

Associated Public-Safety Communications Officers, Inc.

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

PRESIDENT
ALAN L. ARMITAGE
HUNTERDON CNTY. COMMUNICATIONS SYST.
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SECOND VICE - PRESIDENT
SANFORD H. SMITH
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GREENSBORO, NORTH CAROLINA 27402

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

20 January 1977

FIRST VICE - PRESIDENT
NATHAN D. McCLURE, III
WINNEBAGO COUNTY, E. S. & D. AGENCY
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ROCKFORD, ILLINOIS 61101

1978 NATIONAL CONFERENCE CHAIRMAN
RUSSELL V. ROBINSON
8832 STEEL
DETROIT, MICHIGAN 48828

TO: Executive Committee
FROM: Executive Director *JRM*
SUBJECT: December 31, 1976 Financial Report, Board Meeting Minutes

Please find copy of subject report attached.

In general, as compared with this period in 1975, you will find total cash up, accounts receivable down, inventory down, and total assets up. Total liabilities are down and fund balances are up. G and A overhead is up by .22%, regular overhead is down by 4.17%, and overall rate of overhead is 93%, down by 11%.

Project 13-A is nearing its end. We hope to even out the fund balance by the time this project is completed, which is January 15, 1977.

The BULLETIN is the soft spot. Its disbursements exceed its revenue by over \$5,000 above last year. We have increased ad rates, and the cost of subscriptions, in an effort to minimize these losses. Advertising revenue is \$4,000 down, and expenses, mostly costs of printing, mailing and postage, are up by \$7,000. There are signs that advertising may be picking up. We are researching options that might decrease expenses. Because of IRS rules, we don't want to show a profit on the BULLETIN. Neither do we want to show this much of a loss. The membership can help balance magazine costs and revenues by talking up the advantages of the BULLETIN to the vendors.

We expect to have P-16, a new project, on board in February, provided the new administration in Washington doesn't put a hold on funding agencies.

In summary, we are in better financial shape now at the end of 1976 than we were at the end of 1975.

JRM/p

Attachment

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January 7, 1977

BOARD OF OFFICERS MEETING

December 13-16, 1976

New Smyrna Beach, Florida

Monday, December 13

- 1) Meeting called to order by President Armitage at 0900, December 13, 1976.
- 2) All Board members present. Also present were Executive Director McMillian, Program Manager Kavanagh, and Counsel Kittner.
- 3) No visitors or guests present.
- 4) The agenda items were approved. However, the review of the P-13A final report was moved up to December 14, 1976.
- 5) The minutes of the last Board meeting were approved as previously distributed.
- 6) The timing of scheduled events were made by the Board during each day of the meeting.
- 7) Counsel Kittner gave a brief review of the FCC filings made by the Association, all of which have been published in the BULLETIN. Regarding Docket 20909, the Executive Director is to write to those cities who sent in letters regarding their plans to use the 470/512 MHz channels, advising them that the Commission may be contacting them to verify these plans.

Also, 2nd Vice President McClure is to contact the coordinators for the purpose of asking for concrete evidence in those instances where the FCC ignored or did not request advice from them regarding the licensing of systems in any portions of the spectrum where they have a responsibility. Based on this and other available pertinent information, APCO will consider petitioning that when the FCC takes action inconsistent with the recommendation of a frequency coordinator, the coordinator be advised of this fact promptly

together with an explanation of the reason for rejecting the coordinators' recommendation. Various of the officers present at the meeting will undertake to provide the National Office with a series of instances when the coordinator's recommendation was ignored with resulting undesirable consequences. The LA city and county problems were especially to be documented.

In addition, APCO will undertake to develop a specific proposal to be submitted to the Commission looking toward introducing into the Commission licensing mechanism a way in which recognized communication plans can be protected, in terms of their needed frequency complement, from assignments which would be inconsistent with the implementation of the plan. The appropriate APCO committee will be asked to consider the problems inherent in such a proposal, such as the definition of a "plan", the kind of detail that should be submitted to the Commission with any request for protection, the time periods that might be pertinent in view of the implementation schedule, etc.

Also, counsel will review the material that has continued to come in concerning the Commission's proposed reallocation of unused UHF channels (Docket No. 20909) to determine whether additional extraordinary filings should be submitted to the Commission conveying any new information.

And, in the FCC's land mobile interconnection proceeding (Docket No. 20846), APCO will not contemplate submitting reply comments unless there is something in the other filings which require specific comment.

In addition, APCO will look favorably upon the submission of a petition to the FCC requesting needed frequency relief for civil defense and disaster organizations.

The basic concept would be that these organizations are duly created entities, and as such, should have available to them the frequencies needed to discharge their responsibilities. In order to be able to submit a filing which is likely to be looked on favorably by the FCC, it will be necessary for us to have available substantially more definitive information concerning the organizations; their functions and responsibilities, the frequencies now available to them; the reasons for, and the extent to which, presently available frequencies are inadequate to meet their needs; and the nature and extent of any additional frequency availability that may be required to fill existing gaps.

On the above point, there was some confusion concerning the eligibility of the civil preparedness agencies in the local government services. The officers will provide counsel with sample state statutes creating these organizations so that we can check more carefully into the local government eligibility question. The recently created committee concerned with proposed legislation limiting the opportunity for public safety communication entities to use customer-provided equipment with the telephone network will be alerted to the fact that legislative questions in this area will come up in the new session of Congress and that it is important for APCO to obtain as clear a picture as possible of the extent to which any such limitations might adversely affect the public safety communication field.

- 8) Executive Director McMillian gave a summary of his past activities as a Director in the Land Mobile Communications Council. Copy of this summary is attached to these minutes. He is to propose amendments to the LMCC ByLaws regarding membership, and advocacy before the Commission. The language of these proposed amendments will be reviewed by Counsel prior to submission to the LMCC Board of Directors.

The LMCC Ad Hoc Committee on frequency coordination will meet in Daytona Beach during January 13 and 14, 1977. At that time, the committee will draw up its final recommendations to the Board of Directors regarding how it feels coordination should be accomplished in the 900 MHz bands, together with a statement of the need for such a function in that area. Copies of this recommendation, and APCO's position in the matter, will be immediately distributed to all coordinators and the Executive Committee, asking for their comments, before the issue is taken up by the Directors.

- 9) The Board approved the 1977 Annual Conference program after discussion and adjustments. This program will be published in the BULLETIN early in 1977.

Tuesday, December 14

Members of the Board, Executive Director, and Program Manager present.

Project Director Kavanagh made a full review and summary of Project 13A. All time schedules have been met. He particularly payed tribute to the Task Group members, to the officials of the State of Kansas for their cooperation, and to the Board and the LEAA for their program supervision and support.

Mr. Kavanagh then distributed copies of the final P-13A report to the members of the Board for their review and comment. The officers retired to their individual rooms to make their independent reviews and written comments. Subsequently, during the afternoon, the Board again assembled in the meeting room to discuss the report with Kavanagh and McMillian. Additions and modifications were made to portions of the report. McMillian expressed his satisfaction with the report and the work accomplished by Project Director Kavanagh. The Board accepted the report and approved it for delivery to the LEAA as amended.

Wednesday, December 15

Board members, Executive Director, and Program Manager present.

- 10) McMillian reported that thirteen applications for the position of Assistant Director of APCO, a training position for the job of Executive Director at the end of 1977, had been received. The Board had previously interviewed some of these applicants. One applicant was interviewed during the Board meeting.

The Board directed the Executive Director to submit to its members a written summary of their selection process findings, upon which basis they would make their final selection among the job candidates.

- 11) Program Manager Kavanagh made an interim report on the Standards and Specifications mailed inquiry. Compilation of the more than 1,000 responses was still being made. The Board expressed satisfaction at the more than 20% response to the inquiry. The findings, and comments regarding their meanings, will be published in a near future issue of the BULLETIN. A report at the final inquiry date will be forwarded to the LEAA during January, 1977. The Board expressed the hope that the membership will comment upon the BULLETIN survey article, indicating what, if any, actions APCO should undertake as a result of the findings.
- 12) Mr. Kavanagh then reported on APCO's grant application to the LEAA for funding to make a study of the implications of 900 MHz channels as they might be utilized by public safety radio users. This program is so important at this time, in a new territory, that it is possible that the initial study may be amended from time to time in order to deliver the most useful document to the users. The BULLETIN will carry subsequent articles describing objectives and time frames as initially conceived and as they may be modified during the life of the project. The grant application is now in the latter stages of LEAA consideration. It is expected that the grant will be awarded, barring unforeseen developments, in time for the

project to commence by February 15, 1977.

The Board approved the actions taken regarding this project.

- 13) Editor Gary Luther made a report on BULLETIN activities. He stated that the Letters To The Editor department was getting more attention, and that activity in this area was being encouraged.

Advertising revenue is down from last year. A comparison with like magazines show a like reduction in advertising space, but the BULLETIN percentage of advertising space is less than other publications. Costs have gone up tremendously during the past year. To offset this, the advertising rates have been increased, but it will take the best part of 1977 to realize significant gains from this change. Also, the subscription price of the magazine has been increased as a measure to offset increases in costs (no impact on chapter dues).

Luther is looking for other sources of printing, handling and mailing to compare with our current costs in this area. Also, he is to submit a proposal for doing most of the type-setting and layouts "in-house".

Various officers are to use their influences in obtaining added advertising from vendors, and in settling some past due accounts. The membership is being asked to tell the BULLETIN advertising story to their suppliers.

Luther is to provide an estimate in producing a periodical newsletter to be sent to the general membership from the Board of Officers, either separately or as a BULLETIN insert.

- 14) A proposed outline for a University of Delaware Telecommunication supervisor's seminar was discussed. The Board suggested certain amendments, after which the topical outline would be forwarded to the UOD. If and when such a continuing seminar is established, APCO will attempt to provide personnel to teach the course. Target date is May, 1977.

Thursday, December 16

Board members, Executive Director present.

- 15) Reports were made by the officers supervising the progress of their particular national standing committees.

2nd VP Smith reported that the Operating Procedures Committee was doing an excellent job of writing the current Procedures Manual. A report from that group is expected to be made at the 1977 Annual Conference.

BOARD OF OFFICERS MEETING

January 7, 1977

Page 6

The Telecommunications Committee has not made its second quarter report, but it is known that certain programs are being worked up by that group. President Armitage advised that he will be working more closely with this committee in the future.

At this point during the reporting, President-Elect Campbell asked each officer to advise him of those committee members who were not contributing to the achievement of committee objectives.

The Emergency Preparedness and Disaster Committee is working hard. The Executive Director is to provide Chairman Boccella with the comments made under (7) of these minutes.

1st Vice President McClure reported that he had received no report from the Frequency Advisory Committee. The Executive Director commented that he and Chairman Chupp had been devising program outlines, much of which depended upon pending FCC actions.

The Engineering and Research Committee has begun work on its objectives. A more detailed report is expected at the Western States Regional Conference. The Regulatory and Dockets Committee has not submitted a second quarter report. McMillian advised that work had been done on the FCC Dockets. President Armitage advised Mr. McClure that he would like to have a report as quickly as possible. The EMS Committee chairman submitted an interim report via telephone. He is not receiving much assistance from his committee members.

The Commercial Advisory Committee is aiding the 1977 Annual Conference MANAPCO chairman in his programming efforts for that event. The CAC recommended that MANAPCO Nite remain in APCO Annual Conference programs. The CAC has also submitted a form for polling commercial members regarding their conference participation. McMillian is to study the form and confer with CAC chairman Mal Gurian. The CAC will make a list of hardware and software vendors which will be available to those who request this information.

The Board desires that a responsible officer be present at all CAC meetings. Their objective next year is to tell APCO what it should be doing from the commercial viewpoint.

President-Elect Campbell requested that the Executive Director provide the Administrative Research Committee with his research on the issue of association voting.

A letter will be forthcoming from P/E Campbell to President Armitage regarding objective #1 of this committee. Regarding its objective #2, there is a significant overlap between the ARC and the Resolutions and ByLaws Committee.

This matter is to be discussed by the Board during its WSRC meeting. Objective #3 will also be discussed at that time.

The Activity and Membership Committee is unable to identify any significant inconsistencies in membership requirements. Recommend dropping requirement for operator membership endorsement. The results of the achievement of Objective #3 may prove to be of particular value to the chapters. These submissions, including the comments about Objective #4 - the preparation of a membership promotion packet - will be discussed with and developed by the Assistant Director when he reports for work.

Along these lines, a program of producing a slide/audio show that will present the benefits of membership in APCO will be studied.

At this point, the Board directed that all members be given a 15% deduction from the price of all manuals produced by the Association beginning on January 1, 1977.

The Nominating Committee reports that Mr. Henry Crutcher of the Northern California Chapter is a candidate for the office of Second Vice President when elections are held at the 1977 Annual Conference.

The Historical Committee is still attempting to get historians appointed in all of the chapters.

- 16) The Atlantic Chapter resolutions requesting Life Membership for Claire Yaeger was discussed. Mr. Yaeger is a past president of the Association. The request for life membership for Mr. Yaeger was approved by the Board.

The Board then directed that its desire that all past presidents of the Association be made Life Members, in accord with the C and B, be made known to the Chapters. This can only be accomplished by resolutions from the chapters in which such past presidents are members. Therefore, all chapter officials receiving these Minutes are so advised of the Board's desire to receive and approve Life Memberships of such members. The Chapters are urged to review their membership lists and send resolutions requesting such Life Memberships to the National Office.

- 17) McMillian reported the routine, developed by him and Resolutions and ByLaws Chairman Chuck English, to promote the updating of Chapter C and B's. The program is working well. President Armitage is to write a letter to all chapters that have not updated their C and B's by February 1, 1977, advising them of the recourse left open to them to maintain their charters, and of possible action that may be taken in this regard by the Executive Committee during its meeting in Chicago at the Annual Conference.

All members of the Executive Committee, reading these minutes, are requested to contact their chapter officials to determine if their particular chapter C and Bs have been updated and approved by Chairman English. If not, prompt steps to correct this condition should be taken immediately. All chapter presidents and secretaries have previously been advised of this program, and how to go about meeting its requirements.

- 18) Mr. Donald Allen, Director of the State of Florida Division of Communications, spoke at length about the needs of the DOCs around the nation. Subsequent to this, on December 27, 1976, Executive Director McMillian met with Mr. Roger Reinke of the Office of Telecommunications Policy, Executive Office of the President, at a meeting devoted to this subject. Attending this meeting were Mr. Al Talbot of the Illinois DOC, Mr. George Hall of the Virginia DOC, Mr. Alan Van Doreen, Deputy Chief of the FCC Safety and Special Radio Services Bureau, Dr. Marvin Rimerman, Director of Telecommunications of the City of Baltimore, and Mr. Bud Thar, Staff Director, Committee on Transportation, Commerce and Technology of the National Governor's Conference. The following report is made, based on Mr. Allen's comments (who was unable to attend the OTP meeting) and those made at the subject meeting.
- a) DOC's have little common interest because of the diversity of their community interests in their own states and cities; the duties, responsibilities and authorities of the various DOCs vary tremendously.
 - b) It is difficult, therefore, for the DOCs to form an organization based on their current structures that will have a common national interest.
 - c) There is little desire to form an organization that will be subject to or dependent upon federal support and direction.
 - d) Based on these concerns on an initial basis, it was suggested that OTP be the means of forming an advisory group of DOC representatives having top level authorities and the more common interests to do the following things:
 - i) Devise model legislation that can be used for the enactment of state laws enabling state DOCs, as a direct aid to all states. This model would reflect what the advisory group members now do, less what they now do but should not do, and adding those things they do not now do but should do.
 - ii) On this basis, OTP to consider issuing a (leadership) policy statement supporting the DOC role as the model legislation will indicate.
 - iii) OTP to provide leadership in establishing a technology and administrative information exchange library that will be accessible by all in the field of public communications.

- iv) From this beginning, as the role and stature of DOCs increases, attract the attention of the Governor's Conference and the League of Municipalities, and begin to make the funding source problems visible at the state and local executive levels.
 - v) APCO role at the moment would be to act in an advisory role to the OTP and its DOC initial advisory group. To provide conference forums and its professional meeting arrangements experience as requested; to act in a legal regulatory sense until such details, requirements and possibilities, are made clearer; to provide planning technology in the public safety area of DOC concern, especially in agency vertical interfaces.
 - vi) As experience indicates, a closer merger between the DOC and APCO groups, formally, can take place should APCO begin to assume a more expanded role in "public" communications rather than remain in its more limited current role as a public safety representative group.
- 19) Under "Other" business, the Board directed the Executive Director to amend the association's existing first class travel clause to read "in the event total one way flight time amounts to 3 hours or more." When possible, place more funds in interest bearing certificates.

The Executive Director requested that the annual retainer of MANAGEMENT FACTORS, INC., be increased by \$1,000. The Board approved the request. The Executive Director was directed to use his best judgement in the matter of giving Christmas gifts and other awards to association employees.

All members of the Board and the Executive Director will meet at the Western States Regional Conference. Arrival date is March 13, 1977. The Board will meet all day on the 14th, partially on the 15th, and as required thereafter, take part in the WSRC as requested, and depart on the evening of the 17th or morning of the 18th. Executive Director is authorized to take leave time traveling to and from this meeting via personal vehicle, with stops enroute as may be desirable for the purpose of forming added APCO chapters in some states. The need for attendance of counsel will be determined at a subsequent date in advance of the WSRC meeting.

During the WSRC meeting of the Board, the Board participating dates for the North Central and East Coast Regional Conferences will be determined. At present, Mr. McClure will attend the NCRC at his agency expense, and Mr. Smith will attend the ECRC at his agency expense. President Armitage, Executive Director McMillian, and P/E Campbell will attend all meetings.

P/E Campbell asked the Executive Director and officers for input regarding objectives for the Association standing committees during his tenure of office. He suggested one objective for each committee, plus overall objectives for the Association.

The Executive Director is to remind the Regional Conference hosts of the C and B requirement for certification of having met the requirements for holding regional conferences.

The North Carolina Chapter is sponsoring a chapter in South Carolina, and helping finance the effort.

Second Vice President Smith stated that he enjoyed his first full Board meeting. He was impressed by the officer's dedication to the tasks, and the immense amount of important work accomplished, and promised in the future.

President Armitage adjourned the Board meeting at 1700 hours.

JRM/hh