

Memorandum of Understanding
between the
Cupertino Sanitary District
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 Cupertino Sanitary District (CuSD) and the Cupertino Amateur Radio Emergency Service (CARES). This document will serve as a framework within which CARES volunteers coordinate their services, personal equipment, and facilities with the CuSD to support a Cupertino emergency communications function. It is intended, through joint coordination and exercises of resources of CARES and the CuSD, to enhance the 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 50 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 amateurs who have ties with Cupertino and have 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 coordinating 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 the Cupertino Sanitary District

The Cupertino Sanitary District is a Special District that provides service to about 52,000 persons (21,600 residences and homes) within the City of Cupertino, portions of the Cities of Saratoga and Los Altos, and surrounding unincorporated areas. CuSD is chartered to provide a safe, effective and economical sewerage system for the above areas. The CuSD is responsible for establishing the CuSD's Emergency Plan and preparations to respond when called to do so. The District Manager-Engineer, or

his designee, is responsible for activating the Emergency Plan in accordance with the appropriate emergency guidelines. The CuSD will manage a disaster response to protect its assets using the CuSD Emergency Plan

5. Recognition

The CuSD recognizes that CARES is an organization of more than 70 Cupertino-resident radio amateurs and, because of its organized emergency communications capability, can be of valuable assistance in providing critical and essential communications during disasters when normal lines of communications are disrupted or overloaded. The CuSD recognizes CARES as the official RACES organization for Cupertino.

The CARES organization recognizes the CuSD as a Special District, providing sewage collection, with its office operating within the City of Cupertino, with responsibility for all aspects of the city's sewerage system.

6. Method of Cooperation

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

1. The points of contact between CARES and the CuSD are:
 - Jim Oberhofer, KN6PE
CARES Emergency Coordinator
Cupertino, CA 95014
 - Richard Burton, KE6RJY
Inspector
Building C
20065 Stevens Creek Boulevard
Cupertino, CA 95014
2. CARES will identify an individual as the key contact with the CuSD. This individual will provide close cooperation and direct operational assistance to the CuSD by CARES in emergency communications planning, and in coordination of amateur radio communications facilities during an emergency.
3. CARES and the CuSD 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 both organizations.
4. CARES will work with the CuSD in pre-emergency planning, drills, exercises, and training programs at the CuSD operational level.
5. CARES and the CuSD will work together to develop operating plans such that communications services, equipment, and facilities of 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, the CuSD will participate in the CARES emergency communications network and request the assistance of CARES. This assistance may include:
 - Establishing and maintaining fixed, mobile, and portable station emergency communication capabilities for local amateur radio coverage and point-to-point contact between CuSD officials and remote locations, as required
 - Maintaining the continuity of communications for the duration of the emergency period or until normal communications channels are substantially restored.

7. Distribute copies of this agreement to CARES organization members and include it in the CuSD Emergency Plan.

7. Implementation

This Memorandum of Understanding shall take effect upon signature by the CuSD Manager-Engineer 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.

<<signature on file >>

2/12/02

David E. Ross
Manager-Engineer
Cupertino Sanitary District

Date

<<signature on file >>

1/11/02

Jim Oberhofer
Emergency Coordinator
Cupertino Amateur Radio Emergency Service

Date