HISTORY OF LPFM RADIO AND KPPQ-LP

Low Power FM radio stations (LPFM) are non-commercial radio stations that are licensed to non-profit organizations. These are government, micro, cause-based, faith based, secular educational and community based. These stations operate from 10 watts to 2500; low power compared to commercial stations who broadcast at 10,000 to 50,000 watts. The Federal Communications Commission (FCC) identifies stations by their broadcast wattage and antenna height. KPPQ-LP is 100 watts and uses a 35 foot tower. The frequency is 104.1fm. The 100 watt stations like KPPQ have a broadcast radius of approximately 3 and a half miles though it varies depending on the terrain and tower height.

LPFM stations were created to prohibit pirate radio stations from taking over available frequencies when the FCC stopped granting those licenses in 1978. Community activists protested and ultimately the FCC responded by creating a Low-Power FM license in 2000. This happened again in 2013. Currently there are about 2000 LPFM stations broadcasting throughout the country. With the make-up of the FCC at present, it will be at least a decade before the next window opens.

Despite challenges from broadcasting associations like NAB and public radio organizations, lobbying for community access is working. The nature of these stations is non-commercial, meaning that they cannot be used for any commercial, promotional or money-making purposes. The FCC keeps an eye on every station with significant fines possible.

KPPQ-LP VENTURA BACKGROUND AND CONTACTS

KPPQ-LP Ventura broadcasts on 104.1 fm with a 3.5 mile radius, streams online at capsmedia.org/radio and streams on the MYTUNER app.

CAPS Media Center is a public access center serving the city of Ventura. Community Access Partners of San Buenaventura (CAPS) is a 501 (c)(3) non-profit organization and is governed by a 13-member volunteer board of directors which included 4 representatives from community partners. We applied, built the station and ultimately received our FCC license.

KPPQ-LP Ventura went on the air at 104.1 FM. In February of 2017. CAPS is the official licensee and KPPQ exists as a project of CAPS. CAPS operates KPPQ and programs the station according to its mission and bylaws. As the licensee and overarching organizational entity, CAPS and its policies are the ultimate governing authority for KPPQ. The rules and policies presented in this document exist within that greater context. KPPQ policies and its management are coordinated through the KPPQ Radio Committee, a committee of the CAPS
board.

CAPS Radio – KPPQ is maintained by two staff and volunteers.

CAPS Media Center
65 Day Road, Ventura CA 93003
Phone: 805-658-0500
Email: radio@capsmedia.org.
Website: www.capsmedia.org/radio.

Main Contact: Elizabeth Rodeno
Email: radio@capsmedia.org
Emergency Cell: 805-844-1032

Chief Engineer: Evan Carpenter
Email: ecarpenter@capsmedia.org

We also maintain a list of members that is available to any KPPQ member.

MEMBERSHIP

CAPS Radio programmers must be members of CAPS Media Center. A separate membership fee is required to join CAPS Radio. This fee is outlined on the programming application and is subject to change. As of August 2018, membership to CAPS MEDIA is $25 and to KPPQ-LP of $50 per year. The $75 includes access to KPPQ training and use of the studio and its equipment. CAPS Radio members will complete a programming application, available on the capsmedia.org website under the radio tab. Anyone broadcasting material and/or volunteering on/with KPPQ is considered a programmer.

PROGRAMMING

KPPQ broadcasts 24 hours a day with 7 days a week with as much local content as possible. The station is preprogrammed to best fulfill the FCC requirements.

Programming consists of:

- Locally created radio shows
- Syndicated programs, such as Pacifica Foundation
- Rebroadcast of CAPS channel 6 & 15 programming


Members are required to deliver 1 show or more per week to broadcast. Ideally shows should be of 1 hour in duration but is negotiable. Other lengths of shows are welcome. Multiple shows may be may be produced in advance.
All programmers shall:

- Attend a CAPS Radio Orientation, read and understand this document and the CAPS FCC AND LEGAL manual.
- Fill out a program proposal with ideas, topics, themes or playlists
- Sign membership agreement and adhere to its requirements.
- Undergo additional trainings when required.
- May attend any class again; each class offers more information, tools and practice.

To reserve a time to record in the studio, contact Evan or Elizabeth. You are given a two hour block to produce your 1 hour show. Exceptions can be made. Please adhere to your scheduled times. Please contact Evan or Elizabeth to cancel as soon as possible. We will be available to support you before, during or after your show to get you up to speed.

At present, shows will run one episode each week, approximately 3 times a week. Shows may also air for a total of 2 weeks to give producers extra time to record shows. Provided shows are evergreen and/or do not contain licensed music, may be run again. After 2 weeks, the station manager reserves the right to replace the show with another episode or program.

Your show offers the opportunity to share your voice, spread your interests and knowledge to the community. There is room for many subjects to air on KPPQ. If there is a question about a topic or issue, please contact station personnel before recording. The radio station is for the benefit of the community and should reflect it. Most importantly, the process and product should be enjoyable to you and your listeners. Creativity is required!

PROMOTION

You may promote your radio show on your social media accounts. As we are a non-profit radio station, the station and your show can not be operated as part of your business, nor can you receive any benefit, financial or otherwise directly or indirectly from your show. If it becomes apparent that you are using your show for promotion or if there is any indication of receiving remuneration because of the radio show, we will meet to discuss your program. These are FCC regulated and legally indicated rules. Fines are significant to the station and programmer.
Any information or communication about your radio show needs to be directed to CAPS Radio at the station. If you want to have your viewers contact you regarding your show, submit event information or music, please send them to radio@capsmedia.org and have them indicate your show name and/or title in specific. CAPS Radio will forward these to you. Anything you receive to support, air or promote is to reside here at CAPS.

Public service announcements are to be approved by the manager and able to be presented by any programmer. Please indicate to those interested in getting the word out about their organization or event to send it to radio@capsmedia.org or contact the appropriate non-profits website.

All promotional music or recordings is required to be submitted to the station manager. Hard copies of music received for your shows are required to remain at the station. This allows other DJs to be able to use these resources and increase visibility of the artists. This also helps us build a library of music and performances for the station.

Any tickets, or promotional material received is to be sent directly to CAPS Radio. It may then be distributed on any show as giveaways.

IMPORTANT FCC LAWS AND STATION POLICY (big no no’s)

See FCC and Legal Guide booklet for more specific information.

Please Note: Some material in the attached manual is enforceable by the federal government via the FCC. If those laws are broken, the station can be fined several thousands to tens of thousands of dollars, or even have its license revoked. This manual is an outline of basic information on FCC laws and regulations followed by CAPS Radio – KPPQ programmers. It is by no means comprehensive.

Station ID: A legal station ID (KPPQ-LP Ventura) must be announced at least once per hour, at the top of the hour. This is recorded in the programming log. This is the responsibility of each producer recording and airing a show.

Under the influence: You must never broadcast while under the influence of alcohol or any other intoxicant as per FCC regulations. CAPS Media rules prohibit possession of alcohol or drugs anywhere on the premises.
Rebroadcasted Material: A programmer cannot rebroadcast material originally broadcast on another commercial radio station, per LPFM rules. Approval by the Program Director or committee will be required.

KPPQ POLICIES AND PROCEDURES

Views and Opinions: Programmer must make it clear that the opinions and views of the programmer and their programs do not represent the views and opinions of CAPS Media or CAPS Radio or KPPQ-LP Ventura.

Guest policy: Each member who has completed training may have up to 2 guests in the studio and on air providing they sign the guest log. Under certain circumstances the programming director may grant permission to a programmer for more than 2 guests. Such requests must be at least a day in advance.

Equipment: The equipment in the KPPQ studio is purpose built. Do not move, unplug, rewire any equipment in the station. The Automation computer is for staff use only. Please report any damage to equipment or facilities as soon as possible. There are connections and outlets available for your various players. There is also portable equipment for check out.

Food & Drink: A closed Water Bottle is allowed in the studio and is to be placed in the appropriate designated location. It is not to be placed anywhere near the equipment. Other food and drinks will need to be kept outside of the studio.

Right to Preempt: CAPS Media and CAPS Radio management has the right to preempt your regularly scheduled programming to air special programming that helps fulfill CAPS Radio’s mission.

Music Playlists: It is your job to complete your playlists with all of the required information. Staff will follow up to confirm their completion. Refer to your Spinitron training and documents. Additional information to be provided.

Recording of Shows: ZOOM Recorder must be used in the studio so that KPPQ archives for reference and automation for rebroadcast. Recording outside may differ. However, the deliverable must a WAV 16 bit file with appropriate audio levels.

Programmers possible use of recorded program must follow strict guidelines. Abuse is grounds for expulsion. See Station personnel.

Conduct Violations: CAPS and KPPQ reserves the right to refuse access and facility use to anyone suspected of being under the influence of alcohol or drug, or who otherwise appears to not be legally responsible for their own actions. Any drugs or alcohol brought into the CAPS facility will result in immediate suspension. These actions may result in contacting local law enforcement.

Other following actions may result in IMMEDIATE SUSPENSION: Rude or abusive behavior, loss or damage of equipment until compensation has been made. Use of equipment for commercial or private production, attempting equipment repair, violating FCC mandated rules.
Members may appeal decisions or rulings by submitting a written appeal within 15 days. The Executive Director will investigate and seek to remedy the situation. If a resolution has not been achieved the issue will go before the board at the next board meeting.

**Shut down/Start Up/Power failure** – Do not touch any button flashing or not. Staff will handle that as needed. If there is a power failure do not touch any equipment.

There will be revisions and updates to procedures, guidelines and regulations. If you have questions or want to help, email me at radio@capsmedia.org. They will be available at orientations or in the studio.