

APCO
Policy Changes
At and Since
Baltimore, August, 1987

- o President of APCO Chapters may request at cost printouts of frequency coordination data base plus 100 miles
- o In budgeting procedures, Department heads will submit budget requests to Controller in January - Controller to Executive Director in February - Executive Director to Board in March - Board interview Department Heads in April or May - Board approves in June - send to Executive Committee in July - Executive Committee act in August.
- o Travel as in proposed budget
- o National Officers attend their own Chapter meetings at their own expense
- o Conference Policy --
Items to be evaluated by Board before recommending a Conference site will include:
 - a. budget and accounting procedures
 - b. site costs
 - c. input by Commercial Advisory Committee
 - d. site selection criteria
- o Tall to pursue grant from NIJ for LUMA
- o Bulletin advertising fee be increased 20%
- o Conference Registration for Little Rock be set at \$120 for members; \$150 for non-members
- o Tall will propose contracts between APCO and AFCS, Institute
- o Put position of Deputy Director in budget
- o (Upon Murray motion), drop plans for organizing Executive Committee into Panels
- o Accept petition from Canada -- Charter presentation to be made in Little Rock
- o Marz go to National Office and work in Frequency Coordination
- o President talk to Chapter president and discuss taking over at the end of 30 days in problem chapter if no improvement

- o Tell Davis to merge APCO and non-APCO data bases
- o (Upon Gargaro motion), implement the "37 Points"
- o Pay Chapters 10% of Student Manuals as well as Instructor's Guides
- o There will be an annual meeting between the Board, Legal Counsel and Auditors
- o There will be an Annual Meeting of the Board at the National Office in New Smyrna Beach
- o There will be an additional meeting of the Board of Officers to discuss the annual budget and the conference
- o Leave policy in effect in 1975 be reinstated retroactively for all present employees
- o Boards of subsidiaries meet for first time in Asheville
- o Expenses for Officers and Director of subsidiaries will be paid by APCO to attend meetings
- o Conference --establish a resolutions discussion period/
officers Q & A
 - to be attended by anybody introducing a resolution
 - also, establish a time slot for new committee chairmen to meet with their committee members
- o Dispatchers liability -- ask American agency to come to Little Rock
- o Board directed Executive Director to prepare an Employee Handbook, based on Officers Policy Manual
- o Write Awards Policy into Conference Manual -- in line with Murray's paper
- o Put Deputy Director position, with job description, in Policy Manual--bring in headhunter to talk to Board
- o Jack Woods to attend Board Meeting in Asheville
- o Write in notification that candidates for 2nd VP not plan to leave Conference for at least a full day following the conference
- o Temporary accounting help authorized to provide Executive Director help with budget
- o Coordination--Chapter frequency advisors are to restrict their connection time to CET to that required for their APCO coordination function only, and be prohibited from using the APCO telephone lines and CET connection time to perform engineering or planning functions for their own agencies or other.
- o Establish a procedure for members who do not want their names on mailing lists sold for promotional purposes



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

April 27, 1988

Memo to: APCO Staff

From: Bob Tall

re: Changes

Last week's meetings of the APCO Board of Officers and National Executive Committee in Muskegon, Michigan, produced some changes that will be affecting all of us. The immediate impact, effective May 1, will be:

- (1) increased personnel in the Frequency Coordination Department, to be brought aboard as soon as Chuck can hire suitable people.
- (2) expanded office space, as soon as it can be arranged
- (3) more automation in the Frequency Coordination Department, with increased services from C.E.T.
- (4) better and more modern facilities for the Offices, as we begin to afford them;
- (5) inauguration of an enhanced Employees' Benefit package, as soon as we can afford it;
- (6) a few changes in job descriptions and responsibilities.
- (7) a near-future management study by a professional outside consulting firm which will make recommendations in a number of areas.

We are going to increase our frequency coordination fees June 1, our BULLETIN advertising rates, and some of our other prices, but will not realize the improvement in income for a couple of months.

In the meantime, we ask that you be patient with us and not try to press for things any earlier than we can deliver. We have to do first things first.

We are also going to be observing our own rules with respect to such things as working hours, doing our jobs within our normal workweek, making sure we follow up appropriately on billing and collections, and generally doing all of the things we should be doing as employees of an organization that we all want to remain happy in and proud of.

APCO has come a long way during the past several years, and with your continued support, we'll go a lot farther during the next several years in meeting the needs of our members and the public. If we don't keep them happy, none of us will have jobs.

cc: Board of Officers



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April 28, 1988

Memo to: Chuck English
Bob Buttgen
Helen Rushing
Jack Woods
Frank Haas

From: Bob Tall

re: APCO Forms

We have today made arrangements with a local (New Smyrna Beach) attorney--Sid Peterson, Jr.--to represent us on an "as needed" basis here.

The first job he will do for us is to lead us through the process of trying to collect the money which PowerPhone owes us and refuses to pay.

Sid is not our Collection Agency, which we have also started in operation on overdue accounts other than Frequency Coordination. The Collection Agency is C. S. Motllib & Assoc., Inc., in Daytona.

All of our billing forms are in need of revision. The FDR-2 form has to be changed specifically; the BULLETIN Advertising rate card has to be changed specifically; and we have to put together another Exhibitor's Contract Form before Little Rock. All others need changing, also, however.

My inclination is not to provide any service or product order without a signed order, but there will probably have to be exceptions made to this policy--like when somebody calls in a small product or APCO-IS order. (Buttgen discuss.)

We want to specify on all order forms that we're going to charge 1½% interest over 30 or 60 days (depending on the service), plus we're due attorney's fees if we have to get him involved. Sid Peterson is working on sme language for us.

However, please get together copies of all the order forms that your operation uses, so we'll make sure we review and change all of them.

cc: Board of Officers
Bill Kelly
John Lane

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS
 NEW SMYRNA BEACH, FLORIDA
 SCHEDULE OF FIXED ASSETS AS OF APRIL 15, 1988

DATE PURCHASED	DESCRIPTION	COST
<u>NATIONAL OFFICE</u>		
01/85	2 SECRETARIAL DESKS W/TYPEWRITER WINGS	\$ 659
01/85	3 FACIT 7900 TYPEWRITERS	1,584
01/85	2 SECRETARIAL CHAIRS	155
02/85	MICROWAVE OVEN (FC)	128
01/86	CALCULATOR	200
11/85	CHAIR & MAT	149
11/85	DESK CHAIR & SCREEN DIVIDER	459
04/86	MERLIN LETTERING SYSTEM	2,357
06/87	CHAIR	184
05/87	TYPEWRITER, PANASONIC JETWRITER II	1,075
05/87	2 FILE CABINETS (2 DRAWER)	178
12/87	22 TELEPHONE SETS	702
04/88	2 FILE CABINETS (4 DRAWER)	238
04/88	1 FILE CABINET (4 DRAWER)	99
04/88	1 DATA RACK	212
04/88	3 SECRETARIAL CHAIRS	208
01/88	1 DESK	300
05/87	FILE CABINET	116
05/87	APPLE LASER WRITER (LEASE W/COMPUTER)	8,569*
TOTAL EQUIPMENT PURCHASED (NO)		\$ 17,572
<u>COMPUTER RELATED</u>		
05/84	IBM PERSONAL COMPUTER (MEMBERSHIP)	9,278
10/84	SANYO COMPUTER & PRINTER (PUBS)	2,557
02/87	2 POWER SUPPLIES	1,204
01/87	MACINTOSH PLUS COMPUTER	2,095
01/87	WIDE CARRIAGE IMAGE WRITER	682
01/87	MAC 800K DISK DRIVE	398
02/87	FORETHOUGHT SOFTWARE	163
02/87	20 MEGABYTE HARD DISK	609
02/87	MAC TRANSFER SOFTWARE	65
11/87	SOLOMON III ACCOUNTING SOFTWARE	4,063
12/87	"386" COMPUTER MULTISYNC II	3,930
04/88	QUADEANT COMPUTER	1,375
03/88	SOLOMON III SOFTWARE (P/R-A/C-A/P)	1,590
12/87	42 MB HD	575
11/87	MACLINK PLUS W/CABLE	159
03/88	OKIDATA: PRINTER	1,399
TOTAL EQUIPMENT PURCHASES (COMP)		\$30,142

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS
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 SCHEDULE OF FIXED ASSETS AS OF APRIL 15, 1988

DATE PURCHASED	DESCRIPTION	COST
<u>SPECTRUM MANAGEMENT</u>		
01/87	FACSIMILE MACHINE	2,960
02/87	POWER SUPPLY	602
06/86	HARD DISK DRIVE	600
05/86	4 KIMTRON TERMINALS	8,910
08/87	2 FILE CABINETS	232
06/87	3 FILE CABINETS	348
06/87	2 FOLDING TABLES	118
05/87	2 FILE CABINETS	232
04/87	4 FOLDING TABLES	236
06/87	COMPUTER TABLE	133
09/86	CET SOFTWARE	50,150
10/86	52 WYSE 1100-1-6 COMPUTERS	72,940*
	52 CITIZEN MSP-15 PRINTERS	
	52 MAGNAVOX AMBER MONITORS	
	52 ADC MODEMS	
01/86	PC MODEM & PRINTER	5,700
	TOTAL EQUIPMENT PURCHASES (FC)	\$143,161
	TOTAL EQUIPMENT PURCHASES (APCO)	\$190,875
<u>LEASE HOLD IMPROVEMENTS</u>		
01/85	VARIOUS	14,100
07/85	BOOKSHELVES	110
08/85	VARIOUS	145
11/85	VARIOUS	382
05/86	ELECTRICAL IMPROVEMENTS	347
	TOTAL LEASEHOLD IMPROVEMENTS	15,084
	TOTAL FIXED ASSET PURCHASES	<u>\$ 205,959</u>

* LEASE WITH OPTION TO PURCHASE

REMAINING BALANCE AS OF 4/15/88 --WYSE COMPUTERS, ETC. \$23,818
 --APPLE LASER PRINTER 5,743

National Conference

The National Conference, obviously, has experienced tremendous growth in the past 3 to 4 years, and this growth is demanding changes.

1. The Board should give serious consideration to expanding the bid process so that we award conferences 4 to 5 years out instead of 3 years. This would facilitate the planning process by giving people more time. Chapter interest has grown and there would be no shortage of bids.

There are rumors that the Texas and Minnesota people might propose a compromise whereby the National Executive Committee would award two bids - one for 1991 and 1992. But that might not be necessary due to the current policy that states Chapter bids must be submitted by January 1 of the year bid. Those chapters looking to bid for the 1992 Conference might feel slighted if 1992 were awarded in Little Rock.

This is just food for thought. But we should move toward awarding conferences at least four years out starting next year (or this year, depending upon the preference of the National Executive Committee).

MANAPCO NIGHT

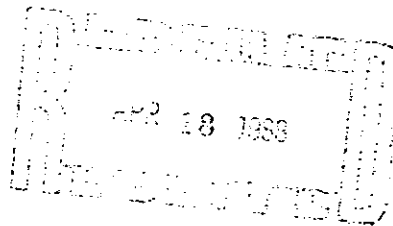
MANAPCO Night has been a financial nightmare, but steps are being taken to control these costs and it appears that the string of overruns will end in Little Rock.

We should give serious consideration to ending National APCO involvement in MANAPCO Night. Let's give all aspects of MANAPCO Night to the vendors. Let them: Determine the amount of assessment; make and collect the assessment; determine the budget; plan the party; pay for the party.

This could be done for Sparks. Alternatives would be to turn it over to the Commercial Advisory Committee on a CHAPTER LEVEL, or the National CAC if they would take it.

But there's not much reason for National to spend \$40,000 of the vendors money then take abuse for cost overruns. It's the vendors money, let them put on the kind of party they want.

April 15, 1988



Mr. Robert E. Tall
Executive Director
APCO
Post Office Box 669
New Smyrna Beach, Florida 32070

Re: Coordination

Dear Bob:

This is in reference to your letter of April 12 and our telephone conversation yesterday concerning Gary Gray's request for an FCC ruling on the responsibilities and limitations which the FCC has placed upon APCO as a frequency coordinator.

As I explained in our conversation, I think the best way to approach this is to find a good case with good facts and make it a test case for appeal to the Commission if the staff denies the coordinator's recommendation resulting in unwarranted interference to existing public safety systems. I would be glad to work with Gary and others in trying to develop a good test case that, if we are lucky, will develop some law that will be helpful for our future operations. However, for our own protection and guidance and uniformity in the future, we must have some kind of standards even if it is something like the least amount of interference. Ideally, it would be best to have loading standards for how many public safety mobiles and/or portables you can put on a channel. The basic problem here is that there are no standards either at the Commission or within APCO and therefore everyone sort of does what it wants to do and this is bound to give rise to serious problems. In other words, we need a rational standard to point to to support our frequency recommendations to the FCC.

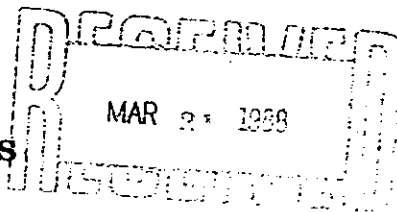
With kindest regards.

Sincerely,


John D. Lane



American Red Cross



National Headquarters
Washington, DC 20006

March 25, 1988

Dear Bob,

Thanks for the good counsel last week. I had not expected such an overwhelming response to my call to Alan. I'll send you both a copy of our letter to the regional planners as soon as it is drafted.

I have placed the copies of your statements of understanding in the able hands of Bobbie Baines, who does all our statements. He is reviewing them and will get with me shortly to propose some wording. I hope to have something for you to review in a couple months.

Again, thanks for the advice. I look forward to working with APCO in the future.

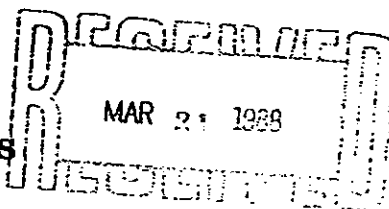
Sincerely,

Philip A. Gibson
Disaster Communications
Associate

Robert E. Tall, Executive Director
Associated Public-Safety Communications Officers
930 Third Avenue
PO Box 669
New Smyrna Beach, FL 32070



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