



**ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL
(A Federal, State and Municipal Partnership)**



**CHARTER FOR THE ALASKA LAND MOBILE RADIO
EXECUTIVE COUNCIL**

24 January 2008

Supersedes all earlier editions

**ARTICLE I
INTRODUCTION**

§ 1. The Alaska Land Mobile Radio (ALMR) Executive Council, hereafter referred to as the "ALMR Executive Council," was formed under original charter on 19 September 1995. The original charter centered the Executive Council's goals and objectives for migration to narrowband operations and addressed only federal agencies in this process. The charter was revised September 1997, to include state and local agencies, and broadened the focus to address interoperability across all government public safety and first responder disciplines. The September 1997 charter was written to address the September 1997 Memorandum of Understanding (MoU) between federal, state, and local agencies to conduct a "Request for Information (RFI)" to industry for a technical solution for an interoperable statewide system supporting federal, state and local public safety first-responder missions and roles.

§ 2. The charter was again revised to address the MoU, dated 4 April 2001, between federal, state, and local government agencies to implement a cost-shared, single statewide Association of Public Safety Communications Officials (APCO) Project 25/Telecommunications Industry Association (TIA) 102-A, standards-based trunked and conventional based radio infrastructure. This charter represents a consortium approach to governance of the implementation, operation, maintenance, and management of the shared trunked and conventional land mobile radio infrastructure.

§ 3. The ALMR Executive Council operates under the authority of appointment and executes this Charter pursuant to specific memorandums of agreement signed and authorized between and among the principal parties under the consortium governance approach. Under this charter, the Executive Council will be dedicated to assessing, assembling and consolidating requirements, drafting and submitting consolidated plans, agreements, budget actions, program management, cooperative purchasing agreements and procurement actions to provide a common interoperable and cost effective Project 25/TIA 102-A standards based statewide shared LMR infrastructure that is compliant with federal, state and local regulatory guidance and is responsive to mission needs of all participating agencies in the State of Alaska.

ARTICLE II PURPOSE AND DESCRIPTION

§ 1. This charter provides the foundation policies and responsibilities for the creation of the ALMR Executive Council. Further, this charter defines the responsibilities related to membership of any federal, state, municipal agency, or tribal government entity in the ALMR Executive Council.

§ 2. The ALMR Executive Council will define, develop and coordinate an implementation, migration, operations, maintenance and management plan to provide a cost shared LMR Project 25/TIA102-A standards based communications trunked and conventional infrastructure encompassing participating federal, state, and municipal users within the State of Alaska. The LMR migration/implementation, operations, maintenance and management plan shall facilitate approved users within the State of Alaska to access and utilize this infrastructure, for the primary purpose of improving communications interoperability between participating public safety first responder agencies involved in mutual aid and emergency/medical response roles, and secondarily to improve their mission support capability for day-to-day operations through a cost burden shared infrastructure.

§ 3. The ALMR Executive Council will act as the State's Interoperability Executive Committee.¹ The ALMR Executive Council will provide the administrative oversight and management of radio spectrum assets supporting public safety mutual aid, task force, and incident command response interoperability needs. The ALMR Executive Council will administer and manage a statewide interoperability plan for all public safety spectrum. The ALMR Executive Council will foster and ensure interoperability among federal, state, and local public safety agencies engaged in day-to-day, mutual aid, and task force interoperability, as well as provide for standardized incident command communications protocols during intra-agency responses to natural and man-made disasters and homeland defense task force operations within the state. These protocols include, but are not limited to, interoperability operations on the VHF, UHF, 700, and 800 MHz interoperability channels.

¹ Federal members of the ALMR Executive Council serve as liaisons to the State's Interoperability Executive Committee (SIEC) and are not members of the SIEC and do not have any management authority or responsibility for the activities of the SIEC. Federal liaisons may advise the SIEC on Federal policies and represent the Federal government in discussions about matters of mutual interest. However, statements made or opinions expressed by liaisons in those discussions do not bind the Federal government or its agencies to any action

ARTICLE III MEMBERSHIP AND ORGANIZATION

§1. The ALMR Executive Council is open to all federal, state, and municipal governmental agencies and can consist of up to four co-chairs who shall administer the Council. If fully seated, the co-Chairs consist of a Federal Department of Defense (DOD), Federal Non-DOD, State of Alaska, and Alaska Municipal League representative. Representatives shall be appointed by their respective agencies, and must be at an executive level empowered to provide binding voice and vote for that agency.

§2. Membership in the ALMR Executive Council is divided into five categories:

§2.1. The Executive Council. The Executive Council consists of three voting members: Federal – DOD, Federal Non-DOD, and the State of Alaska. The Executive Council shall have voice and vote and will administer meetings and other proceedings as pertains to the goals of this charter.

§ 2.2 Associate Members: Associate members consist of any number of personnel appointed by or otherwise requested to participate in ALMR Executive Council proceedings and actions. Associate members have voice at ALMR Executive Council, but do not have vote. Current associate members consist of the Alaska Municipal League and the Municipality of Anchorage.

§ 2.3. Joint Project Team: The Joint Project Team consists of members appointed by the Executive Council to carry out key roles in the system development and implementation process, to include defining the operations, maintenance and management life-cycle processes. The Executive Council is the final approval authority over these processes. The roles and responsibilities of project team members will be defined under the Program Management Plan. The following positions will make up the Project Team:

§ 2.3.1. Program Managers: Single Lead Program Manager and Deputy Program Manager(s). The Lead Program Manager is appointed by the State of Alaska Department of Administration and the Deputy is appointed by the Department of Defense Alaskan Command. Deputy Program Managers may be appointed to represent each voting agency.

§ 2.3.2. User Representatives: One lead representative from each of the following: the State of Alaska, Federal Non-DOD, Federal DOD, and one representative from each participating non-voting agency/entity may also be appointed. Otherwise, the User Council can provide input to the project team as required, ensuring user requirements are completely and accurately represented.

§ 2.3.3. System Managers: One Project Lead System Manager and Deputy System Manager(s) the lead System Manager is appointed by the State of Alaska Department of Administration, the Deputy appointed by the Department of Defense Alaskan Command. Deputy System Managers may be appointed to represent each voting agency.

§ 2.3.4. Budget Specialists: One Project Lead Budget Specialist and Deputy Budget Specialist(s). The Project Lead Budget Specialist is appointed by the State of Alaska Department of Administration and the Deputy is appointed by The Department of Defense Alaskan Command. Deputy Budget Specialists may be appointed to represent each voting agency.

§ 2.3.5. Spectrum Manager: One Project Lead Spectrum Manager and Deputy Spectrum Manager(s). The lead Spectrum Manager is appointed by the State of Alaska, Department of Administration and the Deputy Spectrum Manager is appointed by the Department of Defense Alaskan Command. Deputy Spectrum Managers may be appointed to represent each voting agency.

§ 2.3.6. Site Managers: One Site Manager from each of the following: the State of Alaska, Federal Non-DOD, Federal DOD, and one representative from each non-voting participating agency/entity may also be appointed.

§ 2.3.7. Security Specialist: One representative from each of the following: the State of Alaska, Federal Non-DOD, Federal DOD, and one representative from each participating non-voting agency/entity may also be appointed.

§ 2.3.8. Procurement Specialist: One representative from each of the following: the State of Alaska, Federal Non-DOD, Federal DOD, and one representative from each non-voting participating agency/entity may also be appointed.

§ 2.3.9. Legal Council: One legal Council representative from State of Alaska, Federal Non-DOD, and Federal DOD, and one representative from each non-voting participating agency/entity may also be appointed.

§ 2.3.10. Outreach/Public Affairs Specialist: One Public Affairs specialist from each of the following: the State of Alaska, Federal Non-DOD and Federal DOD, and one representative from each non-voting participating agency/entity may also be appointed.

§ 2.4. Working Groups: Working groups will consist of members appointed by the Executive Council voting members to carry out specific tasks and actions as required by the Lead Project Manager and defined by motion and enacted by an approved vote of the LMR Executive Council.

§ 2.5. Committees: Committees will consist of members appointed by the Executive Council voting members to carry out specific tasks and actions as required. A permanent standing committee will be formed as the State Interoperability Executive Committee (SIEC) for issues related to spectrum and the Statewide Interoperability Plan, as required by the Federal Communications Commission (FCC).

§ 2.5.1. The SIEC is responsible for the development and management of the Statewide Interoperability Plan. This committee will be made up of an equal number of representatives

each providing appropriate representation from within the state of Alaska, city, municipality borough, district, tribal area, state, and federal government as appropriate.

§ 2.5.2. The committee will be represented by all first responder disciplines, which includes but is not limited to emergency medical, fire, forestry, general government, law enforcement, transportation agencies from each level of government including Transportation Security, FAA, Department of Interior, FEMA, military, guard and reserve agencies.

§ 2.5.3. The committee will use the Incident Command System (ICS) as a guideline in developing the statewide interoperability plans.

§ 2.6. Under the direction of the Executive Council, and as authorized by the FCC and the National Telecommunications & Information Administration (NTIA), the State of Alaska will be assigned and hold licenses on all FCC Public Safety interoperability channels for all fixed infrastructure on the shared ALMR system. The Department of Defense, through the NTIA, will hold licenses on subscriber units within the state operating on the trunk channels of the shared ALMR system infrastructure, subject to this charter.

§ 3. Membership and participation in Executive Council proceedings does not bind or obligate an agency to commit to providing any communications service, or participating in the implementation of the agreed migration/implementation, operations, maintenance and management plan. Executive Council actions that are deemed to require binding action shall be implemented through Memorandums of Understanding, Agreement or other such binding or good faith instruments. Members are bound or obligated through Memorandums of Understanding, Agreements, Cooperative Agreements, and other such legally recognized actions for which they are a party. Members shall be obligated and bound to agreements which are a result of working groups, committees or other sources which have been coordinated through all appropriate technical, legal, legislative, financial and executive levels as required, and signed by those in appropriate authority.

§ 4. Participating Federal, State, local government Public Safety agencies and member organizations are listed in Annex A, when applicable.

§ 5. Appointed working groups, members and a brief description of their tasking is contained in Annex B, when applicable.

§ 6. Appointed committee members, and a brief description of their tasking is contained in Annex C, when applicable.

§7. Approved (on-going or completed) plans, actions and projects are listed in Annex D, when applicable.

ARTICLE IV
MEMORANDUM OF AGREEMENT & COOPERATIVE AGREEMENTS

§1. A Memorandum of Agreement or Memorandum of Understanding (MoA or MoU) or Cooperative Agreement shall be executed between each applicable member agency and shall specify the terms and conditions for participation, resource sharing and utilization for the various stages of implementation. The purpose of a MoA, MoU, or Cooperative Agreement is to define specific goals, agreements and actions required to execute actions and responsibilities associated with the migration/implementation, operations, maintenance and management of the common infrastructure or system use.

§2. No agency/member shall have authority to commit another agency's/member's funds or resources in any negotiations, agreements or contracts with or without such authority being extended and executed to said agency/member through a legally executed document specifically addressing such actions.

§3. A copy of each fully executed MoA, MoU, or Cooperative Agreement with pertinent documentation developed under this Article shall be affixed to and become part of this Charter.

**ARTICLE V
TECHNICAL AND RESOURCE OPERATIONS**

§1. Each agency/member shall provide as required and requested by the Executive Council: system descriptions, technical characteristics, costs (maintenance and operational) and equipment lists for all assets to be utilized in the common infrastructure.

§2. Each user/provider shall be responsible for operation and maintenance of their respective resource unless otherwise agreed to under a legally executed MoA, MoU, or Cooperative Agreement. System management will be jointly agreed to and engaged, by the agencies having primary ownership in the infrastructure. Infrastructure includes radio sites land, building, power towers, microwave, and land mobile radio equipment, antennas, cables and all other accessories associated with the operation of the land mobile radio equipment.

§3. The requesting agency shall be responsible for providing all required resources (equipment, facilities, software, etc.) to connect to a member provider's resources unless otherwise agreed to under a legally executed MoA, MoU, or Cooperative Agreement.

§4. The User/Provider's primary operational commitments shall always take precedence over the requirements of a requesting agency to connect to the member provider's resources unless otherwise agreed to under a legally executed MoA, MoU, or Cooperative Agreement.

**ARTICLE VI
ADDITIONAL CONSIDERATIONS**

§1. Agency participation is proportional to that agency's access to funding. All proposed services expressed or implied in this Charter or its executed agreements are dependent upon funding available to each participating agency.

§2. Agencies acquiring funding support shall execute their portion of the associated and executed MoAs, MoUs, and Cooperative Agreements in good faith.

S/S
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