

Associated Public-Safety Communications Officers, Inc.

4/2/79

It's a privilege to belong to A P C O

PRESIDENT

NATHAN D. McCLURE, III
WINNEBAGO COUNTY E. S. & D. AGENCY
COURTHOUSE, 420 W. STATE STREET
ROCKFORD, ILLINOIS 61101

PRESIDENT-ELECT

SANFORD H. SMITH
DRAWER W-2
CITY OF GREENSBORO
GREENSBORO, NORTH CAROLINA 27402

FIRST VICE-PRESIDENT

HENRY L. CRUTCHER
TELECOMMUNICATIONS SYSTEMS MANAGER
POST OFFICE BOX 2390
SACRAMENTO, CALIFORNIA 95811

ERNEST J. LANDREVILLE

EXECUTIVE DIRECTOR

POST OFFICE BOX 669
NEW SMYRNA BEACH, FLORIDA 32069
904-427-3461
904-428-8700

SECOND VICE-PRESIDENT

RUSSELL V. ROBINSON

1300 BEAUBIEN STREET
DETROIT, MICHIGAN 48226

1979 NATIONAL CONFERENCE CHAIRMAN

JOHN WEBB, JR.

STATE EMERGENCY SERVICES
POST OFFICE BOX 9577
SACRAMENTO, CALIFORNIA 95923

1980 NATIONAL CONFERENCE CHAIRMAN

JOHN E. SIMMONS

313 NORTH 9th STREET
PHOENIX, ARIZONA 85006

March 29, 1979

TO: Board of Officers

FROM: *EL* Executive Director

SUBJECT: Board of Officers Meeting -
Eight Annual North Central Regional Conference
April 23-25, 1979

Enclosed is program information concerning captioned conference. The proposed schedule of Board events is as follows:

SUNDAY, APRIL 22

- (1) Board members and staff arrive Howard Johnson's Motor Lodge, 2610 N. Glenstone (Bus. U.S. 65 at I-44), Springfield, Missouri. Board members should advise Conference Chairman Randall (Randy) Wicks, Springfield Missouri Police Department, 321 East Chestnut Expressway, Springfield, Missouri 68502, phone: 417/862-2222 of flight arrival and departure times and motel room accommodations if other than a single room is required, with a copy of the letter to the National Office. If arrival time is after 6 p.m., please notify hotel of need for late arrival guarantee.
- (2) Transportation from the airport will be provided by the Conference Chairman.
- (3) Meeting space will be available Sunday, and pending agreement by Board members on arrival, a brief meeting can be held Sunday evening. National Office staff are scheduled to arrive at 3:15 p.m. via Ozark Airlines.
- (4) Board members may pick up registrations 1800 - 2000.

MONDAY, APRIL 23

- (1) 0800 Opening Breakfast
- (2) 1000 Exhibits Opening
- (3) 1030 Board of Officers Meeting
- (4) 1300 National Officers Reports on Program
- (5) 1400 Board of Officers Meeting

TUESDAY, APRIL 24

- (1) 0700 President and Secretaries Breakfast
- (2) 0900 State Frequency Coordinators Workshop
- (3) 0915 Federal Funding Programs
- (4) 1900 Banquet

WEDNESDAY, APRIL 25

- (1) Departure after 1200 as transportation is available.
- (2) Conference closes 1200.

GENERAL INFORMATION

- (1) The Conference Chairman will be asked to arrange pre-registration for Board members and staff. Single rooms will be requested for all, except 2nd Vice President Robinson who has asked for a double room.
- (2) No Project related meetings have been scheduled for this event. All travel reimbursement requests should be submitted on the APCO (Reynolds & Reynolds) form only. A blank form is enclosed for your use.

Enclosure

cc: Mr. Randall Wicks
Mr. Donal Kavanagh

BOARD OF OFFICERS MEETING

March 20-21, 1979

Red Lion Motor Inn

Jantzen Beach
Portland, Oregon

Tuesday, March 20, 1979

1) Meeting called to order by President-Elect Sanford H. Smith at 1400.

2) In attendance were:

President-Elect Sanford H. Smith
1st Vice President Henry L. Crutcher
2nd Vice President Russell V. Robinson

Also present were:

Executive Director Ernest J. Landreville
Director of Projects Donald D. Kavanagh

3) No other visitors or guests were present.

4) The proposed agenda was approved as distributed.

5) Minutes of the December 17-21, 1978 meeting at New Smyrna Beach, Florida were approved with the substitution of the word "five" in place of the word "three" as the last word in the second last line of page one.

6) Officers reports on national committees under their supervision were waived since they had been orally presented to the Conference quorum.

7) Director of Projects Kavanagh reported that Project 16-A has been completed on schedule and within budget. The Final Report has been mailed to the LEAA and other participating agencies. He stated that a grant application for Project 16-B to develop implementation plans for the participating cities has been submitted to the LEAA. Mr. Kavanagh then provided the Board with a brief review of the activity to be undertaken during 16-B if the grant request is approved.

With respect to APCO's Technical Assistance Program, Project 17, Mr. Kavanagh advised that the project Ad Hoc Review Committee, Chaired by Mr. Jerry Campbell was meeting in another room at this time with Project Engineer Bruce Karr of the National Office.

Mr. Kavanagh described the substantial number of successful assistance activities performed under the auspices of P-17, and pointed out the need to provide full time national office supervisory attention to this important effort. As a result, the Board approved extending Mr. Bruce Karr's employment contract for the duration of the existing Project 17 grant at the salary level identified in the Project 16-B grant application. This salary rate is to become effective April 1, 1979.

RECEIVED
6-4-79

June 1, 1979

INSTRUCTIONS

Remove the following pages

10.5

10.8

10.11 *didn't find 10.11*

Insert the attached pages

10.5

10.8

10.11

Office Manager Continued

RELATIONSHIPS:

- 1) He is a member of the National Office Staff.
- 2) He is directly responsible to the Executive Director in matters of policy and direction.
- 3) He supervises the clerical employees in those matters related to his administrative duties and responsibilities.

MINIMUM QUALIFICATIONS AND SKILLS:

High school education required. Junior or business or better college degree preferred, or the equivalency as a high school graduate with five continuous years of recent satisfactory progressively responsible secretarial and related experience with the following skills listed in order of priority:

- 1) Typing ability sufficient to prepare financial documents, such as statements and checks. (25)
- 2) Ability to draft/compose correspondence, forms, etc. from brief verbal instructions as opposed to dictation. (20)
- 3) Experience in accounting procedures
- 4) Alphabetical and cross-reference filing ability. (15)
- 5) Responsible for maintenance of all National Office records including time-and-attendance, and inventory of equipment, supplies and publications. (15)
- 6) Experience in use of office machines; copier, mimeo, dictaphone, etc. (5)
- 7) Good voice on telephone. (5)

NOTE: This job position currently combined with that of Comptroller.

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March 30, 1979

Mr. Gaines O. Boone
President, South Carolina
Chapter of APCO
RTE #1
Irmo, SC 29063

Dear Gaines:

At the March 20-21, 1979 Board of Officers meeting, the South Carolina petition for charter was approved. Due to flood conditions in Illinois, President McClure was unable to attend the Board meeting to sign your charter. One has been sent to him for signature, and upon its return we will have it prepared for presentation to your fine group.

The Board thought it might be appropriate to present the charter to a group of South Carolina representatives at the East Coast Regional Conference in Williamsburg, VA May 7-10, 1979. If it is possible for you or other chapter officers to attend the conference which will be held at the Williamsburg Hilton Inn, 1600 Richmond Road, Williamsburg, VA 23185, please let me know and I will arrange a time and place for the brief ceremony.

WELCOME TO APCO, Gaines. We all feel your chapter will be a valuable asset to our Association.

Sincerely,



Ernest J. Landreville

EJL/hh

cc: Chapter Secretary
Board of Officers

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March 30, 1979

Lt. Martin G. Ficke
Chairman, APCO Operating
Procedures Committee
New Jersey State Police
P. O. Box 7068
West Trenton, NJ 08625

Dear Marty:

Enclosed is a copy of my February 14 memorandum approved by the Board at their March 20-21, 1979 meeting. Also enclosed is a copy of a February 7, 1979 letter from Mr. George N. Dorland, Building Administrator of Rockford-Winnebago County, Illinois, and my response to him concerning a proposed communications survey.

The Board asks that your Operating Procedures Committee analyze the request, and make recommendations as to its merits. If you feel such a survey is appropriate, please review the suggested questions for their merit and delete or add as you deem appropriate.

The committee's recommendations are needed by July 15, 1979 to be considered by the Board at the National Conference in Sacramento this year, August 6-9.

Best personal wishes,


Ernest J. Landreville

EJL/hh

Enclosure

cc: Board of Officers