

APCO NATIONAL EXECUTIVE COMMITTEE

AGENDA

May 13, 1987

9:00 a.m.

Atlanta, Georgia

1. Call to order - Nasser
2. Review of Minutes of Executive Committee Meeting August 20, 1986, Milwaukee, WI.
3. AFCS Update
 - A. Operational Report - English
 - (1) Personnel
 - (2) Application Backlog
 - (3) Office Space Requirements
 - (4) Three month experience
 - (a) Chuck English - AFCS Office
 - (b) Bill Davis - Application Processing; Turnaround Times
 - (5) Coordinator's Liasion with CET
 - (6) Data Base Verification by Local Coordinators
 - (7) Coordinator Training
 - B. Financial Report - Tall
 - (1) Review of Coordination Experiences (3-month period)
 - (2) Revised AFCS Budget
 - (3) Telephone Network Alternatives
4. Proposed C.E.T. Contract - Nasser
 - A. Long Range Planning
 - B. Proposed Three Year Contract
5. General APCO Operations - Tall
 - A. Finances - Average Monthly Revenue and Expenses
 - B. ADP Program (Mellon's Report)
 - C. Personnel
6. Proposed Resolutions - Nasser
7. Liability Insurance - Tall/ Lanier
8. APCO/FEMA Contract - Haas
9. Regional - National Conference Issues - Tall/Murray
10. Presentations by Atlanta, Boston 1990 Conference Bids
11. New Business; discussion of items not on the Agenda
12. Adjournment

on actions taken on directive from
APCO National Executive Committee
Presented to May 13, 1987
Executive Committee Meeting in Atlanta

The following specific proposals were adopted by the Executive Committee in Milwaukee by unanimous vote. I will include a brief report of the activities carried out by the Board of Officers pursuant to each directive:

- A. Move forward with signing of the limited term, 12-month contract with CET after review by legal counsel, and possible minor revision.

Action: The contract was reviewed by John Lane, two minor wording changes were made, and the contract was signed on September 15, 1987 in Denver, Colorado.

- B. Retain consulting services to perform the following specific tasks: (1) review technical competency of CET and provide the Board an evaluation report; (2) assist in establishing the budgetary requirements for APCO's AFCS; (3) evaluate the relative worth of the software developed for APCO by CET, for which APCO paid \$50,000 in a lump sum to CET; (4) assist in negotiating a long-term definitive contract as appropriate, or failing to achieve that, assist in bidding for services from any other qualified provider; or evaluate the feasibility of starting an "in-house" data support service.

Action: The consulting engineering firm of Omnicom, Inc., of Tallahassee, Florida, was retained. They submitted a report to the Board in January, 1987, stating that: (1) CET is technically qualified to provide frequency coordination data services; (2) the \$50,000 paid for the software development by CET for APCO is a fair and equitable price. Further, Omnicom assisted in gathering data required to formulate an AFCS budget, and assisted in developing the specifications for the terminals, printers, and modems to be acquired for the local coordinators. Additionally, they assisted in the review of the initial contract proposal submitted by CET. Omnicom has been paid a total of \$6,415.48 for their work. The Executive Committee had approved a total expenditure of \$10,000 for such services.

Action: The Board prepared a proposed AFCS budget which was submitted to the Executive Committee during the week of September 15, 1986. The budget was subsequently approved and adopted.

Action: The Board prepared a proposal for the purchasing of the terminals, printers and modems. The proposal was approved and adopted. The computers were distributed to the APCO local coordinators.

Action: The Board has negotiated a three-year contract with CET for continued data services. The contract, and the logic followed by the Board in the process will be covered later in this meeting.