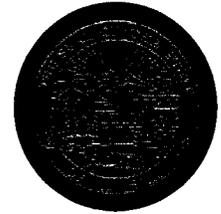




ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL
(A Federal, State and Municipal Partnership)



Memorandum for ALMR Executive Council

June 9, 2008

FROM: DOD Co-Chair

SUBJECT: May 22, 2008 ALMR Executive Council Meeting Minutes

TO: See Distribution

Executive Council Members Present:

Colonel Kristine Clifton	Department of Defense (DOD), Alaskan Command
Mr. Hans Neidig	Federal Executive Association (FEA), Special Asst to the Secretary, Department of Interior
Commissioner Walt Monegan	State of Alaska (SOA), Department of Public Safety

Associate Members Present:

Chief Jeff Tucker	Alaska Municipal League, North Star Fire Department
Ms. Heather Handyside	Assistant Municipal Manager, Municipality of Anchorage

ALMR Project Team Members and Guests Present:

Mr. Ron McCoy	Deputy for the Special Assistant to the Secretary, Department of Interior
Major Matt Leveque	User Council, Chair
Mr. Del Smith	Operations Manager
Mr. Tim Woodall	Department of Defense Project Manager
Mr. Jim Kohler	State of Alaska Program Manager
Mr. Jim Robinson	Department of Defense Deputy Project Manager
Mr. Joe Quickel	Department of Defense Project Team
Ms. Ruthi Muffler	Department of Defense Project Team
Ms. Sherry Shafer	Operations Management Team

Guest Present (via teleconference):

Mr. Joel Nolan	MGT of America, Inc.
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1. **Call to order.** Colonel Clifton called the meeting to order at 1:32 p.m.

2. Opening Statements and Other Announcements. Colonel Kristine Clifton opened the meeting by first expressing condolences to the State of Alaska on the loss of three of their members and the pilot in an April helicopter crash.

She also congratulated Mr. Tim Woodall on his selection as the Category 3 winner at the Federal Executive Association 40th Annual Awards Banquet. He competed against 13 other personnel and walked away with the honors. Colonel Clifton noted this award is also a positive reflection on the entire ALMR project management team. Their performance over the years has been superb and often, nothing short of amazing.

Mr. Hans Neidig thanked both Mr. Woodall and Mr. Joe Quickel for their personal visits to the federal agencies and their briefings on the ALMR Cost Share strategy.

Commissioner Walt Monegan briefed that the State was immersed in the budget process and that the current ALMR Executive Committee issues being addressed were important to the overall budget picture. He appreciated the caliber and dedication of the individuals involved in developing the Total Cost of Ownership and Cost Share proposals.

3. Approval of Previous Meeting Minutes (February 21, 2007). The motion to accept the minutes was made by Commissioner Monegan and seconded by Mr. Neidig. **The motion was carried and approved.**

4. Old Business. Cost Share Critical Path Timeline.

a. Total Cost of Ownership (TCO). Mr. Joe Quickel and Mr. Joel Nolan provided an update briefing on the TCO Study. Mr. Quickel emphasized the purpose of the TCO was not to determine who would share costs, but to identify all costs associated with the ALMR System.

Mr. Nolan pointed out that there was very poor response to the surveys from local users for subscriber equipment. Therefore, the figures used for subscriber equipment cost data were calculated based on current subscribers registered on ALMR. Cost figures were also based on an 18-year system life span, validated by Motorola, which began in July 2007.

Mr. Woodall reminded the council that there are two ways to reflect future costs: capital investment (every three years) and O&M costs (as they occur). Capital investment costs should be budgeted for on a recurring basis. O&M costs should be part of an annual user fee. Explanations of these areas and caveats for cost data presented will be added to the TCO Study to ensure completeness of facts and findings.

Mr. Quickel stated he would provide the Executive Council a controlled, coordination copy within the next two weeks.

The Executive Council should provide comments on the TCO Executive Summary not later than June 13, 2008. **(OPEN)**

b. Cost Share. Mr. Quickel provided an update briefing on the status of a Cost Share Agreement. The purpose of the briefing was to determine what costs users should share and the method to calculate the Cost Share. After some discussion on training, exercise and upgrade costs, the Executive Council agreed to strawman Cost Share Scenario #3, as presented, as the basis for developing a Cost Share Agreement. As an Action Item, the scenario was to be further expanded to present three courses of action particular to the scenario, and include ability to pay as part of the decision criteria. **(OPEN)**

Cost Share Scenario #3 as presented:

3 – Infrastructure Owners Pay to Maintain Their Infrastructure – All Services Costs Are Shared Based on Geographic and Usage Tiers

c. Business Case. The Business Case was passed to the DOD for review on May 7, 2008. **(OPEN)**

d. All Membership Agreements must be in place not later than June 30, 2008. **(OPEN)**

e. Service Level Agreement update. The SLA has been signed by the State of Alaska, it's in coordination with the Non-DOD Federal Agencies, and the DOD is still working to get final approval from the US Army Pacific. **(OPEN)**

f. Executive Council Focus Areas. **(Tabled)**

- (1) Facilitate development of the State ALMR Transition Plan (OMO) **(OPEN)**
- (2) Decide upon long-term O&M strategy: Outsource or DOA maintenance for shared infrastructure (SOA & DOD) **(OPEN)**
- (3) Develop formal recommendation for the cost-share strategy (DOD/SOA) **(OPEN)**
- (4) Assess results of security certification and accreditation efforts and develop appropriate policies needed to mitigate vulnerabilities (DOD) **(OPEN)**
- (5) Promote use of ALMR in all exercises (Ms. Handyside) **(OPEN)**
- (6) Develop an ALMR education and outreach strategy (Ms. Handyside) **(OPEN)**
- (7) Review and clarify role of the ALMR User Council (Ms. Handyside) **(OPEN)**

5. ALMR Project Status. Project status was provided to the members by email and a hard copy was included with the agenda. No issues or questions were raised.

6. User Council. Provided by Major Matt Leveque, Chair.

a. The draft Final Membership Agreement was provided to the Executive Council for review and coordination. The approval of the Final Membership Agreement will be voted on at the June Executive Council meeting.

b. The User Council is still working to fill several seats that have been vacant from as far back as October 2007. Major Leveque announced Mr. David Gibbs, Emergency

Manager Fairbanks North Star Borough, had been approved as the Municipalities-North Alternate Representative and sought the approval of the Executive Council, as stated in the User Council Charter Article 5, Section 1.

§ 1. The Executive Council will approve the appointment of members and their alternates to the User Council.

After some discussion by Executive Council members, it was decided the User Council should revise their Charter to base approval of User Council members on signatures of approval from those agencies represented in the geographical area.

7. **New Business.** Not addressed this meeting.

8. **Operations Management Office.** The Operations Management Office metrics were provided to the members by email and a hard copy was included with the agenda. No issues or questions were raised

9. **Next Meeting.** The next meeting is tentatively scheduled for June 19, 2008, 1:30 p.m. at 5700 E. Tudor Road at the Alaska State Trooper training conference room.

10. **Adjourn Meeting.** Colonel Clifton made a motion to adjourn the meeting, which was seconded by Mr. Neidig. Without further discussion, the Executive Council meeting adjourned at 3:35 p.m.

Kristine M. Clifton

KRISTINE M. CLIFTON, Colonel, USAF
Department of Defense, Executive Co-Chair
Alaska Land Mobile Radio Executive Council

Distribution:

SOA DPS, Commissioner Walt Monegan
FEA DOI, Mr. Hans Neidig
ALCOM/J6, Colonel Kristine Clifton
AML, Chief Jeff Tucker
MOA, Ms. Heather Handyside
UC, Major Matthew Leveque
OMO, Mr. Del Smith
ALCOM/J64, Mr. Timothy Woodall
SOA/DOA, Mr. Jim Kohler
MOA, Mr. Trygve Erickson