

Associated Public-Safety Communications Officers, Inc.

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PRESIDENT

ALAN L. ARMITAGE

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

PRESIDENT-ELECT

JERRY CAMPBELL

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SAN BERNARDINO, CALIFORNIA 92415

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SECOND VICE-PRESIDENT

SANFORD H. SMITH

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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

3832 STEEL

DETROIT, MICHIGAN 48225

M E M O

DATE: 4 April 1977
TO: Board of Officers
FROM: Executive Director
by Assistant Executive Director *EMA*
SUBJECT: Board of Officers meeting March 14-16, 1977

In connection with the above captioned meeting, the following material is enclosed:

- 1) Agenda as amended for the Board meeting;
- 2) Minutes of the Board of Officers meeting March 14-16, 1977;
- 3) Board meeting task assignments.

The enclosed material is respectfully furnished for comments and approval by the Board of Officers. Comments are specifically requested on Item 21 of the Minutes in order to clarify the meaning of the statement that Chuck English and Claude Davis should be presented honorary awards.

It is believed that all other items and tasks are self-explanatory.

Enclosures

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DETROIT, MICHIGAN 48828

February 10, 1977

BOARD OF OFFICERS MEETING

March 14, 1977

Hotel Utah

Salt Lake City, Utah

AGENDA

- 1) 0900 Call to order - President Armitage
- 2) 0905 Roll Call
- 3) 0910 Introduction of visitors and guests
- 4) 0915 Agenda changes; approval
- 5) 0930 Approve minutes of last meeting as previously distributed - subsequent assignment accomplishments.
- 6) 1000 Regulatory matters - McMillian
 - a) Actions taken on proposed new part 90 of Commission Rules
 - b) Actions taken on Communications reform Act of 1977 issue
 - c) Proposed 2nd notice of spectrum management rule making
 - d) VHF splinter frequencies - (alarms) - matter
 - e) Disposition of concerns relating to system planning - LA - FCC planning position
 - f) Other

BOARD OF OFFICERS MEETING AGENDA

Page 2

February 10, 1977

- 7) 1200 Lunch
- 8) 1330 Report on LMCC/PSCC matters - McMillian
 - a) Advocacy resolution result
 - b) Membership resolution result
 - c) Action taken on 900 MHz frequency coordination report
 - d) Outcome of election of officers
 - e) Other
 - f) Discuss meaningfulness of these matters to APCO
- 9) 1530 Report on Conferences - McMillian
 - a) 1976 Conference - final report
 - b) 1978 Conference Report
 - c) 1981 Conference Report
 - d) 1977 Conference Report;
 - (1) Decide on number and types of awards to be given
 - (2) Decide on Life Member awards
 - (3) Discuss implications surrounding candidates for National office
 - (4) Selection of Master of Ceremonies
 - (5) Formal attire - acquisitions
 - (6) Decide format of Officer's Schedule
 - (7) Resolutions
 - (8) Other
- 1700 Recess

March

- 10) Project Reports
- 11) Report on status of University of Delaware seminar project
- 12) Report on status of Chapter C and B updates
- 13) BULLETIN status report - decision on "quarterly" reports
- 14) Reports on current committee accomplishments
- 15) New committee selections - assignments
- 16) Other business

ITEMS ADDED AT THE MEETING

- 17) Goals and Objectives
- 18) Ambulance Use of 155.545 MHz
- 19) OTP/DOC Matters
- 20) Resolutions
- 21) Life Memberships
- 22) Not for Profit Corporation
- 23) Approve new Travel Policy
- 24) Approve Management Factors Agreement

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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.

Board of Officers Meeting
14 March 1977
Page 3

- 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. He also proposed that no nominations be accepted from the floor at the National Conference. The last proposal was objected to on the grounds that this might prevent the membership from electing a highly qualified individual at the time of the National Conference. 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 aural 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) Resolutions and By-Laws Committee - Chuck English.
 - c) Activity and Membership Committee - Joe Trowbridge.
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.
 - d) Nominating Committee - President Armitage.
 - e) Emergency Medical Services Committee - no choice has yet been made.
 - f) Engineering and Research Committee - Phil Byrd or Gary Gray.
 - g) Frequency Advisory Committee - Wes Chupp
 - h) Regulatory and Dockets Committee - possibly Gary Gray, with the possibility that Bernard Flood could be induced to accept this post.
 - i) Telecommunications Committee - the Executive Director suggested that a careful review be made of the goals and objectives of this group to see if its continued existence is warranted.

- j) Operating Procedures Committee - Lt. Martin Ficke.
- k) 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) Honorary memberships are to be presented to Chuck English and C. Davis.

Board of Officers Meeting
14 March 1977
Page 9

- 22) 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.
- 23) 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.
- 24) 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.

Board of Officers Meeting
14 March 1976
Page 10

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

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.

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31 March 1977

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8832 STEEL
DETROIT, MICHIGAN 48228

TO: Board of Officers
FROM: Executive Director
SUBJECT: Board Meeting Task Assignments

The March Board meeting resulted in an unusual number of task assignments. The Minutes of this meeting are being drafted. However, the importance of the subject assignments has promoted me to extract them from the rough meeting notes for separate submission for Board members.

1. The National Office is to obtain the names of members of the Congressional Committee working on the Communications Reform Act of 1977, furnish them to the Board of Officers to determine how best to contact them to promote APCO's interests.
2. President Armitage is to contact the 1976 National Conference Chairman concerning status of the final Conference report.
3. The National Office is to make final decision on site for the 1981 National Conference.
4. The National Office is to contact Bill Miller, 1977 Conference Chairman, as to type of gift desired. Value of the gift is not to exceed \$250.
5. The National Office is to prepare a staff study of limiting candidates for National Office to those who file and have published in the BULLETIN by the May issue their intentions. Recommendations of the staff are to be provided to the Board after consultation with the Chairman of the Nominating Committee.
6. The National Office is to contact the Texas and New Mexico Chapters to see which would be willing to host the 1982 Conference.
7. The National Office is to contact Attorney Kittner to request him to act as Master of Ceremonies at the 1977 National Conference.

TO: Board of Officers
31 March 1977
Page 2

8. The National Office will coordinate with Bill Miller and draw up a personal schedule for each National Officer during the Conference. This will describe who, what, where and when for each Officer.
9. The National Office will publish the two remaining resolutions for the year, in the May BULLETIN, namely, #2 - abolish the Administrative Research Committee and #3 - change the language of the Constitution and By-Laws relative to a contract for employment of the Executive Director.
10. The National Office will propose a change in the Board of Officers Policy Manual, Section 4, Page 119a, Section 2, The 1st paragraph needs to be rewritten relative to a performance bond or writers' contract.
11. The Executive Director is to discuss participation of Project Director Kavanagh in the Delaware symposium with him.
12. President Armitage will write to Chapters which have not yet submitted their up-dated constitution and by-laws. A list for this purpose will be obtained from Chuck English by the National Office and forwarded to President Armitage.
13. The Board of Officers is to be furnished with a series of recommendations for improvement of the BULLETIN along with a schedule for their implementation.
14. The National Office will check to see about change in color of cover of PUBLIC SAFETY COMMUNICATIONS STANDARD OPERATING PROCEDURE MANUAL.
15. The National Office will review goals and objectives of the Telecommunications Committee to see if its continued existence is warranted.
16. The Executive Director will contact the Historical Committee with regard to arrangements for preservation of historical items of interest.
17. The Executive Director is to budget for Chapter building effort in specific States. Three or four States can be selected and proposed for the forthcoming year.
18. The Executive Director will work with Chuck English on honorary memberships for English, C. Davis and McMillian.
19. The National Office will mail Board of Officers the revised pages on travel policy.

T0: Board of Officers
31 March 1977
Page 3

20. The National Office staff will proceed with plans directed towards having APCO serve as the coordinating body for public safety before the FCC.
21. The Executive Director, after a redraft, will place his questionnaire on the workload and responsibilities of public safety coordinators on the floor of the Conference to gather the necessary information on this subject.
22. Project Director Kavanagh and the Assistant Executive Director will forward National Office comments reflecting the views of the Board to Jim Cooke on the proposed consolidation of the Rules in Part 90.
23. Project Director Kavanagh will reduce to writing his observations on the salient points in the spectrum management notice for review by the Board of Officers.
24. The Executive Director will advise Henry C. Hall and Felix Atwell they are not eligible for Life Membership awards.

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PRESIDENT
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CHICAGO, ILLINOIS 60605
1978 NATIONAL CONFERENCE CHAIRMAN
RUSSELL V. ROBINSON
8832 STEEL
DETROIT, MICHIGAN 48828

April 4, 1977

Mr. John B. Hawkins
President, Florida Chapter of APCO
1708 High Ridge Road
Lake Worth, FLA 33460

Dear John:

I am in receipt of a bid for the 1982 APCO National Conference from several ranking officials of the City of Miami Beach. According to the letter from the Miami Beach Tourist Development Authority, Ralph Day of the Florida Chapter has been active in soliciting these arrangements.

I am pleased to know of this interest in hosting a National Conference. In order that the bid be complete, it will be necessary for you, as the top official of the Florida Chapter to write me a letter advising me that the City of Miami Beach bid is approved by your Chapter. It will also be necessary for you to name the person who will act as the Conference Committee Chairman, whom, I assume, will be Ralph Day.

Upon receipt of such a letter from you, I will forward your conference bid on to the National Conference Site Committee for its evaluation and subsequent action.

Thank you for your interest. I look forward to hearing from you in the immediate future.

Kind personal regards,


J. Rhett McMillian, Jr.
Executive Director

JRM/hh

cc: Mr. Day
Board of Officers

Associated Public-Safety Communications Officers, Inc.

RECEIVED
4/6/77

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

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DETROIT, MICHIGAN 48228

April 4, 1977

Mr. Henry L. Crutcher
Secretary-Treasurer
Northern California Chapter
3208 Northwood Road
Sacramento, CA 95821

Dear Henry:

Thank you for your letter of February 2, 1977 regarding the idea of dues collection at the National level.

I can understand the reaction to the concept. However, I am confident that, in time, a methodology can be worked out wherein this office can issue dues notices and make collections in a manner that will be beneficial to everyone.

As you know, as I look out over the whole Association, I see many deficiencies in the most important Chapter office - that of the Secretary/Treasurer. This has never pertained to the NAPCO Chapter. If all secretarial duties were handled as they are in NAPCO I would never have written the objective.

Since I can't control abilities and elections in the several Chapters, I must look for other solutions to a problem that is basic to the Association - increased membership. We are losing too many members because of absent or late dues billings, lack of follow-up on defunct members, and prompt action by Chapter secretaries (when the BULLETIN doesn't arrive on time because dues are held up at the Chapter level, we lose a member for the following year).

I want to work with the Chapters to work out the solution. I would like to see NAPCO set an objective for itself that would provide me with ideas in this matter.

Can do?

Enjoyed seeing you and your countess in Salt Lake City.

Kind personal regards,


J. Rhett McMillian, Jr.
Executive Director

cc: Board of Officers