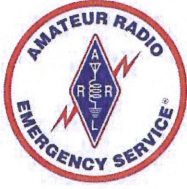


CLAY COUNTY
AGREEMENT/CONTRACT # 2015/2016-121



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CLAY COUNTY
AMATEUR RADIO EMERGENCY
SERVICES (CARES)**

AND CLAY COUNTY BOARD OF COUNTY COMMISSION

I. INTRODUCTION

A. Definitions

For the purpose of this document, the following acronyms will be used.

- **MOU** – Memorandum of Understanding
- **COUNTY** – Clay County, Florida
- **CCARES** – Clay County Amateur Radio Emergency Service
- **DEM** – Division of Emergency Management
- **BOCC** – Board of County Commissioners
- **EOC** – Emergency Operations Center
- **ARRL**® – Amateur Radio Relay League
- **EC** – Emergency Coordinator
- **AEC** – Assistant Emergency Coordinator
- **ARES**® – Amateur Radio Emergency Service
- **FCC** – Federal Communications Commission

B. Background

The United States Congress formally established the Amateur Radio Service in the Communications Act of 1934. Title 47, Code of Federal Regulations, Section 97.1 provides, in part... "The rules and regulations in this part are designed to provide an amateur radio service having a fundamental purpose as expressed in the following principles:"

Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications."

C. Authority

Title 47 U.S.C. 151, 145(I); Chapter 1, Part 97, Subpart A, Section 97.1, 97.89,

97.91, 97.107 and Subpart F (all); Federal Communications Commission Rules and Regulations, Amateur Radio Service.

The Amateur Radio Emergency Service (ARES®) is composed of amateur radio operators, who have volunteered their capabilities and equipment to provide supplementary communications in time of public need.

Amateurs are licensed by the Federal Communications Commission (FCC) after passing a written examination of their knowledge of telecommunication and technical skills in the operation of radio equipment.

Amateur Radio Emergency Service (ARES®) is sponsored by the American Radio Relay League (ARRL) to provide supplementary or emergency communications for public service purposes. In all instances in this MOU, it is understood that ARES® is a registered trademark of the American Amateur Radio Relay League (ARRL).

“Clay County Amateur Radio Emergency Services mission is to mobilize resources and rapidly respond to communications emergencies with decisive precision. This concept of Operational Readiness is achieved through organization and individual training and Public Service exercises”.

II. Scope

This Memorandum of Understanding (MOU) between Clay County Board of County Commission and the Clay County Amateur Radio Emergency Service (CCARES), is to support local emergency management officials with communication services during emergency conditions.

III. Purpose

The parties enter into this MOU in order to enhance communications within the Clay County and between public service agencies, during emergencies and disasters.

In establishing this MOU, Clay County BOCC, as represented by the Clay County Division of Emergency Management, designates the Clay County Amateur Radio Emergency Service (CCARES) as an official volunteer organization, providing emergency and disaster communications support to Clay County.

IV. Operation

- A. This MOU becomes effective upon signature by authorized representatives for the parties. Under this MOU, the Clay County Division of Emergency Management (DEM) or its representative are authorized to activate the volunteer communications resources of the Clay County Amateur Radio Emergency Service (CARES).

- B.** Clay County Amateur Radio Emergency Service (CARES) may supply communications services where no established links exist or supplement existing system(s) if they are overloaded or disabled, such services may include but not limited to the following.
1. Communications between the Clay County Emergency Services and other Clay County jurisdictions as well as state and federal agencies.
 2. Communications in support of emergency shelters, Fire Stations, and Emergency Operations Center (EOC).
 3. Intercommunications among city, private, and public service organizations.
 4. Additional public service communications as deemed necessary.
- C.** A secondary purpose of Clay County Amateur Radio Emergency Service is to provide non-emergency communications for city/county agencies and services or other organizations at the discretion of the Clay County Amateur Radio Emergency Service Emergency Coordinator.

V. Method of Cooperation

In order that the emergency communications of Clay County ARES® may be coordinated and utilized to the fullest advantage during emergencies and disasters, Clay County BOCC, as represented by the Division of Emergency Management (DEM) agree to the following:

- A. Through its leadership, Clay County ARES® will establish a regular liaison with the Clay County DEM. The liaison will provide ongoing cooperation and direct operational assistance with regard to emergency communications planning, and the coordination of amateur radio communications personnel, equipment and/or facilities for relief operations.
- B. Clay DEM welcomes the cooperation and assistance of Clay County ARES®, to extend emergency communication coordination and planning, into the jurisdiction of Clay County and the Clay County DEM.
- C. The Clay County DEM will further the cooperative effort, by requesting Clay County ARES® personnel serve as disaster volunteers for emergency communications. Such personnel will be expected to report to the Clay County ARES® Emergency Coordinator (EC) or said designee of said jurisdiction.
- D. Clay County ARES® will be encouraged to take part in pre-disaster training and planning, work with the Clay County DEM to provide amateur radio communications equipment and volunteers, and to meet the needs of disaster

communications plans.

- E. Clay County ARES® will be encouraged to participate in the development, review, and updating of the County Emergency Operations Plans, pertaining to communications operations.
- F. Clay County DEM will provide reasonable space in the EOC for operations of amateur radio communications systems. Authorized members of Clay County ARES® will be given access to the EOC for the purpose of emergency operations, training, exercises, and maintenance of amateur radio equipment.
- G. The Clay County DEM will maintain, repair and modernize, as appropriate, both repeaters currently used by Clay County ARES® at the Sleepy Hollow Tower and in Keystone Heights.
- H. Clay County DEM will allow Clay County ARES® utilization of all equipment in providing emergency and or non-emergency communications for public service events, training, and response to activations by the North Florida Section ARES®, Florida Department of Emergency Management or request for assistance from other ARES® groups.
- I. Clay County DEM is the primary customer of Clay County ARES®. As such Clay County DEM will receive priority consideration for assistance.
- J. Clay County ARES® will maintain a Rapid Response Team which will respond within 30 minutes of activation requests made by the Clay County DEM.
- K. It is understood that the members of Clay County ARES® will be issued official identification cards upon completion of Clay County DEM approved background checks. These background checks will be arranged by and funded by the Clay County DEM.
- L. When an emergency occurs or any need requiring the use of amateur radio communications, Clay County DEM, through an individual representative and with the understanding of the agencies to be served, will request the assistance of Clay County ARES®. This assistance may include, but is not limited to the following:
 - 1. The alerting and mobilization of Clay County ARES® personnel in accordance with the Clay County ARES® Standard Operating Procedure/Emergency Communications Plan.
 - 2. The establishment and maintenance of fixed, mobile, and/or portable station emergency communication equipment for local radio coverage, and point-to-point contact between public safety officials and locations

as required.

3. Maintenance of the continuity of communications for the duration of the emergency period or until normal communications channels are substantially restored.

M. Clay County ARES® agrees to supply Clay County DEM with the following:

- Contact information for the EC and AECs
- Copy of the Standard Operating Procedures and Emergency Communications Plan
- Quarterly public service activity report
- Summary of operating capabilities, modes and frequencies
- Other reports as agreed to by Clay County ARES® and the Clay County DEM

N. Clay County ARES® agrees to have members certified/trained to the following:

1. Mandatory

- a) IS-100 "Introduction to Incident Command System"
- b) IS-200 "ICS for Single Resources and Initial Action Incidents"
- c) Clay County Approved Background Check

2. Optional

- a) IS-700 "NIMS, An Introduction"
- b) IS-800.B "National Response Framework, An Introduction"
- c) IS-802 "Emergency Support Functions Communications"
- d) American Red Cross First Aid
- e) CPR/AED Certification
- f) National Weather Service, SkyWarn certification
- g) Hazardous Materials Awareness

O. This document will be reviewed by both parties together every two years to determine if any updates or changes are needed to this MOU.

P. Each organization will distribute copies of this MOU through its field structure and make copies available to other organizations, both public and private, which may have an active interest and participation in emergency communications and or disaster relief operations.

VI. Term of Memorandum of Understanding

This MOU is effective as of the date indicated below, and shall remain in effect unless terminated by written notification from either party to the other; or, until replaced by an updated version mutually agreed to by both parties.

Dated this 23RD day of August, 2016

SIGNATURE
Adrian Gray, Emergency Coordinator
Clay County Amateur Radio Emergency Service

SIGNATURE
Clay County Board of Commissioners

ATTEST: SIGNATURE
S.C. Kopelousos
County Manager &
Ex-officio Clerk of the Board