

Associated Public-Safety Communications Officers, Inc.

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

J. RHETT McMILLIAN, JR., Executive Director

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19 April 1977

SECOND VICE-PRESIDENT

SANFORD H. SMITH

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CITY OF GREENSBORO
GREENSBORO, NORTH CAROLINA 27402

1977 NATIONAL CONFERENCE CHAIRMAN

WILLIAM L. MILLER

POLICE DEPARTMENT
1121 S. STATE STREET
CHICAGO, ILLINOIS 60605

1978 NATIONAL CONFERENCE CHAIRMAN

RUSSELL V. ROBINSON

8832 STEEL
DETROIT, MICHIGAN 48228

PRESIDENT
ALAN L. ARMITAGE

HUNTERDON CNTY. COMMUNICATIONS SYST.
ADMINISTRATION BUILDING, MAIN STREET
FLEMINGTON, NEW JERSEY 08822

PRESIDENT - ELECT
JERRY CAMPBELL

COUNTY COMMUNICATIONS DEPT.
104 WEST 4TH STREET
SAN BERNARDINO, CALIFORNIA 92415

FIRST VICE-PRESIDENT

NATHAN D. McCLURE, III

WINNEBAGO COUNTY, E. S. & D. AGENCY
COURTHOUSE, 402 W. STATE STREET
ROCKFORD, ILLINOIS 61101

TO: Executive Committee, Chapter Presidents and Secretaries
FROM: Executive Director *ARM*
SUBJECT: Minutes of March 14-16, 1977 Board of Officers Meeting

Please find attached a copy of subject Board report.

It is suggested that you read the minutes carefully and mark those you feel will be of interest to your Chapter members at the time of your next Chapter meeting.

Please let us know if you desire additional information on any of the agenda items.

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1 April 1977

BOARD OF OFFICERS MEETING

March 14-16, 1977

Salt Lake City, Utah

Monday, March 14

- 1) Meeting called to order by President Armitage at 0900, March 14, 1977.
- 2) All Board members present. Also present were Executive Director McMillian and Assistant Executive Director Landreville.
- 3) No guests or other visitors present.
- 4) Additional items were added to the agenda by Executive Director McMillian. The agenda was approved with the changes.
- 5) The minutes of the last meeting of the Board were approved as distributed.
- 6) Regulatory matters were discussed by Executive Director McMillian.
 - a) The proposed consolidation of Parts 89, 91 and 93 into a single Part 90 demands a careful review by APCO of those sections pertaining to public safety. In addition to a mere rearrangement of existing regulations, the Commission has stated that there will be changes of a "minor substantive" nature. Omissions and changes either knowingly or unknowingly have been made by the Commission in the draft copy of Part 90.
 - b) In regard to the Communications Reform Act of 1977, the Executive Director said he had forwarded a letter to Stephen Blackwell of OTP on 31 January 1977, commenting on the possibility of adding to the language of the new Act the words "public safety". This is the best

that could be hoped for. Mr. McMillian asked for guidance as to other tactics which could be used besides working with OTP, i.e., could the matter be taken up directly with Congress. President-Elect Campbell mentioned that the CPRA ad hoc committee plans to arrange a meeting with Congressman Lionel Van Deerlin and that the matter is an item which could be covered during the meeting. The National APCO office was tasked to obtain the names of members of the Congressional Committee working on the Communications Reform Act.

7) Lunch (deferred)

8) The Executive Director reported on LMCC/PSCC matters. He described the results of the LMCC action on two resolutions concerning the by-laws. Both resolutions as proposed by APCO had previously been unanimously approved by the PSCC. When presented at the LMCC, the advocacy resolution was adopted but the membership resolution was not, the result being that there was no change in the rules in this regard and the status quo was preserved. This prevented adoption by the LMCC of a proposal that would have placed membership decisions in the hands of the membership committee instead of the decision being a matter for the entire LMCC.

The 900 MHz frequency coordination report was presented by the Executive Director. He advised that the changes recommended by APCO to the LMCC ad hoc committee were approved both by the PSCC and the majority of LMCC members; however, NARS representatives exercised their veto and the report was not approved for forwarding to the FCC. Mr. McMillian told the Board of Officers that the plan was, however, far from being finished, since SIRSA intends to file a petition before the FCC utilizing the LMCC Plan A as the basis for their proposal to effect coordination at 900 MHz. Mr. McMillian reported that the same officers were reelected in all cases in the LMCC.

The PSCC elected Executive Director McMillian of APCO Chairman of the Council for the next year.

9) Conference Matters

a) 1976 Conference - the final report has been held up due to the ill health of Conference Chairman Nick Missailidis who has promised to submit it in the very near future. President Armitage agreed to contact Missailidis to check on the status of the report.

- b) 1978 Conference - There has been no success in efforts to obtain the issuance of a commemorative stamp to coincide with the Conference. The Detroit National Conference Committee appears to be working smoothly. The meeting will be held in the new facilities of the Detroit Plaza. Rates appear to be comparable to those for 1977 and no problems are evident at present.
- c) 1981 Conference - The Hyatt-Regency and the Marriott, both in Atlanta, are competing for the APCO Conference. The Marriott has larger conference facilities but the Hyatt Regency has offered concessions which make them competitive.

The Board of Officers authorized the staff of the National Office to proceed and make the final decision and then advise them of the results.

- d) 1977 Conference - There are 107 booths committed at the time of this meeting. A date has been set to forward the second group of addressed envelopes, and the Conference is definitely scheduled for 22-25 August 1977. The Board held general discussion at this point as to future meetings of the Board of Officers constituted as Task Group I for Project 16. Task Group I meetings are scheduled for 5-6 May 1977 in connection with the NCRC and 18-19 August 1977 just prior to the National Conference.

In the matter of awards to be distributed at the National Conference, there was the following agreement:

- (1) Certificates of Appreciation will be mailed to all National Committee Chairmen.
- (2) A special award will be made to Project Director Kavanagh.
- (3) There will be a "Texas Chapter" type of award for President Armitage.
- (4) Plaques will be presented to co-Chairmen of the Delaware symposium, James R. Barsuglia and Norman R. Coltri.
- (5) Certificates of Appreciation are to be mailed to all members of Task Groups.

Concerning gifts to be distributed at the Conference, there was the following decision:

- (1) The President's gift was to be in the form of hand power tools. The Board of Officers approved a maximum of \$400 for this gift. The possibility of a Sears, Roebuck gift certificate in this amount was considered.
- (2) Conference Chairman Bill Miller is to receive a gift with a maximum value of \$250. National APCO staff will contact him to determine the type of gift desired.

Life membership awards to be made at the Conference to Past Presidents are for Bernard Flood and John Simmons.

The status of National Office candidates was considered. President-Elect Campbell suggested a cut-off date be established after which no nominations would be accepted in the form of an intention to file as a candidate. The concept of limiting the publication of intention of candidacy to the early part of the year and having this candidacy published in the BULLETIN is to be made part of a staff study. The policy will be discussed with the Chairman of the Nominating Committee, and any proposal will require a change in the By-Laws. After consultation with the Nominating Committee Chairman, the National Office will provide the Board of Officers with a recommendation.

In the matter of the 1982 Conference site, the Board of Officers requested that the staff contact the Texas and New Mexico Chapters to see which of the two would wish to host the Conference.

The selection of Master of Ceremonies for this year's National Conference resulted in a request by the Board that the Executive Director contact Attorney Joseph Kittner to request him to act as Master of Ceremonies.

The following agreement on formal attire for the Board of Officers was reached. Individual officers will be reimbursed up to \$80 for the purchase of a white dinner jacket. Officers may purchase at their own expense a white shirt or one with ruffles, edged in black, a black bow tie and black trousers.

The format of the Board of Officers schedule at the National Conference will be drawn up as in the past. The staff will coordinate with Conference Chairman Bill Miller, and an accounting of where to be and what to do will be provided to the Board for its assistance.

Resolutions to be published prior to the Conference were discussed. This year there are only three resolutions to be presented. No. 1 was published in the April issue of the BULLETIN. No. 2 resolves to abolish the Administrative Research Committee since it does not conform to the By-Laws. Resolution No. 3 will effect a change in the language concerning the employment of the Executive Director. The effect of the change will be to no longer require a contract in accordance with the wishes previously expressed by the Board of Officers. Publication of these resolutions was approved.

The principal speaker for the 1977 Conference has not yet been selected. This matter is to be resolved by the Executive Director. If no appropriate speaker is available, arrangements will be made to obtain a professional speaker.

- 10) Discussion of the project reports will take place at a later date after the arrival of Project Director Kavanagh. However, the Executive Director stated that Project 16 is under way and that an outline of the first five chapters has been roughed out. He explained that a meeting had been held at St. Petersburg with local public safety officials and the Florida Division of Communications who had explored the possible development of a demonstration project of the 900 MHz. Mr. McMillian observed that the Board had already been brought up-to-date on all correspondence with LEAA concerning Project 16.
- 11) The University of Delaware seminar has been proposed with a time frame in September or October of this year. The Executive Director asked what resources APCO has available to present the seminar. President Armitage suggested that Coltri and Barsuglia with the possible addition of himself and Bob Kimmel would suffice. The Board expressed its desire to proceed with the seminar and approved the approach suggested, with the possible inclusion of Project Director Kavanagh if he had the time available.
- 12) The Executive Director reported on the status of the up-dates of the constitution and by-laws of the Chapters. So far 13 of 30 have reported and been approved. President Armitage agreed to write to the remaining Chapters to encourage them to submit their draft copy to the Constitution and By-Laws Committee Chairman Chuck English. The National Office is to obtain an up-dated list of Chapters not having completed the desired action and forward it to President Armitage.
- 13) The BULLETIN status report which had been requested on a quarterly basis was discussed. President-Elect Campbell advised that he believed a quarterly report is a greater burden than can be justified. While there was some concurrence with his view, no definite agreement was reached.

A review of the options available to effect improved publishing schedules and savings in mailing and printing costs was made to the Board. Since all options for improved operation and sources for savings had not been received at the National Office, no recommended course of action was made at this meeting. The Board requested that it be furnished a chart of the work flow by date for the BULLETIN and expressed a high degree of interest in exploring uses to be made of a computerized membership list which would serve for mailing the BULLETIN and other Association management purposes. Information and ideas in this regard are to be brought to the Board's attention as well. The Board of Officers requested that the bids from other suppliers be broken down into components of printing costs, printing, typesetting, and preparation of proofs. They requested that a series of recommendations be submitted to them along with a program schedule for their implementation.

- 14) Current Committee accomplishments was the next item for discussion. The Board of Officers was advised that the Operating Procedure Committee would have a draft copy of the revised PUBLIC SAFETY COMMUNICATIONS STANDARD OPERATING PROCEDURE MANUAL ready for review by April. President Armitage suggested that the color of the cover of the revised manual be changed in order to distinguish it from old issues and as an incentive to improve sales.

This Committee is also working on a list of dispatcher training aids, but it plans to develop these without recourse to the resources of the National APCO office.

The Emergency Preparedness and Disaster Committee is developing documentation that will assist it in establishing the proof for the type of specialized communications capability required. To this end examples of instances where communications could have alleviated problems occurring in disasters are being gathered.

The Frequency Advisory Committee report was presented by Nate McClure who stated that the planned rewrite of the coordinator manual is being held in abeyance because of proposed changes in FCC regulations. This is partially due to the emergence of the new Spectrum Management Division. The revision of the PS 4 form is being finalized to incorporate additional required data.

The Engineering and Research Committee has submitted to the National Office a voluminous report which is intended to meet its objectives. The intention is to describe standards of performance for public safety telecommunications systems and for procurement specifications for equipment. The other objective of this Committee is to continue to assist the Project Director

in Project 16 and to monitor its progress.

The Commercial Advisory Committee is involved in several projects. Chairman Mal Gurian is gathering information as to hardware and software telecommunications service availability. He is also undertaking an effort to provide factual information for inclusion in RFPs and IFBs.

The Emergency Medical Service report has not as yet been received by the Board of Officers. Executive Director McMillian made an oral report.

A report on the progress of the Resolutions and By-Laws Committee was made by President-Elect Campbell. He stated that Chairman English has made considerable progress on the constitution and by-laws up-date by the Chapters.

- 15) President-Elect Campbell briefly discussed possible candidates as Chairmen of the National Committees for 1978.
 - a) None will be needed for the Administrative Research Committee since it is intended that this group be disbanded.
 - b) Activity and Membership Committee - This Committee could be tasked with the setting of a figure for a percentage of increase in Chapter memberships. The National Committee could then follow the performance of various Chapters in this regard. It was suggested that a figure of 15% increase per Chapter per year would not be unrealistic.
 - c) Nominating Committee - President Armitage
 - d) Telecommunications Committee - the Executive Director suggested that a careful review be made of the goals and objectives of this group to see if it could be used for other purposes.

- j) Historical Committee - C. E. "Ducky" Dengler.
The Executive Director agreed to contact this Committee with regard to making arrangements to preserve items of historical interest to the Association.

In response to a question from President-Elect Cambell as to the date for having selected Chairmen of the National Committees, Executive Director McMillian stated that August 1st would be the latest possible date.

- 16) Discussion deferred.
- 17) The Executive Director requested comments from the Board of Officers on the documents he had presented to them on the subject of goals and objectives of APCO. He added that depending upon what the President-Elect wishes, the National Office should prepare to include it in the budget which will be presented in August. He asked the Board to discuss the amount of money that could be committed to the selected objectives and which specific objective should be targeted. It was the consensus of the Board of Officers that the one leading priority should be "Chapter building", with the aim towards the goal of one Chapter in each State. It was suggested that three or four States be chosen for concentrated efforts in this regard during the forthcoming year.
- 18) Ambulance use of 155.545 MHz was not discussed since the report of the Emergency Medical Service Committee had as yet not been received. This matter requires close monitoring. A letter has been drafted asking Canada's cooperation on American use of the emergency channel. APCO will encourage discussion on this subject at the National Conference, particularly with regard to ambulance use of this National emergency channel.
- 19) OTP/DOC matters - the Executive Director stated that it had been made clear to OTP that APCO speaks only for the public safety users but cooperates with other DOC type services. He stated that this had been documented in a letter dated 15 February 1977.
- 20) The matter of resolutions was discussed under Item 9.

- 21) There was no discussion at this time on the "not-for-profit corporation" concept that had previously been documented to the Board of Officers. The "not-for-profit corporation" is a good concept which will require the development of the specifics as to the sort of corporate charter that will need to be drawn. The staff was to continue to study this matter.
- 22) New travel policies agreed to by the Board have been written. The new revisions are to be mailed to the Board of Officers from the National office.
- 23) This item was on the agenda to reflect that the new Management Factors Incorporated agreement with Donal D. Kavanagh for 1977 had been forwarded to the Board previously.

Tuesday, 15 March 1977

Members of the Board, the Executive Director and the Assistant Executive Director were present.

Subjects scheduled for discussion were:

1. a paper on coordination procedures;
2. the new Part 90 of the FCC Rules; and
3. the proposed Notice of Inquiry on spectrum management.

The Board of Officers reviewed a consolidated proposal looking into the aspects of frequency coordination in light of the spectrum management procedures being developed by the FCC. Upon completion of review of the document, general discussion was held as to whether APCO should proceed towards assuming the role of sole source coordinating body for public safety.

There was also a review of the series of questions that could be posed to the Association membership concerning the workload and resources necessary to effect radio frequency coordination. It was pointed out that the FCC is seeking a public safety coordinating entity and that the first acceptable applicant for that role will probably be selected by the Commission. It was the consensus of the Board that the staff should go forward planning that APCO be the coordinator and develop the means and organization to carry it out. The Executive Director asked for and received approval from the Board to place his questionnaire on coordinator responsibilities on the floor of the Conference to gather the results.

The second item for discussion on the new Part 90 revealed that APCO's attorneys had advised that the FCC was discontinuing a study group of this subject and was pressing for all comments to be received promptly in order to issue the Docket by May 15, 1977. To facilitate land mobile users comments being received in time, Jim Cooke in our attorneys' office was to receive comments prior to April 9, 1977 from the National Office as well as from coordinating groups within the Association. These comments would be forwarded to Mike Meehan of the LMCC for inclusion in the package being given to the Commission.

At this point Project Director Donal D. Kavanagh joined the meeting.

On the subject of the proposed Notice of Inquiry relative to spectrum management, a lengthy discussion took place. It was pointed out that planning was mentioned in several paragraphs in the Notice and that the issuance of the Notice will open the door for public safety to call attention to its unique character as a land mobile communications user. Project Director Kavanagh was requested to reduce to writing his observations relative to the salient points affecting APCO

Board of Officers Meeting
14 March 1977
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contained in the spectrum management notice, and with the assistance of the Assistant Executive Director he was to draft comments from the National Office to be forwarded to APCO's attorneys relative to APCO's observations on the language in the new Part 90 of the Rules. These comments were to be of a general nature and were to speak to:

- 1) provisions for recognition of public safety plans;
- 2) considerations of lessening distinction between the immediacy requirements of public safety vs public service operations;
- 3) recognition that concepts and procedures developed in the new spectrum management division should be taken into account and incorporated in this new part of the Rules.

Wednesday, 16 March 1977

Members of the Board, Executive Director, Assistant Executive Director, Project Director, and Mr. Charles Higginbotham of the FCC were present.

The subject for discussion was background material and scheduling problems for the Task Group meetings during the forthcoming year. Project Director Kavanagh reviewed the outline of the various chapters in Project 16, pointing out that there would be a symposium at each Regional Conference with key members of APCO participating in the Task Force.

There was general discussion on the subject of spectrum management, changes in the role of the coordinator and the Commission as proposed in the draft Notice of Inquiry on the subject. It was pointed out that coordinators have the requirements for effective records, prepublication of Intention to Apply for a frequency and post-publication to show that a license was either issued or denied.

The problems remaining before APCO to be included in any process for frequency coordination demand the definition of a valid channel loading criteria for public safety systems and a recognition of the lengthy funding cycles which are inherent in any tax supported communications planning effort.

President Armitage adjourned the meeting at 1700 hours.