



1. Attendance.

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

Primary				
T	Cicciarella	Bob	Chief	Municipalities Central
N/A	Connolly	Ryan	MSgt	DOD USAF, JBER
N/A	Eike	Erin	LTC	DOD US Army - Alaska
	<b>VACANT</b>			Municipalities North
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD, FBI
E	Nelson	James	Officer	Fed Non-DOD, US Forest Service
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
P	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				
T	Brown	David	Mr.	Fed Non-DOD, FBI
T	Cole	Henry	Mr.	SOA DOT
P	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Gangstad	Linda	Ms.	Fed Non-DOD, TSA
	<b>VACANT</b>			Municipalities North
T	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	<b>VACANT</b>			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
E	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	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:**

T	Conant	Travis	Mr.	System Manager
T	Hawkins	Mike	Mr.	Motorola Solutions
T	Kilbourne	Randy	Mr.	SOA OIT
T	Kostelnik	Sean	Mr.	Motorola Solutions
T	Makalena	Sonny	Mr.	USARAK
T	Nelson	Scott	Mr.	SOA ECO
P	Nicholl	Jim	Mr.	Motorola Solutions
P	Reed	David	Mr.	Information Systems Security Manager
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
T	Ulrich	Naomi	Ms.	Motorola Solutions



T	White	Chris	Mr.	SOA
P	Woodall	Tim	Mr.	DOD COR/PM

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 1:33 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.  Ms. Erann Kalwara and Mr. Greg Eubank joined the meeting after the roll call was read.	
<b>Introduction of Guests/Special Announcements</b>	There were no announcements or special guests	
<b>Previous Meeting Minutes</b>	John asked if everyone had a chance to review the March meeting minutes and if there were any changes. There were no requests for changes.  <b>Motion: Approve the March 6 meeting minutes, as written.</b>  <b>Motion: Mr. Nate Skinner</b> <b>Second: Mr. Greg Patz</b>  There were no objections. The motion <b>passed</b> .	
<b>Issues &amp; Risks Log Item Number</b>	<b>Active Issue</b>	<b>Action Items Assigned</b>
	John requested Ms. Sherry Shafer to review the Issues and Risks Log. She read the three operational issues that had been added since the last meeting and gave updates on three others.  Del asked that a new item be added on the generator at the Delta site.	1. OMO to add new operational issue for the generator at the Delta site.
	<b>Issues Closed at, or since, last meeting</b>	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	Ms. Shafer stated there was one open item regarding posting the project schedules for the 7.17 upgrade to the web site. She noted she had asked Motorola for the schedules but had not received them yet.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>Birch Hill Battery Plant Inverters</b>	1. Mr. Del Smith briefed the Birch Hill Master Site is down to three out of eight rectifiers. He added he was informed before the start of the meeting by email from Captain	



<p><b>First Quarter Zone Controller Rollover</b></p>	<p>Roberts that the parts have been ordered. Del request Mr. Rick Williams elaborate.</p> <p>Mr. Rick Williams stated that the Department of Public Works (DPW) is doing the work at Birch Hill and the parts are on order and funds requested. He also stated he needed to get spun up on what is wrong at Donnelly Dome. Rick added that Fort Greely has prime power and a generator, but no batteries.</p> <p>Mr. Travis Conant, System Manager, advised that every Tuesday ALMR loses the site when they exercise the generator. He stated without a battery plant to stabilize the site, they lose it for the period of time when it switches to generator and again when it switch back to direct power.</p> <p>Rick stated they could plan for a future project to add a battery plant, but probably wouldn't be a quick resolution.</p> <p>Travis briefed Donnelly Dome had the same issue as Birch Hill, when they changed the batteries, they didn't change the power distribution center (rectifiers) and they are failing and there are no replacement parts. He stated it is not as critical as the Master site.</p> <p>Rick added the problem will be finding a contractor to do the work, since it's not the much money. He briefed the parts are on order for Birch Hill but he doesn't know if that will mean six weeks or ten weeks, but there is some movement forward. Rick stated once the parts are in, DPW will approve the contractor to do the work. He also reminded everyone in the past funding has been an issues, but right now that doesn't seem to be an issue.</p> <p>Del briefed he had prepared a letter to send to the Executive Council (EC) and put together a timeline of how many times we've discussed. He provided statistics on the impacts if we lost Birch Hill. Del added all 43 consoles in Zone 2 would go down, along with the Interzone connection between Zone 2 and Zone 1 and Zone 4, as well as all the radios.</p> <p>John asked if the repair was six to eight weeks out and Rick stated once the equipment is in they still have to schedule with the repairer, so it is hard to say exactly what the timeline is.</p> <p>Mr. Greg Eubank asked if this was the second time the battery plant had issues and Travis advised the first time the batteries were replaced and the rectifiers are failing now.</p>	
	<p>2. Del stated the rollover was completed on March 20 and 21 with no issues. He briefed he and Travis had come in</p>	



	<p>early and contacted all the dispatch centers prior to beginning. Del added as far as he knows there will not be another one as the System will be locked down on April 29 to begin the 7.17 upgrade.</p>	
<p><b>7.17 Upgrade</b></p>	<p>3. Del briefed there was a teleconference with the dispatchers that the Operations Management Office (OMO) coordinated for Motorola. He stated one of the main points stressed was the dispatchers needed to be sure they know how to operate their doomsday radios for windows up to two hours or more. Del added another topic of discussion was how many consoles Motorola could take down at a time to upgrade and were supposed to talk to each of the dispatch centers individually. He also stated the presentation included in the meeting materials was provided by Motorola as an update.</p>	
<p><b>SOA ALMR Budget</b></p>	<p>4. Del noted as far as he knew there was no change from the last meeting. He stated he had also talked to a subcommittee staffer and was told there were no plans to reduce what was already submitted in the budget, the same amount as last year for OMO and the maintenance contact. Del briefed at a February 28 Senate hearing there was a Senator who thanked the Department of Administration (DOA) Commissioner designee for taking the job and asked if the ALMR System's problems could be fixed or if was advisable to start over. Del continued that the designee answered she was aware the ALMR equipment was being changed and she recalled there was a budgeting plan to upgrade the entire System in three years, but did not recall the name of the upgrade. Del stated the Senator added the System was a critical link, but it was something of a pain in the neck and encouraged her to engage with the Federal government to help with the upgrade. Del added he called the Senator's office afterward to discuss those kind of comments as not helpful.</p>	
<p><b>Annual Subscriber Inventory Confirmation</b></p>	<p>5. Del stated the OMO had received 71 forms, which is a response of 57 percent of the total agencies, and there were 27 days left before the suspense. He reminded everyone that this is a Legislative mandate to accomplish this yearly.</p>	
<p><b>DPS Encryption Key Change</b></p>	<p>6. Del briefed it occurred on March 28 and 29 and he would let Travis address it during his update.</p>	
<p><b>Agency Dispute</b></p>	<p>7. Del stated there had recently been some feuding between two agencies - Copper River EMS (CREMS) and GlenRich Fire Rescue (GRFR) and although there is not anything he wants the council to do, he wanted them to be aware. He advised GRFR was trying to take the CREMS radios stating they had received the initial grant in 2008 that purchased the radio, had handed them out to local agencies</p>	



<p><b>March Document Reviews</b></p> <p><b>March Metrics</b></p>	<p>and wanted them back. Del added he had advised GRFR that the radios won't be removed as a CREMS asset until the point of contact for CREMS decides to do so, as they were added to the System by CREMS and they are on their inventory list.</p> <p>Mr. Scott Nelson stated he had information; the radios were purchased with a Federal Homeland Security grant in 2008. He noted GRFR had also called them, and after speaking with the grants manager it was determined it had been over 10 years and the radios were no longer accountable property. Mr. Nelson stated it was their position they would not be collecting the radios and they would not be issuing any guidance to the agencies on the matter and they needed to work it out at the local level.</p> <p>8. Del advised Records Management Policy and Procedure 300-1, System Backup and Recovery Policy and Procedure 400-5, Outage Reporting Policy and Procedure 400-11, Membership Agreement, and ALMR Concept of Operations had all been reviewed with minor changes.</p> <p>9. Del noted there were 1,054,475 group calls and 1,959,123 push to talks which was up slightly. He added there were 359 busies compared to 282 in February, but this uptick followed the normal yearly flow. Del added there had been a lot of activity on the Donnelly Dome site and Rick stated the Army had lost a paratrooper on the range.</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>Encryption Key Change</b></p> <p><b>7.17 Upgrade</b></p>	<p>1. Mr. Travis Conant stated the Department of Public Safety (DPS) key change went really well but there were a few minor issues with the Key Variable Loaders (KVLs). He added they recommended the key change be performed annually and would set up a schedule. Travis added the Help Desk would be working with other agencies to set up a schedule to do their key changes.</p> <p>2. Travis advised he had gotten confirmation that the equipment had been ordered for GTR upgrades at six DOD sites and those installations should start at the beginning of May. He confirmed the System lock down would start on April 29 and stated if there are any changes after that date, they will have to manually input them.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Scott Stormo</b></p>	<p><b>Action Items Assigned</b></p>
	<p>Mr. Scott Stormo is currently on leave and there were no updates for the State from Mr. Randy Kilbourne or Mr. Chris White.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Timothy Woodall</b></p>	<p><b>Action Items Assigned</b></p>
	<p>There were no updates from Mr. Tim Woodall.</p>	



New Business	Discussion	Action Items Assigned
<p><b>Talkgroup/Codeplug Subcommittee</b></p>  <p><b>TICPs</b></p>	<p>1. Mr. Nate Skinner has been working on proposal to change the IC Zones which will be a fairly big project but are not quite ready to present it to the council. He added the next meeting would be on April 10.</p> <p>2. John stated on May 2 they would have a re-kickoff of the TICP groups and re-aligning the TICPs with the subcommittee that Nate is working on is critical and we want to dovetail the two projects at the same time. He anticipates these concepts are something the council will approve in the next month or two and then work on actual details.</p> <p>Mr. Woodall asked if all the TICPs were being updated or just certain areas.</p> <p>John stated he was going to wait to update the council until next month, but would provide a preview. He noted they were looking at updating them all, but also consolidating them and streamlining. John advised after talking to everyone on actual usage that instead of having seven or nine areas, they were considering re-zoning them to North, mid, South-type zones.</p>	
<p><b>Next meeting</b></p>	<p><b>Discussion</b></p>	
	<p>John stated the next meetings are scheduled for May 1 and June 5.</p>	
<p><b>Adjournment</b></p>	<p><b>Discussion</b></p>	
	<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 April monthly User Council meeting.</b></p> <p><b>Motion: Greg Patz</b> <b>Second: Nate</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:10 p.m.</p>	