

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF AURORA
AND ARAPAHOE COUNTY ARES DISTRICT 22.**

I. Purpose

- a. The purpose of this document is to provide guidelines for the authorization and activation of Amateur Radio Operators on an as needed basis and to define the process.

II. Introduction to Amateur Radio and ARES

- a. Amateur Radio Service – the Amateur Radio Service consists of radio operators who are licensed by the Federal Communications Commission (FCC). Amateur Radio Operators are required to take examinations and maintain these licenses in order to operate their equipment. These examinations test the operator’s technical skills and knowledge of telecommunications, including the FCC rules and regulations. The American Radio Relay League (ARRL), the national association for Amateur Radio, represents Amateur Radio Operators to federal agencies and international organizations with regards to emergency and other forms of communications.
- b. Amateur Radio Emergency Services (ARES) – ARES is sponsored by the ARRL to provide supplemental or emergency communications. Founded in 1935 as the Amateur Corp, ARES members have volunteered their equipment and capabilities in the event of emergency.
- c. Agencies that have been served by members of District 22 include: National Red Cross, National Weather Service (Skywarn), Salvation Army, Colorado Division of Emergency Management, City and County of Denver, City of Greenwood Village, Cunningham Fire Department, City of Littleton and the Arapahoe County Sheriff’s Office of Emergency Management. Although the primary responsibility of ARES is to provide communications (which include on-scene communications in cases of local or state disasters; communications between shelters or locations within Arapahoe County or the State of Colorado; or at special events in support of served agencies), the Amateur Radio Operators may also be called upon as observers. Because most Amateur Radio Operators have mobile radios in their vehicles, ARES members may be called upon to perform duties such as damage assessment, weather spotting during severe weather, or search functions.

III. Amateur Radio Operating Authority

- a. The Communications Act of 1934, Section 606 as amended Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications functions. Amateur Radio Operators operate under Title 47 Code of Federal Regulations, US Code 151,154(i);

Chapter 1, Part, Subpart A, Section 97.1, 97.105, 97.115, 97.301, and Subpart E, Federal Communications Commission Rules and Regulations.

- IV. Amateur Radio Service call up or activation.
 - a. Activating Official is defined as a member of City of Aurora's Emergency Management Team authorized by the Emergency Manager to activate Arapahoe County ARES District 22 in the public interest and to take responsibility for those who respond to this request.
 - b. Arapahoe County ARES District 22 Official is defined as a member of Arapahoe County ARES District 22 who can be contacted to request a response by its members. This includes the district's Emergency Coordinator (EC), Assistant Emergency Coordinator(s) (AEC) and Team Leaders. These individuals will take responsibility for determining and coordinating the response of Arapahoe County ARES District 22 members in support of the activation emergency/event.
 - c. Arapahoe County ARES District 22 resources will be allocated as needed by the established Incident Commander on an incident involving multiple agencies.

- V. ARES Organization:
 - a. Emergency Coordinator (EC) – Appointment to this position is by the ARRL Colorado Section Manager (SM) or the ARRL Section Emergency Coordinator (SEC). The EC represents the ARRL at the local level and is responsible for all ARES activities. The EC directs emergency operations of Amateur Radio Operators.
 - b. Assistant Emergency Coordinators (AEC) – Appointed by the EC, these officers help the EC effectively manage ARES events and resources. These include Operations, Logistics, Training and Planning, and Administration.

- VI. Training:
 - a. Members of Arapahoe County ARES District 22 spend many hours each year training. In addition to weekly on-the-air training sessions and semi-monthly training meetings, District 22 members participate in several exercises with local, state and federal agencies several times a year. A number of these exercises may require multi-day field deployment(s). In order to make training exercises effective, joint training and exercises between various ARES districts in Colorado is encouraged as often as possible.
 - b. Arapahoe County ARES District 22 are encouraged to complete designated National Incident Management System (NIMS) courses as part of their membership.

VII. Liability:

- a. Known as the Volunteer Protection Act of 1997, US Public Law 105-19 protects volunteers from liability as long as they are acting within the scope of their training and responsibility. Colorado Revised Statutes also provide certain protection under the Volunteer Service Act (CRS 13-21-115.5). This statute, similar to the federal law stated above, further protects volunteers. Each member of Arapahoe County ARES District 22 must evaluate the risk of responding to a request from served agencies and may refuse should they determine the risk to life and/or their property to be deemed great. Each member acknowledges and agrees that they, as individuals, are responsible for their personal property, not the served agencies when responding and operating in response to an activation.

VIII. Operating Guidelines:

- a. Members of Arapahoe County ARES District 22 operate under the direction of the served agencies through their EC, or his/her designee, as specified by the serving agency or Emergency Response Plan.
- b. They may not be self dispatched on any event without the direct approval of the EC or his/her designee.
- c. District 22 members will be utilized during an emergency incident to deliver emergency and priority messages (either point-to-point or point-to-multipoint).
- d. District 22 members may be utilized to provide communication services to assist with the coordination of community events. Participation for community events will be at the discretion of the EC, or his/her designee.
- e. Services provided by District 22 members shall be governed by the availability of equipment and member's FCC license privileges.

IX. Radio Amateur Civil Emergency Service (R.A.C.E.S.):

- a. R.A.C.E.S. organization is a registered Civil Defense organization under the direct control of local and/or state officials. Under the authority of the Emergency Manager, City of Aurora coordinated with the Arapahoe County Sheriff's Emergency Manager and under their control, Arapahoe County ARES District 22 will respond and operate as a local civil preparedness group for Arapahoe County/City of Aurora utilizing R.A.C.E.S. guidelines and regulations. These include, but are not limited, to: Natural Disasters, Technical Disasters, Nuclear Accidents, Nuclear Attack, Terrorist Incidents, Bomb Threats and Weapons of Mass Destruction.

X. Identification:

- a. Arapahoe County ARES District 22 will provide or assist in obtaining proper identification for each member meeting the requirements of City of Aurora. Arapahoe County ARES District 22 shall issue ID cards that will

identify District 22 members to officials during joint drills and emergency deployment. Although District 22 members authorize an annual background check performed by the Arapahoe County Sheriff's Office, additional checks may be performed as required for admission to sensitive areas such as a communications center or Emergency Operations Center (EOC).

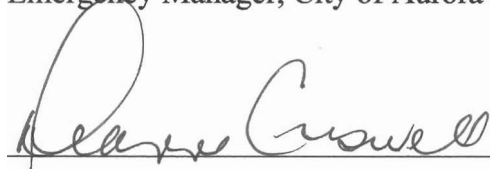
- b. City of Aurora will provide the necessary identification to assigned Arapahoe County ARES District 22 members to allow them to respond to an authorized activation.
- c. Arapahoe County ARES District 22 will provide a current list of individuals authorized to active District 22 members. This list will also provide specific information needed for an appropriate response. This contact list will be distributed as the Emergency Manager, City of Aurora deems necessary. Arapahoe County ARES District 22 will coordinate other recognized auxiliary and emergency communications groups when District 22 resources are inadequate to meet the needs of the served agency, during an emergency or event.

XI. Summary:

- a. This Memorandum of Understanding shall take effect upon signature by authorized official of City of Aurora and the Arapahoe County ARES District 22 EC. This Memorandum may be amended by mutual agreement of both parties, and shall remain in effect until terminated in writing. Each party agrees that there will be a Thirty (30) day written notice to terminate this memorandum. The Emergency Manager, City of Aurora, and Emergency Coordinator, Arapahoe County ARES District 22, shall review and coordinate any revisions on an annual basis as necessary.

Dated this 15 day of June, 2009

Emergency Manager, City of Aurora



Emergency Coordinator, Arapahoe County ARES District 22

Erin Hollie