



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	Cicciarella	Bob	Chief	Municipalities Central
NA/	Eike	Erin	LTC	DOD US Army - Alaska
T	Fournier	Doug	Deputy Chief	Municipalities North
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
N/A	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
E	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>
U	Spitler	Cory	MSgt	DOD USAF, JBER
U	Wolfe	John	Mr.	Fed Non-DOD DOI, US Fish & Wildlife Service

Alternate				
N/A	Brown	David	Mr.	Fed Non-DOD DOJ, FBI
E	Cole	Henry	Mr.	SOA DOT
E	Eubank	Greg	Mr.	SOA All Others, DMVA
E	Berrian	Keith	Deputy Chief	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
T	Loughton	Mike	Special Agent	Fed Non-DOD All Others, US Forest Service
	<b>VACANT</b>			SOA DPS
E	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
P	Nelson	Scott	Mr.	SOA All Others, DMVA
U	Schwing	Brandon	TSgt	DOD USAF, JBER
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
E	Williams	Rick	Mr.	DOD, US Army - Alaska
N/A	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

**Supporting Staff and Guests:**

P	Conant	Travis	Mr.	System Manager
T	Kostelnik	Sean	Mr.	Motorola Solutions
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
T	Ulrich	Naomi	Ms.	Motorola Solutions
P	Woodall	Timothy	Mr.	ALCOM 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.  Deputy Chief Doug Fournier and Mr. Tim Woodall joined the meeting after the roll call was read.	
<b>Introduction of Guests/Special Announcements</b>	There were no special announcements or guests	
<b>Previous Meeting Minutes</b>	John asked if everyone had a chance to review the December 2019 meeting minutes and if they had any changes or deletions. There was no discussion and no requests for changes  <b>Motion: Approve the December 4, 2019, meeting minutes as written.</b>  <b>Motion: Mr. Greg Patz</b> <b>Second: Mr. Nate Skinner</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 stated there were no updates to the current Issues and Risks Log.	
	<b>Issues Closed at, or since, last meeting</b>	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	John asked Ms. Sherry Shafer to provide the Action Items and she advised there were none from the December meeting.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>USARAK Battery Plant Rectifiers</b>	1. Mr. Del Smith advised the latest information he had was work was slated to start on January 21.  Mr. Rick Williams noted this project was to replace the DC power plant and there were other follow on projects with regard to power.	
<b>7.17 Upgrade</b>	2. Del asked Mr. Scott Stormo if the State actions were completed and Scott stated they had not given Motorola the final close out actions at this time. He also advised there	



<p><b>Zone 2 Outage</b></p>	<p>was still MotoBridge actions on the contract which had to be figured out but the 7.17 work was pretty much done.</p> <p>Rick stated the MotoBridge was a punch list item and that he had a meeting with Motorola next week regarding the JBER WAVE replacement for MotoBridge. Rick briefed they expect a resolution/work date by the end of the month.</p> <p>John asked Rick for an update at the next meeting on the progression and connection to WAVE.</p> <p>3. Del briefed this had occurred on October 23, 2019, and requested an update from Mr. Sean Kostelnik.</p> <p>Sean advised this had been escalated to the Product Group on December 19 and the last update was January. They confirmed it was caused by the virtual management server (VMS) lockup and it could have been the direct access storage (DAS). He added since that date, it had been escalated to the Development Team for further root cause and analysis. No definitive explanation but they are making progress in root causing it.</p> <p>Del added this was still a concern for members and emphasized the main point was that it doesn't happen again.</p>	
<p><b>System Security Scan/RMF</b></p>	<p>4. Del asked Mr David Reed for an update.</p> <p>David stated the scanning of the Radio Network Interface (RNI) was occurring and he would be heading to Fort Wainwright within the next couple of weeks to get it taken care of up there for the DOD. David added the final authority to operate (ATO) is still on hold pending access to EMASS.</p>	
<p><b>Console Reboots</b></p>	<p>5. Del briefed the Help Desk sends out notices every month to agencies to reboot their consoles to apply the most recent security patches. He added not all agencies are complying and although the System Management Office (SMO) has the ability to remotely reboot consoles, he doesn't feel that is a good idea. Del stated he wasn't sure what actions would motivate the agencies, and asked the council members to impress the importance to agencies whenever they got the opportunity.</p> <p>David stated there were currently 172 different clients we track for patches and 32 of those have not been rebooted since October 2019. Windows patches are pushed out on a monthly basis.</p>	
<p><b>IC Zone Update</b></p>	<p>6. Del asked Mr. Nate Skinner if there was any update on the transition plan and Nate stated they were continuing to</p>	



<p><b>December Document Reviews</b></p> <p><b>December Metrics</b></p> <p><b>Annual Reports</b></p> <p><b>DOD Microwave Hops</b></p>	<p>work on it, but it didn't appear to be as complicated and they had first thought.</p> <p>John stated they would be ready to brief the Executive Council on the status at their meeting later this month.</p> <p>7. Del advised the Security Controls Review Policy and Procedure 200-6, Radio Usage and Transmission Protocols Policy and Procedure 300-6, System Account Control Policy and Procedure 400-4, System Vulnerability Management Policy and Procedure 400-6, Roles and Responsibilities and the System Description had all been review/updated in December, as needed.</p> <p>8. Del stated there were 1,065,188 group calls, 1,938,550 PTTs and 508 busies in December. He added they went up approximately 55K in group calls, which could account for the increase in the busies.</p> <p>9. Del advised the Operations Management Office (OMO) Annual Information Assurance Audit Report of Findings, User Council 2019 Annual Assessment on System Operations and Management Performance and the 2019 Business Case would all be sent to the members after the meeting for their review and approval/acceptance, so they could be presented to the Executive Council at their meeting on January 16 for approval.</p> <p>10. Del briefed the State has been busy upgrading their microwave system over the past several months and there were a number of hops the DOD was responsible for that were still using Harris Constellation equipment. He reminded the DOD members those would also need to be upgraded.</p> <p>Mr. Travis Conant, System Manager, noted the state had moved from Harris to Aviat equipment.</p> <p>Del identified the hops and emphasized the microwave connectivity is a "must have."</p> <p>Rick stated the US Army-Alaska (USARAK) hops were on the back burner somewhere, but stated he would need the details on what needs to be purchased and installed. He added there was no funding request yet, but as soon as he gets the necessary information, he would put in the requirement. Rick requested a copy of the State's SOW, if there was one available to use and that would speed things up, then he could get the project out for bid.</p> <p>Travis stated there may be a separate Department of Defense (DOD) contractor for the microwave hops, but the</p>	
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<p><b>AWARN/ALMR Cottonwood Site Co-Location</b></p> <p><b>Harris ATP</b></p>	<p>Del pointed out this radio had been identified in July 2019 on the DiagnostX report, but had never been followed up on.</p> <p>2. Travis briefed he'd had a meeting with the AWARN folks and an SOA individual about putting a 700MHz site at the ALMR Cottonwood site and they were to do a site walk this week or next.</p> <p>Del stated he had just talked to Jason Beach regarding the change request for this and was informed this had been requested due to numerous joint ops between the State of Alaska (SOA) Troopers and Wasilla PD. He advised the valley public safety agencies felt the 700MHz frequencies would provide better building penetration.</p> <p>3. Greg Patz asked if there had been any feedback on the Harris testing and Travis stated he had not heard back from them since they cancelled the testing in December.</p> <p>Del reminded everyone this was the testing for the XL185 and XL200 radios.</p> <p>John also added Harris decided they were going to wait until they were confident they would pass the multi-group revert test and had not provided a date they would come back yet.</p>	
<p><b>State of Alaska</b></p>	<p><b>Mr. Scott Stormo</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>SOA Microwave Hop Update Maintenance</b></p> <p><b>Site Maintenance</b></p> <p><b>SOA Budget</b></p>	<p>1. Scott stated they were about a third of the way through the update of the 55 microwave hops and multi-protocol label switching (MPLS), and there would continue to be short outage notifications from the Help Desk. He added he appreciated everyone's patience while they worked to improve the system.</p> <p>2. Scott briefed that on and off over the last year he had talked with DOD because they have to rely on the SATS guys or the ALMR guys or Motorola monitoring to notify us of problems, but we still need to figure out who to call regarding site maintenance issues. He added they have to make it work better. Scott stated for the military it's more complicated, because they don't have a SATS-like office dedicated to the sites. He advised we all have to work together to come up with a plan and the SOA and DOD would be getting together to start that initiative.</p> <p>3. John stated the Governor had submitted his initial budget, which Scott confirmed, then the revised budget would be submitted on February 13.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Timothy Woodall</b></p>	<p><b>Action Items Assigned</b></p>
<p><b>Invoicing Process</b></p>	<p>1. Mr. Timothy Woodall stated in addition to addressing the maintenance issues, he and Scott had conversations over</p>	



<p><b>Equipment Ownership</b></p>	<p>the past year concerning the invoicing process. He added in the next couple months, they need to bring together the right financial/resource management people who will be making the payments and those who approve them and agree on a process timeline, whether it's a one-time shot or quarterly payments, because we have a variation of invoices being paid and not paid. Mr. Woodall added they still have funding from a previous fiscal year still outstanding and they need to resolve that.</p> <p>2. Mr. Woodall noted with regard to the equipment ownership we have a Service Level Agreement (SLA) that outlines responsibilities. He added under the previous contract Bering Straits Information Technologies (BSIT) was responsible for identifying any issues and provide a technical solution/cost estimate, but this was not renewed when Motorola became the prime contract holder. Mr. Woodall advised part of that conversation will be how we identify what equipment belongs to who and we may need to expand the SLA and those responsibilities to maintain it at a specific level. He stated the expectation is that we can ask the SMO or Motorola to look for those sorts of things when they do PMIs, but the DOD doesn't have a pot of money that sits around, so from a lifecycle standpoint, they need to come up with an evaluation process to identify equipment and when it will need replacement and add that into the upgrades.</p>	
<p><b>Next Upgrade</b></p>	<p>3. Mr. Woodall briefed he was working with the Army and the Air Force at the major command level and confirming with them the cost of the next upgrade from the information Motorola has provided. He added the DOD understands if the SOA doesn't complete the Quantar upgrade, the ability to move to the next level may be delayed, or depending on their thought process going forward, the sustainment of the System in a Risk Management Framework (RMF) compliant status is at risk.</p> <p>Mr. Woodall advised that because of that risk, Lieutenant General Bussiere sent a letter to the Governor letting him know the DOD thought it was important to fund the System and requested the Governor get back with them as soon as possible and notify them if the SOA was going to be able to move forward, because the DOD would have some significant funding and programmatic decisions they would need to make, if not.</p> <p>Mr. Woodall stated because of the potential costs, the ability to get the funds in short term is highly unlikely, and the ability to sustain operations comes down to whether Motorola is willing to continue to do critical patching beyond November 2020. He advised the DOD asked Motorola to provide a presentation at the next Executive Council meeting providing</p>	



	<p>them with the potential solutions/courses of action that could be taken to keep the System in a certified status and whether Motorola can support this or not, but the DOD needs to know now whether they can buy another year and whether Motorola can continue to do the patches on the 7.17 platform.</p> <p>Mr. Woodall stated they had also asked the SOA to provide an answer to when they believe the State funding health will be good and that will help the DOD decide how they will have to move forward. He noted the DOD ability to operate outside of the RMF is restricted, and they can attempt to get waivers and delay it for a certain period of time, but at some point they have to move out of the ALMR partnership, which they don't want. Mr. Woodall briefed the amount of money to do that and the timeframe we need to know sooner rather than later to obtain funding and waivers for use of the current system because a lot of cascading effects occur. He added the National Telecommunications and Information Administration (NTIA) and the Federal Communications Commission (FCC) may or may not honor our spectrum sharing cooperative approach and it could create a lot of devastating issues.</p> <p>Mr. Woodall further explained, the DOD doesn't want anyone to believe they are moving away but are doing the proper programmatic planning for leadership briefings. It's not on fire but they need to have the plan in place.</p> <p>John thanked him for the update and added that it was very important to maintain a sustainable System for the 129 agencies. He added is also very important to maintain in a supportable level and from the Department of Public Safety (DPS) perspective and the Department of Military and Veterans Affairs (DMVA) they are very aggressively pursuing the funding for upgrading the Quantars. John stated they are pushing the Governor's office hard and believes they will find a lot of people who will be joining that parade when it comes to upgrading the System.</p>	
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>State Communications Plan Update</b>	<ol style="list-style-type: none"> <li>1. Mr. Bruce Richter, Department of Homeland Security (DHS), stated on Tuesday, FEMA Region 10 would be updating the communications annex to the Alaska Response Plan. He noted that everything was still operational after the last big earthquake but should Alaska be in a state where outside help is needed, the Response Plan is a mechanism for identifying needs ahead of time and triaging them. He added the meeting was open to anyone who was interested. He promised to circulate the updated draft.</li> </ol>	



