

COMMITTEE OBJECTIVES

1979-1980

## 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.

### 1979-1980 OBJECTIVES:

- 1) Collect information on current Chapter membership building activities. Furnish recommended programs to National Office by January 1, 1980.
- 2) In furtherance of APCO's long terms objective of having an active chapter in every state, develop programs and plans to foster the creation of at least three new Association Chapters each year until the objective is reached. Progress in this activity shall be reported to the National Office by November, 1979. Recommend three potential new chapters to Board of Officers by December 1, 1979.
- 3) Compile and summarize a survey of how an APCO Chapter functions, how often it meets, how its meetings are formatted, its Chapter's publications, etc. Prepare and submit a report to the National Office by July 1, 1980. The report shall be in a format suitable for distribution to the Chapters as a means for increasing the level of Chapter activity.
- 4) Analyze the current membership structure of the Association. Prepare

recommendation for the Board of Officers concerning any changes by January 1, 1980. Some subjects for consideration should be: variety of membership classes; levels of dues; group discounts; and protection of adequate Association income. Give special attention to the possibility of establishment of a sustaining membership class.

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## COMMERCIAL ADVISORY COMMITTEE

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

To study, recommend, and report on those matters which the committee feels are of 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.

### 1979-1980 OBJECTIVES:

- 1) Provide recommendations for guidance of Annual Conference Chairman for optimum balance between exhibit hours and meeting sessions for 1980 Conference. Report due at the National Office by January 1, 1980.
- 2) Propose a Commercial Membership building program for implementation. The objective of this program should be to increase participation by commercial entities and encourage them to inform potential members of the benefits of belonging to APCO. Report due at National Office by May 1, 1980.
- 3) Study the possibility of developing a "Sustaining Membership" for companies and corporations who wish to provide special support for APCO. Report to Board of Officers by January 1, 1980.

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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.

### 1979-1980 OBJECTIVES:

- 1) Promote the interchange of Engineering and Research technical, operational and management information through the APCO-IS and BULLETIN. The goal of this activity is to produce one (1) article for the BULLETIN by each committee member during the year.
- 2) Prepare a report for publication in the BULLETIN's December 1980 issue defining the state of the art of public safety telecommunications as of that date. This is to be prepared annually and serve as the basis of year-to-year comparison to evaluate progress being made. Deadline for the December BULLETIN is November 1.
- 3) Develop technical comments as requested by the National Office on Petitions and Rulemaking matters before the FCC.
- 4) Prepare an article for the June 1980 issue of the BULLETIN describing a statewide telephone system utilizing microwave, private circuits, computers, and based services.

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NATIONAL LAW ENFORCEMENT EMERGENCY CHANNEL COMMITTEE

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

To minister to the needs of the users of the National Law Enforcement Channel for the purpose of promoting new network systems, offering assistance to interested users, reconciling issues that may develop from time to time, enforcing standards adopted, and continuing the development of administrative policies.

1979-1980 OBJECTIVES:

- 1) Obtain from the states the implementation schedules for use of the NLEEC, include material to be used in status reports to be submitted to the National Office by March 1, 1980 and July 1, 1980.
- 2) Develop recommended national guidelines for legislative language for use by states contemplating implementation. Guidelines to be submitted to National Office for study by Board of Officers by December 1, 1979.
- 3) Issue call for papers from representatives of states using NLEEC discussing the plans leading to implementation of NLEEC in their states. The article to be submitted to the BULLETIN editor by January 1, 1980.

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FREQUENCY ADVISORY COMMITTEE

DUTIES: In accordance with the Bylaws, the pertinent duties of this 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.

1979-1980 OBJECTIVES:

- 1) As requested by the National Office, participate in activities associated with dockets and proceedings of the Federal Communications Commission affecting spectrum management and frequency coordination.
- 2) Review and comment on Association frequency coordination management proposals as developed.
- 3) Participate in implementation activities of the Frequency Coordination System under development by the National Office.

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## NOMINATING COMMITTEE

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

To report a slate of nominees for National Office to the Conference prior to the casting 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.

### 1979-1980 OBJECTIVES:

- 1) Solicit the membership and provide to the National Office on or before March 1, 1980, a list of qualified candidates for National Office to be presented to the 45th Annual Conference quorum.
- 2) Review the present nomination format, procedures, and methodology of obtaining qualified applicants. Should the judgment 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 45th Annual Conference quorum. First draft of this resolution to be submitted to the National Office on or before May 1, 1980.

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## RESOLUTIONS AND BYLAWS COMMITTEE

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

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

### 1979-1980 OBJECTIVES:

- 1) This committee chairman shall request by letter from the chairmen of other committees to submit on or before February 1, 1980, any suggestions elicited from their members for amending the Constitution and Bylaws for specified Association benefits.
- 2) On or before March 1, 1980, 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 and review the C&B's of new Chapters for conformance with that of the National organization.

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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.

### 1979-1980 OBJECTIVES:

- 1) Promote the interchange of EMS technical, operational, and managerial information collecting such data and making it available to the membership through the APO-IS and BULLETIN.
- 2) Analyze the extent of EMS planning capabilities in the States in order to provide specific recommendations as to need for FCC approved plans and/or frequency coordination as prerequisite to assigning EMS channels.
- 3) Develop an article for the BULLETIN discussing the planning, management, and implementation of a statewide EMS Communications System (North Carolina for example). Article due December 1, 1979.
- 4) Propose a membership building strategy which will yield increased APCO members from the Emergency Medical Services profession. Report due November 1, 1979.

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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.

### 1979-80 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.

4) In view of the short time allowed for comment on FCC Dockets and the special interest of the other standing committees who need to comment on the dockets, review the need to maintain the Regulatory and Dockets Committee and recommend any change in the C&B to the Board of Officers by November 1, 1979.

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## TELECOMMUNICATIONS MANAGEMENT COMMITTEE

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

To aggregate and serve the needs of such governments at State and Local levels: to enhance technology transfer between such governments; upon request, to suggest guidelines for the coordination of public safety telecommunications program institutes by such governments; to support spectrum management programs within such governments; to recommend needed research and development programs; to promote communication system interfaces for such governments; to make recommendations pertaining to appropriate regulatory actions affecting such governments; to identify needed training and educational programs for the telecommunication personnel of such governments:

### 1979-80 OBJECTIVES:

- 1) Write an article on the subject of telecommunication management strategy for a City, County, and State Telecommunication Department (three (3) separate articles). Due date Article #1 - October 1, 1979; Article #2 - January 1, 1980; and Article #3 May 1, 1980.
- 2) Develop a recommended program segment for the 1980 APCO Conference designed to appeal to telecommunication managers. Due date November 1979 (coordinate with Conference Chairman, John E. Simmons).
- 3) Develop a membership building activity which would encourage telecommunication management professionals to join APCO. Submit recommendations to the Board of Officers by January 1, 1980.
- 4) In light of APCO's 3rd Telecommunications Goal, study whether APCO should become involved in assuring that agencies are aware of and

adhere to the "Physical, Technical and Personal Security Measures" established as Federal Computerized Criminal History Policy. If the committee recommends involvement, what action is appropriate and how should these efforts be developed? Recommendations should be submitted to the National Office by March 1, 1980 for Board of Officers consideration.

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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.

### 1979-1980 OBJECTIVES:

- 1) Promote the interchange of Emergency Preparedness and Disaster communications technical, operational and management information through the APCO-IS and BULLETIN.
- 2) Provide guidance and assistance to the National Office and coordination with State Civil Defense agencies in support of APCO's Civil Preparedness Petition: FCC proceedings.
- 3) Prepare and recommend to the Board of Officers a set of goals toward which an Emergency and Disaster communications system should evolve, i.e., define the national and local emergency communications system capabilities that should ultimately exist. Report due April 1, 1980.
- 4) Review the APCO P-13A SCLEP-TEL and the DCPA Civil Preparedness Guide 1-18. Develop an APCO project to propose to DCPA for funding, which would produce a statewide and nationwide communication network which could be activated on areawide scale on short notice. Due date of the proposal to National Office by December 1, 1979.

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## OPERATING PROCEDURES COMMITTEE

DU TIES: 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 procedures, records, files and training

### 1979-1980 OBJECTIVES:

- 1) Collect and forward to the National Office the known operator training programs used in the various agencies, state, county, and city. Work with National on the development of a standard syllabus for operator training course. Due date January 1, 1980.
- 2) Prepare an outline of a local operators procedure manual which would consist of listings of events which may occur, and the corresponding procedure to be followed when they occur. First draft of such an outline to be submitted to the National Office by June 1, 1980.
- 3) Solicit and submit pertinent manuals, system descriptions, etc. for the APCO Information Service.
- 4) Review and, where appropriate, submit to the National Office suggested modifications to update information contained in the Standard Operating Procedure manual.