

Board of Officers

Associated Public-Safety Communications Officers, Inc.

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

PRESIDENT
FRANK J. DEVINE
NEW YORK POLICE DEPT.
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J. RHETT McMILLIAN, JR., Executive Secretary

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SECOND VICE-PRESIDENT
NATHAN D. McCLURE, III
WINNEBAGO COUNTY CIVIL DEFENSE
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ROCKFORD, ILLINOIS 61101

PRESIDENT-ELECT
ALAN L. ARMITAGE
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1976 NATIONAL CONFERENCE CHAIRMAN
LT. N. S. MISSAILIDIS
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FIRST VICE-PRESIDENT

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

October 16, 1975

1977 NATIONAL CONFERENCE CHAIRMAN
WILLIAM L. MILLER
POLICE DEPARTMENT
1121 S. STATE STREET
CHICAGO, ILLINOIS 60605

TO: The Board of Officers, Counsel Kittner
FROM: The Executive Secretary *JRM*
SUBJECT: Minutes of the October Board
of Officers Meeting

Attached please find copy of subject minutes.

Unless otherwise notified by November 3, 1975, these minutes will be distributed to the Executive Committee and Chapter Presidents and Secretaries as herein submitted.

BOARD OF OFFICERS MEETING

Islander Beach Lodge

New Smyrna Beach, Florida

October 6, 1975

Meeting called to order by President Frank Devine at 0700. All members of Board present. Also present were Executive Secretary McMillian and Counsel Kittner.

Minutes of the 1975 Annual Conference were reviewed and approved.

Next meeting of the Board will be January 12 - 15, 1976 in New Smyrna Beach, Florida. Officers will travel on January 11, and January 15, 1976.

McMillian was instructed to continue to evaluate costs of liability insurance for members of the Executive Committee and national office employees.

Progress with the Communications Leadership Skills program was approved. Second lot of 50 programs have been purchased. Expect over 100 programs to be sold by the first of January, 1976. Discounts for programs are 5% for lots of 5 through 9 programs, 10% for lots 10 through 14 programs, and 15% for lots of 15 or more programs.

The Board agreed to accept Management Factors as the source for personal services in future projects provided, the method of accounting is approved by the Association's CPA, no impact is made on current project funding and accounting arrangements, and Donal Kanvanagh's services are made available to the Association.

The Board studied the current contract between McMillian and the Association and agreed that certain terms needed clarifying. The Board will poll the Executive Committee for this purpose, particularly in view of salary schedules and the possibility of varying the amount of workloads on national office job positions.

The Board reviewed Mr. William Miller's recommendations for the 1977 Annual Conference hotel property. Mr. Miller's present preference is the Conrad Hilton. He will make further investigation in the matter and advise the Board of his final choice.

Annual leave policy for national office personnel was reviewed and amended. Copy of revised policy is attached to these minutes.

The final report of the 1975 Conference Committee is expected before January 1, 1976.

The 1976 Annual Conference Committee has selected August 2 - 5, 1976 as its meeting dates. The Americana Hotel has been selected as the host property.

Meeting adjourned at 0900.

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POLICE DEPARTMENT
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CHICAGO, ILLINOIS 60605

October 15, 1975

TO: National Office Personnel
FROM: The Executive Secretary *JRM*
SUBJECT: Employee Benefits; Holiday and
Overtime Policy

Paid holidays observed by this office are those observed by the Federal Government: 1) New Years; 2) Washington's Birthday; 3) Memorial Day; 4) Independence Day; 5) Labor Day; 6) Columbus' Birthday; 7) Veteran's Day; 8) Thanksgiving Day; 9) Christmas Day.

Holiday time off is compulsory unless the employee otherwise agrees to work during such time by request of office management. In such event, compensatory time off for such added work will be taken at a mutually agreeable date within 30 calendar days of the date of the worked holiday or before December 31st, whichever occurs first.

Overtime is not compulsory but may be made by agreement upon request of office management. In such event, compensatory time off for such added work will be taken at a mutually agreeable date within 30 days of the date of the overtime work or before December 31st, whichever occurs first.

Holiday time, and overtime, are not accruable and therefore not subject to compensation.

cc: Board of Officers

BOARD OF OFFICERS MEETING

Islander Beach Lodge

New Smyrna Beach, Florida

October 7, 1975

Board convened at 0700. All members present. McMillian present. Counsel Kittner returned to Washington, D. C.

The Board agreed with the Executive Secretary's letter to the Public Safety Communications Council which stated that certain national surveys proposed by WARC committees are not feasible.

Second Vice President McClure was appointed to work with Henry Boccella in his dedicated effort to meet reporting deadlines in the Emergency Preparedness and Disaster Committee objectives.

It was agreed that the Executive Committee and the Presidents and Secretary's manuals should be combined into one new manual. This work will start as soon as possible. President Devine is to send McMillian a current GBS binding catalog.

For the record, the Board approved as amended the final reports of Project Thirteen that had been reviewed on October 6, 1975. The reports will be presented to the LEAA during the first week in November, 1975. Members of the task groups, and the APCO chapters, will be included among those receiving complimentary sets of these reports.

McMillian was directed to respond to a report made by Mr. Wes Chupp, Chairman of the Frequency Advisory Committee.

McMillian was directed to continue his workup of Regional Conference language to be included in the ByLaws. He will work with Resolutions and ByLaws Committee Chairman Charles English in this matter.

McMillian was directed to circulate a National Conference of State Criminal Justice Planning Administrators Resolution, which proposes that the Department of Justice not continue along its present course of requiring dedicated computers for handling security sensitive information, to the Telecommunications Committee for evaluation.

McMillian was directed to contact REACT and ALERT headquarters in an effort to determine the extent of CB band use made by public safety agencies.

Don Kavanagh, Project 13 Director, arrived and made a report on the P-13 add-on that had been sent to the LEAA. No word has yet been received from LEAA in this matter, but it is believed proceeding on processing schedule. If accepted, the add-on information will be released in a near future issue of the BULLETIN.

The Executive Secretary was authorized to continue to work with Chairman English of the Resolutions and ByLaws Committee in the preparation of resolutions proposed to be presented in 1976. The proposals include clarifying election of officers procedures, facilitating the determination of a Conference Quorum, determining the qualification for applicants for Life Membership, change office of the Executive Secretary to the Office of the Executive Director, include chapter responsibilities and regional conferences.

The Board approved increase in selling price of APCO manuals. These prices have not been increased significantly for several years, and at present levels of cost the manuals cash flow figures may run in the red during this fiscal year.

A new order, the Twelfth Edition, for the Operator Manual was approved by the Board.

Senate Bill S. 2343 was discussed. This bill proposes to increase FCC forfeitures and lengthen the time permitted between the time of the rule violation and the time notice of the violation is issued. McMillian's first draft of an editorial on this subject was approved.

The Board was notified by President-Elect Armitage that the State of New Jersey, with Atlantic Chapter approval, had been awarded an SPA grant for the provision of frequency coordination services.

The Board approved making the July issue of the BULLETIN the Conference Issue, rather than the August issue which has been used for this purpose in the past. This will enable the membership to learn about the Conference details further ahead of the time of the Conference.

McMillian was instructed to continue looking into group insurance costs for national office employees and make his recommendations on or before the January Board meeting.

Meeting was adjourned at 1550.