

## APCO International - Board of Directors Meeting

APCO Headquarters

Daytona Beach, FL

January 23, 2016

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### Call to Order

President Brent Lee convened the Board of Directors meeting at 9:00 am EDT. In attendance:

Name	Title	Present	Absent
Brent Lee	President	X	
Cheryl Greathouse	First Vice President	X	
Martha Carter	Second Vice President	X	
John Wright	Immediate Past President	X	
Derek K. Poarch	Ex-Officio / Chief Executive Office	X	
Richard Boettcher	East Coast Regional Representative	X	
James J. McFarland*	East Coast Regional Representative	X	
Tracey Hilburn	Gulf Coast Regional Representative	X	
Matthew J. Stillwell	Gulf Coast Regional Representative	X	
Robin Tieman*	North Central Regional Representative	X	
Holly Wayt	North Central Regional Representative	X	
Kimberly Burdick	Western Regional Representative	X	
Margie Moulin	Western Regional Representative	X	
Richard Solie	Commercial Advisory Council (CAC)	X	

*\*Due to weather conditions, Regional Representatives James McFarland and Robin Tieman joined the meeting via teleconference.*

Additional participants: Mark Cannon, Deputy Executive Director  
Kristin Vollin, Executive Assistant

### Consent Agenda (Agenda item 1)

**Approval of 9/12/2015 Minutes (Revised)** – Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to approve the revised Board minutes from September 12. East Coast Regional Representative Richard Boettcher ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

**Approval of 2015 General Business Session I & II Minutes** – Gulf Coast Regional Representative Tracey Hilburn ***motioned*** to approve the General Business Session I & II Minutes. Western Regional Representative Kimberly Burdick ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition.***

### Old Business (Agenda item 2)

**International Chapter Executive Council (EC) Representative** – President Brent Lee reminded the Board of the challenges associated with filling this post, given the few who are eligible from other countries without an APCO connection. The Executive Committee did receive interest from several individuals and appointed Deborah Weiss from Australia to serve as the International Chapter EC representative. Ms. Weiss confirmed she will attend the annual conference in Orlando, FL. She also wants to participate in the Gulf Coast Region conference calls; however, there may be challenges due to

the time difference. Prior to conference, the Gulf Coast Regional Representatives will conduct a call with Ms. Weiss to get further acquainted.

**Investment Update** – Executive Director Derek Poarch reported that Spire Investments opened APCO’s investment account purchasing thirteen fund holdings on December 8. In percentage terms, the portfolio experienced a slight negative return of -0.49% during the first month of activity. This compares favorably to other indices; for example, the stock index S&P 500 had a -1.58% return for the same period. Especially given the current market volatility and with the understanding that Spire’s “moderate” and “balanced” strategy for the APCO portfolio is focused on a 3-5 year time horizon, returns in the short run may continue to show swings and attempts to infer too much especially within the initial year of portfolio performance may be premature as a result. In accordance with the investment policy, the Board will receive updates on a quarterly basis. The monthly financials also feature entries related to investment performance; this will be highlighted as well during the financial review the EC receives at its meeting.

**‘Leadership in Action’ Teleconference** – East Coast Regional Representative James McFarland questioned the continued need for the teleconferences. President Brent Lee explained that the item was on the agenda since the Board had previously come to a consensus to hold the calls rotating by region. Mr. McFarland indicated due to his current schedule he may not be able to fully participate. Mr. Poarch clarified that in addition to whatever topics each region decides to showcase that the GRO staff will report on applicable items from a national legislative and regulatory perspective. East Coast Regional Representative Richard Boettcher agreed to take the lead in organizing the next regional call and would run pertinent details past his fellow regional representative prior to the presentation.

### **New Business** (*Agenda Item 3*)

#### **Projects and Committees**

**Project on Broadband Implications for the PSAP** – President Brent Lee proposed forming Project 43 to explore the impacts of broadband on the public safety communications community. The first step is to appoint a project chair that will function as a project manager. Mr. Lee also pointed out funding could come from the Public Safety Foundation of America and other sources. First Vice President Cheryl Greathouse indicated this project could take 18 months with resulting new standards work stretching 3-4 years into the future. The project will also consist of several short term workgroups requiring member involvement. The end results should have a major impact on membership and the profession.

Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to establish APCO Project 43, Broadband Implications for the PSAP. Western Regional Representative Kimberly Burdick ***seconded*** the motion. During discussion CAC Representative Richard Solie indicated Project 43 will have a positive impact on APCO membership as non-members will want to participate in this initiative. A verbal vote was taken and the ***motion passed with no opposition***.

**NJTI-TERT Committee Reorganization** – Chief of Staff Mark Cannon, as a co-manager of the NJTI, LLC along with Brian Fontes representing NENA, reported that the restructuring had proceeded as planned. Part of the effort involved reaching back to have all parties involved sign intellectual property rights agreements. The new committee process for NJTI-TERT will unfold over the next year, keeping the same calendar as previously during this transition year, however, the NJTI, LLC will have direct oversight of the process on behalf of its constituent members of APCO and NENA. President Brent Lee added that NJTI, LLC was working with FEMA/EMI to standardize and upload more TERT training online beyond the IS-144 basic course.

**Summaries from Board Members Attending Chapter Conferences** – In an effort to ensure participation at chapter conferences is used sufficiently President Brent Lee requests the Board provide a brief report on their chapter conference attendance, highlighting their roles performed at the conferences.

## **PM Amendments**

Committee Revisions – Chief of Staff Mark Cannon reviewed committee revisions in the Policy Manual (PM). The group clarified the wording in one subsection of 7.3 that the third round of committee selection will include members selected to committees during all prior rounds. Western Regional Representative Margie Moulin suggests a review of the number of RPL committee members as that number will increase as the popularity of RPL grows. She and others noted that while RPLs be given preference, it may not be feasible in coming years to ensure placement of all interested RPL graduates on a committee. There are other ways that RPLs can satisfy requirements for renewal.

Western Regional Representative Margie Moulin ***motioned*** to approve PM 7.1, 7.3, and 7.5 as amended. East Coast Regional Representative Rich Boettcher ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

Significant Action Process – Immediate Past President John Wright ***motioned*** to strike PM 6.3 related to the Significant Action (SA) process as recommended by counsel inasmuch as it was found to not be consistent with applicable state law. In recent years, only approval of Executive Council minutes have been put through the SA process; going forward such votes must be conducted via conference call or in person. Gulf Coast Regional Representative Tracey Hilburn ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

**APCO-CALEA Partnership in Course Development** – Executive Director Derek Poarch informed the group that he has been engaged with the executive offices of CALEA to discuss a partnership where APCO would be a training arm for CALEA, splitting revenue and expenses 50/50. This partnership would result in hiring one part-time (24 hour a week) curriculum developer to work solely on CALEA related training accreditation courses. During its November meeting, CALEA approved \$25,000 toward the project; APCO's comparable share of expenses will be reflected in next year's budget. Mr. Poarch indicated the partnership will bring forth additional course offerings and an expanded number of contacts.

Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to approve the APCO-CALEA partnership for course development. East Coast Regional Representative Richard Boettcher ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

**Capital Improvement Plan Updates, 2016-2021** – Executive Director Poarch highlighted new and significant changes to the plan. Immediate Past President John Wright ***motioned*** to approve the CIP 2016-2021. Western Regional Representative Margie Moulin ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

## **Budget Amendments**

January Board In-person Meeting – Gulf Coast Regional Representative Matthew Stillwell ***motioned*** to approve a \$15,000 budget amendment to cover the January Board in person meeting. East Coast Regional Representative James McFarland ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***.

CALEA Funding for 50/50 Split of PT Course Developer – North Central Regional Representative Holly Wayt ***motioned*** to accept \$25,000 from CALEA for a part-time course developer. Gulf Coast Regional

Representative Tracey Hilburn *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

**Annual Conference Manual Amendments** – Gulf Coast Regional Representative Matthew Stillwell *motioned* to accept changes as amended to sections 9.3.2 regarding awards and adding a stipulation of ten full registrations and section 10.9.4.1 regarding marketing dollars for future cities. Western Regional Representative Margie Moulin *seconded* the motion. A verbal vote was taken and the *motion passed with no opposition*.

**President's Report** (*Agenda Item 4*) –

- Mr. Lee informed the group of upcoming topics for his bimonthly articles where he will highlight the “we” strategy, increased membership involvement in committee work, and the President to President meeting.
- SAFECOM is going back to Land Mobile Radio (LMR) as its focus
- Continuing to serve on NPSTC, dissenting when appropriate

**Executive Director's Report** (*Agenda Item 5*) –

- All entertainment has been finalized for APCO 2016
- New personnel:
  - GRO: Lauren Corcoran as Government Relations Associate
  - Institute: Alan McVickers as Sales Coordinator
- Replaced the garage sensor at the Riddle Building in Alexandria, VA
- Recommended Training Topics – The National 9-1-1 Program office will be seeking comment on recommended training topics for the 9-1-1 telecommunicator. Our CC9S staff have provided input along the way that, among other refinements, shifted the effort away from minimum guidelines, which could imply an inappropriate federal mandate, to recommended guidelines.
- Accelerating the Deployment of NG 9-1-1 – A white paper is being drafted by the National 9-1-1 Program Office in collaboration with APCO, NENA, FCC, iCERT and NASNA. Derek and Jeff have been pushing the group to look beyond the technological interfaces to the impact this will have on the PSAP operationally, including the need for funding and to fill current gaps that exist in equipment, processes, staffing and governance that will transform the PSAP of the future.
- The Large PSAP meeting planning is underway with currently 16 committed to be in Kansas. CAC Representative Richard Solie pointed to Project 43 as a way to further engage the group.
- Starting initial stages of advertising for the Certified Public Safety Executive (CPE) Leadership course. Mr. Poarch reminded Board members of the distinction between RPL and CPE with RPL focused mainly on management while CPE will focus on leadership. He anticipates starting the course in mid-July. This new course is eligible under existing scholarship opportunities (defraying up to the \$500 scholarship limit), which will be noted in the advertising for it.

**Regional/CAC Reports** (*Agenda Item 6*)

East Coast – A member of the region expressed concern that APCO CEUs for ETFs are devalued as they believe the standard for CEUs is 10 hours equals 1 CEU. It was noted this is typical for higher education, but trade associations often award on a 1 unit per 1 hour basis. Several board members weighed in that a 10 to 1 ratio is not per se required, and it has not been an issue for other regions.

Gulf Coast – The Implementation Guide for the PST standard is difficult to find on the website; it was suggested the document be placed more readily available online. The current Caribbean Executive Council (EC) representative Brent Finster is moving back to the States, thus resigning his EC post; Mr. Stillwell commended Mr. Finster for a great job with the transition from the International to Caribbean

Chapter and was an asset to the Gulf Coast region. The Caribbean Chapter will have to follow their Bylaws process for election of a new EC representative. EC members suggest hosting the President to President (P2P) meeting at the annual conference and involve the ECs. Mr. Lee appreciates the comments and will consider this for the future; for now, the current plan is proceeding with the intent to create a forum for this International president to dialogue with chapter presidents about mutual challenges.

North Central – Chapter members expressed their concern that the EC is not included in the P2P meeting and lack of details provided. Mr. Lee reiterated that invites are in keeping with the president to president nature of the forum. He will give some thought to how to keep the EC informed; perhaps by producing and sharing a summary. Additionally, the region brought up a Telecommunicator 1 class that was canceled with no advanced notification. As they were only 1 or 2 registrants away from meeting the registration requirement, they would like to know if there is any flexibility with this rule. Mr. Poarch explained there is flexibility including registering on site; he is happy to look into any specific instances brought to his attention. A member of the region asked if the Luminations training can be agency specific and can supervisors check the progress of their employees. Mr. Poarch indicated the program is not customizable by agency and the Institute adheres to practices similar to most other trainers, which does not involve a “look up” feature for supervisors.

Western – As the discussion continued on the P2P meeting, it was brought up if the EC would have access to the agenda and whether the session would be recorded for those that cannot attend. Mr. Lee informed the group that the chapter vice president can attend the meeting in lieu of the president. The meeting will be roundtable discussions; an audio recording would not be conducive to this format. Mr. Lee is unsure if there will be additional P2P meetings scheduled in the future. One of the members asked for an update on the standard occupational classification at the federal level; Mr. Poarch noted an update just appeared in the most recent eNews. Hardly a surprise, but the government’s release of draft comments is behind schedule. APCO continues to monitor the situation and will keep the membership informed periodically even when there is little news to report as is presently the case.

CAC – Upon inquiry from Mr. Solie, Mr. Poarch informed the group that APCO is reimbursing the P2P meeting attendees up to a two nights stay and airfare; their attendance at the ETF is encouraged, and would involve minimal additional cost to their chapter or agencies. The distribution of marketing materials outside of sponsor and exhibiting opportunities are prohibited at the ETF and related meetings; in other words, “no suitcasing.” The CAC is revisiting their election and term limits; Mr. Poarch recommends the CAC submit their recommendation in time for the Board’s review at the May meeting. During APCO 2015 the CAC incurred some additional charges some of which were in error and have since been reclassified away from the CAC line item. It was reiterated that CAC budget requests need to be made through the group leader for the Executive Committee’s review.

### **Adjournment**

CAC Representative Richard Solie ***motioned*** to adjourn the meeting. Western Regional Representative Margie Moulin ***seconded*** the motion. A verbal vote was taken and the ***motion passed with no opposition***. The meeting was adjourned at 2:37 pm. EDT

### **Respectfully submitted,**

Derek K. Poarch  
Executive Director

The Board of Directors agenda will be part and parcel of the formal record of the business of APCO International, Inc., and will be retained at APCO International headquarters.