



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	Eike	Erin	LTC	DOD US Army - Alaska
T	Fournier	Doug	Deputy Chief	Municipalities North, North Star VFD
T	Kalwara	Erann	Ms.	Municipalities Southeast
T	Kroona	Jon	Mr.	Federal Non-DOD DOJ, FBI
U	Nelson	James	Officer	Fed Non-DOD All Others, US Forest Service
T	Martin	Chris	Mr.	DOD USAF, Eielson AFB
T	Monteleone	Dan	Mr.	SOA DOT
T	Rockwell	John	Mr.	SOA DPS, <b>Chair</b>
T	Skinner	Nate	Mr.	SOA All Others, DNR Forestry, <b>Vice Chair</b>
U	Spitler	Cory	MSgt	DOD USAF, JBER
E	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
T	Eubank	Greg	Mr.	SOA All Others, DMVA
N/A	Berrian	Keith	Deputy Chief	Municipalities North, Chena Goldstream Fire & Rescue
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
T	Mlynarik	Pete	Chief	Municipalities Central, Soldotna PD
T	Nelsen	Scott	Mr.	SOA All Others, DMVA
T	Roberts	Rick	Captain	SOA DPS
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
N/A	Young	Sam	Mr.	Fed Non-DOD All Others, TSA

**Supporting Staff and Guests:**

P	Conant	Travis	Mr.	System Manager
T	Hawkins	Mike	Mr.	Motorola Solutions
T	Johnson	Brad		Police Officer Standards Training, State of Idaho
T	Kostelnik	Sean	Mr.	Motorola Solutions
P	Letterman	Chris	Mr.	In-coming Operations Manager
T	Noel	Steve	Mr.	Department of Homeland Security
T	Reed	David	Mr.	Information Systems Security Manager
T	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

2. Meeting Minutes and Action Items.

Agenda Item	Discussion	Action Items Assigned
<b>Call to Order</b>	Mr. John Rockwell called the meeting to order at 1:30 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.  Mr. Greg Eubank joined the meeting telephonically after the roll call was read.	
<b>Introduction of Guests/Special Announcements</b>	Mr. Del Smith introduced Mr. Chris Letterman to the council and advised them Chris would be taking over as Operations Manager effective July 1 and would be working with him through the month of June to pass on as much knowledge as he can.  Chris provided some of his background stating he was currently working for Wostmann & Associates since 2017, but prior to that he worked as the State, and prior to that, he worked for communications companies, and prior to that he served in the Navy.  John welcomed Chris.	
<b>Previous Meeting Minutes</b>	John asked if everyone had reviewed the May meeting minutes and if there were any changes. Hearing no comments, he asked for a motion to approve the May minutes.  <b>Motion: Approve the May 6, meeting minutes as written.</b>  <b>Motion: Mr. Jim Goodman</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>  John asked Ms. Sherry Shafer to provide the update on the Issues and Risks Log and she advised for OP05, the State was now approximately 45 percent complete with the installation of the microwave hops.  Sherry stated the State passed a supplemental budget and the replacement of the Quantars was funded and OP07 was closed.	<b>Action Items Assigned</b>



	Sherry briefed OP13 was also now closed, the week of May 11 the batteries for the A-side UPS #1 were replaced and the site was successfully taken out of by-pass mode.	
	<b>Issues Closed at, or since, last meeting</b>	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	There were no action items from the May meeting.	
<b>Operations Management Office</b>	<b>Mr. Del Smith, Operations Manager</b>	<b>Action Items Assigned</b>
<b>OMO Transition</b>	1. Del stated after July 1, he would still be available to Wostmann should they need some background advise or consulting.	
<b>Security Scans/Risk Management Framework (RMF)</b>	2. Del deferred to Mr. David Reed for the update on this.  Mr. David Reed advised he is still waiting for the Designated Approval Officer (DAO) to get his account recreated through Space Command. He added they are running behind due to COVID-19. He stated he is also making sure the console reboots are occurring and also scanning the network to ensure controls are in place.	
<b>Zone Controller Rollover</b>	3. Del briefed the zone controller rollover took place May 6 and 7 and there were no issues. He noted the rollover on Thursday was delayed due to an operational event. Del stated right after that, the State OIT folks were also applying 7705 updates and ran out of time, so it was delayed until Sunday morning at 5a.m. to complete.	
<b>IC Zone Update</b>	4. Del stated the new IC zone structure was distributed to the council prior to the meeting and noted the 700/800MHz had been added. He added the OMO had talked to the dispatch centers previously about what they would be called and that had also been finalized. Del advised no single dispatch center had been listed as to who the HAIL calls would go to. He noted the CALL/HAIL talkgroups/channels, would be monitored by all of them instead due to the state of flux with the decision/resolution regarding the state dispatch centers.	
<b>DOD Infrastructure Points of Contact</b>	5. Del advised he had contacted all the DOD infrastructure owners and talked to them regarding the need to put together a list of the names/numbers of 24-hour points of contact. He added the list had been provided to the SMO Help Desk.  Del asked Mr. Williams if he knew who would be the POC for USARAK, as he was unsuccessful in getting Captain Roberts	



<p><b>Annual Inventory Confirmation</b></p> <p><b>FY21 Membership Agreements</b></p> <p><b>Zone 4 Outage</b></p> <p><b>May Document Reviews</b></p>	<p>or the LTC to provide a POC name. He noted he had listed Rick for the meantime.</p> <p>Rick stated he was only available during normal working hours. He advised they were having a change of command for Captain Roberts and that he would express to the incoming officer the need to identify someone available 24/7.</p> <p>Del asked Rick to pass that on to the Help Desk once there was a resolution.</p> <p>6. Del advised this was completed on May 18. He added it may not be a record for completion, but in previous years it had stretched well beyond July.</p> <p>7. Del briefed distribution was completed on May 19 except for the DOD, because their cost allocations had not been provided yet. He added that information had been requested from Mr. Woodall.</p> <p>Del added 59 of the 132 had been signed and returned at this point and the suspense for completion is June 30</p> <p>8. Del advised he would defer to Mr. Travis Conant to provide further detail.</p> <p>Travis stated they were adding the new Cottonwood site for AWARN in the valley and the MOA and Motorola were working together. He advised when they pushed the first config there were no issues but when they pushed the second config, it put it into a constant loop, which knocked down Zone 4 and it was down for an hour and 13 minutes. Travis added the technicians were able to bypass the firewall and got everything back up. He noted they are working on getting a new config and the firewall is up, just the redundant side is down.</p> <p>Travis also noted the site had been turned on yesterday and was up and operational and they were just doing some additional testing.</p> <p>Del added he and Chris had talked to Mr. Jason Beach yesterday and the outage had occurred around mid-day. He advised he was informed the MOA has a backup/alternative and were able to continue operations. Del added he has talked about this before at UC meetings and encouraged agencies to have a doomsday radio or whatever in place in case of intervening events so they can continue to communicate.</p> <p>9. Del briefed the Technology Policy and Procedure 300-2, Standard Channel Naming Convention Policy and Procedure</p>	
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<p><b>May Metrics</b></p> <p><b>Draft OMO/SMO FY22 Budget</b></p>	<p>400-10 and System Key Usage Policy and Procedure 400-16 had all been reviewed and approved by the OMO.</p> <p>10. Del advised there was an increase in activity in May with people coming out from quarantine with 1,015,651 group calls and 1,908,409 PTTs and 329 busies. He added the month of April was way down</p> <p>11. Del briefed the draft FY22 OMO/SMO budget is currently in preparation and the OMO was currently waiting on updated cost figures for the SUA and for infrastructure replacement from Motorola Solutions for the Addendum A.</p> <p>Del added the plan was to get the draft budget to the council prior to the July meeting. He noted the OMO would be looking for a vote on it at the July meeting and it could be moved it to the Executive Council at their July 16 meeting.</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>Annual Site Maintenance</b></p>	<p>Mr. Travis Conant advised the System Management Office (SMO) is working to finish up the annual maintenance at the sites and he would be heading to the Southeast next week. He stated he would be meeting with the Sitka Fire Chief while there to talk about ALMR.</p> <p>Travis added they would be headed to the Fairbanks area the third week of June and reach out.</p> <p>Rick requested Travis meet with the Fort Greely and Fort Wainwright fire stations while in Fairbanks.</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 Supplemental Budget</b></p> <p><b>Federal Non-DOD Payment Process</b></p>	<p>1. Scott stated they were working through the approval process for the \$24M upgrade and didn't foresee any problems with the new spend/approval process. He noted they couldn't spend any money at this time due to it being the end of the fiscal year. Scott stated they would be moving under the DMVA effective July 1, so they would have to redo memos with various agencies.</p> <p>Scott added they hadn't received any funds for the Motorola IOMS contract from the DOD at this point, so they would be looking for a different way to get the invoices out through DMVA and try to collect the entire amount up front.</p> <p>2. Scott briefed the Federal Non-DOD agencies had been invoiced based on their signing membership agreements, but this had caused difficulties with the payments. He stated they would be looking at getting a formal procurement document from the agencies to resolve the issue.</p>	
<p><b>Department of Defense</b></p>	<p><b>Mr. Timothy Woodall</b></p>	<p><b>Action Items Assigned</b></p>



	<p>Mr. Timothy Woodall was not present for the meeting.</p> <p>John asked for anyone else from DOD to provide any updates and there were none.</p>	
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
<b>Farewells to Del</b>	<p>1. Mr. Brad Johnson stated he heard this was Del's last meeting and had called in to thank Del for his extended service. He noted he was a member of the UC from its inception up until his retirement and ALMR would not be the success that it is today and Del would forever be the face/name of ALMR. Brad added he couldn't say enough about how Del helped him and the UC with the initial development of the System up to where it is now and he was glad he had the opportunity to work with Del and thanked him for his hard work and dedicated service to its success.</p> <p>Del stated it was guys like Brad that he got to work with that made him pleased to be involved with it.</p> <p>Mr. Bruce Richter stated he has known Del a little longer since he was a mid-shift cop with the Anchorage Police Department and worked with the "Legendary Captain Gucci." He added Del went on to greater things after APD, becoming the Deputy Commissioner for Public Safety and then becoming the Commissioner. Bruce stated he has long enjoyed having the chance to work with Del.</p> <p>Bruce noted he was hoping John would be able to convince Del to work on the next Alaska State Communications Interoperability Plan and could use his expertise.</p> <p>Mr. Steve Noel stated he would like to echo Bruce's comments and that it had been a pleasure working with Del. He noted he would miss seeing Del at IWCE and NENA/APCO and working with him on FirstNet. Steve stated he appreciated Del's professionalism and the Executive Council has been a huge benchmark for governance. He thanked Del for all he has done.</p> <p>Del stated if IWCE happens in August, he would still be on the panel.</p> <p>Mr. Henry Cole stated it has been very educational for him listening to Del for his 18 months on the UC.</p> <p>John stated he mirrored everything everyone else had said.</p>	
<b>SIGB</b>	<p>2. Del advised the OMO had been discussing the potential for the SIGB and asked John if there was any update.</p>	



	John briefed the Governor had formed a new committee, which he is trying to bring it up now through Administrative Order 317 that replaces the existing SIGB. He added the committee is chartered through September to respond to issues regarding Statewide 911 and the consolidation of the statewide dispatch centers. John noted they would also be looking at the formation of a future committee, whether it's a SIGB, or a committee chartered through an AO.	
<b>Next meeting</b>	<b>Discussion</b>	
	John reminded everyone the next meetings were July 1 and August 5.	
<b>Adjournment</b>	<b>Discussion</b>	
	<p>John asked if there was any other discussion and hearing none, he requested for a motion to adjourn the meeting.</p> <p><b>Motion: Adjourn the June monthly User Council meeting.</b></p> <p><b>Motion: Deputy Chief Doug Fournier</b> <b>Second: Mr. Dave Jones</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:03 p.m.</p>	