procedure and the agency "ALL" POC only one who can request key and will be held responsible for key security</p> <p>5. Del stated there was no update on this other than it's something we need.</p> <p>6. Del advised the Employee Termination Policy and Procedure 200-1, Facility Security Penetration Policy and Procedure 200-2, Virus Protection Policy and Procedure 200-3, Emergency Operations Policy and Procedure 300-5, System Change Management Policy and Procedure 400-3 and the Service Level Agreement were all updated pursuant to the OMO contract requirements.</p> <p>7. Del briefed we were down slightly in push to talks, 1,986,509 as opposed to 2,046,283 the month before, which was also commensurate with the group calls. He noted the busies dropped exactly 100.</p> <p>8. Del asked to address one more issue that came up during the calls regarding the inventory confirmation. He noted one agency he had contacted informed him they had gotten rid of their radios, but they were still listed on the System. Del stressed the importance of submitting the Subscriber Request Form to the Help Desk, because there were 14 radios that had supposedly been turned in by the agency, but were still on the System for an undetermined amount of time.</p>	
<p><b>System Management Office</b></p>	<p><b>Mr. Travis Conant, System Manager</b></p>	<p><b>Action Items Assigned</b></p>



<p><b>Console Upgrade</b></p>         <p><b>7.17 Upgrade</b></p>	<p>1. Mr. Travis Conant stated the dispatch upgrade was completed at MATCOM; they completed the cutover about a week ago and were up and operational on the MCC7500s. He added they are currently working on Valdez who is operating on the MCC7500s in a temporary location while their new furniture is installed and the complete cutover will be Monday or Tuesday next week. Travis added the next site will be Palmer and then Fairbanks after that, so they are getting closer to getting all the Gold Elites off the System.</p> <p>2. Travis noted they were working closely with Motorola on the 7.17 upgrade doing a System audit, and getting an equipment list of what is needed. He added the list should be coming out to the DOD and State in the next few weeks.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Scott Stormo, SOA</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>SMO Contract</b></p>	<p>Mr. Scott Stormo stated the only thing he had was the first option year of the contract with Motorola would start on 1 July, so that is in the State's approval process and they would get that option executed in the next two weeks hopefully.</p> <p>Mr. Randy Kilbourne advised he had nothing to add today.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Tim Woodall, ALMR DOD Representative</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Funding</b></p>         <p><b>Risk Management Framework/Authority to Operate</b></p>	<p>1. Mr. Tim Woodall stated he didn't discuss the funding earlier, but would do so now. He briefed they had the different agencies looking at the funding required and at this point he couldn't give a firm yes or no whether they'd seek funding in FY18.</p> <p>Tim added there are a number of courses of action (COAs) that are being played out among senior leadership and they had gotten with Motorola to look at the operational impact of the State funding the upgrade and DOD not upgrading their nine sites and their master controller and what the results would be. He noted one of the proposed COAs was to mothball the North zone controller and reorienting all sites to Tudor Road, and then in 2022 at the next upgrade after 7.17 to upgrade the controller at that time and the cost impact. Tim advised they were looking at all pros and cons with those courses of action.</p> <p>2. Tim mentioned if they did not get the upgrade done this year, regardless of the funding and the operational impact, there is a Risk Management Framework (RMF) authority to operation (ATO) impact that would happen and there wouldn't be any more patching after 30 June for the 7.13 System. He stated they got an official letter from Motorola</p>	



<p><b>System Management Office/Operations Management Office Contracts</b></p>	<p>that they will not provide any patching for the 7.13 System after that date and therefore, the DOD would not be able to sustain the patching requirements under IAVAs for information assurance, they would drop to an interim ATO and then depending on the authorizing authority could lose the authority to operate on the System at some point.</p> <p>Tim advised the maximum you can go on an interim is one year and he needed feedback from the other Federal agencies that operate on ALMR, like the FBI and ATF, who rely on the FISMA-type security assurance provided through the DOD RMF, would they be prohibited from using ALMR should the ATO be lost or degraded, so it can be provided to their senior leaders so they understand the potential operational impact on others, as well as the political impact.</p> <p>Tim advised the group they should not construe his verbiage as the DOD was not funding, because they are still working the funding requirements hard.</p> <p>3. Tim briefed didn't see any issues with the funding for the maintenance contract coming up; everyone he had talked to has the funds for that and for the Operations Management contract. However, he stated they are looking to reduce the administrative burden by sending one or two payments to the State and then the State would pay the invoices and provide DOD a receipt, which would streamline the process for the State and the DOD. Tim explained for the OMO contract, they were looking to do a one-time payment upfront, and the State would handle it from there.</p>	
<p><b>New Business</b></p>	<p><b>Discussion</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Sub-committee on Talkgroups/Codeplugs</b></p>	<p>Nate briefed the sub-committee on talkgroups and codeplugs had met once, and Travis and he had been reviewing codeplugs. He stated they planned on meeting again soon, but so far they'd done some good and hoped to continue. Nate thanked everyone who had participated.</p>	
<p><b>Next meeting</b></p>	<p><b>Discussion</b></p>	
	<p>Nate stated the next regularly scheduled meetings were June 6 and July 4. He stated he was looking for suggestions/thoughts from the council if they wanted to move the July meeting or cancel it.</p> <p>Del suggested polling the members via email, and suggested the following Wednesday as the date for consideration.</p> <p>Nate agreed and requested Sherry poll the members after the meeting.</p>	<p>1. OMO to email members whether to move July meeting to the 11<sup>th</sup> or cancel.</p>
<p><b>Adjournment</b></p>	<p><b>Discussion</b></p>	



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: May 2, 2018*

	<p>Nate asked if there were any other discussion and hearing none, he asked for a motion to adjourn the meeting.</p> <p><b>Motion: Adjourn the May monthly User Council meeting.</b></p> <p><b>Motion: Mr. Jim Goodman</b> <b>Second: Mr. Rick Williams</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:08 p.m.</p>	
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