



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



Memorandum for ALMR Executive Council

10 January 2007

FROM: DoD Co-Chair

SUBJECT: 30 November 2006, ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Commissioner Bill Tandeske	State of Alaska, Department of Public Safety
Colonel Kristine Clifton	Alaskan Command
Ms. Heather Handyside	Alaska Municipal League

ALMR Project Team Members Present:

Mr. Tim Woodall	DoD Project Manager
Dr. Ken Jones	SOA Project Manager
Mr. Trygve Erickson	MOA Project Manager
Major Matt Leveque	Chief of Police/User Council Chair
Ms. Toni Dixon (telecom)	DoD Project Team
Mr. Joe Quickel	DoD Project Team
Ms. Ruthi Muffler	DoD Project Team
Ms. Sharon White	SOA ETS Project Manager
Ms. Sherry Shafer	DoD Project Team

1. **Call to order.** Colonel Clifton called the meeting to order at 1:40 p.m.
2. **Opening Statements and Other Announcements.** Colonel Clifton announced that this was Commissioner Tandeske's last Executive Council Meeting. He is the longest standing Executive Council member, having served for four years. Mr. Walt Monegan, Department of Public Safety, will likely replace Commissioner Tandeske's since the State of Alaska historically filled the position with the Public Safety Commissioner.
3. **Approval of Previous Meeting Minutes (23 August 2006).** No issues. Motion made to approve the minutes, as written.

For the Executive Council, the motion was made by Commissioner Tandeske and seconded by Colonel Clifton. **The motion was carried and approved.**

4. ALMR Project Status.

a. PMO DoD. Mr. Woodall briefed:

- 1) Mr. Woodall called the council's attention to the DoD Project Manager's (PM) written report for full detail of the activities/actions. He highlighted two areas:
 - a) DoD is fully transitioned onto ALMR.
 - b) The ALMR 7.1 upgrade is complete on site controllers. The schedule for the console upgrade is in coordination and should be available at the next User Council Meeting.

b. PMO SOA. Dr. Jones briefed:

- 1) The State of Alaska should be able to fix the current issues at the Department of Corrections and Fairbanks International Airport if funds become available in the 2008 budget (1 July 2007). State progress is tied to funds.
 - a) Colonel Clifton suggested Dr. Jones highlight the impacts of the frequency interference to help fast track funding.
 - b) Commissioner Tandeske suggested the State embrace the communities not part of the Alaska Municipal League and develop a strategy to fund their ALMR requirements because it's the right thing to do.
 - c) Dr. Jones noted that the volunteer Emergency Medical Services organizations do not qualify for "fire" grants but Commissioner Tandeske recommended Dr. Jones talk with the State Fire Marshall.
- 2) The State of Alaska is awaiting a statement of requirements from ProCom concerning the Alaska State Troopers relocation efforts at Soldotna. They expect to review the statement on 6 December. The Critical Design Review is scheduled for 11 December, and installation is expected to be completed not later than the second week of January 2007.
- 3) The Department of Administration (DoA) is working on a Risk Analysis to evaluate and prioritize sites that need critical maintenance.
- 4) The DoA requested funds through Operating and Capital Budgets for additional engineering and technical positions for both SATS and ALMR long-term operations. They also requested 2007 COPS Grant to fund nine sites.

- 5) In the event all the sites are not expected to be operational by 31 December 2006, the State of Alaska will prepare and submit a Federal Communications Commission (FCC) waiver extension on 1 December.
- 6) The State of Alaska is working to identify costs to support cost-sharing discussions with the ALMR partners in February or March.

c. **Tri-Borough Project.** Mr. Erickson briefed:

- 1) The Municipality of Anchorage is preparing Fire Station 12 for ALMR and believes installation/cutover should be completed before 25 December.
- 2) They also anticipate contracting for simulcast prior to the end of this year.
- 3) The Municipality of Anchorage Wide Area Radio Network Phase I will begin late in 2007 with the build out of sites; pending funding, the zone controller will be added. When the controller is installed, the ALMR system will consist of three zones, vice the current two zones. Mr. Woodall asked Mr. Erickson to coordinate on the engineering, architecture, and technology design now pertaining to the ALMR security certification and accreditation project so the audit does not have to be repeated after the equipment is installed. Mr. Woodall will meet with Mr. Erickson later to discuss in detail.
- 4) There is a bond request which will go before Anchorage voters in April 2007 requesting funding.
- 5) The Municipality of Anchorage will enter the ALMR network at Version 7.3 vice Version 7.1. The vendor will ensure compatibility with all other ALMR users.

5. **Old Business.**

a. **Action Items Recommended as Closed.** None.

b. **Actions Items Still Open.**

- 1) The Joint Project Office, in coordination with the ALMR User Council, will develop an ALMR training strategy and a training roadmap, to include communications exercises. The Executive Council requires a tool to ensure Team Alaska is prepared to operate ALMR on a day-to-day basis and is poised to conduct a full operational assessment during Alaska Shield/Northern Edge '07. Colonel Clifton asked Mr. Woodall about the draft document. He stated the plan will be presented at the 6 December User Council Meeting. The plan would identify training opportunities or actual planned training events that would support preparedness for ALMR execution during the exercise.

- 2) Service Level Agreement Update. Major Leveque suggested the Executive Council accept the Service Level Agreement, as written. He noted that the members of the User Council who reviewed it were technically and/or administratively savvy and the document was key to a solid operational program. Dr. Jones mentioned the Service Level Agreement should be revised as the actual costs for responding to sites is further refined and finalized through site risk analyses.

The motion as noted in the Executive Council Agenda was modified to read:

Motion: Recommend the ALMR Executive Council accept the User Council's approval of the Service Level Agreement and its inclusion as Appendix D in the Cooperative Agreement.

For the Executive Council the motion was made by Colonel Clifton and seconded by Ms. Handyside. **The motion was carried and approved.**

- 3) Cooperative Agreement. The Cooperative Agreement was distributed for review and comment after the 23 August Executive Council meeting with comments due by 18 October 2006. Comments were received, consolidated, and included as part of the Executive Council Agenda package and are recommended for inclusion, as written.

The motion noted in the Executive Council Agenda was modified to read:

Motion: Move to approve the recommended changes received during agency coordination of the ALMR Communications System Cooperative Agreement, Revision 5, dated 9 August 2006; incorporate the changes into the Cooperative Agreement, and release it for final coordination.

For the Executive Council the motion was made by Colonel Clifton and seconded by Ms. Handyside. **The motion was carried and approved.**

- 4) Trooper Encryption: Major Leveque provided a summary of the Trooper's encryption decision and their status in transitioning to ALMR.
 - a) The transition is complete at Fairbanks.
 - b) MatSu transition is delayed pending the Soldotna move.
 - c) The Alaska State Troopers are well on the way to being completely operational by the end of January 2007.

discussions were needed concerning the O&M strategy (out-sourced versus in-house) and a cost-share agreement. The DoD PMs will meet with the new Commissioners for DPS and DOA early in 2007.

7. New Business.

- a. Approval of User Council Charter. Per Major Leveque, the User Council unanimously recommends the Charter for approval by the Executive Council.

Motion: Move that the Executive Council approve the updated User Council Charter, dated 27 November 2006.

For the Executive Council, the motion was made by Colonel Clifton and seconded by Commissioner Tandeske. **The motion was carried and approved.**

- b. The appointment of two new User Council representatives was noted. All twelve seats are now filled.
- c. Major Leveque discussed the process for approval of current Membership Agreements. As the BETA agreements are completed, the users are brought on the System. It was proposed that following User Council and Operations Manager approval to bring on new members, the Executive Council would then approve them as members. Mr. Woodall noted that the process is part of the Cooperative Agreement but since it is not an "approved" document, approval of members has been ad hoc.
- d. Colonel Clifton discussed the success/challenges of using ALMR during the terrestrial communications outage affecting Fairbanks in mid October 2006. For a period of time, ALMR was the only means by which ALCOM could contact its northern bases. Additional instances of the Valdez Keystone Canyon wash out and MatSu Valley flooding were discussed. ALMR was not operationally impacted and performed as designed.
- e. Colonel Clifton stated the Alaska Federal Executives Association has not yet found an Executive Council Member to replace Ms. Deborah Smith. She will ask the AFEA President for a recommendation and will also check with Mr. Madden for potential candidates or recommendations.
- f. Mr. Woodall stated requirements for the Operations Management Staff were vetted through the User Council and approved. A contract has been awarded and Mr. Ron Otte will be the Operations Manager and Mr. Rich Leber will be the Technical Advisor.
- g. Mr. Woodall mentioned another outstanding ALMR issue is the transfer of the two transportable systems to the Alaska National Guard.

- 1) Alaskan Command cannot deploy the systems for use for State emergencies unless specific criteria are met and specific permissions from higher authorities are received. ALCOM currently owns both systems. The original plan was for the State to acquire and own one.
- h. Ms. Handyside mentioned the new Alaska Municipal League president would like to receive an ALMR briefing. Colonel Clifton stated the ALMR PMs would support the request.
- i. Ms. Handyside stated the ALMR Help Desk numbers were not working. Mr. Woodall responded that the State telephone system was experiencing major difficulties at that time, and those have now been resolved. Mr. Woodall also stated the software for the Help Desk would be installed soon, and once the software is operational, reports would be provided similar to the Site Status Reports currently available.
- j. Ms Handyside asked if anyone was looking at Secretary Chertoff's comments on interoperability for incorporation/use within ALMR. Mr. Woodall answered "yes." The Space and Naval Warfare Systems Command (SPAWAR) is actively supporting the State's Tactical Interoperable Communications Plans process. In the interest of ensuring we proceed according to national guidance in this area, the Alaska TICP development process will be assessed by national-level experts. Additionally, it is planned for Mr. Madden to take the draft ALMR Concept of Operations/Tactical Interoperable Communications Plan effort, along with specific Concepts of Operations his staff developed, to a meeting of governors in early 2007.

8. Summary of Meeting Action Items.

- a. Dr. Jones to look at possible impacts to ALMR from unfunded/under-funded State of Alaska sites and provide information to help fast track funding.
- b. Colonel Clifton to seek a federal representative to ALMR Executive Council from AFEA President.
- c. ALMR Project Management Office to install, train, and develop the processes for Help Desk issue reporting within 90 days.
- d. ALMR Project Management team to develop an orientation binder for new Executive Council members.

9. Next Meeting. The next meeting is tentatively scheduled for 3 May 2007, 1:30 p.m. at 5700 E. Tudor Road at the Alaska State Trooper facility.

10. Adjourn Meeting. Commissioner Tandeske made a motion to adjourn the meeting, which was seconded by Ms. Handyside. Without further discussion, the Executive Council Meeting adjourned at 3:20 p.m.



KRISTINE M. CLIFTON, Colonel, USAF
Department of Defense, Executive Co-Chair
ALMR Executive Council

Distribution:

SOA DPS, Commissioner Walt Monegan
FEA DOI, Mr. Hans Neidig
ALCOM/J6, Colonel Kristine Clifton
AML, Ms. Heather Handyside
MOA, Mr. Tryvge Erickson
ALCOM/J64, Mr. Timothy Woodall
SOA DOA, Dr. Kenneth Jones
AST, Major Matthew Leveque