

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2013.08.05.01**

IN RE: Authorizing the Township Administrator or Fire Chief to Enter Into a Memorandum of Understanding with the Greene County Amateur Radio Emergency Service (GCARS) and the Bellbrook Amateur Radio Club (BARC)

WHEREAS, the uninterrupted operations of the Township are necessary for the preservation of health, safety and general welfare; and

WHEREAS, a primary responsibility of the Amateur Radio Service is to perform public service communications for the general public, particularly during times of emergency; and,

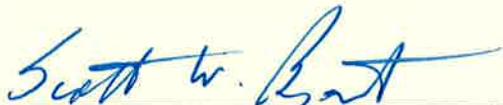
WHEREAS, the Township Administrator and Fire Chief have reviewed the Memorandum of Understanding regarding the coordination of services for supporting disaster response and recovery operations in Greene County (hereto attached); and,

WHEREAS, the Trustees recognize the importance of coordinating these efforts and utilizing the services of GCARS and BARC during disaster situations,

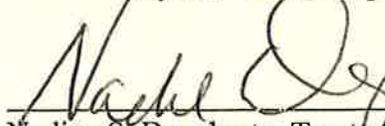
NOW THEREFORE, BE IT RESOLVED that the Trustees hereby authorize the Township Administrator or Fire Chief to enter into the Memorandum of Understanding with the Greene County Amateur Radio Emergency Service (GCARS) and the Bellbrook Amateur Radio Club (BARC) for the coordination of services for supporting disaster response and recovery operations in Greene County.



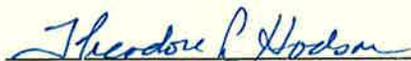
Michael E. Pittman, Chairperson



Scott W. Bryant, Vice Chairperson



Nadine S. Daugherty, Trustee



Theodore L. Hodson, Fiscal Officer

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GREENE COUNTY AMATEUR RADIO EMERGENCY SERVICE,
BELLBROOK AMATEUR RADIO CLUB
and
SUGARCREEK TOWNSHIP OHIO**

1. BACKGROUND

- A.** A primary responsibility of the Amateur Radio Service, as established by Part 97 of the Federal Communication Commission's regulations (47CFR), is the performance of public service communications for the general public, particularly in times of emergency when normal communication systems may be disrupted or inadequate.
- B.** Using frequencies allocated to the Amateur Radio Service, amateur radio operators have been in the forefront providing auxiliary communication support directly to and for the general public through government agencies and disaster relief organizations. To that end, in 1935, the ARRL, the National Association for Amateur Radio, organized the Amateur Radio Emergency Corps, now called the Amateur Radio Emergency Service®.
- C.** The Amateur Radio Emergency Service (ARES®) is a nationwide field organization sponsored by ARRL and is managed by respective Emergency Coordinators at the state, district and county level. It is at the county level where most of the emergency preparedness planning, organizing and training is accomplished because this is the level at which most emergencies occur and the level at which ARES leaders have direct contact with ARES members, with amateur radio clubs and groups, and with officials of the served agencies.
- D.** The Greene County Amateur Radio Emergency Service (GCARES) is comprised of licensed amateur radio personnel who reside and/or work within Greene County and who have voluntarily registered their equipment and skills and have expressed a desire to organize, train and be prepared to provide auxiliary communication support for public safety agencies and other relief organizations when disaster strikes or whenever called upon.
- E.** The Bellbrook Amateur Radio Club is a Greene County amateur radio organization initially formed following the "1974 Xenia Tornado" as the Communications Group to support the "City of Bellbrook and Sugarcreek Township Disaster Plan." BARC was officially founded by 20 charter members on July 4, 1976 with a primary purpose to continue providing auxiliary communications support for the Bellbrook-Sugarcreek Township community in the event of a disaster or communications emergency.

2. PURPOSE

The purpose of this document is to formalize an understanding within which GCARES and BARC will provide and coordinate Amateur Radio auxiliary communication support for Sugarcreek Township during times of disaster, emergency incidents or as requested.

3. RECOGNITIONS

- A.** Sugarcreek Township and GCARES recognize BARC as an autonomous Greene County amateur radio club that:
- owns, operates and maintains amateur radio repeater facilities that are included in the GCARES Communications Plan
 - is the designated local amateur radio support group for Sugarcreek Township
 - maintains an ongoing liaison with Sugarcreek Township
 - has developed an Emergency Response Plan (ERP) for the Sugarcreek Township-Bellbrook area as part of the GCARES Emergency Operations Plan (EOP)
 - maintains a preparedness to respond and establish amateur radio auxiliary communication networks for the Sugarcreek Township Emergency Operations Center, fire stations, shelters and other designated strategic locations within and surrounding the Township
 - maintains a multi-station amateur radio Emergency Communications Center dedicated for supporting the local and regional area and beyond
 - participates annually in the ARRL Field Day emergency preparedness exercise, provides public service communications support for a wide variety of community activities and co-sponsors amateur radio license courses and test sessions in conjunction with the other Greene County amateur radio clubs
- B.** The Bellbrook Amateur Radio Club recognizes the Greene County Amateur Radio Emergency Service as the local extension of the ARRL Field Service Organization for planning and coordinating overall countywide amateur radio emergency preparedness and operations within Greene County that
- comprises members of Greene County amateur radio clubs and groups and other individuals
 - has developed a comprehensive Emergency Operations Plan (EOP) with liaisons, policies and procedures for supporting Greene County and local governments, public safety agencies, hospitals, the Health District, the American Red Cross, designated State and Federal agencies and other disaster relief organizations
 - is a member of the Greene County Emergency Preparedness Committee and is actively associated with the Greene County Emergency Management Agency and the National Weather Service Skywarn Program.
- C.** Both GCARES and BARC recognize Sugarcreek Township as a Greene County community established within the laws of the State of Ohio and as a GCARES

Served Agency. GCARES will support Sugarcreek Township through BARC, the local GCARES Support Group.

- D. Both GCARES and BARC acknowledge and respect the fact that other Greene County amateur radio clubs and groups also have established primary Support Group relationships with other Greene County townships and communities. Each Support Group will provide the leadership required for the amateur radio response within its respective area and will provide mutual assistance to provide back-up and relief support for other affected areas within Greene County and beyond.

4. **METHOD OF COOPERATION BETWEEN BARC AND GCARES**

In order that the amateur radio emergency communications personnel, facilities and procedures of Greene County ARES may be coordinated and utilized to the fullest advantage for supporting disaster response and recovery operations in Greene County, the Greene County Amateur Radio Emergency Service and the Bellbrook Amateur Radio Club have agreed to the following:

- A. BARC will designate a representative to participate in GCARES Planning Committee meetings for the planning of coordinated amateur radio auxiliary communication support for all of Greene County, including personnel, facilities and operational policies and procedures. This representative will be the primary BARC contact person for GCARES.
- B. The BARC representative will be responsible for representing BARC's views and position on GCARES proposals and other matters, and for reporting GCARES proposals and actions back to BARC. BARC will have the right to review, approve, reject or propose modifications to any agreements made by its representative that impact BARC. GCARES will provide BARC with a current copy of its Emergency Operations Plan each time it is updated.
- C. BARC will respond as the primary amateur radio Support Group for Sugarcreek Township when called upon or in conjunction with a GCARES emergency or training operation.
- D. BARC approves the inclusion of its repeaters and its designated Club simplex frequencies in the GCARES Communications Plan. BARC will strive to maintain its repeater systems and back-up emergency power sources in good condition in order to assure their readiness in the event of a disaster or other communications emergency situation or support function.
- E. GCARES and BARC will cooperate to select and train personnel who will be capable of functioning as designated Net Control Stations and Liaison Stations for Sugarcreek Township area emergency operations and training exercises, for Greene County Skywarn nets and for other Greene County ARES nets.

- F. BARC approves the use of its repeaters by GCARES for training or other related activities whenever the repeaters are not being used or scheduled for an activity by BARC or other group. GCARES will schedule and coordinate its non-emergency use of BARC repeaters in advance with the BARC representative to the GCARES Planning Committee.
- G. GCARES, as a group, will participate in amateur radio emergency communications support in other counties in accordance with the mutual assistance policies and procedures established by the Ohio Section and by the West Central Ohio District of the Amateur Radio Emergency Service. BARC members and other Greene County amateurs are free to assist in other counties as a Club or on an individual basis.

5. **METHOD OF COOPERATION BETWEEN BARC AND SUGARCREEK TOWNSHIP**

- A. BARC will provide Sugarcreek Township with a current copy of the **GCARES *Emergency Operations Plan*** each time it is updated. In addition, BARC will develop, in coordination with Sugarcreek Township, an ***Emergency Response Plan*** (ERP) that will establish standard operating procedures for notification, activation, response, operations and termination in the event of a disaster or communications emergency involving the Sugarcreek Township area. The ***BARC Emergency Response Plan*** shall be reviewed periodically by both BARC and Sugarcreek Township and updated, as required, to assure continuing compatibility with **Sugarcreek Township's *Emergency Operations Plan***.
- B. BARC will provide Sugarcreek Township with a ***Call-Out List*** of key personnel any one of whom may be contacted to initiate an auxiliary communications support in the event of a need. BARC will provide an updated List whenever any information changes. In addition, Sugarcreek Township will set up a separate call group within the Greene County Hyper-Reach System that can be activated by the Sugarcreek Township Communications Center or by BARC key personnel for alerting BARC members of an emergency incident or exercise.
- C. BARC personnel authorized by Sugarcreek Township to access its EOC and Fire Stations shall have met the following ***Certification Requirements***: (1) FEMA Courses IS-100 and 700; (2) ARRL Amateur Radio Emergency Communications Course—Level 1; and (3) BARC/GCARES Basic Orientation.
- D. Sugarcreek Township will, upon request by BARC, authorize BARC personnel occasional access to its EOC, Fire Stations and other designated strategic sites, whenever not in use for other activities, for the purpose of inspecting, testing, and operating the permanently installed amateur radio station equipment to assure its proper operation and continuing readiness and for BARC's participation in local, regional and statewide emergency tests, drill and exercises, as appropriate.

- E. Sugarcreek Township will conduct and provide any required background investigations for designated BARC personnel. Designated BARC members will be credentialed and issued identification through Greene County EMA upon request by Sugarcreek Township.
- F. Upon arrival at the Sugarcreek Township EOC, a fire station or other strategic locations, BARC personnel must coordinate with the Sugarcreek Township Duty Officer, Incident Commander or Site Coordinator and must display proper identification and credentials while upon said premises.

TERM OF AGREEMENT

This agreement is effective as of the date indicated below, and shall remain in effect unless terminated by written notification from any of the parties to each of the other parties (at the addresses shown below); or until replaced by an updated version mutually agreed to by all parties.

Date of Agreement

GREENE COUNTY AMATEUR RADIO EMERGENCY SERVICE

H. Fred Stone, W8LLY, Director

BELLBROOK AMATEUR RADIO CLUB

John King, KA8OYH, President

SUGARCREEK TOWNSHIP

(Typed Name), Chairperson,
Sugarcreek Township Board of Trustees
Or Fire Chief or other designated official

Bellbrook Amateur Radio Club
Fred Stone, Emergency Coordinator
PO Box 73
Bellbrook, OH 45305

Greene County Amateur Radio Emergency Service
Fred Stone, Director
4170 Beechwood Dr
Bellbrook, OH 45305

Sugarcreek Township
Randy Paylak, Fire Chief
4398 Clio Road
Sugarcreek Township, OH 45459