

Associated Public-Safety Communications Officers, Inc.

2-17-78

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

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February 14, 1978

TO: Executive Committee, Chapter Presidents and Secretaries

FROM: *EJL* Executive Director

SUBJECT: Minutes of January 15-19, 1978 Board of Officers Meeting

Enclosed for your review is a copy of captioned minutes. Careful study of them will provide you with valuable information on current National Association plans and activities. Any subject material believed to be of interest to your members can be brought to their attention at the next chapter meeting.

If you have any questions concerning the agenda items, please contact the National Office.

Enclosure

BOARD OF OFFICERS MEETING

January 15 - 19, 1978

Islander Beach Lodge
New Smyrna Beach, Florida

Sunday, January 15

- 1) Meeting called to order by President Campbell at 1304. Present for the meeting: President Jerry Campbell, President-elect Nathan D. McClure, 1st Vice President Sanford H. Smith, 2nd Vice President Henry L. Crutcher. Also present were Executive Director Ernest J. Landreville, Project Director Donald D. Kavanagh and Counsel Joseph Kittner. No other visitors or guests were present.
- 2) Agenda items were approved as presented, with the decision being made to change the order of discussion where deemed advisable.
- 3) The Minutes of the November 7 - 8, 1977 Board Meeting were approved as previously distributed.
- 4) A schedule of events and meeting locations was distributed and approved.
- 5) Counselor Kittner described the extent of involvement of his legal firm during the past calendar year, pointing out that the services of two other attorneys besides his own services had been required to handle the heavy flow of APCO legal activity during the period. He reminded the Board that in August, 1977 at the National Conference, he had advised there were already cost overruns for the calendar year 1977 based on the number of hours devoted to APCO business at the normal hourly rate for legal services. At the January, 1978 Board meeting he provided additional information on the matter.

After a thorough review of the subject, the Board of Officers authorized Executive Director Landreville to propose the following legal fee arrangement to Mr. Kittner. In order to compensate for the amount of legal service time by Counselor Kittner and his legal staff during the current APCO fiscal year (1977-78) and to provide for sufficient rate of increase to cover expenses during the forthcoming 1978-79 fiscal year, it was agreed that the monthly fee would be increased to \$2,000, effective January, 1978. The offer was made and accepted by Mr. Kittner who also agreed to begin a policy of notification to the National Office, on a quarterly basis, of the amount of legal service time expended on APCO matters. This quarterly notification is intended to permit the National Office staff to monitor the rate at which legal services are being utilized by the Association. The \$2,000 per month fee was for all anticipated legal services through December 31, 1978. No adjustments to this fee were anticipated. If any adjustment for services becomes necessary, APCO will be notified prior to the performance of such services.

- 6) Mr. Kittner briefed the Board on regulatory matters of interest to the Association and on events pending on the legislative scene.

The Board also reviewed the proposed draft petition for rule-making to establish a new civil defense radio service in Part 89 of the FCC Rules. Mr. Kittner described the favorable nature of responses received from a number of states and the reported support for such a petition by the Director of the Defense Civil Preparedness Agency.

With the recommendation that the name of the new radio service be changed to "Civil Preparedness Radio Service", the Board expressed agreement with the intent of establishing the new service and directed that the petition be filed with the Commission. It also directed that a letter requesting support of the petition be forwarded to the Director of Defense Civil Preparedness Agency, and that this letter list the proposed filing date. The Executive Director, in coordination with Mr. Kittner's staff, is to carry out these directives.

- 7) The Board of Officers authorized Mr. Landreville to change the names listed on the safety deposit box records at the Southeast Bank of New Smyrna from J. Rhett McMillian, Jr. and Vivian H. McMillian to Ernest J. Landreville as Executive Director and Donald H. Moore, Office Manager/Comptroller.

- 8) A discussion was held concerning the invitations received by members of the Board and the Executive Director to attend the North Central Regional Conference in Topeka, Kansas May 2-4, 1978. It was agreed that all would attend and that recipients of the letters of invitation will respond on an individual basis. In addition, Mr. Landreville was to advise the Conference Chairman to consider inviting a guest speaker from the LEAA to appear on the program to present a subject of general interest to public safety.

- 9) The Board agreed that the names of Irving E. McAndrew, Frank J. Devine and Alan L. Armitage should be placed before the Executive Committee and the quorum at the 44th National Conference in nomination for Life Membership. It was noted that these individuals, as past full term presidents, were clearly eligible within the terms of the Constitution, Article II, Section 7.

Mr. Landreville was instructed to contact the Secretary of the Atlantic Chapter in order to obtain the necessary information as required in Constitution Article II, Section 7 B and Section 8.1 A, with regard to placing the name of Mr. C. E. Dengler in nomination. Upon receipt of the information, the Board would consider Mr. Dengler's eligibility for such nomination.

Mr. Landreville was also to contact the secretary of the CPRA Chapter to obtain the same documentation of the eligibility for Cuba Morris.

- 10) The meeting was recessed at 1630, to reconvene at 0900 Monday.

Monday, January 16, 1978

- 1) Board meeting reconvened by President Campbell at 0910. Members of the Board, Executive Director, Counsel, Project Director and retired Executive Director J. Rhett McMillian, Jr., present.

2) Mr. Donald Allen, Director, State of Florida Department of Communications, joined the meeting at this point. He provided the Board with a report on the status of activities thus far by the Ad Hoc Committee studying a resolution presented in Chicago which, if adopted, would have suggested that every state in its appropriate levels of government have a function devoted to comprehensive planning and management of telecommunications systems.

Mr. Allen reported that a meeting of State DOC officials from the southeastern states, principally Florida, Georgia, South and North Carolina, Alabama, Louisiana, and possibly Kentucky, would be proposed sometime during the early part of February, 1978, and that Dr. Rimerman, Chairman of the APCO Ad Hoc Committee, would be invited to attend. One purpose of this meeting would be to let the APCO Ad Hoc group know of the concerns of the DOCs in states where they do exist. The Board of Officers agreed that APCO would designate someone to attend the meeting. It was suggested that the attendees at the Atlanta meeting discuss areas of mutual concerns and need for technology transfer. They should also review the method by which they could best work within APCO to serve the interests of the respective agencies of all. The Executive Director was directed to keep the Board advised on developments in this area. Mr. Allen excused himself from the meeting at this point.

3) The Board of Officers heading up the three groups of National Committees furnished progress reports on activities within their groups. President-elect McClure advised that thus far two candidates for National Office in 1978 have been reported by the Nominating Committee. The Activity and Membership Committee is making progress on completion of a draft rewrite of the new Association Combined Manual. Mr. McClure observed that resolutions on the agenda of this Board meeting had been prepared by the Chairman of the Resolutions and Bylaws Committee and that the Chairman of the Historical Committee had written all Chapter Secretaries asking for names to be designated as Chapter Historians. A follow-up letter is planned

1st Vice President Smith summarized the activities of the Regulatory and Dockets Committee, where the pace of activity has somewhat slowed, possibly due to completion of action on the many Dockets of concern last year. The Frequency Advisory Committee has been supplying comments on a number of issues affecting coordination as well as on the new Part 90 and the draft Frequency Coordination Manual. The Commercial Advisory Committee has been active, but no report has been received on progress towards its Objective #2, looking towards development of specification writing assistance. The Emergency Medical Service Committee is looking into several areas where a data/information base on UHF frequency use by this service could be developed. No report has been received as yet from the Engineering and Research Committee.

2nd Vice President Crutcher provided a report of the progress made by the committees in the Operations group. The progress made by the Emergency Preparedness and Disaster Services Committee has been most active, one result being a draft docket before the Board of Officers for their consideration at this meeting. The Telecommunications Committee has stated that they anticipate having a progress report available by February 1, 1978 covering their activity. No report has as yet been received from the Operating Procedures Committee, however, a report will be available by the time of the Western States Regional Conference.

4) The Board then reviewed the position of APCO as developed earlier, in the matter of frequency coordination at 800 MHz. The difficulty of maintaining local area coordination as it exists today in an environment of inter-service sharing of channels on a first come, first served basis was emphasized.

The importance of the Commission's recognition that public safety systems are different in not only their mode of operation and degree of complexity, but also in the way they must be planned and funded was discussed.

The Board directed the National Office to provide Mr. Kittner with typical hypothetical situations likely to occur in public safety 900 MHz system development for his guidance during any discussions he may have on the matter with regulatory officials.

5) Mr. McMillian briefed the Board on the status of the draft Frequency Coordination System (FCS) Guidelines, pointing out that it had been reviewed by the group of coordinators who had met in 1977 in Greensboro.

Mr. Kittner, as a result of his review of the proposed FCS, suggested preparation of an Executive Summary to provide a quick rationale for what is being proposed. This request was modified to having requested information included as an introduction to the document.

The Board moved that the FCS be adopted by APCO and approved the appointment of members of the Spectrum Management Committee as proposed. Publication of the Resolution circulated by memorandum dated November 11, 1977, amending the Bylaws and establishing the Spectrum Management Council, was approved.

The Board left to judgment of Project Director Kavanagh and the Executive Director as to whether or not FCS should be discussed with the Commission.

6) The Executive Director furnished a report to the Board on the results of a survey of the Chapters as to the numbers of members licensed in services other than police radio service. From the representative sample received, the survey indicated that other than police radio service, 23% were licensed in the fire radio service, 19.5% in the Forestry-Conservation radio service, 26% in the Highway Maintenance service, and 31.5% in the Local Government Radio service. Mr. Kavanagh commented that these figures were comparable to those of a survey conducted during the earlier standards survey.

7) The Board was advised by the Executive Director that during the review of the status of coordination procedures in the Association, it had been found that a limited number of police and local government coordinators carried on APCO lists are not dues-paying members of the Association. A letter noting this was sent to these individuals, resulting in a reduction in the number. However, there are still six individuals from whom no response has been obtained. The Board requested the Executive Director to telephonically contact these coordinators and furnish them with information and recommendations at the next Board meeting, in March, 1978.

8) The Board of Officers reviewed the outline of the draft program for the 1978 National Conference at Detroit, Michigan. This program introduces a new format which makes provision for one day devoted almost entirely to workshop sessions in specialized areas, such as administration, operations, coordination, system planning and management and technical matters. The Board approved the new Conference format and directed the staff to proceed with its refinement and to obtain a keynote speaker of national stature, if possible.

- 9) The Board of Officers discussed in detail, recommending approval of the following resolutions to amend the Constitution and Bylaws: a Resolution to abolish the Conference Site Selection Committee and develop a more logical method for selecting future Conference sites and dates; a Resolution to abolish the Historical Committee and to transfer its records to the National Office and the responsibility to the Executive Director to serve as Association Historian; and a Resolution establishing a new Article to establish guidelines for Association awards, such as the newly approved J. Rhett McMillian, Jr. Award.
- 10) The Board received a report from the Executive Director on the recently acquired liability insurance coverage for National Conferences. The new method used is to obtain a rider from the company covering the National Office. The rider is payable on an annual basis, providing coverage during the period of the Conference. The result of this method of insuring the Conference is a significant reduction in the premium over what has been paid in previous years.
- 11) The Board of Officers approved the presentation of a special plaque at the National Conference honoring Mr. Charles Higginbotham for the assistance and guidance given to the public safety communications licensees and APCO over the years.
- 12) Approval was given for retired Executive Director McMillian to conduct a Chapter formation drive in five states enroute and returning from the Western States Regional Conference in Costa Mesa, California. The program outline and slide presentation format was reviewed and approved. The expenditure of approximately \$200 to purchase a carousel projector and slide carrier for the future use of the Association was approved.
- 13) The Board approved participation in the Land Mobile Communications Council and Public Safety Communications Council meetings in Denver, Colorado, on March 22 and 23 by Mr. McMillian as part of his trip to and from the Western States Regional Conference. Mr. McMillian is a Director of LMCC and Chairman of the PSCC for the year 1978, and the Board felt that he should participate in order to maintain the continuity of APCO representation in these bodies. If at all possible in his schedule, President Jerry Campbell agreed to participate in the Denver meetings with Mr. McMillian.
- 14) The Board meeting recessed at 1647.

Tuesday, January 17, 1978

- 1) The Board meeting reconvened by President Campbell at 0917. Members of the Board, Executive Director and Office Manager/Comptroller Donald H. Moore present.
- 2) Discussion of updating of Association Policy Book was held. This resulted in numerous suggestions to modify the format of the policy book in order to take into account contingent changes brought about by removal of previously effective contracts between the Executive Director and the Association.

With regard to APCO jewelry, decals and tie tacs as well as other items of this nature, the Board requested the Executive Director to prepare an inventory and price list

of items available. This would be discussed at the March Board of Officers meeting in Costa Mesa, since some Chapters wish to buy a stock of these items.

- 3) The Board requested that the letters of employment stating the employment agreements for both the Executive Director and Office Manager/Comptroller be made a part of Section 3 of the Policy Book.
- 4) The Board agreed to mark their copies of the Policy Book with the appropriate changes and forward them to the National Office where a combined up-dated copy would be prepared for final discussion at the March Board Meeting.
- 5) Office Manager/Comptroller Donald Moore reviewed his background as an auditor in a bank in Albany New York, prior to retiring to Florida. He described the last quarter financial report for the year 1977, and the several modifications to APCO bookkeeping records he had made. He cited the sound financial condition of the Association and described an inventory control record he has now placed in effect so that running figures will always be available as to the need for reordering of stock control items.
- 6) The Board was briefed on the need for space modification in the APCO National Office to provide for another employee, in the event an additional project engineer was brought on board. The Board approved expenditures up to \$2,000 to provide partitioning for an office for the Editor adjacent to the BULLETIN storage area, additional lighting for this area and the Executive Director's office, and floor covering to provide better insulation and to replace with material old tiles which are no longer available.
- 7) Mr. Donald Moore reported on the results of the December audit of all APCO financial records by a supervisory auditor of the LEAA. This audit has resulted in the establishment of a satisfactory direct labor rate being approved by the LEAA and in the National Office being praised for running a "tight ship". A formal report of the results of the audit will be forthcoming from LEAA this spring.
- 8) The Executive Director reported to the Board of Officers on the salary status of the employees of the National Office. It was noted that the cost of living raises provided to state employees had been considerably higher than any comparable increase afforded to Association employees. The Board approved a 5% cost of living increase for the BULLETIN Editor, Office Manager/Comptroller, and both secretaries. The actual cost to the Association, during the current fiscal year, was considered to be well within budget.
- 9) BULLETIN Editor Gary Luther joined the meeting at 1330 at which time Mr. Donald Moore departed.
- 10) Mr. Luther reported an increase of 8.6% in advertising lineage during 1977 over 1976. There was an increase of \$8,600 in billing during 1977 over 1976. Part of this was the result of increased use of color by APCO advertisers. Insofar as other Association publications were concerned, Mr. Luther reported that there had been sales of 1,671 copies of the revised APCO Public Safety Communications Standard Operating Procedure Manual since its release in September, 1977. There

had been postage increases during the past year and a magazine paper increase of 5% to 10% was anticipated during the spring of 1978. However, increased advertising revenues and other cost saving measures have kept the impact of these to a minimum.

11) The Executive Director reported on the status of the conversion of the BULLETIN and Association mailing list from the old addressograph format to a computerized mailing list. In addition to the conversion to a computer format of the over 5,000 addresses, the conversion was conducted in such a manner as to provide sorting capability by name, alphabetically, by zip code, by Region, Chapter or State, as well as by member class and year of membership. Significant savings in mailing the BULLETIN through the use of the computer-generated labels and automated labeling, sorting and bundling equipment have resulted from this effort.

The Board requested a membership count by class be furnished at their next meeting in March. Board members also requested individual copies of the national membership list prior to the March meeting.

12) The Board reviewed the subject of centralized billing and more uniform dues structure. The result of the discussion was the recommendation that any action or all action in the matter be deferred until the automated mailing list had been in operation and sufficient experience gained in its operation to make recommendations for its use in such an effort.

13) The meeting recessed at 1648.

Wednesday, January 18, 1978

1) Meeting called to order by President Campbell at 0915. Present were the Board of Officers, Executive Director, Project Director, Mr. James Paley, Chief of the Research and Development Unit, State of New York Criminal Justice System. Mr. Paley was interviewed concerning his qualifications and interest in serving as a project engineer for APCO during the term of P-16A contingent upon APCO's receipt of the follow-on grant. Upon completion of the interview and after consideration of his qualifications, the Board authorized the Executive Director to offer Mr. Paley the position, contingent upon receipt of the grant, for the period of the grant, normally one year.

2) The Project Director conducted a review of the status of Project 16. After study of the list of acknowledgments and the contents of the Executive Summary, the Board approved both documents and the final draft of the project. The Board also agreed to furnish a copy of the final report to Senator Adlai Stevenson of Illinois and Dr. Robert Frosch, Administrator of NASA.

3) Mr. Kavanagh reviewed the status of the Kentucky APCO Chapter project, pointing out that the preparation of the State Comprehensive Plan was in its final phases. The Board agreed that 1st Vice President Sanford Smith would participate in a meeting reviewing the progress of the plan, scheduled for Friday, January 20, 1978 in Melbourne, Florida.

4) The meeting recessed at 1610.

Thursday, January 19, 1978

- 1) Meeting called to order by President Campbell. Present were Board of Officers, Executive Director, retired Executive Director J. Rhett McMillian, Jr., National Conference Chairman Russell V. Robinson, Mr. James E. Durham, Vice President and Managing Director, Detroit Plaza Hotel, and Mr. Donald D. Olstad, Director of Sales, Detroit Plaza Hotel. Mr. Durham explained that the reason for his request to appear before the National Board of Officers was to present a problem in scheduling in connection with APCO's National Conference, scheduled for August 21-24, 1978. He pointed out that there would be a major loss of revenue to the City of Detroit in tourist business (in excess of \$5 million) if the APCO exhibitors had to move into the exhibit area of the hotel before Tuesday, August 23, 1978. After a lengthy discussion and agreement by the hotel to provide APCO with indemnity against certain losses resulting from the change in schedule, the Board of Officers, in recognition of its importance to our host city, agreed to move the entire Conference from Monday through Thursday, August 21-24, 1978 to Wednesday through Saturday, August 23-26, 1978. All exhibitors were to be immediately notified of the change and an announcement was to be placed in the earliest available issue of the BULLETIN to this effect.
- 2) Mr. Olstad, Mr. Durham, Mr. Robinson and Mr. McMillian departed.
- 3) Project Director Donal D. Kavanagh joined the meeting in order to brief the Board on the status of the proposed APCO Technical Assistance Program, which had been the subject of a previously approved and filed application to the LEAA. He pointed out the management role of the National Office in conducting the program and in the preparation of a report upon completion of the first year of the effort, in order to set forth most commonly requested matters for assistance. The objective of such a report to LEAA would be to provide information to assist in the prevention of recurring problems of a common nature. The Board approved the approach outlined by the Project Director and was to be kept advised of developments in this important new program.
- 4) 2nd Vice President Henry L. Crutcher discussed the preliminary efforts being made with regard to the 1979 Conference in Sacramento, California, and received Board approval of the Conference theme, "The Challenge of Change".
- 5) The Board approved the offering of recognition of the current IACP Director, as has been done in the past, by offering Mr. Glen King an honorary life membership. Mr. King was to be contacted by the Executive Director to advise him that if he will be in Detroit at the time of the National Conference, the award will be made in person.
- 6) The Board reviewed the progress of the Ad Hoc Committee on the National Law Enforcement Emergency Channel, with the result that President Campbell agreed to contact the Chairman of the group to determine the extent of progress being made.
- 7) The Board was briefed on the status of the conversion of Chapter C&Bs to conform to that of the National. Several of the remaining non-conforming Chapters have made considerable progress and will be voting on changes at their meetings in the near future. The matter was to be followed by the National Office.
- 8) The Board approved the retention for six months of an APCO telephone credit card by retired Executive Director McMillian, principally for his use on Association business during his Chapter formation and LMCC trip.

- 9) The Board took note of the need for an APCO representative at the PURAC meeting in Washington, D.C. in February and March, 1978. Executive Director Landreville was to attempt to obtain representation from either Mr. Charles M. Murphy of the Washington, D.C. Metropolitan Police, or another knowledgeable member in the Washington vicinity.
- 10) The Board commended the Executive Director for the handling of his first Board of Officers meeting in his new role.
- 11) The meeting was adjourned by President Campbell at 1142.

Ernest J. Landreville