

APCO International, Inc.

*Mid-Year Executive Council Meeting
Saturday, March 17, 2001
Hilton Hotel, Jacksonville, FL*

NOTES

1. Convening:

- A. *Introductory Remarks* – Moderator Gregg Riddle of the Illinois Chapter welcomed the Executive Council.
- B. *Roll Call* – Kimberly Sharits called the roll and reflected the Chapter attendance in the attached roll call list.
- C. *Accept or Change the Agenda* - Moderator Gregg Riddle of the Illinois Chapter offered the opportunity to amend the agenda as presented.

2. **Approval of the August 2000 Executive Council Minutes:** The draft copy of the minutes for the August 2000 Annual Executive Council Meeting were presented for review. Official acceptance will take place during Sunday meeting.

3. **Second Vice President Candidate Address to the Council:** Board of Officers Second Vice President candidate Greg Ballentine addressed the council.

- Presented his background and experience in Public Safety Communications.
- Expressed his eagerness to serve APCO as a member of the Board of Officers.

4. **APCO Staff Report:** Executive Director John Ramsey rendered an update on the activities of the headquarters staff and opened the floor for any specific concerns or questions from the council.

- Nancy Pollock of the Minnesota Chapter requested information about APCO Institute enrollment and in response it was stated that this was the best first quarter ever for course enrollment.
- RoxAnn Brown of the Oregon Chapter questioned whether or not the possible sites for the 2006 conference have the capacity and facilities to handle the growth of our annual conference and in response assurance was given that the five-year plan is effective and that the Association will continue to consider the growth factor in its selection of cities.
- Jim Fraser of the Canadian Chapter conveyed his approval of the condensed staff report versus the individual departmental reports.
- Gregg Riddle of the Illinois Chapter agreed and added that this format made for ease in reporting back to individual chapters.

5. **Budget:** Chief Financial Officer Tim Ryan presented the proposed budget for fiscal year 2002.

- Reiterated that this is a short year and that the budgeting process has been adjusted in order to accommodate the fiscal year change.
- President-Elect Glen Nash commented on the bond line item and reviewed the proposed repayment plan. Additionally, he made note of the addition of the Institute line item for the Radio Club of America scholarship fund.
- Gregg Riddle of the Illinois Chapter questioned how the current economy might effect APCO's financial position and in response it was stated that because of the diversity of the Association's revenue sources the economic slowdown appears to have little to no effect on APCO's financial status.

- Lynne Feller of the Ohio Chapter questioned whether the budget accounted for the withdrawal of the corporate financial support for the Virtual College and in response it was stated that it was not budgeted for but that we are actively seeking a replacement sponsor.
 - Nancy Pollock of the Minnesota Chapter requested explanation of the allocation of executive salaries.
 - Gregg Riddle of the Illinois Chapter commented on the line item for historical activities and the fact that there would be future reports on the expenditure of the funds.
 - Lloyd Fayling of the Michigan Chapter questioned the existence of a line item for the building donations and in response it was stated there was not a line item in the budget but referenced its placement in the revenues portion of the financial statements.
6. **Auditors' Report:** Eve Bowling, CPA from Bolerjack, Keyes & Associates rendered an auditors' report whereby the opinion is made that the consolidated financial statements fairly present the financial position of the Association of Public-Safety Communications Officials International, Inc., APCO Institute, Inc. and APCO Automated Frequency Coordination, Inc.
- Reviewed the revenues and expenses with comparison to the previous year financials.
 - Overall revenues have increased and expenditures did not exceed this growth.
 - Nancy Pollock of the Minnesota Chapter questioned the existence of a management letter in conjunction with the audit and in response it was stated that findings and suggestions are reviewed with the Chief Financial Officer after each audit.
 - Nancy Pollock of the Minnesota Chapter questioned as to whether or not an audit would take place at the end of the short year and in response it was stated that an audit would be performed but not complete for presentation in time for the annual meeting.
7. **Regulatory Update:** APCO Counsel Bob Gurss rendered an update on the following regulatory issues:
- Wireless E9-1-1
 - Project 38
 - Cost Recovery
 - PBX Issues
 - 700 MHz Issues/DTV
 - 800 MHz Interference
 - 138 – 144 MHz Defense Band
 - 216 – 220 MHz for Survey Equipment
 - Section 337 Waiver Policy
 - Mandatory "Refarming"
 - 4.9 GHz
 - Upper 2 GHz Relocation
 - Frequency Coordination Matters
8. **International Chapter and Affiliate Reports:**
- A. *Australia & New Zealand* – Jim Allen was not present to render a report on the activities of the Australia & New Zealand Chapter.
 - B. *Canada* – Jim Fraser expressed the chapters' eagerness for the 2004 annual conference in Montreal.
 - C. *BAPCO* – Susan Parke-Hatton rendered a report on the activities of the BAPCO Affiliate.
 - Commented on the growth in membership.
 - Announced the BAPCO conference to be held in London and the successful response they have received from it.

9. Projects:

- A. *Project 25 & 34* – Chair Craig Jorgensen of the Utah Chapter presented a report on the current status of Project 25 & 34 that addresses digital voice and data communications standards.
- Reported on the progress on TDMA standards, expressing concerns about their overall performance.
 - Emphasized lengthening effort to create specifications for high-speed data transfer over wireless carriers.
 - Encouraged participation from everyone.
 - Reviewed the origins of Project 34 and addressed reasons to participate.
 - Suggested consideration of what APCO's roles should be in participation of Project 34.
- B. *Project 36* – Chair Lex Rutter of the Oklahoma Chapter presented a report on the current status of Project 36 that addresses CAD interface standards.
- Issued call for volunteers and received response from 100 interested people.
 - Project 36 meeting in Oklahoma yielded working groups that will assist in implementing CAD interface standards and will report to the steering committee on their activities.
 - Gregg Riddle of the Illinois Chapter suggested issuing executive summaries on project reports.
- C. *Project 37* – Chair Lynn Feller of the Ohio Chapter presented a report on the current status of Project 37 that addresses professional certification for public safety communications center personnel.
- Communications personnel across the country are validating job task lists.
 - Prepared to compile gathered information into bodies of knowledge for each certification level.
 - Actively attempting to detail the project concept into methods, options, and costs.
 - Encourage continued input from all agencies.
- D. *Project 38* – Chair Bill Hinkle of the Ohio Chapter presented a report on the current status of Project 38 that addresses wireless E9-1-1 Phase II, the deployment of location technology.
- First Vice President Thera Bradshaw presented the background information for the creation of Project 38 and introduced the following committee members.
 - Bill Hinkle – Chair
 - Nancy Pollock - Minnesota Chapter
 - Steve Souder - Virginia Chapter
 - Rick Hessinger - North Dakota Chapter
 - Jack Keating - APCO Past President
 - Project 38 is being called "Project Locate" and emphasizes Phase II implementation.
 - Reviewed the project design and initiatives, expected benefits, project promotions and the measures of success.
 - RoxAnn Brown of the Oregon Chapter expressed concern about organizations involvement in Project 38 if they are not ready for Phase II.
 - Chair Bill Hinkle responded to concerns about involvement with and assured commitment to follow the guidelines and aggressively pursue issues with the FCC.

10. Committees:

- A. *Chapter Enhancement Task Force (CETF)* – Chair Gregg Riddle of the Illinois Chapter rendered an update on the activities of the CETF.
- Reviewed the Regional Conference Review Report and recommended its approval.
 - Examined regional structures and considered changing the number regions from four to three.
 - Reviewed the membership categories to determine if the categories need to be restructured.
 - Developed resource information through use of the TAP program.
 - Reviewed the existing guidelines for chapter links to the APCO website and concluded that these standards are adequate.
 - Renewed commitment to the Member-Get-A-Member program.
 - Promoted web based training for chapter officers.
 - Continued to examine new initiatives within the APCO Institute program structure.
- B. *Corporate Advisory Committee (CAC)* – Joseph Gallelli of the Corporate Advisory Committee rendered an update on the activities of the CAC.
- Completed task force set up to review the structure of the CAC and began reorganization plans.
 - Implemented reorganization and structured the CAC to be comprised of the following subcommittees:
 - Conference and Symposium Subcommittee
 - Corporate Membership Subcommittee
 - Sponsorship Subcommittee
 - Technical Issues Subcommittee
 - Training Subcommittee
 - President Lyle Gallagher expressed gratitude to the CAC and their efforts during the restructuring process.
- C. *Communications Center Staffing Task Force* – Past President Jack Keating rendered an update of the activities of the Communications Center Staffing Task Force.
- Presented results of surveys conducted.
 - Offered five recommendations to consider in developing a strategy to deal with the staffing crisis.
 - Gregg Riddle of the Illinois Chapter questioned what the next step will be after approval of the recommendations.
 - Joe Noce of the Arizona Chapter raised the issue of converting the task force into a project because of the impact the issue has on communications centers across the country.
 - Gregg Riddle of the Illinois Chapter stated that the approval of the recommendations be added to the Sunday agenda.
- D. *International Committee* – Lex Rutter of the Oklahoma Chapter rendered an update on the activities of the International Committee.
- First Vice President Thera Bradshaw reviewed the creation of the committee and introduced the following members:
 - Lex Rutter – Chair
 - Jim Fraser - Canada Chapter
 - Ken Mott – BAPCO Affiliate
 - James Allen - Australia & New Zealand Chapter

Joe Gallelli - CAC
Tim Ryan - Staff Liaison

- Introduced the proposed conceptual implementation plan as a two phase operation with the following parts:

Phase I – Immediate
Phase II – Future Growth

- Phase I will include changes to the Constitution and Bylaws to allow for international activities.
 - Mary Messamore of the Kansas Chapter expressed concern about the increased travel costs associated with and additional vice president and in response it was stated that the costs associated would be negligible in comparison to other costs of the Association.
 - President-Elect Glen Nash stated that the Constitution and Bylaws do not prevent an international member from holding office however US laws prevent in Washington D.C.
 - Nancy Pollock of the Minnesota Chapter questioned if council representation from the international areas would remain in effect and in response it was stated that the International Vice President would be an additional position beyond the executive council representatives.
 - In general council members expressed support for the plan.
- E. *Canadian Task Force* – AFC Director Ron Haraseth rendered an update on the activities of the Canadian Task Force.
- Created from the realization of the need to expedite the licensing process in Canada.
 - Identified key personnel to be involved including APCO Staff, FCC, and Industry Officials.
 - Determined the impediments as well as the potentials in the current licensing process.
 - Developed long-term actions that will yield the desired results of an expeditious licensing process.
 - Lloyd Fayling of the Michigan Chapter questioned if Canada had the same view on the subject as we do and in response it was stated that they do not as the US has different standards for access to FCC information.

11. Discussion Items:

- A. *Policy Manual Update/Changes* – The proposed revisions to the APCO Policy Manual were presented for review and discussion.
- Plans* – Designed to update references to the Long Range Strategic Plan.
 - Response to Regulatory Matters* – Designed to create a generic policy that directs issues to the appropriate committee and not all to the non-existent Regulatory Review Committee.
 - Executive Director Position Description* – Designed to update the position description to be in line with the current responsibilities and duties of the Executive Director.
 - Purchasing Procedure* – Designed to update the approval authority and amounts for purchase procedure.
 - Project Completion* – Designed to update the project list to reflect the current APCO projects.
 - Meetings* – Designed to remove the specificity of meeting requirements and allow for flexibility in scheduling.

- vii. *Declaration of Candidacy* – Designed to update the declaration of candidacy to include obtaining the employers commitment to the candidate if elected.
- B. *Addition of Project 38 – Wireless E9-1-1Phase II Implementation of Location Technology to Goal 4 of the LRSP* – Executive Director John Ramsey presented the recommendation to amend the Long Range Strategic Plan in order to be in line the current activities of the Association.
- C. *Regional Conference Manual Report* – CETF Chair Gregg Riddle of the Illinois Chapter presented the recommendations of the CETF to amend the Regional Conference Manual.
- CETF was appointed to review the report that was recommitted to the committee at the 2000 annual meeting.
 - Reviewed the nine issues and edited them to be in line with the suggestions submitted by the council.
 - RoxAnn Brown of the Oregon Chapter expressed concern over the number of recommendations presented and that these should not be changes to the manual but rather input.
 - Garrett Mayer of the CPRA expressed his agreement with RoxAnn Brown and further expressed his chapters discomfort with the recommendations proposed.
 - Richard Roley of the Georgia Chapter expressed his chapters desire to not be mandated on requirements that are not in the best interest of the chapters involved.
 - Wanda McCarley of the Texas Chapter expressed concern about time requirements for events and how difficult it is to adjust to those constraints.
- D. *Annual Conference: Chapter Commission* – Executive Director John Ramsey presented the proposed revisions to the Annual Conference Manual regarding the calculation of chapter commissions based on participation in the annual conference.
- Revision of the current commission calculation needs to be changed in order to keep up with the growth in the conference and the inflation rates.
 - Recommendation is to allow the Board of Officers to set the rate and make adjustments to it as necessary.
 - Lloyd Fayling of the Michigan Chapter recommended setting a minimum amount as a guarantee of what the chapter is eligible to receive.
 - Al Sines of the Mid-Eastern Chapter suggested wordage that states “not less than a given amount or more.”
 - Nancy Pollock of the Minnesota Chapter questioned if this would flat rate would be adjusted annually and in response it was stated that the rate amount would be reviewed every couple of years.
- E. *Voting Procedures* – President-Elect Glen Nash presented the recommendations of the Management Committee to change the current Board of Officers election procedures.
- Concerned about lack of participation and that it may be linked to the complex voting procedures.
 - Recommend modifying the absentee ballot procedures to be less cumbersome for voting members.
 - This item is for discussion only so that the Management Committee can obtain the council recommendation for changes.
 - Garret Mayer of the CPRA Chapter suggested that a mail ballot only system is favorable because of ease of use.
 - Jim Fraser of the Canada Chapter agreed and further stated this would allow for those members who are unable to attend the annual conference.
 - Past President Joe Hanna acknowledged support of absentee ballot but suggested that should not be the only method of voting.

- Lex Rutter of the Oklahoma Chapter suggested that a mail ballot would allow for everyone to have a ballot and therefore force candidates to campaign.
- David Wolfe of the Tennessee Chapter commented that members have the choice to vote or not vote and it should remain their option as well as whether they choose to participate via absentee ballot or at the annual conference.
- RoxAnn Brown of the Oregon Chapter suggested in addition to the members having a choice as to whether or not they will vote, the conference is a time for members to meet the candidates and that should not be taken away by removing on site voting.
- President-Elect Glen Nash requested that the decision be made on Sunday to proceed with one of the following voting formats:

Continue with the current on site and by request absentee ballot voting methods
 Create a by request only mail balloting method
 Create a mail balloting method sent to the entire membership

12. Open Discussion:

- CETF Chair Gregg Riddle presented a suggested change of the current region configuration from four regions to three regions and in response it was recommended that the council representatives take the proposal back to the chapters for review.
- Rick Hessinger of the North Dakota Chapter invited attendance to the North Central Regional Conference.
- Joe Noce of the Arizona Chapter suggested the next mid-year meeting be held in Phoenix, AZ and David Saffel of the West Virginia Chapter suggested remaining in Florida as it facilitates maximum support by staff personnel.
- Chris Fischer of the Washington Chapter presented the intent to seek Life Member status for Jimmie Hocutt and the need to prepare a resolution for Sundays meeting.
- David Saffel of the West Virginia Chapter proposed changing the current council meeting format to a formal meeting that begins on Saturday and continues on Sunday until complete. Discussion ensued and it was determined that the format should stay as is but that it should be made an official guideline of the Association.
- Bill Cade of the Missouri Chapter requested that in the future advance copies of reports would be helpful in preparing for the meeting.
- Nancy Pollock of the Minnesota Chapter inquired about the availability of the presentations and in response it was stated that they would be available either on the web site or via CD.
- President Lyle Gallagher introduced the document concerning cell phone interference.

13. Closing Remarks:

- Moderator Gregg Riddle of the Illinois Chapter concluded the meeting at 6:02 pm EST.

EXECUTIVE COUNCIL ROLL CALL

Annual Executive Council Meeting

Jacksonville, Florida

March 17, 2001

Chapter	Representative	Proxy	Present	Absent
Alabama	Patricia Hall		◆	
Alaska	Douglas Robinson		◆	
Arizona	Joe Noce		◆	
Arkansas	Nathan Heald			◆
Atlantic	Peter Thomas		◆	
Australia New Zealand	James G J Allen			◆
BAPCO	Susan Parke-Hatton		◆	
Canada	James D Fraser		◆	
Colorado	Emery Reynolds		◆	
CPRA	Garrett G Mayer		◆	
Florida	Barry Luke	Gill Lineberry	◆	
Georgia	Richard Roley		◆	
Idaho	Stan Passey			◆
Illinois	Gregg Riddle		◆	
Indiana	Don Kottowski		◆	
Iowa	David Murray	Sandy Morris	◆	
Kansas	Mary Messamore		◆	
Kentucky	Steve Tracy	Dick Bartlett	◆	
Louisiana	Willis Carter		◆	
Michigan	Lloyd Fayling		◆	
Mid-Eastern	Al Sines		◆	
Minnesota	Nancy Pollock		◆	
Mississippi	David B Wilson		◆	
Missouri	Bill Cade		◆	
Montana	Homer Young			◆
Nebraska	Julie Righter		◆	
Nevada	Sandy Waide		◆	
New Mexico	Xavier Anderson		◆	
North Carolina	Frank Thomason		◆	
North Dakota	Rick Hessinger		◆	
Northern California	Pat Carriveau		◆	
Ohio	Lynne Feller		◆	
Oklahoma	Lex Rutter		◆	
Oregon	RoxAnn Brown		◆	
Pacific	Melvin Morris			◆
Pennsylvania	Jay Groce		◆	
South Carolina	Fred Thompson		◆	
South Dakota	Mark Mills			◆
Tennessee	David Wolfe		◆	
Texas	Wanda McCarley		◆	

Chapter	Representative	Proxy	Present	Absent
Utah	Carol Groustra	Bob Marz	◆	
Virginia	Steve Souder	RoxAnn Brown	◆	
Washington St	Mildred Tirapelle	Chris Fischer	◆	
West Virginia	David Saffel		◆	
Wisconsin	Kent Kruger		◆	
Wyoming	Bill Smith			◆
Corporate Advisory Committee	Joe Gallelli		◆	
President	Lyle Gallagher		◆	
President-Elect	Glen Nash		◆	
1st Vice President	Thera Bradshaw		◆	
2nd Vice President	Vincent Stile		◆	
Past President	Joe Hanna		◆	
Past President	Jack Keating		◆	
Ex-Oficio and Executive Director	John Ramsey		◆	