



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
U	Connolly	Ryan	MSgt	DOD USAF, JBER
N/A	Eike	Erin	LTC	DOD US Army - Alaska
T	Fournier	Doug	Asst Chief	Municipalities North
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD, FBI
T	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, Chair
P	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, Vice Chair
T	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
N/A	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
T	Berrian	Keith	Asst Chief	Municipalities North
E	Goodman	Jim	Mr.	Municipalities Central, MatSu Borough
	VACANT			Fed Non-DOD DOI, Bureau of Land Management
T	Jones	Dave	Mr.	DOD USAF, Eielson AFB
E	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:

P	Conant	Travis	Mr.	System Manager
T	Makalena	Sonny	Mr.	USARAK
P	Richter	Bruce	Mr.	Region X
P	Reed	David	Mr.	Information Systems Security Manager
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA OIT SATS/ALMR Manager
T	White	Chris	Mr.	SOA OIT
P	Woodall	Tim	Mr.	DOD COR/PM



2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
Call to Order	Mr. John Rockwell called the meeting to order at 1:31 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
Introduction of Guests/Special Announcements	John announced the new primary and alternate representatives for the Municipalities-North, Assistant Chief Doug Fournier and Assistant Chief Keith Berrian, and the new alternate State of Alaska (SOA) All Others Mr. Scott Nelson and welcomed them all to the council.	
Previous Meeting Minutes	<p>John asked if everyone had a chance to review the April meeting minutes and if they had any requested changes. There were no requests for changes.</p> <p>Motion: Approve the April 3 meeting minutes, as written.</p> <p>Motion: Mr. Greg Patz Second: Mr. Nate Skinner</p> <p>There were no objections. The motion passed.</p>	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	John requested Ms. Sherry Shafer to review the Issues and Risks Log. She read the closure of the items regarding the vacancies in the primary and alternate Municipalities North positions and the addition of the operational issue regarding the replacement of the generator at the Delta site.	
	Issues Closed at, or since, last meeting	
Action Items Review	Opened Items	Resolution
	John read the two closed action items from the April meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
Birch Hill Battery Plant Inverters	<p>1. Mr. Del Smith noted he didn't know if there had been any change since the last meeting and asked Mr. Sonny Makalena if there was an update.</p> <p>Mr. Makalena advised there were no changes.</p>	
7.17 Upgrade	2. Del stated we were now having a project conference call every Monday and the System was locked down to changes as of last week. He noted any changes that needed to be made would have to be recorded and entered after the 7.17	



	<p>upgrade was done, but to contact the Help Desk if there was an urgent requirement.</p> <p>Mr. Greg Eubank asked how long the System would be locked down and Mr. Travis Conant stated until May 29.</p> <p>Del added in his most recent conversation with Mr. Mike Ball, Motorola Solutions, Mike indicated they were going to contact all the dispatch centers starting next week.</p> <p>Del advised recently there had been some maintenance on-going in the background and the Operations Management Office (OMO) had sent out notices to all the dispatch centers to keep them apprised.</p> <p>Nate added there were some concerns with the 7100 consoles but the solution was not to reboot them until everything was completed.</p>	
<p>SOA ALMR Budget</p>	<p>3. Del briefed there were no changes and everything was still in a state of flux. He added the vote on the permanent fund dividend amount was today, but didn't see it passing and if it did, the Governor still had veto power.</p> <p>John added there was no capital budget for the Quantar upgrade, but they were working diligently to change that. He stated there is no clear direction on what will happen.</p>	
<p>Letter to the Governor</p>	<p>4. Del advised that during the April Executive Council meeting, he was directed to prepare a letter to the Governor on behalf of the council, to ensure he is aware of what's at stake. He noted the letter was being fine-tuned. Del added he was not sure the Governor knows there is a problem and it's incumbent on us to make him aware.</p> <p>John added he had been in a meeting with Deputy Commissioner Duxbury and Mr. Dan Spencer, Office of Management and Budget (OMB) Division of Administrative Service (DAS). He explained Mr. Spencer has been involved with the ALMR budget since inception and since they are dealing with a new group of legislators without any baggage, he believes it is time to start a re-education process with them. John stated they didn't want to go into the technical aspects, but merely explain it's a big computer system and they have sat down with Deputy Commissioner Duxbury and with the Public Information Officer to try to figure out how to go about doing this all.</p>	
<p>Annual Subscriber Inventory Confirmation</p>	<p>5. Del stated, we currently have six agencies left to get forms from. He added one of the agencies' chief had passed several months ago so their account was suspended. Del briefed he'd been making phone calls and two of the</p>	



<p>April Document Reviews</p> <p>Bi-directional Amplifier</p> <p>OMO Contract</p> <p>April Metrics</p>	<p>agencies had requested extensions. He stated for the remaining agencies to call Ms. Shafer if they needed an extension.</p> <p>6. Del briefed the Employee Termination Policy and Procedure 200-1, Facility Security Penetration Policy and Procedure 200-2, Virus Protection Policy 200-3, Emergency Operations Policy 300-5, System Change Management Policy and Procedure 400-3 and Standard Channel Naming Conventions Policy and Procedure 400-10 were all reviewed in April.</p> <p>7. Del briefed we had recently found out about an agency installing a bi-directional amplifier (BDA) without checking with the OMO or the System Management Office (SMO) and completing a System Change Request (CR) form. He added it is our responsibility to ensure all users have equal opportunity to utilize the system and installing components, such as BDAs, can impact others. Del stated the agency had been contacted and the BDA will not be turned on until the paperwork is completed and everything is checked out to ensure there will be no interference with the System.</p> <p>Mr. Eubank added there had been an instance of a BDA at that was out of alignment and it was causing an elevated noise floor at the R1 North site.</p> <p>Del emphasized that all the agencies need to do is call us.</p> <p>8. Del stated at the last meeting he had briefed the OMO contract was to end on June 30, 2019. He advised it had been extended by the SOA for one year and would continue through June 30, 2020.</p> <p>9. Del advised there were 1,935,855 push to talks and 1,032,674 group calls which was down slightly but we had one less day in the month. He added the busies were up by 60, but there was no huge impact, although the sooner we can get rid of the three-channel sites the better.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
	<p>Mr. Travis Conant stated Del had covered everything already and he had nothing to add.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo</p>	<p>Action Items Assigned</p>
<p>Legacy Microwave Hops</p>	<p>1. Mr. Scott Stormo stated they were working through procurement to get the funds in June to get the 45 legacy equipment microwave hops off the network. He added he was not sure what the Department of Defense (DOD) planned to do with their Clear AFS shot but the DOD needed to make sure someone knows that the State is no replacing it.</p>	



<p>Battery Plants</p>	<p>2. Scott briefed a lot of the battery plants at their sites are getting replaced; they were put in when the System was built in 2003 and are 10 to 15 years old and the technologies are due for replacement on top of the other ALMR equipment due for replacement. He stated some of the older plants you could buy a 20-year shelf life, but if you look at what it takes to maintain that warranty you have to guarantee the temperature was maintained, and you've done monthly, quarterly, semi-annual and annual maintenance on it or your 20-year battery plant has zero warranty on it. Scott advised the ones we are buying, they won't even give you a warranty. He also stated they have a lot of work to do over the summer as long as the travel budget will cover it.</p>	
<p>DiagnostX</p>	<p>3. Scott advised the DiagnostX components the State bought were all up and running. He stated they had originally been placed and the vendor came out and trained them on them, but some were moved to some other sites – Kenai, Ester Dome. Scott added out of approximately 2200 radios in Zone 2, 250 were flagged as needing to be worked on. He stated this doesn't mean they don't work, it means they are out of alignment and you may not have the range you should have.</p> <p>John asked what the process is.</p> <p>Scott explained the box "listens" to the ALMR antenna and the radio activity (12 different interactions) are analyzed. He stated what they are going to do with that information is what they are still trying to figure out - how to address it with the agencies. Scott added they are working with the Help Desk on breaking out the user IDs, but it's a labor intensive process to distribute, but it won't force them to bring their radios in. He stated how the State might work it internally.</p> <p>Mr. Eubank asked if there was a policy regarding radio maintenance and John stated there was a policy for annual maintenance, but it was not based on this.</p> <p>John asked Scott if agencies want to be proactive and work with the State and bring their radios to a certain area, could the State provide them a report.</p> <p>Scott stated it would make sense if they were at someplace like Seward, where they are probably all hitting the same site, to contact the area agencies and explain it to them. He added it gets harder out along the road to get all the radios for a certain agency.</p> <p>John asked if an agency wanted to get their radios tested, would they coordinate with him, and Scott stated they could probably try to get one installed in that particular area.</p>	



	<p>Scott stated Joint Base Elmendorf-Richardson (JBER) stated they were interested in procuring two boxes and the State already has the server. He added if Fairbanks wanted to buy a box, there is plenty of opportunity and the four State-owned boxes probably aren't going to move around that much.</p>	
Department of Defense	Mr. Timothy Woodall	Action Items Assigned
Funding	<p>1. Mr. Tim Woodall requested of the DOD folks on the phone to validate they have the funding for the upcoming maintenance contract, because the State is waiting to execute the next period of performance. He is tracking to see if everyone has their funds and is still waiting on the Army to confirm they have the funds at their location. Mr. Woodall asked Mr. Rick Williams if they had theirs and Rick confirmed they did.</p> <p>Mr. Woodall briefed we are now executing an upgrade, but need to have the funds in place in the next two years for the next upgrade, which is past the normal budgeting cycle process, so he is trying to work with Motorola to get a quote for the cost of that upgrade. He stated there are several courses of action related to that upgrade, depending on what the State is able to do with regard to their ability to upgrade. Mr. Woodall stated they are trying to get all of that in place and will take the highest cost solution and ask the services to push for that funding and he assumed the Municipality of MOA and other infrastructure owners are doing the same. He emphasized it is critical to do the push now for funding.</p> <p>Rick asked, for FY21, when will they get the rough order of magnitude (ROM) to work and Mr. Woodall stated he was pushing Mr. Mike Hawkins at Motorola for the figures and hopefully would have them soon.</p>	
Authority to Operate	<p>2. Mr. Woodall advised from the Risk Management Framework (RMF) perspective and this upgrade, they had just, last year, put in place an Authority to Operate (ATO) and that is going to an Interim ATO during the upgrade and then will return to a full ATO after the upgrade. He stated all of the controls are being re-looked and any testing or scanning that needs to be done will be accomplished and they are tracking on that for Federal agencies operating on the System. Mr. Woodall briefed when the upgrade is completed in the November timeframe, they will have a fully functional ATO in place.</p>	
New Business	Discussion	Action Items Assigned
Incident Command Zone Updates	<p>1. John stated there was an item of New Business regarding the Incident Command (IC) and asked Nate to take this one.</p>	



	<p>Nate stated today they were introducing the concept the Codeplug and Talkgroup Subcommittee had been working on. He advised primarily it was a simplification and the OMO would send out the document after the meeting to get everyone's feedback to maybe vote on the next meeting.</p> <p>Nate briefed they had talked to a lot of different operational type people, primarily Fire but also emergency medical services (EMS) and law enforcement, and came to the conclusion that in the past we always approached things using the "one size fits all" coverage idea and now they wanted to use the "one size fits most" meaning that there may still be some things they still need besides what they are producing here, but the simpler we make the more likely we are to use it. He added they came up with this concept, but there is still some discussion on how to finalize the zones.</p> <p>Nate provided the example of a wildland fire because this is one of the ways the current system doesn't work for us now. In the new zones we have common simplex channels which we would use for wildland fire. He stated, for example, if a DOD truck showed up to assist, they could now go to one of those simplex channels and talk to Forestry on the scene. We are giving options where it is usable. Nate offered another example of how Kenai Peninsula is using the current zones which is what the new zones would emulate. He admitted it doesn't take into account everything, but asked everyone to take a look at it and offer their suggestions.</p> <p>Mr. Woodall stated he had a question for Nate and noticed that he'd dropped the Admin Zone. He added it is intended to be used by Federal agencies and is used quite a bit at least on the DOD side, and it's original intended purpose would be a disaster event where FEMA comes in and uses it to set up for their administrative process. Mr. Woodall advised it was generalized to meet a federal response agency needs and he thinks from Federal perspective, keeping the Admin Zone would probably be something they would recommend.</p> <p>Greg Eubanks asked if these would all be new talkgroups or would they be re-using talkgroups and Nate said that hadn't been decided yet and whether the Admin Zone needed to be in all the radios.</p> <p>Mr. Woodall advised he would recommend it for when we have a natural disaster or homeland defense event, where we need to execute on a statewide basis a larger scale Federal run emergency response event, it just gives us that flexibility. He added another reason he says it is they have a number of contingency plans where that zone is identified and it's an already go to. Mr. Woodall pointed out if you look</p>	<p>1. OMO to send out the draft IC Zones to the council members after the meeting.</p>
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<p>Tactical Interoperable Communications Plans (TICP) Updates</p>	<p>at the National Response Structure, you will see there is already an organization structure that would come with that response, so you want to accommodate providing that interoperable communications that would go across all Federal, state and local agencies. He briefed if you look at any homeland defense activity including the Defense Support for Civil Authorities function, they become mutual aid in most scenarios.</p> <p>Nate stated an example the subcommittee discussed was no matter how many zones you give law enforcement, they tend to share their talkgroups with each other and go back to their encrypted talkgroups and the subcommittee envisioned this as a second tier to interoperability, because all of law enforcement agencies would have that AST channel to talk to each other and the fire guys wouldn't need to have it. We were trying to look at this from a one size fits most and that's why we wanted to get it in front of the council to get comments.</p> <p>John advised between now and the next meeting as we continue to discuss this we will probably ask for a motion to move it to the Executive Council. He asked if there were any more questions for Nate.</p> <p>Greg Patz asked if when this is implemented, if that meant every radio had to be redone and Nate and John both stated yes.</p> <p>Greg Eubank stated that didn't necessarily have to happen and we could come up with a storm plan, but that has yet to be done.</p> <p>Greg Patz this would be a good time for them to realign some of their talkgroups, as well.</p> <p>Scott stated it would be a perfect time to buy all new radios since they were 10 to 15 years old, if you were still using the original subscribers.</p> <p>Mr. Woodall recommended when they do make the IC changes, they establish a timeline for the programming completion.</p> <p>2. John stated he appreciated the work the subcommittee has done and working through the different issues. He added another project they are working on is the TICP updates. He advised they were working with the Office of Emergency Communications and they recommended we use the same simplification process on the TICPs as well, having the State broken into the North, Central and Southwest zones, which streamlines it and allows us to do one major TICP with</p>	
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Alaska Land Mobile Radio

***ALMR User Council
Meeting Minutes***

Date: May 1, 2019

	different sections and lends itself to electronic TICP that we can keep updated.	
Next meeting	Discussion	
	John stated the next meetings are scheduled for June 5 and July 3.	
Adjournment	Discussion	
	<p>John asked if there were any other discussion and hearing none, he asked for a motion to adjourn the meeting.</p> <p>Motion: Adjourn the May monthly User Council meeting.</p> <p>Motion: Mr. Chris Martin Second: Nate</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:29 p.m.</p>	