

Memorandum of Understanding
between the
Santa Clara County Fire Department
and the
Cupertino Amateur Radio Emergency Service

1. Purpose

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the Santa Clara County Fire Department (SCCFD) and the Cupertino Amateur Radio Emergency Service (CARES). This document will serve as a framework describing how CARES volunteers will coordinate their services, equipment, and facilities with SCCFD to support a Cupertino emergency communications function or County Fire Mutual Aid request. Through joint exercises and coordination of CARES and SCCFD resources, this document intends to enhance both organization's emergency communications readiness for any possible disaster.

2. Organization of CARES

As established by the Federal Communications Commission's Rules and Regulations (47 C.F.R. Part 97), a primary responsibility of the Amateur Radio Service is to render public service communications for the general public, particularly in times of emergency when normal communications are not available. Using the amateur frequency bands, Amateur Radio operators have been serving the general public, both directly and through governmental and relief agencies, for more than 60 years. To this end, the American Radio Relay League (ARRL), the national association for radio amateurs, organized the Amateur Radio Emergency Service (ARES). Cupertino ARES (CARES) is one such organization.

CARES is a volunteer organization made up of licensed amateur radio operators who have ties with Cupertino and voluntarily registered their qualifications and equipment for communications duty in the public service in the event of a disaster. The CARES Emergency Coordinator (EC) is an appointed position by the Santa Clara County District Emergency Coordinator (DEC) and responsible for managing the preparedness and response operations of the CARES organization.

3. Radio Amateur Civil Emergency Service

The Radio Amateur Civil Emergency Service (RACES) is an emergency service function defined under Part 97 of the Federal Communications Commission (FCC) Rules. RACES is a special phase of amateur radio operation that provides radio communications to local or State civil preparedness agencies during periods of local, regional, or national civil emergencies. All of the authorized frequencies and emissions allocated to the Amateur Radio Service are also available to RACES on a shared basis. In the event that the President of the United States invokes his War Emergency Powers, RACES operators, using specially authorized frequencies, would be the only Amateur Radio Operators permitted on the air. CARES members hold dual membership in RACES and are licensed RACES operators.

4. Organization of SCCFD

The Santa Clara County Fire Department is a California Fire Protection District serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Saratoga, and the unincorporated areas adjacent to these cities with ISO Class 2/8 services. SCCFD operates 3 stations in Cupertino – Cupertino Station (71), Seven Springs Station (72), Monta Vista Station (77) – with full time personnel around the clock. On activation of the City's emergency plan, a SCCFD representative may respond to the EOC and supports the city as a member of the Operations Section.

5. Recognition

SCCFD recognizes CARES as the official RACES organization for the City of Cupertino, that it reports to the Cupertino Office of Emergency Services, operates under the direction of the Planning and Intel Section, and in times of emergency or disaster, is activated to assist the City with requests prioritized by the City's EOC staff.

CARES recognizes SCCFD as the exclusive Public Safety Agency providing fire services to the City of Cupertino, other West Valley jurisdictions within Santa Clara County, and the unincorporated areas adjacent to those areas.

6. Method of Cooperation

For the communications resources of CARES to be coordinated and used to the fullest advantage during disasters, emergencies, and activations, and to the extent permitted or required by law and regulation, SCCFD and CARES agree to the following:

1. The points of contact between CARES and SCCFD for coordination of communication are:
 - Ken Foot, KR6CO
CARES Assistant Emergency Coordinator
11846 Woodhill Court
Cupertino, CA 95014
 - Tim Maguire
Santa Clara County Fire Department
14700 Winchester Boulevard
Los Gatos, CA 95032
2. CARES will identify an individual within its organization as the key contact with SCCFD. This individual will provide close cooperation and direct operational assistance to SCCFD by CARES in emergency communications planning and coordination of amateur radio communications facilities during an emergency.
3. CARES and SCCFD will engage in an on-going dialog on emergency preparedness with each other. They will urge both staff and volunteers to create and maintain appropriate communications and effective relationships at all levels of their respective organizations.
4. CARES will work with SCCFD in pre-emergency planning, drills, exercises, and training programs at SCCFD's operational level.
5. CARES and SCCFD will work together to develop operating plans such that communications services, equipment, and facilities of the CARES and the Amateur Radio Service may be coordinated within the context of the CARES' city response.
6. When there is a disaster requiring amateur radio communications and CARES is formally activated by the City of Cupertino, SCCFD will participate in the CARES emergency communications network and request the assistance of CARES through the Cupertino EOC. The SCCFD requests will be prioritized with other City requests. This assistance may include:
 - a. Dispatching CARES members to SCCFD Fire Stations within Cupertino.
 - b. Establishing and maintaining portable station emergency communications between SCCFD stations and the EOC to handle loss of telephone services, direct links to the EOC, and passing messages from the community members seeking assistance.
 - c. Establishing and maintaining mobile station communications between SCCFD officials and the EOC as required (shadows).
 - d. Maintaining the continuity of communications for the duration of the emergency period or until normal communications channels are substantially restored.

7. When requested by SCCFD to support a local or regional fire emergency, CARES will provide mutual aid assistance, both within and outside the city limits, that may include:
 - a. Comm 469 as a vehicle-based communications, command, and control platform.
 - b. A response team of 2 or more CARES members to assist with Comm 469 operations.
 - c. Access to and use of all Comm 469 communications capabilities.
 - d. On-call Comm 469 contact to receive and internally initiate an activation request.
 - e. DSW coverage for deployments within the jurisdictional boundaries of the City of Cupertino.
 - f. Agreed-to Comm 469 Mutual Aid protocol
8. To support Comm 469 mutual aid requests, SCCFD will provide the following:
 - a. Necessary programming of public safety radio assets.
 - b. Notification process and systems for activating CARES and Comm 469.
 - c. DSW coverage for deployments outside of the jurisdictional boundaries of the City of Cupertino.
9. Distribute copies of this MOU and addendum to CARES organization members and relevant members of the SCCFD.

7. Implementation

This Memorandum of Understanding shall take effect upon signature by SCCFD Deputy Chief Operations and the CARES Emergency Coordinator. This memorandum may be amended by mutual agreement of both parties. Either party may terminate this memorandum upon 30 days written notice.

Steve Prziborowski
Deputy Chief Operations Division
Santa Clara County Fire Department

Date

Jim Oberhofer
Emergency Coordinator
Cupertino Amateur Radio Emergency Service

Date