

## ACTIVITY AND MEMBERSHIP COMMITTEE

*DUTIES: In accordance with the ByLaws, the pertinent duties of this committee are:*

*To explore the field for new membership by devising methods, plans, projects and items of interest. It shall make recommendations on membership qualifications and classes, dues and allied matters. It shall encourage formative groups and work with new chapters. It shall attempt continued re-enrollment of desirable persons who have allowed their membership to lapse.*

### 1977-78 OBJECTIVES:

- 1) Review, condense and rewrite the existing Secretaries Manual and Executive Committee Manual into one re-titled comprehensive volume. First draft due in the National Office on or before February 1, 1978. Final draft due on or before June 1, 1978.
- 2) Develop promotional material and campaign for soliciting new members and the re-enrollment of former members. Such material shall consist of revised application form, audio/visual package, direct mailings and/or other devices designed to increase membership.

*See separate sheet*

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## COMMERCIAL ADVISORY COMMITTEE

*DUTIES: In accordance with the ByLaw the pertinent duties of the committee are:*

*To study, recommend, and report in those matters which the committee feels are interest to the Association's commercial membership. Subject to the prior approval of the President, the committee shall take such polls and make such surveys of the commercial membership as may be needed to assure that its recommendations fully take into account the views of such membership.*

### 1977-78 OBJECTIVES:

- 1) On or before January 2, 1978, submit a final comprehensive listing to the National Office of communication: hardware and software vendors and consultants working in the public safety field. Such list is to be kept updated and used by the National Office in responding to the increasing requests for this information.
- 2) Based on experience, write a step-by-step procedural manual for conducting public safety land mobile procurements that will fairly represent the interests of the vendor and the purchaser. The manual will synthesize a standardized boiler plate section, briefly present a spectrum of typical state laws, and present the pros and cons of different types of hardware and system procurements, including bids, proposals, and negotiated contracts.

*N.O. has sheet*

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The National Standing Committees are grouped under three general headings: Administration, Planning and Operations.

The Administration group is under the supervision of National President-Elect Nathan D. McClure, III, Winnebago County Emergency Services and Disaster Agency, Courthouse, 420 West State Street, Rockford, Illinois 61101. Telephone: 815-987-5990.

The Planning group is under the supervision of First Vice President Sanford H. Smith, City of Greensboro, Drawer W-2, Greensboro, North Carolina 27402. Telephone: 919-373-2478.

The Operations group is under the supervision of Second Vice President Henry L. Crutcher, State of California Department of Parks and Recreation, P. O. Box 2390, Sacramento, California 95811. Telephone: 916-322-7563.

The committees in the Administration group are Resolutions and ByLaws, Activity and Membership, and Nominating.

In Planning are the Frequency Advisory, Engineering and Research, Regulatory and Dockets, Emergency Medical Services, and Commercial Advisory committees.

The committees in the Operations group are Telecommunications, Standard Operating Procedures, and Emergency Preparedness and Disaster.

Committee activities are managed by the appropriate National Officer. Reporting schedules are determined by the Board of Officers. Committee chairmen report to their indicated National Officer, with drop copies furnished to the National Office.

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~~Frank Schulenberg~~  
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### EMERGENCY MEDICAL SERVICES COMMITTEE

**DUTIES:** In accordance with the ByLaws, the pertinent duties of this committee are:

To institute and maintain research and study and make recommendations in areas concerned with emergency medical communications services, with particular emphasis being placed on the relationship of total public safety communication needs with those of emergency medical communication needs.

#### 1977-78 OBJECTIVES:

- 1) Prepare a call for EMS telecommunications papers to be printed in The BULLETIN. The request will indicate the desired areas of particular interest. Act as publication review board to select from among such papers those considered suitable for BULLETIN publication. Draft of call for papers to be delivered to the National Office on or before October 1, 1977.
- 2) In areas of high density population wherein UHF frequencies are used for bio-medical telemetry operation, research and report on methods of operation, including problem areas, frequency utilization, mutual interference, channel loading and the attempted resolution thereof, and number of incidents per selected time period and transmission times per incident. Preliminary report due to the National Office on or before February 1, 1978.

*1978, with final report due on or before June 1, 1978.*

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### EMERGENCY PREPAREDNESS AND DISASTER COMMITTEE

**DUTIES:** In accordance with the ByLaws, the pertinent duties of this committee are:

To act as liaison with Civil Defense authorities in the correlation of ideas, systems, methods, specifications, functions and planning related to establishing, operating and maintaining an efficient nationwide

Public Safety Civil Defense Communications facility.

#### 1977-78 OBJECTIVES:

- 1) Prepare a call for Civil Defense telecommunications papers to be printed in The BULLETIN. The call will indicate the particular areas of interests. Act as publication review board to select from among such papers those considered suitable for BULLETIN publication. Draft of call to be delivered to the National Office on or before October 1, 1977.
- 2) Continue effort to develop documentation of the need for an utilization of intrastate Civil Defense radio communications between state and local levels of government. On or before January 2, 1978, provide results to the National Office in a form suitable for use in documenting a petition to the FCC for identified purposes.

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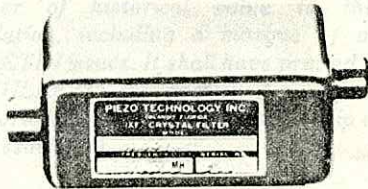
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### ENGINEERING AND RESEARCH COMMITTEE

*DUTIES: In accordance with the ByLaws, the pertinent duties of this committee are:*

*To function as the technical operating standards steering group and maintain liaison with the other committees and with manufacturers for the purpose of providing technical aid to improve the art in the fields of installation, maintenance, design, operating, procurement and allied matters.*

#### 1977-78 OBJECTIVES:

- 1) Prepare a call for technical papers to be printed in *The BULLETIN*. The call will indicate the areas of interest of the land mobile radio services in general, and the public safety radio services in particular. Act as publication review board to select from among such papers those considered suitable for *BULLETIN* publication. Draft of call to be submitted to the National Office on or before October 1, 1977.
- 2) Study the results of the APCO Survey on Standards and Specifications. On or before January 2, 1978, deliver a report to the National Office which will identify that portion of the survey technical results which the committee has selected as a project it will accomplish. Thereafter, furnish the National Office with monthly progress reports. Final deliverable due on or before June 1, 1978.
- 3) Chairman of this committee to work with the Commercial Advisory Committee in attainment of the CAC objectives.

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### FREQUENCY ADVISORY COMMITTEE

*DUTIES: In accordance with the ByLaw the pertinent duties of the committee are:*

*To facilitate the work of the several frequency advisory committees of the chapters through the exchange of information and development of uniform coordination of frequencies and to exert its efforts toward the end of developing and following improved methods of frequency coordination.*

#### 1977-78 OBJECTIVES:

- 1) Maintain coordinator "conflict" and "situation" file in the National Office
- 2) Continue participation in the inquiries, dockets, and proceedings of the Federal Communications Commission as the



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to spectrum management and frequency coordination.

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### HISTORICAL COMMITTEE

**DUTIES:** In accordance with the ByLaws, the pertinent duties of this committee are:

maintain an archive which shall store, identify, and maintain that which it shall consider of historical value to this Association, including a morgue of all BULLETIN issues. It shall have printed in the BULLETIN information it considers of historical interest to the membership of this Association.

#### 77-78 OBJECTIVES:

Write a monthly historical column for the APCO BULLETIN.

On or before January 2, 1978, by personal contact and other promotional means, endeavor to have a historian identified in each of the chapters of this Association.

Provide continued assistance to the National Office to insure that historical information is adequately recorded and protected.

Bob Erickson  
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30 Chapter Historians

### NOMINATING COMMITTEE

**DUTIES:** In accordance with the ByLaws, the pertinent duties of this committee are:

report a slate of nominees for National Office to the Conference prior to the opening of ballots, to be considered along with any additional nominations which may be made from the floor of the Conference by the Quorum, in accordance with Constitution Article III.

#### 77-78 OBJECTIVES:

Solicit the membership and provide to the National Office on or before March 1, 1978, a list of qualified candidates for

National Office to be presented to the 44th Annual Conference Quorum.

2) Review the present nomination form, procedures, and methodology of obtaining qualified applicants. Should the judgement of this committee indicate need for modification of these procedures, it shall submit a draft of an amending resolution to this effect for presentation to the 44th Annual Conference Quorum. First draft of this resolution to be submitted to the National Office on or before March 1, 1978.

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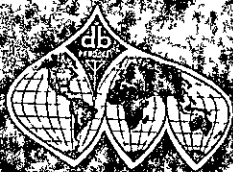
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## OPERATING PROCEDURES COMMITTEE

*DUTIES: In accordance with the ByLaws, the pertinent duties of this committee are:*

*To study, report and make recommendations on ideas, methods, and planning related to communications operating procedure, records, files, and training.*

### 1977-78 OBJECTIVES:

- 1) Continue with and complete 1976-77 objectives.
- 2) Prepare a call for operational papers to be printed in *The BULLETIN*. Indicate particular desired areas of interest. Act as publication review board to select from among such papers those considered suitable for *BULLETIN* publication. Draft of call to be delivered to the National Office on or before October 1, 1977.
- 3) Review the results of the APCO Survey on Standards and Specifications. On or before January 2, 1978, deliver a report to the National Office which will suggest methods and procedures for identifying performance and qualifications standards for dispatchers/complaint takers in the public safety community. Thereafter, provide monthly progress reports. Final report due on or before June 1, 1978.

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## REGULATORY AND DOCKETS COMMITTEE

*DUTIES: In accordance with the ByLaws, the pertinent duties of this committee are:*

*To keep abreast of regulatory proposals as they pertain to public safety communications.*

*In coordination with Counsel and the National Office, the committee shall assist in the preparation and presentation of the APCO position in formal and informal proceedings before regulatory or other governmental authorities as may be required.*

### 1977-78 OBJECTIVES:

- 1) The National Office will as quickly as possible mail members of the committee those FCC dockets and other matters considered to be of interest to the Association. Committee members will provide their comments to the committee chairman on or before 22 calendar days prior to the due dates indicated in such proceedings with copies to the National Office.
- 2) The committee chairman shall abstract committee members comments and from them draft responses to be mailed to the National Office and to the Association Counsel on or before 12 working days prior to the due dates indicated in such documents. If the chairman's opinion in such matters differs considerably from such abstract, he shall include his own comments separately.
- 3) The committee shall study conditions in the public safety telecommunications field and, when considered appropriate, provide drafts of proposed petitions for rule-making or other regulatory action to the National Office.

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*Ames*

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### SOLUTIONS AND LAWS COMMITTEE

YES: In accordance with the ByLaws, the pertinent duties of this committee are:

assist in matters concerned with amending the Constitution and/or laws of this Association.

1978 OBJECTIVES:  
This committee shall request the chairman of other standing committees to submit on or before January 2, 1978,

any suggestions elicited from their members for amending the Constitution and ByLaws for specified Association benefits.

2) On or before February 1, 1978, as the result of the above and other deliberations, this committee shall submit to the National Office drafts of amending resolutions for those proposals it considers to have merit.

3) This committee shall aid the chapters in maintaining their constitutions and bylaws in current condition as required by the Association's C and B.

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### TELECOMMUNICATIONS COMMITTEE

DUTIES: In accordance with the ByLaws, the pertinent duties of this committee are:

a) to seek to promote the most effective use of teletypewriter systems and shall act as liaison with the operating companies.

b) to endeavor to have maintained reason-

able rates and tariffs and allied service charges.

c) to seek to promote the most effective use of radio telegraph networks and to act as liaison with the licensees.

d) to study, report and make recommendations on ideas, methods and planning related to data processing and computer operations, including their relationships to communications.

### 1977-78 OBJECTIVES:

1) On or before November 1, 1977, provide the National Office with a rewrite of its duties in resolution form so as to amend the scope of its responsibilities as required to meet the overall issues of modern total telecommunications management.

2) On or before January 1, 1978, request the President for permission to engage in studies and activities considered necessary as a result of responsibilities outlined in 1) above.

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