



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	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
N/A	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>
N/A	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
T	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
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
T	Schwing	Brandon	TSgt	DOD USAF, JBER
N/A	Scott	Heath	Chief	Municipalities Southeast, Haines Borough PD
U	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	Kostelnik	Sean	Mr.	Motorola Solutions
P	Letterman	Chris	Mr.	Operations Manager
P	Reed	David	Mr.	Information Systems Security Manager
T	Richter	Bruce	Mr.	DHS OEC
T	Shafer	Sherry	Ms.	Document Specialist
T	Stormo	Scott	Mr.	SOA APSCS



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 1:36 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum of User Council (UC) members was in attendance.	
<b>Introduction of Guests/Special Announcements</b>	There were no guests or special announcements.	
<b>Previous Meeting Minutes</b>	<p>John asked if everyone had reviewed the July meeting minutes and if there were any changes. Hearing no comments, he asked for a motion to approve the previous minutes.</p> <p><b>Motion: Approve the July 1, meeting minutes as written.</b></p> <p><b>Motion: Mr. Dave Jones</b> <b>Second: Deputy Chief Doug Fournier</b></p> <p>There were no objections. The motion <b>passed</b>.</p>	
<b>Issues &amp; Risks Log Item Number</b>	<b>Active Issue</b>	<b>Action Items Assigned</b>
	John stated there were no changes to the Issues and Risks Log since the last meeting.	
	<b>Issues Closed at, or since, last meeting</b>	
	None	
<b>Action Items Review</b>	<b>Opened Items</b>	<b>Resolution</b>
	John noted there was one item from the July meeting for the OMO to distribute the SLA to the council members and request volunteers for a sub-committee working group and it was closed	
<b>Operations Management Office</b>	<b>Mr. Chris Letterman, Operations Manager</b>	<b>Action Items Assigned</b>
<b>FY22 OMO/SMO Budget</b>	<p>1. Chris briefed the FY22 OMO/SMO budget had been approved by the Executive Council (EC) and had been sent to Mr. Scott Stormo. He asked Scott what happens next.</p> <p>Scott stated the budget had been shared with the Department of Military and Veterans Affairs (DMVA) and he will be meeting with them to talk about what it means.</p>	
<b>FY21 Membership Agreements</b>	2. Chris advised there was still one outstanding FY21 membership agreement and it was for Joint Base Elmendorf-Richardson (JBER).	



<p><b>Service Level Agreement</b></p>	<p>3. Chris stated the Operations Management Office (OMO) has a meeting scheduled with the User Council (UC) Service Level Agreement (SLA) Working Group for next week on Tuesday. He added there was still no participant for the Federal non-DOD agencies.</p>	
<p><b>Quarterly Zone Controller Rollover</b></p>	<p>4. Chris noted the quarterly Zone Controller rollover happened this morning with no incidents. He asked Mr. Travis Conant, ALMR System Manager, if he had any additional comments.</p> <p>Travis stated they would be doing it again tomorrow to roll it back to the primary side.</p>	
<p><b>Outreach</b></p>	<p>5. Chris reminded everyone that at the last meeting he had mentioned he would be calling agency points of contact (POCs) to talk to them, specifically concentrating on the website, which under the new contract was being redesigned, and also to discuss training for individual organizations. He advised he is only to agencies beginning with "C" but he will speak to everyone and is collecting notes.</p>	
<p><b>Incident Command Zone Communications</b></p>	<p>6. Chris briefed that, at the request of the EC, the UC Talkgroup and Codeplug Subcommittee Chair and the OMO were making a concentrated effort to get information to agencies.</p> <p>Mr. Nate Skinner, subcommittee Chair, stated they were looking at a date to get the programming done and would send out a flyer explaining the plan. He added the ALMR Help Desk had a cheat sheet for those ready to program their radios now.</p>	
<p><b>Strategic Communications Plans</b></p>	<p>7. Chris advised there were some requests for proposal (RFPs) on the street from local agencies looking for assistance with a long-term vision for their public safety and other communications. He stated he wanted to ensure the UC knew this was occurring and the two he knew of were Kenai and Juneau and it appeared they both were successful in applying for CARES Act funding to do this.</p>	
<p><b>International Wireless Communications Expo (IWCE)</b></p>	<p>8. Chris noted that he was registered to attend IWCE this year, which would be a virtual event held August 24 – 27 and he was looking forward to seeing how it went.</p>	
<p><b>July Document Reviews</b></p>	<p>9. Chris briefed the OMO reviewed the OMO Customer Support Plan, the Grant Guide, the High Level Communications Strategy, the Interoperability Policy and Procedure 300-3 and the Key Management Facility Policy and Procedure 400-17 in July.</p>	



<b>July Metrics</b>	10. Chris advised he had compared the July metrics from this year to a year ago and there were 1,073,896 calls in 2020 compared to 1,285,597 in 2019, which was a reduction of 211,701. He stated there were 2,020,381 push to talks this July compared to 2,390,837 in 2019 and that was down by 370,456. Chris added there were 289 busies this July compared to 1,934 in July of 2019, so the busies were down significantly from last year.	
<b>System Management Office</b>	<b>Mr. Travis Conant, System Manager</b>	<b>Action Items Assigned</b>
<b>Outage</b>	1. Mr. Travis Conant advised there was an outage that caused the loss of six dispatch consoles on JBER. The investigation led to a fiber ring on the base and it took some time to track down who was responsible, but eventually they located the AT&T subcontractor. He added, they are working to update their contact information.	
<b>GTR Equipment Arrival</b>	2. Travis briefed the GTR equipment for the first 35 sites was delivered last week, but they are still waiting on the antennas. He added the Project Kick Off is scheduled for tomorrow and that he would also be reaching out to the various dispatch centers regarding the impact during the upgrades.	
<b>State of Alaska</b>	<b>Mr. Scott Stormo</b>	<b>Action Items Assigned</b>
<b>Microwave Upgrades</b>	1. Scott advised they had been upgrading the microwave from Delta to Tok last week, which had caused a lot of outages. He stated he appreciated everyone's patience during the upgrade and that the new microwave would be more robust and should have better reliability.	
<b>SLA</b>	2. Scott stated his desire for the SLA is to have a document that clearly states the roles, responsibilities, and expectations on response and hopes to see it get down to the dispatch center level. He added there is still a lot of confusion as to who to call and who is responsible to fix stuff all the way down to the subscriber level.	
<b>Department of Defense</b>	<b>Mr. Timothy Woodall</b>	<b>Action Items Assigned</b>
	Mr. Timothy Woodall was not present for the meeting.  John asked if anyone else from DOD wished to provide an update and there were no responses.	
<b>New Business</b>	<b>Discussion</b>	<b>Action Items Assigned</b>
	There were no New Business items presented.	
<b>Next meeting</b>	<b>Discussion</b>	
	John reminded everyone the next meetings were September 2 and October 7.	



**Alaska Land Mobile Radio**

*ALMR User Council  
Meeting Minutes*

*Date: August 5, 2020*

<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 August monthly User Council meeting.</b></p> <p><b>Motion: Deputy Chief Doug Fournier</b> <b>Second: Mr. Scott Nelsen</b></p> <p>There were no objections. The motion <b>passed</b>.</p> <p>The meeting adjourned at 2:03 p.m.</p>	