



1998-1999

**APCO
COMMITTEE
HANDBOOK**

October 1, 1998

Purpose of the Committee Handbook

The purpose of the APCO International Committee Handbook is to establish a reference for committee members and provide a list of goals and assignments in one easy reference. The document is meant to be a guide and to chart progress for committee chairs.

The handbook is a catalog of current activities in which the association is involved and helps the APCO International Board of Officers and Executive Council monitor progress relating to specific issues affecting the association.

It is our hope that each year the incoming president of APCO International will review the Committee Handbook and assignments and ensure that the committees are providing the association the information and data needed to continue its operation.

This handbook is distributed in September and is meant to be updated annually.

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Allison Kasold 271

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Barbara Lawrence 238
Bob Jarrett 262

ADVERTISING

Terry Diehl 237

RESEARCH

Yucel Ors 272

BULLETIN

Cindy Lorow 234
Jennifer Hagstrom 235
Kathy O'Connell 233

CONFERENCE

Ann Hashagen 250
Lynn Miles 239

Pat Daniels 249
Arla Beck 226
Kay Stanton 254

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Cheryl Harrer 225
Chris Phelps 246
George Johnson 247
Laura Brown 240
Natalie Collins 243
JoAnne Hodges 248
Lilly Miller 241
Joyce Bryan 231
Tiombe Martin 251
Lynn Robbins 245

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Chuck Russo 223
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Ann Weaver 261

1998-1999 Goals & Objectives

To continue to insure that APCO's leadership, the Board of Officers and the Executive Council, are partners in pursuing the association's future.

- Continue the new APCO Insider Newsletter
- Update the long-range strategic plan
- Develop an Executive Council and Chapter Officer orientation program.

To continue our vigorous involvement in federal regulatory and legislative issues which affect APCO's membership and the public safety communications community; and to improve our working relationship with the (FCC), members of Congress and other organizations that influence public safety communications.

- Continue to participate in the National Public Safety Telecommunications Council (NPSTC), the Wireless Emergency 9-1-1 Implementation Adhoc (WEIAD) and such other forums which influence issues of concern to our membership.
- Pursue implementation of the recommendations of the Public Safety Wireless Advisory Committee (PSWAC) report, including the allocation of 745-806 MHz, and other spectrum-related issues affecting public safety communications.

To expand and actively promote a broader range of member services. We will:

- Establish within APCO a Marketing/Communications Department,
- Strengthen the APCO Institute through formalized fund raising and grant development efforts,
- Launch the Technical Assistance Program to better disseminate APCO's vast storehouse of technical information and expertise.
- Begin to offer APCO/CALEA Communications Center Certification.
- Develop formal certification programs for telecommunicators and supervisors.

To design and implement a new and effective membership development and retention program. We will:

- Maintain a comprehensive database of communications centers nationwide.
- Design a membership campaign focused on certification and training as a necessary ingredient of successful communications center management.
- With the establishment of APCO's new Marketing/ Communications Department, give the association an upgraded, more uniform and professional look.

To continue to improve, enhance and maintain the efficiency and professionalism of the association's staff. We will:

- Continue to explore all available opportunities for relocating our headquarters in the Daytona Beach area, with the expectation of being in a new home within the next 12 to 18 months.
- Outsource those internal functions which prove cost effective to do (such as the print shop), to improve efficiency and allow our employees to better focus on efforts which provide direct member benefits.
- Improve staff benefits through the establishment of a qualified employee pension program.

To continue our support of Projects 25 (Phase II), 31, 34, and 35.

ARTICLE XII
Standing Committees
Designations / Rules / Duties

(By vote of the quorum at Sparks, Nevada, in August 1989, the listing of committees and their responsibilities was transferred to the APCO International Policy Manual.)

Standing Committees

Committees are appointed by the president for the president's term beginning in August.

APCO International Committees • APCO International Task Forces
Designations, Rules, Duties From the Policy Manual

APCO International committees are an important and integral part of the association and its work. Along with project teams and task forces, they reflect the "volunteer" tradition of the association and play significant roles in the enhancement of public safety communications.

Committees will produce results to remain in being. Except as specified below, they may be established by the President for any purpose or discontinued at the discretion of the president. The committee chairs, in effect, constitute a volunteer "cabinet" of the Board of Officers. The chairs are the volunteer arms of the president and serve at the president's pleasure. Presidential committee appointments, thus, are for terms coinciding with the term of the president.

Except as otherwise specified below, it is the responsibility of each incoming president to review the committees, evaluate their accomplishments and select those the president wishes to serve. In doing so, the president may consider the views of the other board members and other individuals. The conference committee of a chapter hosting the annual conference and exposition is a chapter committee, not an APCO International committee. This committee is provided for elsewhere in policy documents.

In addition to standing committees which the president may appoint, there will be Special Executive Council Committees which include the Credentials Committee, Resolution and Bylaws Committee, Finance and Budget Committee, Membership Services Committee, and Management Committee. There is also a Corporate Advisory Committee (comprised of

APCO International commercial members). Except for the Corporate Advisory Committee, committee chairs and vice chairs will be Active members. Retired members are eligible to serve as chairs if there is no commercial connection.

Committee duties and responsibilities listed by the president are consistent with the APCO International Constitution and Bylaws and the Policy Manual.

Each committee chair will be responsible for reports of committee activities and accomplishments. At least quarterly, and more often if activity warrants, the chair will produce such reports and send them simultaneously to the president and the committee's staff contact. The staff contact will distribute the chair's reports to: the other members of the committee if requested by the chair, the editor of the APCO BULLETIN, the executive director and other appropriate staff members. The staff contact will assist the committee in arranging meetings and/or teleconferences, and for promptly listing dates and other pertinent details in the "calendar" maintained at headquarters.

Committee appointments, unless otherwise directed by the president, will begin when the president takes office, or thereafter when the president announces the appointments, and will end when the next president takes office.

The president, with the advice of the executive director, will designate a staff contact person for each committee. The staff contact will assist the chair as needed in producing a final committee report and recommendations. This report will be given to the

president and appropriate staff offices, as above, no later than July 1.

In preparing for committee appointments, the president-elect may determine any financial requirements needed for the committees to carry out their objectives and include in the president's budget request to the Executive Council funds to meet those requirements.

Travel by committee members at association expense must be approved in advance by the president. Committee members requesting travel to be reimbursed must submit the travel request form to the appropriate committee chair for approval before submitting it to association headquarters. The controller will verify the figures and forward the request to the president.

The total amount of presidential committee expenditures will not exceed the Executive Council-approved budgeted amount for all such committee operations. Expenditures by a committee may not exceed its specifically budgeted amount, except that funds may be transferred from one committee to another at the executive director's discretion and with the president's approval and notification of such to the involved committees. An exception is that under procedures approved by the Board of Officers, committees may seek and/or acquire additional funds outside the association budget and expend them in pursuit of the presidentially set committee objectives. Any remaining, unobligated funds at the end of a committee's term will be transferred into the association's general operating account except as otherwise determined by the Board of Officers.

Each committee chair will be responsible for the accounting of funds budgeted for or otherwise acquired for the committee's work. Committee funds will be governed by the association's general financial accounting requirements and policies. Requests for reimbursement of expenditures will flow from the committee chair to the committee's staff contact (for budget monitoring and record keeping) to the association's executive director (for approval) to the association's controller (for payment).

APCO "Task Forces" with specific objectives and procedures may be established at any time by the President or by majority vote of the Board of Officers. Chairmanship of and membership on Task Forces are limited only to the extent that only members of APCO, in any membership classification, may serve in those capacities.

The Board of Officers may also authorize the Executive Director to establish specific purpose fact-finding groups of APCO members, without restriction of membership classification, to explore any issues of interest to APCO and make recommendations.

Committee Conference Calls

In order to conduct business, committee members need a means to communicate. The committee and task force processes always have been one of APCO International's greatest strengths and have provided a valuable resource of information. To allow more productivity for the committees, the APCO International headquarters office has arranged for conference-call capability.

To use the headquarters conference-call facilities, please contact Executive Assistant Ann Mellon at extension 222. She can assist you in implementing a conference call. To initiate a conference call, please take the following steps:

1. Dial APCO International headquarters at 1.888.APCO.9-1-1 and provide the details of the call: Who will chair the call, along with the date and time of the call, how many will participate, moderator and length of call.
2. APCO International headquarters will then contact you with an 800 number that will be used by the participants of the call. The chair needs to contact the participants and give them the 800 number and instruct them to dial in at the time of the appointed teleconference. A telephone company operator will be on the line with the chair and the moderator until all parties are connected.
3. The participants can then simply dial the 800 number provided.

Finally, when the call is completed, let APCO International headquarters know and provide the duration of the call and how many participants were involved so that we can reference it back for billing.

The cost of this call will be borne by headquarters.

It is our intent that this process will help you in furthering the business and information exchange of the committee members.

APCO International's
Standing
Committees
1998-1999

American with Disabilities (ADA) Committee

Serve as a collective resource to the APCO International membership and headquarters for technology and training issues involving public safety communications and the Americans with Disabilities Act (ADA).

Provide information and feedback to industry in order to improve technology and performance, thus enhancing services for persons with disabilities.

Provide education of ADA issues associated with the public safety environment through presentations and industry-related publications.

Seek to develop collaborative working relationships with citizens who use TTY's.

Recommend programs for the annual conference to address current accessibility issues.

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Chair

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Corporate Advisory Committee

Represent the manufacturing and service provider communities of the commercial membership of APCO International. Provide the association with input involving products and services exhibited and/or provided to APCO International members and their supporting government agencies.

1998-1999 Objectives:

Regional Conference review--assist with an evaluation of Regional conferences to bring a measure of continuity with the Annual Conference format.

New APCO Video--work in conjunction with staff to produce and distribute a new APCO video or family of videos keyed to marketing APCO within and without the Association.

Enhanced Corporate Sponsorship program--work with staff to bring maximum contributions to various funding programs.

Corporate membership program--work with staff to bring this project to fruition.

CAC in each Chapter--work with staff to bring this program to fruition.

Exhibitor and conference attendee survey--advance the current research to include both domestic and international exhibitors as well as attendees' perspective and publish a report of the results.

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Emergency Management Committee

Determine through interaction with emergency managers' associations whether 800 MHz trunked radio systems have been effective in answering emergency management (inter-agency) communications needs.

Highlight the need for critical-incident, stress management education for communications personnel both in the field and at EOCs, and recommend the implementation of such programs.

Communications is the most valuable tool provided for use within the incident command system. APCO must ensure that all communicators are trained in the incident-command system to fully understand their role in it.

APCO must develop a major-incident communications critique methodology (with appropriate forms)

to facilitate the gathering of communications data from communicators immediately after a major incident. Periodically, such data would be compiled for publication. Incidents of particular note could be the subject of individual articles.

Special attention should be directed to incidents involving mass fatalities. Communications for this type of incident must be carefully guarded so that incorrect or misleading information does not become public.

APCO must prepare an informational guide for emergency managers so that they understand the capabilities and limitations of various radio communications systems. This guide would be developed by the Emergency Management Committee in cooperation with other more technical groups.

Write emergency management articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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Chair

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Emergency Medical Service Committee

Prepare a report on areas of concern in developing emergency medical service protocols, communications and training.

The committee also shall:

Work with the APCO Institute to ensure that our current course offerings in EMS training are updated and adequate.

Provide input to the APCO Institute on the development of future training courses for the betterment and training of our EMS providers.

Garner the support of the medical community for emergency medical services, EMD dispatching and communications training.

Recommend courses to be presented at the annual conference which will further enhance the training availability for EMS communications personnel.

Work with the Regulatory Review and other committees to recommend future spectrum needs for emergency medical services. This could include such things as higher grades of service for the transmittal of data and information on patients while en route to the hospital, the delivery of video to a site for diagnosis of critical-care injuries and teleconferencing between the doctor or health provider and paramedics in the field.

Write EMS communications articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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Fire-Rescue Committee

Study, research and report on the needs and concerns of fire service telecommunications and data. Specific items to be reported on include:

The role of communications in firefighter safety and the passport accountability system.

The impact of wireless telephone usage at the scene of major fire service incidents.

Customer service oriented training and performance measures.

Spectrum-management issues related to fire communications – voice and data.

Spectrum needs to transmit video, building drawings and other important data to the fire scene.

The role of hazmat information and its availability for use by emergency crews on-scene.

New fire service telecommunications technologies.

How should we provide this information to our members?

Input which can be provided to the Regulatory Review Committee about fire service-related issues.

Fire service-related seminar programs that should be recommended for the annual conference.

How to forge a better relationship with the International Association of Fire Chiefs (IAFC) and International Municipal Signal Association (IMSA).

The committee also shall:

Write fire communications articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO Policy found at the beginning of this handbook.

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Historical Committee

Serve as a gathering point and clearinghouse for documents, pictures, artifacts, equipment, and other pieces of memorabilia which have a significant historical value to APCO International. Specific goals for the year include:

Develop a document which may be used by all Chapters and Affiliates as a guide for collecting and preserving documents, pictures, and such other materials that are of historical consequence to either the Chapter or APCO International.

Continue to catalog and store historical papers, pictures, artifacts, displays, and other items of historic significance.

Advise the Board of Officers in matters concerning the preservation and future accessibility of artifacts, documents, memorabilia, and such other materials that define and preserve APCO International's history and traditions.

Author a monthly column in the APCO magazine highlighting the history and traditions of APCO International and its members.

Write and submit reports in accordance with the applicable sections of this handbook.

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Law Enforcement Service Committee

Study and report on areas of concern involving law enforcement telecommunications services.

Specific items to be reported on include:

The current and future spectrum requirements for advanced law enforcement communications, including voice and data applications.

Transmitting of video fingerprints, mug shots and other such data in law enforcement applications.

AVL technology in law enforcement communications, its future and who is using this technology.

Law enforcement communications programs which should be included in the annual conference program.

The Committee also shall:

Participate in the discussions involving the PSWAC report and rulemaking and interface with the National Legislative Network to complement the same.

Provide input to the Regulatory Review Committee on law enforcement spectrum issues.

Develop, research and write articles on law enforcement communications for the APCO magazine.

Recommend to the APCO Institute training courses which could be developed for law enforcement communications.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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National Plan Steering Committee

Continue monitoring the implementation of APCO International national frequency assignments per the APCO International regional plans submitted to the FCC. Objectives for the year:

Continue to act as a primary liaison between APCO International and the FCC's 55 independent (non-APCO International) regional public safety planning committees or "follow-on" committees.

Serve as a forum for the interchange of ideas and problems associated with the administration of regional plans.

Act as an arbitrator, upon request, in dispute appeals within and between/among the various regional public safety planning committees or "follow-on" committees, in accordance with the APCO International regional plan dispute appeal procedures.

Collect and disseminate mutual-aid usage information involving, as a minimum, the five international interoperability channels (e.g., ICALL, ITAC 1 – ITAC4).

Address future needs for the regional planning process, such as the FCC's "refarming" docket and additional public safety spectrum requirements.

Serve as requested by the president of APCO International.

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9-1-1 Emergency Number Committee

The committee shall study, promote, recommend, and develop programs related to implementing and maintaining and improving enhanced 9-1-1. The committee shall place an emphasis on making 9-1-1 universally available to the public from all communications technologies; on the needs of the public and telecommunicators regarding acceptable workload, proper working environment, and performance standards for telecommunicators and communication centers of various sizes and responsibilities; and on the needs of public safety for the further development of 9-1-1 as the universal emergency number for the United States.

The committee shall:

Foster a working relationship with other 9-1-1 related organizations such as the National Emergency Number Association and the National Association of State 9-1-1 Administrators.

Promote nationwide implementation of 9-1-1 and encourage the passage of statewide 9-1-1 legislation where needed.

Promote implementation of 9-1-1 for all communications technologies available to the public.

Promote accessibility to 9-1-1 for all persons.

Act as a collection and distribution point for information on 9-1-1 issues such as legislation, regulation, funding, training, PSAP development, and dispatch consolidation.

Serve as an advisory board to APCO Projects, Committees and Task Forces as is appropriate.

Emphasize the importance of the individual telecommunicator and teams of telecommunicators in the protection of life, health and property in our communities.

Coordinate 9-1-1 activities and seminars at the annual conference.

Write articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy manual at the beginning of this handbook.

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Operating Procedure & Training Committee

Review and recommend educational and training programs of value to the membership.

The Committee shall:

Maintain and update as necessary the APCO-Int'l Standard Operating Procedures manual, recommending to the Board of Officers necessary amendments, deletions, or additions.

Review and update as necessary, the telecommunicator minimum training standards developed by Project 33.

Assist staff and the Institute Advisory Committee in developing a Communications Dispatcher and Supervisor Certification Program.

Review and update as necessary the Technician Testing Certification Exams and related materials.

Write articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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Regulatory Review Committee

Keep abreast of technical, operational and regulatory policy proposals and changes pertaining to public safety telecommunications.

The committee shall:

Assist the APCO International Board of Officers and headquarters in setting APCO International policy and positions before regulatory and other governmental bodies. The committee shall assist the Board of Officers in enhancing our position with the Federal Communications Commission, Congress and the U.S. government in the area of public safety spectrum management. The committee also shall support Project 25 and provide whatever technical assistance is needed to make Project 25 a success.

Provide assistance to Project 31 in the development of standards for wireless 9-1-1 communication systems.

Review with APCO International's legal counsel and the Board of Officers all FCC notices and proposed rulemakings, re-hearings and other pertinent documents to provide material for the final comment process.

Recommend technical-type seminar programs that will benefit members at the annual conference.

Write articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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State and Provincial Police Committee

Provide a forum for consideration and discussion of state and provincial police communications systems management and development.

The committee shall:

Provide a forum for discussion and information sharing.

Document and provide information on new technology developments for state telecommunication initiatives.

Determine if consolidations among state and local agency communications and dispatch networks is a viable alternative to separate systems.

Recommend seminar programs for the annual conference.

Write articles for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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Telecommunication Management Committee

Research matters of interest to organizations involved in the operations development and maintenance of complex telecommunication services.

The committee shall review the following issues and provide an information base for the membership:

Planning, programming and budgeting for the operation of large-scale telecommunication systems and networks. Who can and where can we gain experience and knowledge to accomplish this task?

What new technologies are available to assist in the development of telecommunications and data services?

What are the examples of telecommunications cooperative agreements for common facilities and consolidations?

What training and educational programs are available for use by public safety communications managers for their employees?

What are the spectrum shortages, and how should we as an organization manage those shortages?

What would you recommend to the conference administrator for specific seminar programs at the annual conference?

What should be recommended to the Regulatory Review Committee to help develop APCO International policies and positions regarding spectrum issues affecting our membership?

The committee also shall:

Write articles on effective telecommunications management for the APCO magazine.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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Volunteer Resources Committee

Define areas of mutual cooperation between APCO International member agencies and volunteer service groups such as the ARRL, Red Cross and the Salvation Army.

Objectives:

Recommend procedures for mutual aid during disaster situations.

Establish contact points, membership lists.

Inventory and publicize capabilities.

Inform APCO International members as to mobilization tech moves and procedures.

Work with local chapters to develop detailed operational plans.

Establish formal memorandum of understanding (MOU) with each group.

Prepare and submit reports in accordance with the APCO policy found at the beginning of this handbook.

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APCO
INTERNATIONAL
TASK
FORCES

Long Range Planning Task Force

The purpose of this committee is to determine the direction and goals of this association to assure continuation of its role as leader in the field of public safety telecommunications. Continued growth and effectiveness requires that the Association be a dynamic organization willing to adapt to changing conditions. Change must not be made for the sake of change, but to take those actions necessary that will allow the Association to be vibrant, while retaining the heritage and tradition which built it to its present scope in size, credibility, and effectiveness.

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STAFF LIAISON: Chris Bevevino

President, Executive Council Council Chair 1998-99

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Member at Large

Regional Conference Review Task Force

1. Review the Corporate Advisory Committee's proposal, as presented to the APCO Executive Council on August 8, 1998, concerning its views on the current status of regional conferences and any additional information the Committee deems appropriate.
2. Develop and evaluate alternatives and provide its recommendations concerning the future of regional conferences. Such report should be completed in time to be presented to the Executive Council at its March 1999 meeting for implementation during the year 2000.

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Telephone Service Priority (TSP) Task Force

Monitor and advise the Association through articles in the APCO magazine of any changes to the regulations or implementing procedures affecting the TSP program.

Review any proposed changes to the TSP program and recommend to the Board of Officers what APCO's position should be regarding such changes.

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APCO
International
Special
Executive Council
Committees

Executive Council Constitution & Bylaws Committee

Annually review the Constitution and Bylaws with the Board of Officers, Executive Director, Association legal counsel and association members to ensure the Constitution and Bylaws represent the Association's formal structure and operational policies.

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Executive Council Credentials Committee

Solicit and interview and recommend potential candidates for international office in accordance with the constitution and bylaws.

Goals for the year:

Contact potential candidates and inquire if they are interested in running for office.

Present names of at least two candidates for office.

Prepare a report of activities for the annual conference for publication.

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Executive Council Finance and Budget Committee

The committee shall review the Executive Director's proposed annual budget and report its opinions and recommendations to the Board of Officers and the Executive Council. Additionally the committee shall review the Association's financial reports on a quarterly basis and report its findings, comments, and/or recommendations to the board of Officers and the Executive Council within 30 days following the quarterly review.

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Executive Council Management Committee

The Management committee shall have oversight responsibilities for all Association Standing Committees. It shall annually evaluate the effectiveness of the Standing Committee Chairs and their committees.

These responsibilities shall also include, but are not limited to, the following:

1. Review monthly, quarterly, or annual reports prepared by the Standing Committee Chairs.
2. Evaluate the Standing Committees' ability to meet the approved goals and objectives
3. Consider recommendations made by members, Standing Committee Chairs or vice chairs to modify, change, reduce, or eliminate the responsibilities of the Standing Committees.
4. Evaluate the effectiveness and work effort of the chair in carrying out the goals and objectives of the Association.
5. Assist other Standing Committees. The President shall appoint an Executive Council member to serve as Vice Chairperson of each of the Association's Standing Committees. That person will have the responsibility to appoint his/her committee Chairperson and see that the goals and objectives of the president, Board of Officers, and the Executive Council are carried out.
6. Provide input to the development of an Executive Council and Chapter Officer orientation program.

Report its activities. Each Executive Council member has the responsibility to issue a formal written report to his/her Chapter, Affiliate, or committee on the Executive Council's activities within 30 days of the Association's last Executive Council meeting. A copy of this report should be filed with the President or his/her designee for review and use within his/her annual report

Perform other duties as may otherwise be specified in the Association's Constitution and Bylaws which may not otherwise be in conflict with any of the above.

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Executive Council Member Services Committee

Charged with the responsibility of polling the membership to ascertain the value, quantity, and quality of the services being provided by the Association. In addition, this Committee will work with the Board of Officers, Executive Council, and the Executive Director to modify, eliminate, or add constituency services and/or programs that appear to be in the best interests of the Association and its members.

Will serve as the selection committee for APCO awards to include the International Telecommunicator of the Year, Communications Center Director of the year, Line Supervisor of the Year, Technician of the Year and, as appropriate, other awards that may be developed.

Assist staff in the development and presentation of a two-day Communications Center Management Symposium during the spring of 1999.

STAFF LIAISON: Barbara Lawrence

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Outside Interests
and Affiliations
1998-99

Public Safety Communications Council – PSCC

Executive Committee

AASHTO

APCO

FCCA

IMSA

PCIA

Contact Person

Larry Miller

John Ramsey

Richard DeMello

Al Mello

Garrie Losee

Associate Members

NEMA – National Electrical Manufacturers Association

IAFC – International Association of Fire Chiefs

National Public Safety Telecommunications Council-NPSTC-- Marilyn Ward, Chair

Land Mobile Communications Council – LMCC

Members

AASHTO – American Association of State Highway & Transportation Officials

AAA – American Automobile Association, Inc.

AMTA – American Mobile Telecommunications Association

API – American Petroleum Institute

ATA – American Trucking Association

APCO – Association of Public-Safety Communications Officials-International, Inc.

AAR – Association of American Railroads

CTIA – Cellular Telecommunications Industry Association

FIT – Forest Industries Telecommunications

FCCA – Forestry Conservation Communications Association

ITA – International Taxicab Association

IAFC – International Association of Fire Chiefs

IAFWA – International Association of Fish and Wildlife Agencies

IMSA – International Municipal Signal Association

ITLA – International Taxicab and Livery Association

MRFAC – Manufacturers Radio Service

NASF – National Association of State Foresters

PCIA – Personal Communications Industry Association

TIA – Telecommunications Industry Association

UTC – Utilities Telecommunications Council

Outside Interest 1997-1998 Presidential Liaison Appointments

To develop relationships with other associations which have mutual interest with APCO International, a liaison should be established with those groups. Together, we can achieve mutual goals for the purpose of furthering telecommunications and data services. These relationships will help our members form partnerships to develop the best systems available. Today's worldwide development of complex telecommunications networks requires a multiplicity of service providers. This is also true when dealing in the regulatory and legislative area. Any contacts with other groups should be to the mutual benefit of both associations.

Staff: Provide Hot Sheet monthly, or whenever an issue arises, in a format to provide support for PSC issues.

APPOINTMENTS:

- **NEA** – National Emergency Number Association.

APCO Liaison: Thera G. Bradshaw

Clark Regional Department of Emergency Services
P.O. Box 1995

Vancouver, WA 98668

360-737-1911 x 3948; fax: 360-694-1954

- **NSA** - National Sheriffs Association.

APCO Liaison: VACANT

- **NACO** – National Association of Counties (A professional association for county governments).

APCO Liaison: Steve Souder

Arlington Co Emer Comms

1400 N Uhle St. 5th Floor

Arlington, VA 22201-9998

703-228-4080; fax 703-228-3989

- **NASNA** – National Association of State 9-1-1 Administrators

APCO Liaison: Leah Senitte

California General Services

601 Sequoia Pacific Blvd.

Sacramento, CA 95814-0282

916-657-9911; fax: 916-657-9882

- **National Governors Association**

APCO Liaison: Steven H. Proctor

Information Technology Services

6000 State Office Bldg.

Salt Lake City, UT 84114

801-538-3525

- **IAFC** – International Association of Fire Chiefs.

APCO Liaison: Gregg Riddle

Village of Elk Grove Fire Dept.

901 Brantwood Ave.

Elk Grove Village, IL 60007

847-734-8015 fax 847-734-8024

- **NAEP** – National Association of Emergency Medical Service Physicians. (An association of emergency medical physicians).

APCO Liaison: Glenn Leudtke

Cape & Islands EMS System

12 Barbary Cir.

Mashpee, MA 02649

508-771-4510 fax 508-771-1692

- **NLC** – National League of Cities. (A professional association of city governments).

APCO Liaison: Steve Souder

Arlington Co Emer Comms

1400 N Uhle St. 5th Floor

Arlington, VA 22201-9998

703-228-4080; fax 703-228-3989

- **IACP** – International Association of Chiefs of Police.

APCO Liaison: Harlin McEwen

Deputy Asst. Director

Criminal Justice Info. Services Division

Federal Bureau of Investigation HQ, Rm 11255

Washington, DC 20537-9700

202-324-8910 fax 202-324-3364

- **IAEM**-International Association of Emergency Managers (A professional association for emergency managers).

APCO Liaison: H. David Troup Jr.

Boston Police Department

400 Frontage Road

Boston, MA 02118-2803

617-343-4620; fax: 617-343-5343

- **NFPA** – National Fire Protection Association.

APCO Liaison: Steve Verbil

Town of Fairfield Communications

EMR Communications Center

100 Reef Rd.

Fairfield, CT 06430-5919

203-254-4888 fax 203-254-4887

- **AAG** – Association of Attorneys General

APCO Liaison: Robert Gurrss

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ITS America

Paul Eireinhofer

Bergen County Comms.

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APCO
International
Project
Series

Project 25 Phase II Steering Committee

Board oversight: Second Vice President Glen Nash

Co CHAIR/PROJECT DIRECTOR:

Craig M. Jorgensen
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CO CHAIR:

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Project 31 Committee

Board Oversight: President Elect Joe Hanna

APCO:

Joe Hanna, Chair
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Woody Glover

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9-1-1 Emergency Network
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NENA:

Thera Bradshaw

Regional 9-1-1 Emergency Services
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William Stanton

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804-237-2044

Gary Jones

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Project 35 Committee

Board oversight: First Vice President Lyle Gallagher

CHAIR:

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APCO
International
Advisory
Committees

APCO AFC Advisory Committee

The committee will elect its own chair to conduct business. The Board of Officers' projected goals and objectives for the committee during this year are:

To monitor implementation of the AFC's new coordination software and recommend changes or modifications as considered appropriate to enhance the system's effectiveness, efficiency and operability.

To represent the interests and needs of the volunteer corps of local advisors and assist staff in ensuring such needs are met to the extent permitted;

To assist the Regulatory Review and other Standing committees as may be requested on spectrum management and other related issues; and

To strive towards establishing and maintaining a good working partnership and formal relationships with other fellow coordinators; AASHTO, FCCA, IMSA, and PSCC.

STAFF LIAISON: Cheryl Harrer

Chair

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APCO Institute Advisory Committee

The Committee consists of a representative from each of the four (4) US Regions and one (1) representative from the Canadian Region, each of whom is typically appointed for a two (2) year term. The terms are staggered so that only half the Committee membership expires at any one time. The Committee elects its own Chair. Its primary duties and responsibilities are to advise the Board of Officers with respect to the courses and programs offered by the APCO Institute. Specific efforts to be pursued this next year include, but are not limited to:

Providing input and assisting staff and such other Standing Committees as may be appropriate in the development of a communications Dispatcher and Supervisor Certification Program; and

Monitoring and providing feedback to staff and the Board of Officers on the adequacy of Institute services in meeting member needs both current and future, and recommending changes and additions as deemed appropriate.

STAFF LIAISON: Jim Hilliard

Chair

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ZADOROZNY, MICHIE - OPERATOR
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Technical Assistance Program Advisory Committee

The Technical Assistance Advisory Committee (TAP Adcomm) consists of five (5) members appointed by the President, with representation from each of the four (4) US Regions and the Canada Region. The duties and responsibilities of the committee shall be as outlined in the Technical Assistance Program (TAP) Plan of Operation approved by the Board of Officers, and include, but are not limited to the following:

- Develop standards for the selection of Subject Matter Experts (SMEs).
- Review and accept SME.
- Develop and conduct a training program for new SME.
- Develop basic standards to measure effectiveness and efficiency of SME.
- Develop and revise APCO TAP protocols, report formats, and forms.
- Assign a TAP Team and designate a Team Leader for consulting projects.
- Review and edit operations assessment reports of the agencies produced by the TAP team.

STAFF LIAISON: Yucel Ors

Chair

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