



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
N/A	Fournier	Doug	Deputy Chief	Municipalities North, North Star VFD
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
T	Nelson	James	Officer	Fed Non-DOD All Others, 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
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
T	Cole	Henry	Mr.	SOA DOT
P	Eubank	Greg	Mr.	SOA All Others, DMVA
T	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
P	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 All Others, US Forest Service
	VACANT			SOA DPS
T	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
T	Williams	Rick	Mr.	DOD, US Army - Alaska
U	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	Nelson	Jimmy	Mr.	SOA
P	Reed	David	Mr.	Information Systems Security Manager
P	Richter	Bruce	Mr.	DHS OEC
T	Shafer	Sherry	Ms.	Document Specialist
P	Smith	Del	Mr.	Operations Manager
P	Stormo	Scott	Mr.	SOA OIT
T	Ulrich	Naomi	Ms.	Motorola Solutions



T	White	Chris	Mr.	SOA DOA
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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 1:33 p.m.	
Roll Call	Roll call was taken and a quorum of User Council (UC) members was in attendance. Mr. Dave Jones joined the meeting telephonically after the roll call was read.	
Introduction of Guests/Special Announcements	There were no special announcements or guests	
Previous Meeting Minutes	John asked if everyone had a chance to review the January meeting minutes and if they had any changes or deletions. There was no discussion and no requests for changes Motion: Approve the January 8, meeting minutes as written. Motion: Mr. Jim Goodman Second: Mr. Nate Skinner There were no objections. The motion passed .	
Issues & Risks Log Item Number	Active Issue	Action Items Assigned
	John stated there were no updates to the current Issues and Risks Log.	
	Issues Closed at, or since, last meeting	
Action Items Review	Opened Items	Resolution
	John advised there were no action Items from the January meeting.	
Operations Management Office	Mr. Del Smith, Operations Manager	Action Items Assigned
USARAK Battery Plant Rectifiers	1. Mr. Del Smith noted the cutover occurred on Monday, February 3, without a hitch. Mr. Rick Williams advised there were still four more sites to do.	
7.17 Upgrade	2. Del stated as far as he knew the upgrade itself was complete but the sign off was not due to some outstanding	



<p>Zone 2 Outage</p>	<p>money issues, which he deferred to Mr. Scott Stormo to address.</p> <p>Scott confirmed there was no final sign off at this time.</p> <p>Rick advised the monetary issue was a punchlist item for them.</p> <p>John asked Rick if there was any update on WAVE and Rick stated they were taking a look at the engineering and there was also a Critical Design Review (CDR) tomorrow.</p> <p>3. Del asked the Motorola representatives if there was any further update.</p> <p>Ms. Naomi Ulrich explained the problem was the virtual management server (VMS) became unresponsive and stopped booting. This caused the Zone controllers to come back up in the standby mode and required a second reboot. She added they were currently writing the code to correct this and the VMS issue was still being investigated.</p>	
<p>System Security Scan/RMF</p>	<p>4. Del asked Mr. David Reed to provide an update.</p> <p>David stated the package was currently sitting with the Approving Officer (AO) deputy and he should have an update by this Friday.</p>	
<p>Console Reboots</p>	<p>5. Del asked David to brief this, as well.</p> <p>David advised the overdue console reboots were down to 13. He added there had been an issue with a Fairbanks AST console that was rebooted but wasn't reporting back to the System as such. David noted on the second reboot, it appeared in the System as completed.</p> <p>Del briefed one of the reasons we have such strict requirements is due to the DOD being on the System. He also asked Rick and Mr. Chris Martin, to the extent they were able, to get the consoles on their installations rebooted.</p>	
<p>IC Zone Update</p>	<p>6. Del asked Mr. Nate Skinner for an update.</p> <p>Nate stated he had informally discussed this with many agencies and has made a few templates. He noted the biggest thing is coming up with a plan to deal with the dispatch consoles.</p> <p>Del asked if they were going to offer a reprogramming class and Nate responded that they were considering doing a "road show" to the areas where it would be most beneficial.</p>	



<p>DOD Points of Contact</p>	<p>7. Del stated during the January Executive Council meeting there had been discussion regarding the designation of points of contact for the site infrastructure equipment that is related to the System but does not fall under the SMO maintenance contract responsibilities. He added he understood Mr. Tim Woodall was going to pull the people together to work with the State. Del advised this still needed to be done.</p>	
<p>Annual Inventory Confirmation</p>	<p>8. Del briefed the annual inventory confirmation process was underway and as of this morning, 28 out of the 129 agencies had returned their forms. He added the notifications were sent out between January 21 and 29, pursuant to the 2013 SOA Legislative Audit.</p>	
<p>January Document Reviews</p>	<p>9. Del advised the Catastrophic Natural Events (CNE) Contingency Plan and the New User Policy and Procedure 300-4 had been review/updated in January as needed.</p>	
<p>January Metrics</p>	<p>10. Del stated there were 1,074,507 group calls, 1,957,292 PTTs and 122 busies in January. He noted the busies were down from 508 in December.</p>	
<p>Radio Maintenance Reminder</p>	<p>11. Del stated last week while Bailey Hill was being worked on, and was in site trunking, an agency radio locked on and wouldn't change sites. He added this was a brand new radio right out of the box.</p> <p>Del pointed out if this can happen to a new radio then imagine what can happen if you have a radio that hasn't been checked in a year. He encouraged everyone to check their radios regularly.</p> <p>Mr. Scott Stormo stated if an agency has had a radio identified on the DiagnostX listing and they fix it, to please let the SMO know so it can be remove from the list. He explained the DiagnostX equipment is moved regularly and it may not be at the same site where the radio affiliates to after it is fixed.</p>	
<p>System Management Office</p>	<p>Mr. Travis Conant, System Manager</p>	<p>Action Items Assigned</p>
<p>Ted Stevens Anchorage International Airport</p>	<p>1. Mr. Travis Conant advised everyone the Help Desk has been sending out notices for the past month regarding the turn down of the Ted Stevens Anchorage International Airport (TSAIA) site, which is now off. He noted it would be off until March 31, but if agencies see an issue with it being off to contact the SMO.</p>	
<p>DOD Microwave Hops</p>	<p>2. Travis briefed he had a meeting this morning with Eielson personnel regarding the upgrade to their three microwave hops – Hill 3265, Pole Hill and Donnelly Dome.</p>	



<p>Quarterly Rollover</p> <p>Harris Radio Testing</p> <p>MatSu Borough 700MHz Site</p>	<p>3. Travis reminded everyone the quarterly rollover would take place on February 18 and 19. He stated the he and Del would be contacting agencies each morning prior to the event in the 4 to 6 a.m. maintenance window for an all clear to proceed.</p> <p>4. Travis stated Harris was supposed to get back with him by the end of the week to set up the date to re-test their radio.</p> <p>5. Travis noted the MatSu Borough was putting in a 700MHz site in the ALMR Cottonwood shelter sometime around the first week of March.</p> <p>Del clarified that AWARN owns the license and it will be an AWARN site but the MatSu Borough was funding it.</p> <p>John stated this explanation was in regards to a conversation he and Del had had earlier.</p>	
<p>State of Alaska</p>	<p>Mr. Scott Stormo</p>	<p>Action Items Assigned</p>
<p>SOA Microwave Hop Update Maintenance</p> <p>Invoice Billing</p>	<p>1. Scott stated they were still upgrading the microwave hops and multi-protocol label switching (MPLS) and were about a third of the way through the 55 hops.</p> <p>2. Scott briefed he had talked with the DOD financial agencies regarding billing and something should be out later this week or early next week.</p> <p>Rick asked if the billing was going to be quarterly or monthly and Scott responded it would be quarterly.</p>	
<p>Department of Defense</p>	<p>Mr. Timothy Woodall</p>	<p>Action Items Assigned</p>
	<p>Mr. Timothy Woodall was not present for the meeting; however, Mr. Rick Williams provided the following updates for the US Army – Alaska.</p> <p>Rick stated the Birch Hill power upgrade of the 48DC system was completed with no alarms. He added there would be additional upgrades of all systems - new DC, battery backups and surge suppression.</p> <p>Rick also briefed they would be refreshing their vehicle, console and handheld radios by June. He noted the Army has spent several million trying to support ALMR and get their equipment in shape.</p> <p>Scott asked if they were replacing all their XTS5000s and Rick stated they were replacing some of the XTS5000 models with APX6000 models. He added Range Control was not being refreshed.</p>	



New Business	Discussion	Action Items Assigned
<p>Motorola Trunk Users Group Meeting</p> <p>Governor's Supplemental Budget</p>	<p>1. Mr. Greg Eubank advised the Motorola Trunk User Group (MTUG) chapter meeting would be March 5 at the Palmer Fire Training Center. He stated they planned to have codeplug training and other presentations of interest.</p> <p>Greg asked the group if they had something they wanted to present to give him a call.</p> <p>John stated this is an opportunity to get more information and he'd like to see how we can get the word out.</p> <p>Del stated the OMO could send out the notice to the member agencies.</p> <p>2. Del briefed the SOA Supplemental Budget was released by the Governor but there was no money in it for the GTRs.</p>	<p>1. OMO to send out information regarding MTUG meeting.</p>
Next meeting	Discussion	
	John stated the next meetings are March 4 and April 1.	
Adjournment	Discussion	
	<p>John asked if there was any other business for discussion and hearing none, he requested for a motion to adjourn the meeting.</p> <p>Motion: Adjourn the February monthly User Council meeting.</p> <p>Motion: Mr. Greg Patz Second: Mr. Greg Eubank</p> <p>There were no objections. The motion passed.</p> <p>The meeting adjourned at 2:12 p.m.</p>	