

**Memorandum of Understanding
Between
Rochester Amateur Radio Association, Inc
and
Monroe County Amateur Radio Emergency Service**

Purpose

The purpose of this Memorandum of Understanding (MOU) is to affirm and restate the terms of an ongoing working relationship between the Rochester Amateur Radio Association (hereinafter referred to as RARA), and the Monroe County (New York) Amateur Radio Emergency Service (hereinafter known as Monroe County ARES), a program of the American Radio Relay League, Inc. (hereinafter referred to as ARRL). This agreement provides the broad framework for cooperation between the two organizations.

Concept of Operations

Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing service and for establishing its own policies and financing its own activities.

Definition of Disaster

A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, drought, blizzard, pestilence, famine, fire, explosion, building collapse, commercial transportation incident, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

Organization of the Rochester Amateur Radio Association

The Rochester Amateur Radio Association, Inc. (RARA) is a widely diversified, highly active amateur radio club centered in the Rochester, NY area. RARA is a Special Service Club, affiliated with the ARRL.

Organization of the Amateur Radio Emergency Service of Monroe County, New York

The Amateur Radio Emergency Service of Monroe County, NY (ARES) is an amateur radio organization consisting of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in service to the public when disaster strikes. ARES is a program of the ARRL, is a part of the ARRL Field Organization, and is accountable to the WNY Section Emergency Coordinator, Western District Emergency Coordinator, and the WNY Section Manager.

Areas of Cooperation

Some of the ways RARA and ARES may cooperate are:

1. **Coordination of EmComm activities.** All amateur radio emergency communication (EmComm) activities, as well as public service events sponsored by government agencies or organizations active in disaster, should be coordinated by ARES or RACES as appropriate. When outside agencies contact RARA to provide EmComm services during an emergency or disaster, RARA should refer the agency to ARES or RACES. When outside agencies contact RARA to recognize the efforts of EmComm activities after an emergency or disaster, RARA should coordinate the request with ARES, or refer the agency to ARES or RACES as appropriate.

2. **RARA member involvement in disasters.** If the EmComm requirements during a disaster exceed the capacity of Monroe County ARES, ARES may request assistance from RARA members who are not currently on the ARES active roster. RARA members participating in this capacity may be required to go through a “crash course” intake process, to ensure that the operator has appropriate equipment, credentials, and a basic familiarity with EmComm operator expectations.
3. **Public Service Events.** Public Service Events provide excellent opportunities to keep operating skills sharp and equipment ready in the event of a disaster or emergency. ARES recognizes the value of these events, and tracks ARES member involvement in these events. ARES will encourage member involvement in public service events. ARES will post public service event dates on the ARES website, and publicize event dates at monthly meetings. ARES will also endeavor to coordinate at least one public service event per year. For events coordinated by RARA, RARA will share the names and callsigns of ARES members working each event.
4. **Autonomous Organizations.** RARA is an ARRL-affiliated amateur radio club serving the needs of its members and the public. Monroe County ARES is an organization within the ARRL Field Organization, serving the needs of public service agencies and the community during emergencies and disasters. RARA recognizes that the ARES and RACES organizations in Monroe County are the providers of EmComm services during emergencies and disasters in the Monroe County area. Each organization maintains close liaison with the other, but operates independently of each other.
5. **Recruitment.** RARA will encourage member involvement in ARES and RACES.
6. **RARA Newsletter.** ARES will be allowed to submit articles and calendar events for the RARA newsletter.
7. **RARA Meetings.** ARES will be allowed to give a brief update of activities at monthly RARA meetings. ARES may work with the Vice President of RARA, or duly appointed Program Coordinator, to obtain additional speaking time at a monthly RARA membership meeting. The purpose of such time should be for an extended announcement of current ARES activities, recruitment of RARA members to ARES, presenting on a topic of interest to RARA members, or some other topic that will meet the needs of both organizations.
8. **RARA Member Involvement in EmComm.** As the largest amateur radio club in the greater Monroe County area, it is logical for people outside of the ham radio community to assume that RARA is responsible for providing emergency communication during a disaster or emergency. When describing organizational involvement in EmComm, RARA will endeavor to refer to ARES where appropriate. For example, instead of stating “RARA provides communication services during a disaster”, it is better to state “Many of our members provide communications services during a disaster by involving themselves in the Amateur Radio Emergency Service.”
9. **Club Station.** RARA recognizes that the RARA Club Station serves a dual purpose: meeting the needs of RARA members, and serving the needs of Monroe County during a disaster. RARA and ARES recognize that the Club Station has been primarily financed by the Monroe County Office of Emergency Management, and is to be used as an

emergency communications resource during a disaster. As such, RARA will provide ARES and RACES members sufficient training time so they may become familiar with station operation prior to a disaster. Training times will be coordinated between the RARA Club Station trustee, the ARES Emergency Coordinator, and the RACES Radio Officer as needed. Virtual/remote access to the Club Station will be coordinated by the Club Station Trustee. Physical access to the Club Station will be coordinated by the Club Station Trustee and the RACES Radio Officer, subject to the constraints of Monroe County. During a disaster or drill, RARA will grant ARES and/or RACES exclusive control of the RARA club station, until such time as the drill/disaster relief operation have ceased.

Periodic Review

Representatives of the Rochester Amateur Radio Association and Monroe County ARES will, on a bi-annual basis, on or around the anniversary date of this agreement, jointly evaluate progress in the implementation of the Memorandum of Understanding and revise and develop new plans or goals as appropriate.

Term of MOU

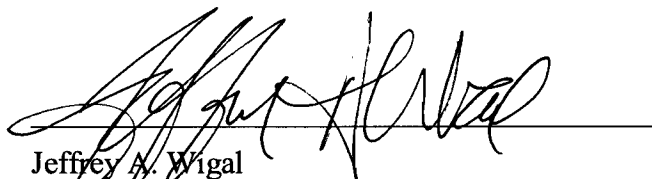
This Memorandum of Understanding is in force as of the date indicated below and shall remain in effect for five years or until terminated by written notification from either party to the other.

March 27, 2008



James DiTucci
President
Rochester Amateur Radio Association

27 MAR 2008
Date



Jeffrey A. Wigal
Emergency Coordinator
Amateur Radio Emergency Service
Monroe County, New York

27 Mar 2008
Date