

Associated Public-Safety Communications Officers, Inc.

It's a privilege to belong to APCO

PRESIDENT

CRAIG M. JORGENSEN

TELECOMMUNICATIONS COORDINATOR
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF PUBLIC SAFETY
4501 SOUTH 2700 WEST
SALT LAKE CITY, UTAH 84119

PRESIDENT-ELECT

CHARLES F. ENGLISH

COMMUNICATIONS ENGINEER
NORTH CAROLINA HIGHWAY PATROL
POST OFFICE BOX 27687
RALEIGH, NORTH CAROLINA 27611

EXECUTIVE DIRECTOR

ROBERT E. TALL

POST OFFICE BOX 669
105 1/2 CANAL STREET
NEW SMYRNA BEACH, FLORIDA 32070
904/427-3461

June 8, 1984

FIRST VICE-PRESIDENT

RICHARD L. MILLER

DIRECTOR OF COMMUNICATIONS
RIVERSIDE COUNTY COMMUNICATIONS DEPARTMENT
7195 ALESSANDRO BLVD
POST OFFICE BOX 646
RIVERSIDE, CALIFORNIA 92502

SECOND VICE-PRESIDENT

RUSSELL J. SINKLER

DIRECTOR OF EMERGENCY COMMUNICATIONS
CITY OF MINNEAPOLIS
316 CITY HALL
MINNEAPOLIS, MINNESOTA 55415

Memo from: Bob Tall
to: Executive Committee, Board of Officers
re: Rochester Board Meeting

The Board of Officers June 8 completed its unanimous approval of the minutes of the Board meeting which began in Rochester, NY, April 29, and concluded May 1, after correcting the latter date in the draft minutes from April 30.

You will recall that Attachments #1 and #2 -- the financial statement, and the budget -- had already been sent to you under a cover memo of May 16, 1984.

Reminders: - The meeting of the Executive Committee at the Cincinnati Conference will begin at 9 a.m. on Sunday, August 5.

- Sell another exhibit booth.

APCO BOARD OF OFFICERS MINUTES
Rochester, New York
April 29, 1984

The meeting was called to order at 5:30 p.m. by President Jorgensen. Those in attendance: President-Elect English, First Vice President Miller, and Executive Director Tall. (Second Vice President Sinkler subsequently arrived and entered the deliberations.)

1. After review of the draft minutes of the March 12, 1984 Board of Officers Meeting in Long Beach, California, those minutes were approved as submitted by Executive Director Tall, for transmittal to the Executive Committee.
2. The Board reviewed the FY 1983-84 Financial Statement from Betty W. Kelly, Certified Public Accountant, and approved it unanimously (Attachment #1). Discussion centered on the fact that the BULLETIN printing expense during the FY 1983-84 period had exceeded its budgeted amount of \$72,000 by \$27,308.32, and steps to be taken to bring the expenditures in line. The financial statement shows that despite an "excess of revenue over expenses" in the "Membership, Conference and Miscellaneous Fund" of \$20,090.60 for the year, the total of "excess of expenses over revenues" in the "Publication Fund" of \$34,866.63 resulted in a bottom line "combined excess of expenses over revenues" for the association as a whole for the year of \$14,776.03.
3. The Board reviewed in detail the proposed revised FY 1984-85 Budget as submitted by Tall and approved it unanimously (Attachment #2).
4. The Board reviewed and approved an Employment Agreement with the Executive Director, after discussion of Florida laws which will not allow such employment to be on an "independent contractor" basis, and which required revision of an earlier proposed agreement which had been agreed on in principle. (the final Employment Agreement, effective retroactively to March 1, 1984, is Attachment #3.)
5. Tall distributed a draft of recommendations for criteria to be used by APCO in the selection of future national conference sites, beginning in 1988. The Board agreed to review the recommendations, solicit input from others, and submit their advice. (Attachment #4.)
6. The possibility of holding a joint national conference with the Forestry, Conservation Communications Association in 1987, was discussed by the Board. This involves earlier informal discussions between the APCO Officers and the FCCA Officers in which agreement was reached to go ahead on the plan, with details to be worked out between the two organizations. The Board endorsed the preliminary agreements and instructed Jorgensen and Tall to attend the 1984 annual meeting of FCCA in July in Peoria, Illinois, to begin working out details, after the 1987 plan is announced to the FCCA membership at that meeting. The concept had first been proposed by FCCA President Michael Long, and it was agreed that he should make the first formal announcement. The Board also discussed the possibility that the International Municipal Signal Association would also want to merge their 1988 national conference with the joint APCO-FCCA

conference, as IMSA representatives have suggested. Jorgensen reported on his discussions with IMSA spokesmen, and the Board indicated its approval of all actions taken thus far, and directed that the matter be pursued as indicated.

7. Tall asked for policy direction about APCO's participation in other types of conferences and "shows" to which it has been invited, and the Board directed him to use his discretion, after weighing costs of such participation against possible benefits to APCO.
8. The Board discussed the fact that no Chapter in the Gulf Coast Region has come forward as an agreed-on host for the 1985 Gulf Coast Regional Conference. Tall reported that he had, at the direction of Jorgensen, contacted all Chapter Presidents in the Region with the suggestion that they discuss the matter and come up with either agreement on a host Chapter and site, or on a decision not to have a 1985 Gulf Coast Regional Conference. Tall reported that Chapter officials in Texas, Louisiana and Georgia had initially indicated willingness to host a conference, but that discussions were still going on between them.
9. The Board reviewed the status of APCO's projected automated data base and frequency coordination system, and the various options which were being explored in addition to those originally discussed. Jorgensen brought the Board up-to-date with respect to the activities of the ad hoc committee working on the plan, and the need for changes in the emerging plan as the various additional options are explored.
10. The Board discussed problems with the membership billing system, and Tall advised that all known problems are cleared as soon as they are made known to the National Office. The need for uniformity among the Chapters in how they handle billing, collecting and reporting to the National Office -- in the cases where the Chapters still do so -- was discussed, as well as the expectation that record-keeping and mailing procedures in the National Office will be improved as the in-house office computer goes into operation. Tall reported his expectation that the office computer would be contracted for, and delivered in May.
11. The Board extensively discussed the subject of APCO National Life Memberships, and criteria to be used in bestowing this honor on members. Tall presented the results of an exploration of National Office files, which yielded little substance upon which to base such criteria, and recommended that a Committee of Past Presidents be asked to study the matter and provide recommendations. The Board agreed that the criteria presently contained in the Constitution and Bylaws is suitable as a threshold, but suggested that specific examples of qualifying contributions by Life Member candidates be set forth too. The Atlantic Chapter's nomination of James W. (Wes) Chupp for the Life Membership classification was considered by the Board, along with a report from Tall which had been requested by the Board. Tall reported that Chupp would qualify for Life Membership under any specific criteria which might be adopted in the future, as long as the basic criteria remains the same as it

has been in the past, and recommended Board approval of the nomination. The Board unanimously approved the nomination. (The Atlantic Chapter's nomination is Attachment #5).

12. Tall briefly discussed possible ingredients of a membership file to be developed with the office computer capabilities, as a matter of information to the Board.
13. Tall reported that the National Office has sold all copies of the Project 16-B report (on 800 megahertz trunking) which APCO had gotten under the study grant, and discussed plans for getting some further copies without having to sustain the financial burden of having them printed. The Board approved those efforts.
14. Tall reported on his continuing discussions with respect to APCO possibly conducting a major study project of mutual interest to APCO and a potential sponsor, advising that the project has still not yet been sufficiently defined to warrant action by the Board. Jorgensen submitted the draft of a concept and the Board directed Tall to continue his discussions along those lines.
15. Tall presented his recommendations that APCO begin publication of a monthly newsletter which could include more timely regulatory news, more timely information about late-scheduled Chapter meetings, and other information which it is not possible to publish in The BULLETIN because of the long lead time required for The BULLETIN. The Board discussed the recommendation, which would also ease the impact of reducing the number of pages in The BULLETIN necessitated by the balancing of the budget for The BULLETIN, from the standpoint of having the projected new newsletter be financially self-sufficient, and unanimously approved Tall's recommendation that the newsletter be published, to be sold at a to-members price of \$12 a year, and at a non-member price of \$30 a year. Tall's study indicated that, at a subscriber level of 1000, the publication cost of a six-page monthly newsletter would amount to \$4.56 per subscriber, for printing, envelopes and postage, and that the publication could be produced within the existing APCO staff without additional overhead expenses. With a mix of member and non-member subscribers which resulted in an average revenue of \$20 per subscriber, annual revenues could be realized of \$20,000 at the 1000 subscriber level, and range upwards to \$100,000 at the 5000 subscriber level, while out-of-pocket expenses would range from \$4560 at the 1000 level, up to \$19,800 at the 5000 level. The Board also endorsed Tall's suggestion that the new publication could be an APCO membership building tool. Tall expressed his expectation that the project could be in operation before the annual conference in Cincinnati.
16. The Board reviewed the matter of document distribution within APCO, and Tall's recommendation that a new copy machine be purchased or leased, and the Board directed Tall to further investigate the matter, and to go ahead if a large capital investment could be avoided.
17. The Board discussed a suggestion that the former Resolutions and

Bylaws Committee be revitalized as a Standing Committee again. After thorough discussion, the Board suggested that Jorgensen abolish the present ad hoc committee on Resolutions and Bylaws and ask that group to turn over any current projects it may be working on, to the National Office. The Board decided that it would not recommend at this time that the group be named a Standing Committee again, but would monitor whether such a committee's work can be handled by the staff in the National Office.

18. After discussion of the matters at three separate points during the Board Meetings, the Board directed Tall to draft "Requests for Proposals" seeking bids from consultants to: (1) rewrite and update the Standard Operating Procedures manual; (2) an EMD Instruction Manual; (3) a study manual and accompanying test for technicians; and (4) a study manual and accompanying test for Telecommunicators.

The first session of the Board Meeting recessed at 7:32 p.m., to permit attendance at the East Coast Regional Conference reception, and the second session began following the opening breakfast of the conference.

19. Sinkler and Tall, who had met with the Cincinnati Conference Committee the preceding week in Cincinnati, reported to the Board on the progress the Committee was making and on the status of the Conference planning; on the cooperation of the Committee in making changes in the program based on recommendations of the Commercial Advisory Committee; and on plans of the Commercial Advisory Committee to assist in an extensive publicity program directed at increasing both attendance and exhibits at the Conference.
 20. Sinkler reported on the results of his monitoring APCO's Standing Committee and requests for reports from the committees. He expressed his expectation that he could have an overall report on the status of the committees, and the degree to which they are meeting their goals and objectives, completed in time for publication in the BULLETIN for the conference.
 21. The Board discussed the APCO Awards Program, and decided that each officer and Tall would send to Jorgensen their recommendations as to people who they feel should be recognized for their contributions to APCO, and that Miller and Tall would collaborate on an article for the BULLETIN.
 22. The Board thoroughly discussed the status of known technician certification programs and the question of whether APCO should conduct such a program. (The discussion, interrupted by a meeting of the Board with the Chapter Officers of the East Coast Region, ultimately resulted in the decision to have Tall draft one of the RFPs discussed in Item 18 above.)
- The Board Meeting recessed at 11:40 a.m., and reconvened at 2 p.m.
23. The Board discussed the rewriting of the SOP, in a discussion which led to the directive to Tall to draft one of the RFPs discussed in Item 18 above. The directive includes specification of a projected timetable.

24. The Board reviewed the association's Travel Expense Policy and directed Tall to up-date the Board Policy Manual on the subject.

The Board meeting was recessed at 2:45 for a meeting with the East Coast Frequency Coordinators.

25. The Board reviewed a report from Steve Proctor on progress toward the "APCO Satellite Seminar" program, and suggested that Sinkler work with Proctor in an attempt to get further input from the Chapters, which will be asked to contact agencies in their areas for possible support.
26. The Membership Campaign study being conducted by Joe Nasser was reviewed briefly, with the estimate that a report would be forthcoming in July.
27. Tall reported on proposed legislation which would have made it illegal for many local governmental agencies to record emergency telephone calls, an issue which had been raised by Virginia Executive Committee-man Al Beckley. After extensive discussion, the Board directed Jorgensen to send a letter to the House Judiciary Committee Subcommittee on Criminal Justice. (See file, Attachment #6).
28. The Board reviewed the status of several issues relating to 9-1-1, none of which was deemed to require action.
29. The board considered possible development of an APCO position on cellular mobile radiotelephone service on public safety communications systems, including 9-1-1, and decided to solicit further input from the general membership, stimulated by a BULLETIN editorial.
30. The Board reviewed the APCO-ARRL agreement and plans for its implementation. Tall was instructed to work with Steve Smith in disseminating information to the Chapters, and to make sure the situation was the subject of a presentation at the Cincinnati conference.
31. The Board considered ^{the situation} with respect to allowable use of 155.475 megahertz, and expressed its interest in further developing information.
32. The board discussed proposals to conduct a nationwide communications salary survey, which had been advanced by several members. After a thorough review of the pro's and con's, the Board voted unanimously not to proceed with such a survey at this time.
33. The Board reviewed its Legal Counsel arrangement with John Lane and the law firm of Wilkes, Artis, Hedrick and Lane, and directed Tall to investigate options and report back to the Board.
34. The Board considered recommendations from Atlantic Chapter President Jim Blesso that there be a measure of control on campaign expenses for running for National Office, and directed that a committee be named to develop recommendations.

At various times throughout the Rochester Conference, the Board considered, in Board session, with other groups (Chapter Officers and Frequency Coordinators), and in general business sessions, various Land Mobile Communications Council study proposals, and FCC Docket proceedings, and made decisions as to what approaches should be taken. Specifically discussed were Dockets 84-232 (future public safety requirements); 84-279 (narrowband technology); 84-109 (permissible communications); 81-416 (EMS); 460.525/465.525 and 460.550/465.550 mhz notice of proposed rulemaking; and the licensing of spread spectrum technologies in the police radio service.

35. The formal meeting of the Board of Officers was adjourned at 9:55 a.m. on ~~April 28, 1984.~~

May 1, 1984.

EMPLOYMENT AGREEMENT

THIS AGREEMENT dated March 1, 1984, between the Associated Public-Safety Communications Officers, Inc., a non-profit corporation organized and validly existing under the laws of the State of Florida, hereinafter "Employer" and Robert E. Tall of New Smyrna Beach, Florida, hereinafter "Employee".

WITNESSETH:

WHEREAS, the parties desire to enter into an employment agreement for the mutual benefit of Employer and Employee; and

WHEREAS, both the Employer and the Employee accept the terms as established herein,

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. Subject to the provisions for termination as hereinafter provided, the term of this agreement shall begin March 1, 1984 and end February 28, 1985.
2. The Employer will provide the Employee compensation for all services rendered by Employee under this agreement. Said compensation shall be paid the Employee in monthly installments based on an annual salary of ~~\$30,000~~ 33,000 per annum. Such salary may be renegotiated annually.
3. In the event the Board imposes upon the Executive Director duties and responsibilities which, in its sole judgment, demand time and effort going beyond that considered by the Board to be reasonably encompassed within the salary provision set forth in this contract, the Board may, in its sole discretion and subject to such terms and conditions as it may deem proper, specify additional compensation to the Executive Director.

Conversely, should the Board relieve the Executive Director of all or a portion of such added responsibilities or duties, it may, in its sole discretion and subject to such terms and conditions as it may deem proper, reduce the compensation to the Executive Director.

4. The Employee will be engaged as Employer's Executive Director to coordinate and/or direct and manage its research programs, publication, automated frequency coordination, training, membership and financial activities as may be directed by Employer's Board of Officers and to undertake such other activities as assigned by that Board or as may be provided for in the Employer's Constitution and/or Bylaws.

5. The Employee shall devote full time, attention and energies to the activities of the Employer, and shall not during the term of this Agreement be engaged in any other business activity except as specified herein, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage; however, this limitation shall not be construed as preventing the Employee from investing his assets in such form or manner as will not require any services on the part of the Employee in the operation of the affairs of the companies in which such investments are made.

Accordingly, the Employer understands the Employee may continue to function as a free lance author and special consultant, unless or until such activities are or appear to be in conflict with the goals and objectives and/or the Constitution or Bylaws of the Employer.

6. The Employee will be provided a furnished office, stenographic help and such other facilities and services suitable to his position and adequate for the performance of his duties, as the Board of Officers may find feasible and warranted.

The Employee shall begin his employment at the Employer's present office in New Smyrna Beach, Florida and if that office is subsequently moved more than twenty-five (25) miles, requiring Employee to relocate his residence, Employee and Employer shall negotiate a salary and relocation expense agreement mutually satisfactory to both parties. If no such agreement is reached, the matter shall be resolved as if the Employee had elected to terminate this Agreement, without cause, as described in Paragraph 8.

7. Employee is authorized to incur reasonable expenses as authorized by the Board of Officers for promoting the interests of Employer, including expenses for travel and other items. Employer will reimburse Employee for all such expenses upon the presentation by Employee to the President an itemized account of such expenditures.

8. This Agreement shall not be terminated without cause, except upon one hundred twenty (120) days written notice by either party to the other.

Should Employee elect to terminate the Agreement without cause, he shall continue to diligently fulfill his responsibilities hereunder until the termination date and shall be entitled to the compensation, expense allowance and other employee benefits listed above until that date. Thereafter, both parties will be relieved of all further obligations hereunder.

Should Employer elect to terminate this Agreement without cause at any time during the contract period, the Employee shall continue to fulfill his duties and be compensated in accord with the preceding paragraph until the termination date. Employee's duties will thereafter be terminated but he shall continue to receive his full salary for the remainder of the contract period.

9. Any controversy or claim arising out of, or relating to this Agreement, or the breach thereof, shall be settled by arbitration in the city

where the Employee's office is maintained, in accordance with the rules then obtaining of the American Arbitration Association, and judgment upon the award rendered may be entered in any court having jurisdiction thereof.

10. Any notice required or permitted to be given under this Agreement shall be sufficient, if in writing, and sent registered mail to his residence, in the case of the Employee, or to the address of its President, in the case of the Employer.

11. Waiver by either party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach.

12. The rights and obligations of the Employer under this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of the Employer.

13. This Agreement shall be applied according to the laws of the State of Florida.

14. It is understood this instrument contains the entire agreement of the parties. It may not be changed orally but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

IN WITNESS WHEREOF, the parties have executed this Agreement on

WITNESSES

ASSOCIATED PUBLIC-SAFETY
COMMUNICATIONS OFFICERS, INC.

BY: _____

ATTEST: _____

As to Associated Public-Safety
Communications Officers, Inc.

ROBERT E. TALL

As to Robert E. Tall

STATE OF FLORIDA)
) SS:
COUNTY OF VOLUSIA)

I HEREBY CERTIFY that on this 1st day of March, A.D., 1984, before me personally appeared Craig M. Jorgensen, President, and Robert E. Tall, Executive Director of Associated Public-Safety Communications Officers, Inc., to me well known and known to me to be the persons described in and who executed the foregoing instrument, and acknowledge to and before me that they executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____,
A.D., 1984.

NOTARY PUBLIC

My commission expires:

ATTACHMENT #4

Associated Public-Safety Communications Officers, Inc.

It's a privilege to belong to APCO

PRESIDENT

CRAIG M. JORGENSEN

TELECOMMUNICATIONS COORDINATOR
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF PUBLIC SAFETY
4501 SOUTH 2700 WEST
SALT LAKE CITY, UTAH 84119

PRESIDENT-ELECT

CHARLES F. ENGLISH

COMMUNICATIONS ENGINEER
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EXECUTIVE DIRECTOR

ROBERT E. TALL

POST OFFICE BOX 669
105-1/2 CANAL STREET
NEW SMYRNA BEACH, FLORIDA 32070
904/427-3461

April , 1984

D-R-A-F-T

FIRST VICE-PRESIDENT

RICHARD L. MILLER

DIRECTOR OF COMMUNICATIONS
RIVERSIDE COUNTY COMMUNICATIONS DEPARTMENT
7195 ALESSANDRO BLVD
POST OFFICE BOX 646
RIVERSIDE, CALIFORNIA 92502

SECOND VICE-PRESIDENT

RUSSELL J. SINKLER

DIRECTOR OF EMERGENCY COMMUNICATIONS
CITY OF MINNEAPOLIS
316 CITY HALL
MINNEAPOLIS, MINNESOTA 55415

Dear _____:

This organization is considering your city as a possible site for its _____ consecutive Annual Conference. Your response to this inquiry will significantly contribute to this selection process. As importantly, your cooperation will aid in determining if your property will be chosen as the host housing and membership activities center for our meeting.

The purpose of this letter is to obtain information about your facilities and services. In particular, it will provide you with basic requirements for our meetings. We use an evaluation method which allows us to computerize your responses to a series of questions into a weighted comparison table. This table will be used in choosing that property most likely to best fulfill our needs.

The attachments to this letter will provide you with information about us: a: historical synopsis of our past five (5) Conferences, and the survey form. Please feel free to contact us, or anyone associated with these past meetings, for any additional information you may wish. Please respond as fully as possible, as promptly as possible.

Yours very truly,

Attach: (2)

RET, ED

Survey:

D-R-A-F-T

APCO ANNUAL CONFERENCE

HOST PROPERTY REQUIREMENTS

1)

DESIRED MEETING DATE

The desired meeting date is the week of August _____, 19____. If this date prevents you from bidding or offering your best facilities, services, and terms, please offer your next earliest open meeting date for the indicated week days.

2)

GUEST ROOM COMMITMENT

Will you set aside guest rooms and suites as outlined below on a tentative, first option basis under the indicated dates:

DAY: FRI SAT SUN MON TUE WED THURS FRI SAT

DATE: _____

ROOMS: 8 100 750 750 750 750 600 8 0

SUITES: 3 6 13 13 13 13 6 3 0

3)

SUITE COMMITMENT

The three suites included in the above room block are the minimum required for our officers and staff. The additional suites are for rental by our exhibitors. In general, the official suites should be located apart from those used for commercial purposes.

4)

ALLOCATIONS

Will you allow the Association the right to allocate twenty of the rooms and three of the suites? This will be done by this office notifying you of the names of the person(s) for which each of the occupancy spaces are to be reserved, by their arrival and departing dates. These reservations will be made in accordance with the CUT OFF DATE provision.

5)

GUEST ROOM RATES

Please quote current rack rates for room and suites according to type. In addition, please quote best convention discount from these rates as they will be posted twelve (12) months prior to the desired meeting date set forth in (1) above. We will consider flat room rates if you feel that you can meet same quality requirements with better terms in such manner.

APCO ANNUAL CONFERENCE

HOST PROPERTY REQUIREMENTS6) CUT OFF DATE

The cut off date for reservations is normally ten days prior to our Sunday major arrival date. If necessary, we will agree to release any unused portion of our room block at this time. However, we will require that you continue to accept reservations at discount rates on a first come, first serve basis as long as rooms are available. Should our room occupancy exceed the number of rooms in the block, or your capacity, we ask your assistance in obtaining accommodations for our guests at same or better rates in equal quality properties in your immediate location. Under such circumstances, it shall be understood that accommodations found in such other properties will be credited against your complimentary room requirement. Please advise.

7) COMPLIMENTARY ACCOMMODATIONS

Please quote your best ratio of complimentary rooms to guest rooms occupied per night. Please state your definition of "unit" should this be a factor in this matter. It should be noted, nevertheless, that we require complimentary suites for our President, Executive Director, and local Conference Chairman. Please comment.

8) PROMOTION AND RESERVATION MATERIAL

This Association makes three separate promotional mailing at strategic times prior to its meeting. We expect to prepare 6,000 pieces for each mailing for this meeting. The second and final mailing will contain the housing property reservation cards. It will therefore be required that you furnish at least 12,000 such cards at no cost to the Association, for these purposes. Also, please advise of additional promotional pieces that you may wish to provide on such basis as aids in obtaining maximum attendance. Transportation means, and maps showing the location of your property with respect to highways, access ramps, airports, shopping areas, nearby attractions such as golf courses, tennis courts, tourist attractions, etc., are of particular importance. Your comments, please.

9) ROOM RESERVATIONS

Please state your room reservation deposit requirements, if any. This Association is not liable for room reservations on any basis and/or for expense incurred by anyone other than those persons who may be named on an Executive Director's Master Charge account which may have been established beforehand with the appropriate officer of the property.

10) OCCUPANCY/FUNCTION REPORT

This Association requires this report within sixty (60) days after the final day of the meetings. As a minimum, this consists of the number of occupancy nights and the number of plates served.

APCO ANNUAL CONFERENCE
HOST PROPERTY REQUIREMENTS

11) CHARGES, PAYMENTS

Specify your requirements. An oral, if not more, estimate as required in (10) above, is necessary before final settlement is made.

12) REGULATIONS

Please advise, in general, of any union agreements which might affect our meeting, in particular, those related to meal and bar functions, (exhibit area) audio visual equipment and operation. For example, may we use our own audio visual equipment? Any charge for your systems, equipment, etc.? Quote applicable hotel rules, local laws, license requirements, etc.

13) MEAL FUNCTION REQUIREMENTS

DAY	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT
DATE									
FUNCTION	0	0	Lun Din Bev	Bfst	Bfst	Lun	Bqt Bev	0	0
NOPLATES	0	0	65/100	450	30	60	450	0	0

Please advise the minimum number of hours in advance of each meal function when you require a final guarantee of the number of plates to be served. Also advise the percentage of variation normally allowed from these guarantees. On our part, we will inform you not less than 45 days prior to the opening of the Conference of the specific types of meals and beverage functions desired, and reach agreement on the per person or other charge basis. See attached typical function sheet: Attach three (3) copies of your convention meals menu and rates. Specify sales tax and gratuities. If meals are added, same prices apply? Please also furnish three (3) room service menus.

14) BARS AND RESTAURANTS

Please advise the number and seating capacities of bars and restaurants in your property, naming any particular specialties or services they may provide. Are liquors dispensed by metered means, mixed by bar tenders, waiters, etc.? Please quote current bottle charges. What ratio of number of bars to number of guests do you normally use in private functions? May we supply our own bottles for such functions: If so, on what basis do you charge for dispensing service?

APCO ANNUAL CONFERENCE

HOST PROPERTY REQUIREMENTS15) MEETING ROOM RENTAL

In consideration of our planned activities and expected attendance we will not pay rental charges for the indicated meeting room(s) usage. Please comment. Again, please see the attached "Typical Function Sheet". In this respect, there follows immediately below our exhibit space requirements. You are advised that the ability of a property to accommodate this, and all other functions under one roof, in the manner specified above for meeting rooms, and at significant discounts from normal rates for exhibit area, will have a telling influence in our selection of a host property, other matters being equal.

16) EXHIBITS

We anticipate a need for exhibit space to accommodate up to 200(8' x 10') booths. Our activities in this area are along the following lines:

Setup: Monday, August _____
Show Dates: Tuesday, August _____ through Friday, August _____, 19__
Show Hours: Open 10AM, Tuesday. 9PM evenings. Close noon, Friday.
Dismantle: Friday PM, Saturday AM, August _____ and _____, 19__.
Rental: Please quote as requested under "Rental" above.
Advertising: We require your cooperation in controlling the distribution of related unwanted sales literature, written or printed news media, survey teams, etc. in your property.
Food/Beverage: Provisions for a wine and cheese party, or similar function, during one show evening are required. Please furnish any rate structure you may have for such purpose(s).
Security: Provide description of arrangements, and costs.
Decorator/Storage: Provide description of arrangements, and costs. Provide firm names if not your own. Details furnished upon selection.
Floor Plan: Please provide at least three (3) copies of your exhibit area floor plan.

17) MEETING PLANNING ACTIVITIES

Will you provide our local planning committee with a complementary meeting room at least twice during the period two years prior to the opening date of our meeting, and thereafter at least once each month during the year immediately prior to such opening date? And, in addition, a complimentary guest room for our convention manager during these sessions?

18) HOSPITALITY SUITES

We expect at least eight (8) of the blocked suites will be used for commercial hospitality purposes. Advise of any particular related regulations.

APCO ANNUAL CONFERENCE

HOST PROPERTY REQUIREMENTS

19)

COMPLIMENTARYS

Will you provide a complimentary cocktail reception for our group? Any other complimentary services to the group, officers, such as coffee and soft drinks for meeting rooms, etc.

20)

OTHER

A) Do you have on-premises parking facilities? If so, what are your rates and policies. If not, how far to nearest parking facility, and what are its current charges?

B) Is there any charge for the guest registration area? What do you provide? Is there a separate such facility and provisions for the exhibit area?

C) Valet service?

D) Advise of any guest, meeting or exhibit area that is not air conditioned.

E) Do you have your own limousine service? Is commercial limousine service available?

F) Is there a public stenographer on the property? Duplication facility? Notary public?

G) Have you planned remodeling or construction in your property immediately prior to or during our meeting dates?

H) Tell us of other events that may be now planned for your property during our stay.

I) Can you furnish hospitality suite and/or banquet entertainment? Give us an example. If you had rather us work through an agent, please advise of those with whom you have had the best results.

J) Do you have swimming pool, tennis courts, other recreational areas for guests? If yes, are there specific pool-side rooms or suites which can be used for hospitality rooms or rooms for VIP's?

21)

MANAPCO NIGHT

A regular activity of our meetings is a "theme" fun night put on as a separate function (under our requirements) by our exhibitors and commercial members. This is the largest party of the meeting. We will see that the Chairman of our Manapco Committee is made aware of that information you provide us which is germane to his planning. This function is not shown on our function sheet inasmuch as the party may be held at some other location. What can you offer in the way of location, prizes, favors, other complimentaries, as an inducement to hold this 800-1100 participant affair in your property?

THE ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS

Typical Function Sheet

Saturday, August , 19

TBD	Registration	4 windows area
TBD	Office (conference committee)	rm 1
9am - 5pm	Board Meeting c/s	10 pp rm 1

Sunday, August , 19

TBD	Registration	4 windows area
TBD	Office	rm 1
9am - 5pm	Executive Committee c/s	60 pp rm 2
Noon - 1:30pm	Lunch c/s	50 pp rm 3
6pm - 7:30pm	Reception	100 pp rm 3
7:30pm - 9pm	Dinner r/t	100 pp rm 3

Monday, August , 19

TBD	Registration	4 windows area
TBD	Exhibit Set-up	rm 1
TBD	Office	rm 1
8am - 10am	Breakfast r/t s/p	450 pp rm 4
10am - 5pm	General Session c/s s/p	400 pp rm 5
Noon	Panel lunch c/s	10 pp rm 6

Tuesday, August , 19

TBD	Registration	3 windows area
TBD	Office	rm 1
6:00am	*Breakfast (CCC) r/t	30 pp rm 6
8:30am - 5pm	General Session t/s	400 pp rm 5
8:30am - 5pm	Meetings	
	#1 t/s s/p	100 pp rm 8
	#2 t/s s/p	100 pp rm 2
	#3 t/s s/p	100 pp rm 3
	#4 t/s s/p	100 pp rm 4
10am - 1pm	Exhibits Open	
Noon - 1pm	Lunch (President's) r/t	60pp rm 6

Wednesday, August , 19

TBD	Registration	2 lines area
TBD	Office	rm 1
7:00am	*Prayer Breakfast r/t	30 pp rm 6
8:30am - 5pm	General Session t/s	400 pp rm 5
8:30am - 5pm	Meetings	
	#1 t/s s/p	50 pp rm 2
	#2 t/s s/p	50 pp rm 3
	#3 t/s s/p	50 pp rm 6
	#4 t/s s/p	50 pp rm 7
10am - 1pm	Exhibits Open	
2pm - 6pm	Exhibits Open	
Noon	Life Members Luncheon r/t	rm 8

THE ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS

Typical Function Sheet

Thursday, August , 19

TBD	Registration		1 line	area
7:00am	Committee Breakfast	c/s	20 pp	rm 3
TBD	Office			rm 1
8:30am	Coordinator Workshop)(?)	c/s	50 pp	rm 3
8:30am	Booth Sales	t/s s/p	175 pp	rm 3
8:30am - 5pm	General Session	t/s s/p	450 pp	rm 5
10am - 1pm	Exhibits Open			
1pm - Noon	(Friday, August , 19)			
	Exhibit Dismantle			
6:30pm - 7:30pm	Reception (wall chairs)		550 pp	rm -
7:30pm - 11pm	Closing Banquet/Program		550 pp	rm 5
- Noon	Coordinator Luncheon	c/s	45 pp	rm 3

Friday, August , 19

- Noon	Office			rm 1
- Noon	Exhibit Dismantle			
8:30am - Noon	Meetings			
	#1	c/s	40 pp	rm 3
	#2	c/s	40 pp	rm 4
TBD	Board Meeting/Luncheon	c/s	10 pp	rm 2

Continue to HOLD ALL SPACE for:

1. Planned Exhibitor Hospitality Functions
2. Program Format Changes
3. Ladies' Hospitality Changes
4. Board Meetings rm 2
5. Office rm 1
6. Registration area
- 7.
- 8.
- 9.
- 10.

LEGEND:

TBD: to be designated
c/s: conference style
r/t: rounds of ten
pp: people
* : private arrangement
s/p: speakers podium
t/s: Theatre style
rm: room

Associated Public-Safety Communications Officers, Inc.

ATLANTIC CHAPTER

It's a privilege to belong to APCO

FIRST VICE PRESIDENT

THOMAS W. EMMONS
MONMOUTH COUNTY POLICE RADIO
DUTCH LANE ROAD
FREEHOLD, NJ 07728
(201) 431-7919

NATIONAL EXECUTIVE COMMITTEE

LEE IRELAND
EGG HARBOR TOWNSHIP
COMMUNICATIONS DEPT
BOX 262, RD-1
LINWOOD, NJ 08221
(609) 927-5000

SECOND VICE PRESIDENT

GARY E. PERKINS
MONROE COUNTY-PUBLIC SAFETY COMM.
1530 HIGHLAND AVE.
ROCHESTER, NY 14618
(716) 428-5679

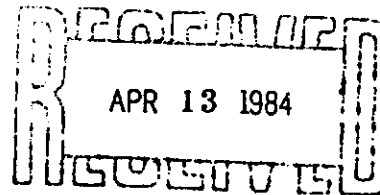
PRESIDENT

JAMES F. BLESSO
STATE OF CONN
BUREAU OF EMERGENCY
TELECOMMUNICATIONS
20 GRAND ST.
HARTFORD, CT 06106
(203) 566-3243

SECRETARY TREASURER

FRANK J. DEVINE
P.O. BOX 2800
HUNTINGTON STATION, NY 11746
(516) 427-3686

From; Atlantic Chapter
To; Board of Officers- Membership of APCO
Subject; Nomination for "Life" Membership



The Atlantic Chapter is pleased and honored to place into nomination for "Life" membership classification James W. (Wes) Chupp.

Wes is now retired and has always been an leader at both the Chapter and National levels. Some of his attainments and services to the National Association are;

- a- Chairman Frequency Coordination Committee 1974-1981
- b- Member, Frequency Coordination Committee 1970-1983
- c- Technical Representative- Project 17
- d- Frequency Coordination Manual Rewrite- Contributor
- e- Member Resolutions & Dockets Committee 1974-1981
- f- Panel member Frequency Coordination System 1976-1979
- g- Represented National at LMCC &PSCC meeting 1975
- h- Committee Member Aural & 10 Code Project 14
- i- Review Panel Project 13 & 13A- Planning Guidelines
- j- Contributed to many APCO Docket presentations
- k- Conducted many Frequency Coordination seminars and Panels at numerous National Conferences.

Frank J Devine
Frank J Devine
Sec/Treas.

James F Bless
James F Bless
President

Associated Public-Safety Communications Officers, Inc.

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PRESIDENT

CRAIG M. JORGENSEN

TELECOMMUNICATIONS COORDINATOR
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF PUBLIC SAFETY
4501 SOUTH 2700 WEST
SALT LAKE CITY, UTAH 84119

PRESIDENT-ELECT

CHARLES F. ENGLISH

COMMUNICATIONS ENGINEER
NORTH CAROLINA HIGHWAY PATROL
POST OFFICE BOX 27687
RALEIGH, NORTH CAROLINA 27611

EXECUTIVE DIRECTOR

ROBERT E. TALL

POST OFFICE BOX 669
105-1/2 CANAL STREET
NEW SMYRNA BEACH, FLORIDA 32070
904/427-3461

April 19, 1984

FIRST VICE-PRESIDENT

RICHARD L. MILLER

DIRECTOR OF COMMUNICATIONS
RIVERSIDE COUNTY COMMUNICATIONS DEPARTMENT
7195 ALESSANDRO BLVD
POST OFFICE BOX 646
RIVERSIDE, CALIFORNIA 92502

SECOND VICE-PRESIDENT

RUSSELL J. SINKLER

DIRECTOR OF EMERGENCY COMMUNICATIONS
CITY OF MINNEAPOLIS
316 CITY HALL
MINNEAPOLIS, MINNESOTA 55415

MEMO FROM: Bob Tall

TO: Board of Officers

RE: HR 4826 - Nonconsensual Recordings
(copy attached, with Beckley letter)

Virginia Chapter Executive Committeeman Al Beckley raises this issue, which you should be aware of. I called Representative Conyer's office yesterday afternoon, and the staff of the Subcommittee on Criminal Justice, with this result.

Gale Bowman, of the subcommittee staff (phone 202-226-2406), tells me that the nature of our concerns has been raised during consideration of the bill, and that our concerns will be accommodated during the mark-up of the bill, which is scheduled for mid-May. She wants a letter from us, however. She took the phone number of the National Office.

One option being considered by the subcommittee is to clearly make the bill applicable only to Federal agencies, but that amendment may not fly. Another, more likely approach to get us out from under, would be to provide a clear exemption for emergency services.

Since things are going the way we want them to, I have seen no need to get John Lane involved.

We do, however, have to make sure that we have adequately enunciated our concerns. A draft letter to the subcommittee is attached. Please be prepared to discuss the matter at Rochester and sign off on a final letter to the subcommittee.

I'll bring to Rochester the full file Al Beckley sent me.

cc: Berry House
Al Beckley
John Bassett
Sylvia Hobgood

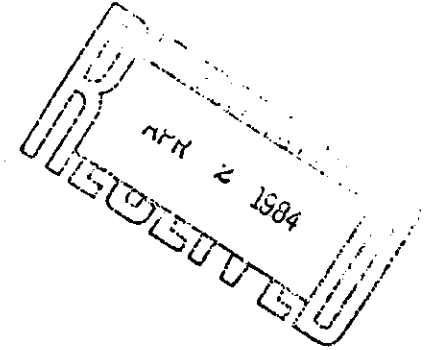
Attachments



City of Roanoke, Virginia.

COMMUNICATIONS CENTER
ROOM 154
MUNICIPAL BUILDING
215 CHURCH AVENUE, S. W.
ROANOKE, VIRGINIA 24011

March 28, 1984



APCO, Inc.
Mr. Robert E. Tall
Executive Director
P. O. Box 669
New Smyrna Beach, Florida 32070

Re: HR 4826
Nonconsensual Recordings

Dear Bob:

In furtherance of our telephone conversation of last Thursday, I am transmitting herewith both my comments and the material discussed.

The subject bill represents a radical departure from present law - Subsections 2511(2)(c) and (d) of Title 18 operate to exempt one-party consensual interception of communications from the prohibitory portions of Title III of the Omnibus Crime Control and Safe Streets Act of 1968 (18 U.S.C. 2510 et. seq.) unless the interceptor (i.e. the person who secretly records the conversation) (1) is not acting under color of law, and (2) intercepts for criminal or tortious, or other injurious purpose. Otherwise, there is no federal statute which prohibits the surreptitious, one-party consensual interception. HR 4826 would make this conduct a misdemeanor punishable by one years imprisonment and a \$100,000 fine.

This bill would criminalize a number of common practices employed in the area of public safety that are not connected with criminal law enforcement. For example, since the bill applies to persons "holding office or employment in a non-foreign government," it would apparently apply to state and local governments. Thus, fire departments and other emergency organizations could no longer record emergency calls as a matter of course.

I have included a copy of the congressional record for January 24, 1984 in which S. 2205 was introduced by Senator Bumpers. This is when the issue first surfaced.

Mr. Robert E. Tall
HR 4826
Page 2
March 28, 1984


Additionally, find a copy of FCC Docket No. 20840 - October 1983. It is interesting to note that at that time, the Commission had concluded that there are sound reasons to discontinue regulation in this area. In essence, they have instituted Docket 20840 to re-examine the desirability and enforceability of the beep tone requirement. They have said, "while reaffirming our commitment to privacy in communications, we conclude that we should defer to the regulatory scheme of the Omnibus Crime Act".

It so happens this is the Code Section Mr. Bumpers and others want to amend.

I brought this matter before the Virginia Chapter at our last meeting. It was unanimously agreed that we could not support HR 8426 or any legislation of a similar nature. Further, we believe National APCO should concur in our position.

It is nice to have an Executive Director to kick around. Warmest personal regards.

Truly yours,


Alfred Beckley
Executive Committeeman
Virginia Chapter APCO

AB/1

CC: Berry House, President
J. D. Bassett, First Vice President
Sylvia Hobgood, Chapter Secretary

Enclosures

C. Medsker

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98TH CONGRESS
2D SESSION

H. R. 4826

To amend chapter 93 (relating to public officers and employees) of title 18 of the United States Code to forbid the recording by public officers and employees of telephone conversations without the consent of all parties to such conversations.

IN THE HOUSE OF REPRESENTATIVES

FEBRUARY 9, 1984

Mr. CONYERS introduced the following bill; which was referred to the Committee on the Judiciary

A BILL

To amend chapter 93 (relating to public officers and employees) of title 18 of the United States Code to forbid the recording by public officers and employees of telephone conversations without the consent of all parties to such conversations.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 That chapter 93 of title 18 of the United States Code is
4 amended by adding at the end the following:

5 "§ 1924. Nonconsensual recording of telephone conversa-
6 tions

7 "(a) Except as provided in subsection (b) of this section,
8 whoever, holding office or employment in a nonforeign gov-

1 ernment, makes in the course of such office or employment a
2 sound recording of a voice conversation taking place on a
3 telephone, without the consent of all parties to that conversa-
4 tion, shall be fined not more than \$100,000 or imprisoned not
5 more than one year, or both.

6 “(b) This section does not apply to a recording made
7 by—

8 “(1) an officer of a nonforeign government who is
9 empowered by law to conduct investigations of or
10 make arrests for criminal offenses while such officer is
11 engaging in such an investigation or arrest;

12 “(2) an individual engaged in foreign intelligence
13 or counterintelligence work;

14 “(3) an individual making a recording required
15 under law of a telephone search warrant request under
16 the Federal Rules of Criminal Procedure or similar
17 provision of State law; or

18 “(4) a physically handicapped individual exclusive-
19 ly for the use of such individual, if a physician certifies
20 (and the head of the relevant agency or such head’s
21 designee concurs) that such individual is handicapped
22 and such head or designee determines that the record-
23 ing is required to perform fully the duties of such indi-
24 vidual’s office or employment.”.

1 SEC. 2. The table of sections at the beginning of chapter
2 93 of title 18 of the United States Code is amended by
3 adding at the end the following new item:

"1924. Nonconsensual recording of telephone conversations."



Associated Public-Safety Communications Officers, Inc.

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PRESIDENT

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TELECOMMUNICATIONS COORDINATOR
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POST OFFICE BOX 669
105-1/2 CANAL STREET
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April 19, 1984

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RICHARD L. MILLER

DIRECTOR OF COMMUNICATIONS
RIVERSIDE COUNTY COMMUNICATIONS DEPARTMENT
7195 ALESSANDRO BLVD
POST OFFICE BOX 646
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DIRECTOR OF EMERGENCY COMMUNICATIONS
CITY OF MINNEAPOLIS
316 CITY HALL
MINNEAPOLIS, MINNESOTA 55415

Honorable John Conyers, Jr.
Chairman, Subcommittee on Criminal Justice
House Judiciary Committee
House Annex #2, Room 362
Washington, D.C. 20515

D-R-A-F-T

Dear Chairman Conyers:

The Associated Public-Safety Communications Officers, Inc., is pleased to learn, from conversations with the Subcommittee Staff, that the Members of the Subcommittee recognize that Congressional passage of HR 4826 (Nonconsensual Recordings) in its present form would unintentionally have massive adverse impact on emergency communications systems being operated throughout the United States, and that the Subcommittee plans to amend the measure during mark-up in mid-May to exempt such systems.

Our concern is that the present language of your bill would criminalize a number of common practices employed in the area of public safety that are not connected with criminal law enforcement.

It is absolutely necessary for the state and local governmental emergency entities which our association's members represent to record incoming emergency calls for police, fire, emergency medical and other assistance, both to make certain that the correct information has been obtained from the member of the public seeking assistance in order to make sure the help gets to the right place as quickly as possible, and to provide supporting records of what transpired during the call in the event of subsequent investigation.

In addition to adding unacceptable time in situations where minutes and even seconds are often the difference in saving a life or someone's home, there is a problem of radio frequency spectrum resources available to the public safety agencies of the country. We have far too little spectrum available now to handle our present and growing public safety communications requirements, and any proposal that would make us use more "air time" on our emergency radio systems to ascertain whether or not a calling party has consented to the recording of his conversation, would destroy the effectiveness of our present operations.

Another major reason we need the nonconsensual recording is to discourage "false alarms". Studies have shown that in emergency systems where a member of the public knows his call is being recorded, he is less apt to call in a false alarm.

Also, it is not enough to limit the exemption we seek to employees of local governmental entities, since volunteers are involved in many operations.

Our concerns could be accomplished by adding to the bill another exception under 1924(b), to read:

"(5) any person engaged in the receiving of calls from the general public which seek, or purport to seek, police, fire, medical, or other such emergency assistance."

While the present language of the bill speaks to "a sound recording of a voice conversation taking place on a telephone," many of the radio communications systems in the United States today have terminal instruments that I'm sure most members of Congress would call "telephones", since they look like telephones, and perform the same functions as telephones, and are connected into the telephone network. Your subcommittee may also want to take the opportunity at this time to clarify any distinctions you may want to make between "wireline" telephones, on the one hand, and "radio" telephones on the other.

As far as the need of our members for exemption from HR 4826 is concerned, of course, we need such exemption from the effect of the bill on both wireline and radio telephones, since the emergencies we handle are transparent as to whether they originate from wireline or radio telephones.

Thank you for your consideration of our views, and for the understanding of our situation which your Subcommittee Staff has already evidenced.

Sincerely,

Craig M. Jorgensen
President, APCO