



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	Brown	Byron	LTC	DOD US Army - Alaska
T	Cicciarella	Bob	Chief	Municipalities Central
N/A	Connolly	Ryan	TSgt	DOD USAF, JBER
E	Johnson	Brad	Chief	Municipalities Northern, Fairbanks PD
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD, FBI
E	Loughton	Mike	Special Agent	Fed Non-DOD, US Forest Service
E	Martin	Chris	Mr.	DOD USAF, Eielson AFB
E	Patz	Greg	Mr.	SOA DOT
P	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

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

**Supporting Staff and Guests:**

T	Conant	Travis	Mr.	System Manager
P	Kilbourne	Randy	Mr.	SOA DOA OIT/SATS
P	Nicholl	Jim	Mr.	Motorola Solutions
P	Richter	Bruce	Mr.	OEC Region X Coordinator
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Ulrich	Naomi	Ms.	Motorola Solutions
T	White	Chris	Mr.	SOA DOA
P	Woodall	Timothy	Mr.	DOD PM/COR



2. Meeting Minutes and Action Items.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Call to Order</b>	Mr. John Rockwell called the meeting to order at 1:30 p.m. and thanked Mr Nate Skinner for running the last meeting.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.  Mr. Bruce Richter, Ms. Erann Kalwara and Chief Peter Mlynarik all joined the meeting after roll call.	
<b>Introduction of Guests/Special Announcements</b>	Mr. Jon Kroona was welcomed as the new Federal Non-DOD FBI primary representative.	
<b>Previous Meeting Minutes</b>	John asked the council members if they had a chance to review the draft May minutes and hearing no requests for changes, he requested a motion to approve the minutes.  <b>Motion: Approve the May 2 meeting minutes, as written.</b>  <b>Motion: Mr. Nate Skinner</b> <b>Second: Chief Bob Ciciarella</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>
	There were no comments on the current open items.	
	<b>Issues Closed at, or since, last meeting</b>	
<b>UC68</b>	Special Agent Mike Loughton took over the responsibilities for the primary USFS position from Captain John Brinley	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
<b>July Meeting Date Change</b>	1. OMO will poll members of the council regarding an alternate date for the July 4 User Council meeting. ( <b>CLOSED</b> , May 2)	The meeting was moved to July 11.
<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 the agreements were distributed to agencies May 22 – 24 for signature and the first reminder had been sent out on June 4. He stated 52 had been returned to date, 7 for the Federal Non-DOD agencies and 45 for State signature. Del stated the decision had not been made who from the State of Alaska (SOA) would sign them, so he mentioned it to Mr. John Roberts yesterday and was advised by John that he would be the signatory. Del expressed concern that the SOA make a decision soon, so we do not get behind on this.	



<p><b>Annual Inventory Confirmation</b></p>	<p>2. Del stated there are four agencies outstanding at this time; two have extensions for various reasons and two that have not responded at all. He noted he had spoken to the chief at Kenny Lake VFD who stated they were going out of business and being subsumed by GlennRich, so he advised the chief we required an email from him requesting their radios be removed. Del briefed, so far we have been unsuccessful in getting a response.</p> <p>Del pointed out the other agency chief stated he was retiring and turning over his radios to Forestry in Glennallen, Tazlina office, and would call Del when he got back from clamming, but had not done so yet.</p> <p>Del advised the council the OMO had prepared a 30-day notice of termination letter for these two agencies and would be sending them out tomorrow.</p>	
<p><b>7.17 Upgrade</b></p>	<p>3. Del briefed that it was not anticipated this would occur now. He asked Mr. Tim Woodall if he would like to comment on it.</p> <p>Tim briefed not all the parties had the money; therefore, there would be no execution of the upgrade in FY18. He advised the Department of Defense (DOD) would be looking to acquire their funds in FY19 by the second quarter.</p> <p>Mr. Jim Nicholl clarified the DOD second quarter was actually the first quarter of the calendar year (CY) 2019 and Tim responded it was. Jim then asked if there were any restrictions on how long the money could sit there.</p> <p>Tim advised it was two-year money and once applied it was good for two years, as long as the efforts begins in fiscal year in which it was provided.</p> <p>Jim stated they (Motorola) would get it back on the list at the end of quarter one in CY19 and as soon as the funds are available. The field process starts two months after their internal process.</p> <p>Tim briefed previously under Defense Information Assurance Certification and Accreditation Program (DIACAP), the inability to do software patching was not necessarily a category risk issue, but under the Risk Management Framework (RMF) it is. He further explained effective July 1, if Motorola stops patching the RMF controls will change identifying this as a category 1 control risk and this will go up to the Air Force (AF) Chief Information Officer (CIO) who can put pressure on the major commands to get it fixed or they will lose they authority to operate (ATO) within six months. The DOD hopes this will suffice for the services to provide</p>	



<p><b>Monthly/Quarterly System Updates</b></p>	<p>the appropriate funding. However, the ATO is provided by the AF so they must influence the Army to provide some of the funds, as well. The course of action if the Army doesn't provide the funds, is the AF will provide them to update the Birch Hill master site.</p> <p>Tim emphasized that it is imperative we caveat that we are buying into a technology release that is already two years old and will have to be updated again in three years. He stated this is not understood by senior management and creates some issues when you upgrade and then need to do it again in a short period of time.</p> <p>Jim stated once a SUA is in place, this type of issue wouldn't happen.</p> <p>4. Del stated this was moot now with the delay of the upgrade and the System would be frozen until it occurred. He advised Motorola would not be applying any patches because the contract expires on June 30.</p> <p>Mr. Woodall stated Motorola could be allowed to install the patches, but the risk was they could crash the System.</p> <p>Del noted applying untested patches to the System was not a risk he was willing to take.</p>	
<p><b>SOA FY2020 OMO/SMO Budget</b></p>	<p>5. Del advised the OMO would be sending the budget out after the meeting to the council members for their review and vote of approval.</p>	<p>1. OMO to distribute draft FY2020 OMO/SMO Budget to UC for review/ approval.</p>
<p><b>XTS/XTL5000 End of Service</b></p>	<p>6. Del reminded the group the after-market repair support is scheduled to terminate after 12/31/2018 for Motorola XTS and XTL5000, and Motorola cannot guarantee the parts availability and repair services for this product line beyond this date</p> <p>Jim Nicholl stated Motorola was low on parts and would probably run out before the end of the year.</p>	
<p><b>DiagnostiX</b></p>	<p>7. Del advised this was still on the agenda as a place holder.</p>	
<p><b>May Document Reviews</b></p>	<p>8. Del briefed the Technology Policy and Procedure 300-2 had been reviewed and updated, the Service Level Agreement (SLA) had been finalized and signed by all parties on May 18 and the System Key Usage approved by the User Council after substantial updates to tighten up the process.</p>	
<p><b>May System Metrics</b></p>	<p>9. Del briefed the voice calls were up by roughly 200k push to talks and busies had shot up from 219 to 840. He stated some of the sites not previously getting busies, like Whittier,</p>	



<p><b>Bi-directional Amplifiers</b></p>	<p>were impacted. Del stated the new Whittier DPS Director was more involved, keeping in touch with his personnel creating additional radio traffic.</p> <p>10. Del stated about two weeks ago he got a call from MatSu about installing a BDA in Walmart. He advised it was part of a National Fire Protection requirement and the SOA was responsible for approving the licensing/frequencies. Del briefed, while ALMR has not historically required a System Change Request (CR) because there is no direct connection to ALMR. He felt as more BDAs are installed it is important to coordinate with ALMR and present the design plan for review to ensure there are no issues from a technical standpoint and also to be cognizant in case of future interference issues.</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>PMI Schedule</b></p> <p><b>SMO Maintenance Contract</b></p>	<p>1. Mr. Travis Conant briefed the System Management Office had two sites remaining in the SOA contract year still requiring periodic maintenance inspections – Canyon Creek and Byers Creek.</p> <p>2. Travis stated the next year's maintenance had been signed by the State and Motorola and was just waiting on Bering Straits Information Technology.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Tim Woodall</b></p>	<p><b>Action Items Assigned</b></p>
	<p>Mr. Woodall had nothing to add beyond his previous discussion.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Scott Stormo and/or Mr. Randy Kilbourne</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Powerline Failure</b></p> <p><b>Donnelly Dome Connectivity</b></p> <p><b>UPS</b></p>	<p>1. Mr. Randy Kilbourne briefed there had been a powerline failure at Reindeer Hills and they hoped to have it repaired by next week.</p> <p>2. Randy advised the Donnelly Dome site would be brought onto the SOA network shortly.</p> <p>3. Randy stated the circuit breaker was not in yet in response to a requested update from Del.</p>	
<p><b>New Business</b></p>	<p><b>Discussion</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>RECCWG</b></p>	<p>Mr. Bruce Richter advised the Regional Emergency Communications Coordination Working Group's (RECCWG) next meeting is July 10 in Anchorage at the Federal Building. He stated he would ship out the agenda as soon as he sees it and that the meeting is open to anyone in the emergency communications field.</p> <p>Bruce briefed they had recently met in Boise, Idaho, two weeks ago for a two-day communications exercise and</p>	



	trained a lot of people on COML and COMT. He advised they are doing it again next year and is open to any regional agency interested in joining in to expand their skills.	
<b>Next meeting</b>	<b>Discussion</b>	
	John stated the next regularly scheduled meetings were July 11 and August 1.	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>John 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 June monthly User Council meeting.</b></p> <p><b>Motion: Nate</b> <b>Second: Mr. Jim Goodman</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:07 p.m.</p>	