

## **APCO International, Inc.**

Board of Officers Meeting  
December 14, 2008 9:43 am – 5:59 pm  
APCO International Headquarters  
Daytona Beach, Florida

### **Attendees:**

President Chris Fischer	Immediate Past President and SGI Chair Willis Carter
President Elect Richard Mirgon	Executive Director George Rice, Jr.
First Vice President Bill Carrow	Deputy Executive Director Mark Cannon
Second Vice President Gregg Riddle	Governance Coordinator Chandra M. Champion

President Chris Fischer *called* the December 14, 2008 Board of Officers Meeting to order at **9:43 am EST**.

The Board of Officers removed the 2010 Budget approval from the Consent Agenda.

### **1. Consent Agenda Items**

President Elect Dick Mirgon *moved to accept* the following items on the Consent Agenda.

#### **Consent Agenda:**

1. Approval of the September 29, 2008 Board Meeting Minutes
2. Approval of the October 16, 2008 Board Meeting Minutes
3. Approval of Nine Arizona Chapter members to the status of APCO Senior Member
4. Approval of Joe Gallelli to act as APCO's Representative and Co-Chair of the APCO/NENA IP Capable PSAP Working Group
5. Approval of the NLETS MOU

First Vice President Bill Carrow *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

### **2. Executive Session (9:55 am – 10:22 am)**

President Elect Dick Mirgon *motioned to begin* an Executive Session at 9:55 am. Second Vice President Gregg Riddle *seconded* the motion. A verbal vote was taken the *motion passed with no opposition*.

The Executive Session was adjourned at 10:22 am.

### **3. Staff Realignment**

President Elect Dick Mirgon *motioned to approve* the staffing realignment as presented by the Executive Director. Second Vice President Gregg Riddle *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

### **4. Regulatory Counsel Contract**

This item will be tabled until the next Board of Officers Meeting.

### **5. SGI Update**

Willis Carter, SGI Task Force Chair, briefed the Board on the Strategic Governance Implementation Task Force's activities for the past six months:

- i. The Task Force had a face-to-face meeting in September that included the former APCO Constitution and Bylaws Committee Chair, Jack Keating where they reviewed the revised Side-by-Side Matrix, developed a SGI Tasks Timeline, and reviewed Version 6 of the proposed Bylaws
- ii. The Task Force had Conference Calls with each of the Chapters that voted “No” to Resolution One to answer their questions and hear their concerns
  1. The “NO” Chapters included Idaho, Kansas, North Dakota, Pennsylvania, South Dakota, South Carolina, Texas, and Past President Wanda McCarley.
  2. All of the Chapters seemed to be satisfied with the current Version 6 of the proposed Bylaws.
- iii. It was noted that Glen Nash has resigned from the Constitution and Bylaws Committee
- iv. Policies have been developed for the Regional Representatives election process
- v. The Constitution and Bylaws Committee have been diligently working with the Task Force to review the proposed Bylaws for any information that has been overlooked or not included within the new document
- vi. The Task Force is currently in the process of scheduling conference calls with each Executive Council Representative and Past President to review the proposed Bylaws
- vii. Three SGI related Policy Manual Sections are currently being reviewed and voted on by the Executive Council as 30-Day Action Items
- viii. The SGI Task Force developed a detailed presentation of roles, responsibilities, and the flow of communications between the Regional Representatives and their Regions – this will be introduced to the Executive Council Representatives during the upcoming January conference calls
- ix. The SGI plans to formally present and answer all questions at the Executive Council Mid-Year Meeting regarding the proposed Bylaws, Policy Manual Sections, and the Regional Representative election process.

The Board of Officers briefly discussed possible requirements for Regional Representatives and suggested that all candidates for the office of Regional Representative be required to obtain a formal endorsement from their Chapter. They also suggested that the Management Committee be charged with developing the Executive Council Agenda for the council’s Annual meeting and be responsible for Executive Council Training. They also asked that the Group Leaders not report to the Management Committee anymore because they are already required to report to the Board of Officers so this would be a duplication of reporting.

The Board of Officers discussed the future roles and committee make-up of the Finance & Budget Committee if the proposed Bylaws were to pass. It was suggested that the Chair of the Committee come from the Executive Committee and the members be made up of the four Regional Representatives. This group would have quarterly calls, with financial information distributed on a monthly basis.

The Board of Officers discussed and developed a list of reasons for the need for the governance restructuring:

- The failure of P41 due to the structure - lacking regional support that could have been crucial to the outcome of this Project
- Attorney-client privilege issues
- Member recruitment tactics
- The swift response to key decisions associated with TERT, PSST, NPSTC, and the FCC
- Budget approval and development timing

The Board of Officers briefly reviewed the proposed Version 6 Bylaws and Policy Manual Index.

There was a brief discussion around adding additional responsibilities and duties to the Credentials Committee thus the need to possibly change the Committee's name to reflect these new tasks.

**SGI Chair Follow-up:** Willis Carter, SGI Chair, will schedule a special call with the West Virginia Executive Council Representative Dave Saffel to hear the Chapters concerns and answer any questions. He will also schedule a brief meeting with the Board of Officers prior the Executive Council Mid-Year Meeting on February 13, 2009 to brief them on the SGI Task Force's presentation.

## **6. Life Membership Requirements**

The Credentials Committee Chair Willis Carter briefly discussed the need for a thorough review of the Life Membership credentials. The Board of Officers asked that these documents be reviewed and suggested that new criteria be developed regarding who can nominate members and how many members can be nominated at one time from a Chapter.

**Credentials Committee Follow-up:** The Credentials Committee will provide the Board of Officers with revised requirements for obtaining APCO Senior and Life Membership statuses.

## **7. Review of APCO Policy Priorities**

Executive Director George Rice explained each priority in detail. The Board of Officers offered several suggestions to the Executive Director and staff.

The E911 Institute Board will be meeting with a Representative from President's Obama Transition team on December 17, 2008 at 10:00 am. First Vice President Bill Carrow will attend as APCO's representative for this meeting. Director of Government Affairs Yucel Ors will participate in the preparatory conference call as APCO's representative on December 15, 2008.

**Staff Follow-up:** First Vice President Bill Carrow will attend the E911 Institute Board meeting with the Obama Transition team on December 17, 2008.

**Staff Follow-up:** Executive Director George Rice will make the following changes below to the Policies Priorities document and resubmit to the Board of Officers for review:

- include P25 language to Priority 1
- blend Priorities 2 and 3
- change the following language - funded 15-site pilot program to 15 diverse geographic locations in Priority 3
- add some Terrorist type wording to 2, 3, and 5
- add language that encourages Congress to review the possibility of making the OEC Department a SEC level Department
- add language regarding APCO support for situational awareness.

## **8. Representative John D. Dingell Letter**

The Board of Officers discussed sending a letter to Michigan Representative John D. Dingell to support the efforts of Derek Poarch, Chief of the Public Safety and Homeland Security Bureau for the Federal Communications Commission and Kevin Martin the Chairman of the Federal Communications Commission.

**Staff Follow-up:** The Executive Staff will work on the verbiage of the letter and return to the Board of Officers for review.

## 9. Draft Executive Council Mid-Year Meeting Agenda

The Board reviewed the Executive Council Agenda and decided on the following – a presentation by the Finance and Budget Committee Chair Dave Saffel on the APCO Heritage Advisory Committee Business Plan, a special presentation on APCO's policy priorities for 111<sup>th</sup> Congress, Group Leaders report presentations, and the Regulatory Report from Bob Gurss.

**Board Follow-up:** President Chris Fischer will make sure Bob Gurss is aware of the time and location for his Regulatory presentation at the Mid Year Meeting. She will ask that his report include updates on 700MHZ, narrowbanding, rebanding, accuracy, and the state of the FCC.

## 10. President Updates

- President Fischer briefed the Board on the status of the PSST, NPSTC, SAFECOM, and the NFPA Representative Change.

The Board of Officers agreed that MESA travel for Dan Hawkins will be funded out of the Special Projects Budget.

## 11. Executive Director Updates

- Craig Jorgenson has agreed to complete a Personal Service Contract for his work on the P25 Project.
- Winter Summit Bridge Luncheon - Joe Dittmer, a World Trade Center Survivor will be the key note speaker for the Bridge Luncheon. APCO will take care of Mr. Dittmer's fees and invoice NENA for their portion of the cost. President Fischer will introduce Mr. Dittmer followed by closing remarks from NENA Board Chair Ron Bonneau.
- There will be a soft Grand Opening for the new Alexandria Building on April 7, 2009. This will include light hors d'oeuvres and an informal program followed by pictures. The Board of Officers would like the Past Presidents and the Executive Council to be invited.

**Staff Follow-up:** Executive Director George Rice will begin working with Staff to develop a preliminary list of awardees for the APCO Leadership Dinner for the Board's review.

- The CAPRAD RFP is moving along as asked by the Board of Officers and will be completed and submitted by the end of this week.

## 12. Board Travel Matrix

The Board reviewed the Matrix and provided updates and changes.

President Elect Dick Mirgon ***motioned to accept*** the revised Travel Matrix. First Vice President Bill Carrow ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

**Staff Follow-up:** Governance Coordinator Chandra Champion will work with the North Central Regional Conference Chair to set-up meeting time and space for a Town Hall with Chapter Presidents during the conference. She will also provide personal calls to all North Central Regional Chapter Presidents inviting them to the Town Hall Meeting.

### 13. 2009-2010 Committee List

The Board of Officers created two new networks - the Consolidated Center Directors Network and the Urban Area Policy Network.

**Staff Follow-up:** Communications Manager Courtney McCarron Hastings will develop a press release that announces the development of the APCO Urban Area Policy Network.

**Board Follow-up:** The Board of Officers will discuss the details of these two committees during their weekly Conference call on the December 23, 2008.

### 14. Board of Officers Updates

#### First Vice President Bill Carrow

- **CALEA Conference**

First Vice President Bill Carrow briefed the Board of Officer's on his participation at the Tulsa CALEA Conference. He noted that numbers were down for the conference. The Communication Association Support Network (CASSEN) group discussed the lack of communication training offered at the CALEA Conferences. The CASSEN group would like to see APCO's Active Shooter class offered at their conferences as two half day sessions.

There was discussion between the Board of Officers regarding the need for an additional Public Safety CALEA Commissioner due to the ever increasing number of Comm. Centers currently under going the CALEA accreditation process.

**Board Follow-up:** First Vice President Bill Carrow will be responsible for working with CALEA Staff and the CASSEN group to make sure APCO's Active Shooter class will be offered at the next CALEA conference.

**Staff Follow-up:** Executive Director George Rice will follow-up with CALEA Executive Director Sylvester Daughtry, Jr. regarding the addition of a second Commissioner for Public Safety.

### 15. Adjournment

President Elect Dick Mirgon ***motioned to adjourn*** the meeting. A verbal vote was taken and the ***motion passed with no opposition***. The meeting adjourned at **5:59 pm EST**.

**Respectfully submitted,**

George S. Rice, Jr.  
Executive Director

The Board Agenda will be part and parcel of the formal record of the Board of Officers meeting and will be retained at Headquarters.