



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
U	Connolly	Ryan	MSgt	DOD USAF, JBER
	VACANT			Municipalities Northern, Fairbanks PD
T	Kalwara	Erann	Ms.	Municipalities Southeast
N/A	Kroona	Jon	Mr.	Federal Non-DOD, FBI
E	Nelson	James	Officer	Fed Non-DOD, US Forest Service
N/A	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Patz	Greg	Mr.	SOA DOT
P	Rockwell	John	Mr.	SOA DPS, Chair
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, Vice Chair
U	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
T	Brown	David	Mr.	Fed Non-DOD, FBI
T	Cole	Henry	Mr.	SOA DOT
T	Eubank	Greg	Mr.	SOA All Others, DMVA
U	Gangstad	Linda	Ms.	Fed Non-DOD, TSA
E	Gibbs	David	Mr.	Municipalities Northern, Fairbanks North Star Borough Director of Emergency Operations
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	VACANT			Fed Non-DOD DOI, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
U	Loughton	Mike	Special Agent	Fed Non-DOD, US Forest Service
N/A	Morgan	Leon	Mr.	SOA DPS
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
U	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	Clark	Bonnie	Ms.	Information Systems Security Manager
P	Conant	Travis	Mr.	System Manager
T	Hawkins	Michael	Mr.	Motorola Solutions
P	Kostelnik	Sean	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.	SOA OIT ALMR
T	Ulrich	Naomi	Ms.	Motorola Solutions
T	White	Andrew	Mr.	Lafayette Group



T	White	Chris	Mr.	SOA OIT
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2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:30 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance. Mr. Rick Williams joined after roll was read.	
Introduction of Guests/Special Announcements	There were not guests or special announcements.	
Previous Meeting Minutes	John asked if everyone had a chance to review the October meeting minutes and if there were any changes. There were no requests for changes. Motion: Approve the December 12 meeting minutes, as written. Motion: Mr. Nate Skinner Second: Chief Bob Ciciarella There were no objections. The motion passed .	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	John requested Ms. Sherry Shafer to review the Issues and Risks Log. She advised there were no changes since the December meeting and read the current open items.	
	Issues Closed at, or since, last meeting	
	There were no closed items at, or since, the last meeting.	
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
Fourth Quarter Rollover/Patching	1. Mr. Del Smith stated the fourth quarter patching/rollover, which had previously been delayed, occurred on December 19 and 20 and there were no issues. He added he was unsure if there would be another one before the upgrade to 7.17.	



<p>Annual Reports</p>	<p>Mr. Travis Conant, System Manager, advised they planned to do one more around mid-February, because three months prior to the upgrade, the System would be locked down to any further changes.</p> <p>2. Del briefed the annual Business Case, Annual User Council Report on System Operations and Management and Annual Information Assurance Report of Findings documents had been finalized by the Operations Management Office (OMO) and would be distributed to the council members after the meeting for review and approval. He requested a suspense of January 15 for responses in order to have them ready to present to the Executive Council at their January 17 meeting.</p>	
<p>December Document Reviews</p>	<p>3. Del noted the Catastrophic Natural Events (CNE) Plan, Security Controls Review Policy & Procedure 200-6, Radio Usage and Transmission Protocols Policy & Procedure 300-6, System Account Control Policy & Procedure 400-4, System Vulnerability Management Policy & Procedure 400-6, Roles & Responsibilities and System Description had all been reviewed by the OMO in December. He added Ms. Bonnie Clark, the current Information Systems Security Manager, would be moving on later in the month and thanked her for her outstanding efforts in helping with the document reviews.</p>	
<p>December Metrics</p>	<p>4. Del advised there were 1,124,929 group calls and 2,056,788 push to talks in December. He added there were 173 busies, which appeared to be a dramatic drop after the November statistics, but when compared to December 2017, they were not that far out of whack.</p> <p>Del stated there would be an article in the January Insider on the statistics from the day of the earthquake compare to an average day on ALMR.</p>	
<p>MATCOM Operational Change</p>	<p>Mr. Bruce Richter advised he had reached out to get some assistance and would schedule a call to do an after action review of the events of November 30.</p> <p>5. Del reminded the group that MATCOM had previously stated they would be implementing an operational change moving all non-AST traffic off their main talkgroup to a different talkgroup. He stated the Glennallen AST talkgroup was renamed B Ops and that the change took effect on January 1.</p> <p>Travis stated he had worked with Mr. Joel Butcher to set up the talkgroup on the consoles. He stated he hadn't talked to anyone today, but the traffic should be on the new talkgroup now.</p>	



System Management Office	Mr. Travis Conant, System Manager	Action Items Assigned
	Mr. Travis Conant stated he had nothing else to add.	
State of Alaska	Mr. Scott Stormo and/or Mr. Randy Kilbourne	Action Items Assigned
Microwave Procurement Activity	Mr. Scott Stormo requested the Issues and Risks Log be updated to reflect there was an expected purchase order to replace all the legacy microwave and they had permission to now spend the money budgeted to them. He added he had not met the new Chief Information Officer (CIO) yet, but everything he'd heard sounded promising. Scott added the new CIO was supportive of the budget requests, but Scott stated he wouldn't know how things were going until the amended budget comes out, the Legislature edits or approves it and the Governor signs.	
Department of Defense	Mr. Timothy Woodall	Action Items Assigned
	Mr. Timothy Woodall was not present.	
New Business	Discussion	Action Items Assigned
Talkgroup Subcommittee	1. Mr. Nate Skinner briefed he would be polling the members for a date to get together for their next meeting.	
Earthquake	2. Mr. Greg Patz stated he had missed the December UC meeting but wanted to provide an accounting for how ALMR worked for DOT. He stated it was very effective in the Central region. Greg added they were unable to contact their districts by phone, so they used ALMR and were able to collect critical information right away. He advised DOT utilized ALMR as their primary communications means. Del noted Mr. Joel Butcher was another individual to talk to regarding how well ALMR worked during and after the quake. John stated the System did exactly what we wanted it to do.	
Election Results	3. Ms. Sherry Shafer reiterated the announcement that Mr. John Rockwell was re-elected to the Chair position and Mr. Nate Skinner was re-elected to the Vice Chair position for those who were not present at the December meeting when the announcement was made.	
Next meeting	Discussion	
	John stated the next regularly scheduled meetings are February 6 and March 6.	
Adjournment	Discussion	
	John asked if there were any other discussion and hearing none, he asked for a motion to adjourn the meeting.	



	<p>Motion: Adjourn the January monthly User Council meeting.</p> <p>Motion: Nate Second: Mr. Dave Jones</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 1:56 p.m.</p>	
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