



ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

ROBERT E. TALL
EXECUTIVE DIRECTOR
930 THIRD AVENUE
POST OFFICE BOX 669
NEW SMYRNA BEACH, FL 32070
904-427-3461

PRESIDENT

ALAN J. LANNIER
METROPOLITAN
POLICE DEPARTMENT
1225 4TH STREET, NE
WASHINGTON, DC 20002
202-727-4556

PRESIDENT-ELECT

GARY DAVID GRAY
ORANGE COUNTY
COMMUNICATIONS
481 THE CITY DRIVE SOUTH
ORANGE, CA 92668
714-834-2123

FIRST VICE-PRESIDENT

GEORGE W. MURRAY
GEORGIA DEPARTMENT OF
PUBLIC SAFETY
POST OFFICE BOX 1456
ATLANTA, GA 30371
404-624-7448

SECOND VICE-PRESIDENT

SAM GARGARO
MINNESOTA DEPARTMENT OF
TRANSPORTATION
455 RICE STREET
ST. PAUL, MN 55103
612-296-7402

May 18, 1988

Memo to: National Executive Committee

From: Bob Tall

re: Minutes of May 1-5 Board Meetings in
Asheville, N.C.

Enclosed are the minutes of:

1. May 1-5 meetings of the Board of Officers during the East Coast Regional Conference in Asheville, North Carolina.
2. A May 5 meeting of the Board of Directors of APCO Automated Frequency Coordination, Inc., in Asheville.
3. A May 5 meeting of the Board of Directors of APCO Institute, Inc., in Asheville.

Drafts of these minutes were distributed to the APCO Board and the Directors of the subsidiaries, and are hereby being sent to the APCO National Executive Committee after their approval as amended. They were approved by Telephone on May 16, 17 and 18.

Robert E. Tall

Minutes
APCO BOARD OF OFFICERS MEETING
Asheville, North Carolina
May 1-5, 1988

The scheduled meeting of the APCO National Board of Officers was called to order at 9 a.m. May 1 by President Al Lannier, with attendance by President-Elect Gary Gray; First Vice President George Murray; Second Vice President Sam Gargaro; Executive Director Bob Tall; Frequency Coordination Director Chuck English; and Controller Jack Woods.

The agenda for the meeting is Attachment #1 to these minutes. All agenda items were addressed on May 1 or in subsequent sessions during the week, concluding with adjournment at 12 noon on May 5.

1. Murray moved that the previously distributed draft minutes of the Board's meetings of April 17, 19 and 20 in Muskegon, Michigan; be adopted as distributed. The motion was seconded and carried unanimously.
2. The Board reviewed the previously distributed draft minutes of the April 18 meeting of the APCO National Executive Committee in Muskegon, Michigan and authorized their distribution to the National Executive Committee. (This was subsequently done on May 2, 1988.)
3. Controller Jack Woods, who had been hired by President Lannier as agent for the Board of Officers, was introduced to the other Board members. Woods distributed a package of information and plans to the Board (Attachment #2) and discussion ensued. Gargaro expressed the view that an additional position in the Controller's Office be included in the budget for the year beginning October 1, 1988 if Woods deemed it necessary, and that all APCO financial staff be placed in the Controller's Office.
4. Addressing the question of when APCO should consider Frequency Coordination fees as income, Gargaro moved that the fees be considered as income at the time they are adjudged by the Frequency Coordination Office to be processable applications to be entered into the computer system and billed. The motion was seconded, discussed and carried unanimously.
5. Murray moved that the Board adopt the recommendations made in the Controller's Report, and thank and commend Woods for his efforts to date. The motion was seconded, discussed, and carried unanimously.
6. Gray moved that the Controller's Report be amended by adding a Number 20 to the defined responsibilities of the APCO Controller, to read as follows:

"20. Make such other recommendations to the Board as he deems desirable."

The motion was seconded, discussed, and carried unanimously.

7. Murray moved that APCO pay expenses to the Annual Conference in Little Rock of candidates for the position of APCO Deputy Director; that an advertisement be placed in the APCO BULLETIN for the position of Deputy Director; and that no one be precluded from applying for the job, including present APCO employees. The motion was seconded, opened for discussion, and carried unanimously.
8. The Board directed that English, working with Gray and Ali Shahnami of the APCO staff, have a draft of an APCO Frequency Coordination manual ready for distribution to the Board by the time of the Annual National Conference in Little Rock in August.
9. The Board directed that APCO Publications and Conference Manager Bob Buttgen, working with Tall and whomever else they designate, have an updated version of the APCO Conference Manual ready for review by the Board at its scheduled meetings on June 24-25, 1988 in Little Rock.
10. English distributed copies of the APCO Frequency Coordination Policies adopted by the National Executive Committee meeting of April 18, 1988. Gray moved that the policies be distributed as submitted to Chapter Presidents, all APCO local frequency advisors, and the National Executive Committee, with the package including recent correspondence between English and Riley Hollingsworth of the the Federal Communications Commission. (The package is Attachment #3 to these minutes.) The motion was seconded, discussed, and carried unanimously. (This was subsequently done on May 10, 1988.)
11. The Board considered filing with the FCC an APCO response to late-filed statements of Open Architecture Radio for Public Safety (OARPS) and Philips Radio Communications Systems Limited (Philips RCS) that support the petition of General Electric Mobile Communications Business (General Electric) for limited reconsideration by the Commission of its Report and Order in Gen. Docket No. 87-112, which was released on December 18, 1987. The Board reviewed a set of draft comments before it. Gargaro moved that the comments as reviewed be filed with the FCC. The motion was seconded, discussed, and carried unanimously. (The comments as filed with the Commission on May 2 are Attachment #4 to these minutes.)
12. The Board engaged in a complete item-by-item review of the "Final Draft Report on Frequency Coordination" (which is in fact, the final report) of the FAC Select Committee which had been distributed to the National Executive Committee with a date of April 8, 1988, and addressed every Issue and Recommendation. (Lannier was delegated to prepare a report reflecting the status of the items in the report.)
13. Tall was directed to engage a consulting firm to make recommendations to the Board in connection with the establishment of an "in-house" APCO Automated Frequency Coordination System.

14. Murray moved that forms developed and used in the APCO Frequency Coordination Process be the purview of the Board of Directors of APCO's subsidiary APCO Automated Frequency Coordination, Inc. The motion was seconded, discussed, and carried unanimously.
15. Murray moved that the opinion of legal counsel be sought as to the legality of APCO's practice of using local frequency advisors in the manner they are operating and of distributing funds to the APCO Chapters. The motion was seconded, discussed, and carried unanimously.
16. Murray moved that the APCO Board of Officers authorize the APCO Institute, Inc., to explore proposing a formal training and certification program for local frequency advisors and make recommendations to the APCO Board by the time of its meetings in Little Rock in August. The motion was seconded, discussed, and carried unanimously.
17. Murray moved that English be directed to enter into a lease/purchase on behalf of the Frequency Coordination operation for 2400 baud modems by September 1, 1988 and establish 2400 baud as the standard at that time. Under the motion, Chapters may purchase 1200 baud modems owned by APCO at a price to be determined by English, and any 1200 modems not disposed of under that arrangement are to be advertised in the APCO Bulletin as being for sale. The motion was seconded, discussed, and carried unanimously.
18. The following list of subjects were compiled in Board discussions of possible ingredients of the APCO one-year and five-year business plans to be submitted respectively by the August, 1988 meeting and the 1989 semi-annual meeting of the National Executive Committee in the Spring of 1989:
 - o All APCO Staff and operations housed in one building.
 - o Both subsidiaries--APCO Institute, Inc. and APCO Automated Frequency Coordination, Inc.--fully operational.
 - o APCO owned and operated printing shop.
 - o All accounting, business, and other activities fully automated, as well as Frequency Coordination.
 - o Advanced cost accounting system.
 - o 15,000 APCO membership.
 - o Trained and certified local frequency advisors.

- o Mandatory certification of telecommunicators.
- o Mandatory certification of technicians.
- o Mandatory certification of telecommunications engineers.
- o Mandatory certification of administrators.
- o An active APCO grant and foundation program.
- o Work toward a Public Safety Council, to be established for political and educational effectiveness.
- o Further development and expansion of the APCO-IS program.
- o APCO Bulletin Board expansion and development.
- o A faculty development program.
- o Expansion of APCO's effectiveness into telephone and all other phases of communications.
- o APCO identity program--"Marketing APCO"
- o Washington auxiliary office.
- o Regular upgrading of Standard Operating Procedure manual.
- o APCO Museum
- o APCO Library
- o Nationwide acceptance of APCO Telecommunicator Training Course as standard.
- o Photo lab in house
- o Annual reestablishment of all goals

The Board directed Tall to consolidate these and other concepts into business plans for consideration by the Board at its June 24-25 meetings in Little Rock.

19. The Board directed Tall to ask the Chair of the Activities and Membership Committee to draft recommendations for the establishment of an Ad Hoc Common Carrier Communications Committee, to be submitted to the June 24-25 meetings of the Board in Little Rock.
20. During discussions pertaining to the subsidiary APCO Automated Frequency Coordination, Inc., Murray moved that the APCO Board of Officers nominate Ken Yoder, Texas Chapter local frequency advisor, to serve as a member of the Board of Directors of APCO AFC, Inc. The motion was seconded, discussed and carried unanimously. Lannier was delegated to notify Yoder of his nomination.

21. Murray moved that the Board offer a resolution to amend the APCO Constitution & Bylaws by transferring the details of the Frequency Advisory Committee from the C & B to the Frequency Coordination Policy Manual. The motion was seconded, discussed, and carried unanimously.
22. The Board directed Tall to review APCO's current insurance policies and amend them, if necessary and as necessary, to ensure that the Directors of APCO, Inc.; APCO AFC, Inc.; and APCO Institute, Inc., are all indemnified.
23. Other material distributed at the Board meeting for discussion constitutes Attachment #5 to these minutes.
24. Upon motion and second, the APCO Board of Officers meetings were adjourned at 12 noon on May 5.

Respectfully submitted,

Robert E. Tall
Executive Director