



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF ENGLEWOOD, COLORADO AND THE AMATEUR
RADIO EMERGENCY SERVICE OF ARAPAHOE COUNTY (District 22)**

I. Purpose

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

II. Introduction to the City of Englewood, Colorado:

- a. Incorporated in 1903, Englewood is a full-service city that is centrally located within the Denver Metropolitan area.

III. 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 emergencies or disasters.
- c. Agencies that have been served by members of Colorado ARES community include: National Red Cross, National Weather Service (Skywarn), Salvation Army, Colorado Division of Emergency Management, multiple local governments (county and city), Department of Veteran's Administration and different Fire Departments. 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 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.

IV. 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.

V. Amateur Radio Service call up or activation.

- a. Activating Official is defined as any member of the City of Englewood OEM authorized by the Emergency Manager of the City of Englewood Office of Emergency Management to activate ARES resources 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. All ARES resources will be allocated as needed by the established Unified Command or Incident Command on an incident involving multiple agencies.

VI. 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.

VII. Training:

- a. Members of Arapahoe County ARES District 22 spend many hours each year on training. In addition to weekly on-the-air training sessions and semi-monthly training meetings, ARES 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. City of Englewood OEM conducts monthly trainings and/or exercises/drills. Arapahoe County ARES District 22 are encouraged to attend these trainings and exercises as often as possible.
- c. All Arapahoe County ARES District 22 members are encouraged to complete designated National Incident Management System (NIMS) courses as part of their membership.

VIII. 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. The Volunteer Service Act (CRS 13-21-115.5, similar to the federal law stated above, further protects volunteers.
- b. Colorado Revised Statutes, Sections 24-32-2605, *et seq.*, and 24-32-2202 also provide limited immunity to volunteers during the course of planning, training and disaster response.
- c. Each member of Colorado ARES 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.
- d. 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.

IX. Operating Guidelines:

- a. Members of Arapahoe County ARES Districts 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. Arapahoe County ARES 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. Arapahoe County ARES 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 Arapahoe County ARES District 22 members shall be governed by the availability of equipment and member's FCC license privileges.
- f. City of Englewood Office of Emergency Management will register Arapahoe County ARES District 22 on the Qualified Volunteer Organization List Pursuant to House Bill 08-1097 - Colorado Revised Statutes §24-32-2202 *et seq.*

X. Radio Amateur Civil Emergency Service (RACES):

- a. RACES is a registered Civil Defense organization under the direct control of local and/or state officials. Under the authority of the appropriate County Emergency Manager(s), Arapahoe County ARES Districts 22 will respond and operate as a local civil preparedness group for the respective county utilizing RACES 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. When activated as RACES, the ARES District EC shall be designated as the County RACES Officer by the appropriate County Emergency Manager.

XI. Identification:

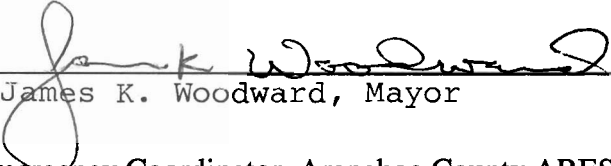
- a. Arapahoe Co ARES District 22 will provide or assist in obtaining proper documentation for each member meeting the requirements of City of Englewood's Office of Emergency Management. Arapahoe County ARES Districts 22 shall issue ID cards that will identify their members to officials during joint drills and emergency deployment. Although Arapahoe County ARES District 22 members authorize an annual background check performed by their respective county law enforcement agencies, 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 Englewood Office of Emergency Management will provide the necessary additional identification documents to assigned Arapahoe County ARES District 22 members to allow them to respond to an authorized activation.
- c. Arapahoe County ARES Districts 22 will provide the City of Englewood OEM a current list of individuals authorized to activate Arapahoe County ARES District 22 members. This list will also provide specific information needed for an appropriate response. This contact list will be distributed as the Director of City of Englewood OEM.
- d. Arapahoe County ARES Districts 22 will coordinate other recognized auxiliary and emergency communications groups when their individual resources are inadequate to meet the needs of the served agency, during an emergency or event.

XII. Summary:

- a. This Memorandum of Understanding shall take effect upon signature by an authorized official of City of Englewood Office of Emergency Management and the Arapahoe County ARES District 22 EC. This Memorandum may be amended by mutual agreement of participating 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. All parties to this agreement shall review and coordinate any revisions on an annual basis as necessary.

Dated this 6th day of July, 2010

Mayor, City of Englewood


James K. Woodward, Mayor

Emergency Coordinator, Arapahoe County ARES District 22


Don T. Moore AEC