

**Memorandum of Understanding  
between the  
Federal Way Amateur Radio Club  
and the  
City of Federal Way**

## **1 - Purpose**

The purpose of this document is to state the terms of a mutual agreement, a Memorandum of Understanding (MOU), between the Federal Way Amateur Radio Club (FWARC) and the City of Federal Way (CoFW).

## **2 - Background**

As established under Federal Communications Commission's Rules and Regulations (47 C.F.R. Part 97), a primary responsibility of the Amateur Radio Service is the rendering of public service communications for the general public, particularly in time of emergency when normal communications are not available. Using the Amateur Radio Service frequencies, Amateur Radio operators serve the general public, both directly and through governmental and relief agencies. Amateur Radio Operators provide radio communications to local, county, or state civil preparedness agencies during periods of local, regional, or national civil emergencies.

The FWARC is a charitable non-profit corporation located in Federal Way, Washington. This corporation is organized and operated exclusively for charitable, educational, and scientific purposes within the meaning of section 501(c)3 of the Internal Revenue Code. One of the stated purposes of the organization is to support local emergency and disaster relief organizations. The Club has organized a team called the Emergency Communications Response Team (ECRT) to carry out this function.

The CoFW is responsible for emergency management to the citizens of the State of Washington within its jurisdiction. To this end, the CoFW has established an emergency management plan and program.

### **3 - Recognitions**

1. The FWARC recognizes that emergency management is a legal responsibility of the CoFW within the City limits of Federal Way.
2. The FWARC recognizes that the Emergency Operations Center radio room and associated equipment are the property of the CoFW.
3. The CoFW requires trained and FCC licensed amateur radio operators to operate the communications equipment in the CoFW Emergency Operations Center (EOC) radio room.
4. The CoFW recognizes the FWARC is an organization of amateur radio operators. Through the FWARC's ECRT program, FCC licensed amateur radio operators who have met established training criteria may be willing to volunteer to assist the CoFW emergency response and recovery efforts.
5. Both the CoFW and the FWARC recognize that any FWARC volunteer may decline an assignment that is perceived to introduce unacceptable risk to health or safety.

### **4 - Method of Cooperation**

For the communications resources to be coordinated and used to the fullest advantage during disasters and emergencies, the CoFW and FWARC have agreed to the following:

1. The CoFW and the FWARC agree that ECRT members must meet the following requirements:
  - a. Membership in the FWARC
  - b. Appropriate FCC amateur radio license
  - c. Certificate of completion for both IS-100 and IS-700 courses
  - d. Register as a volunteer emergency worker with a CoFW issued State Emergency Worker Identification Card.
2. The ECRT Lead will maintain a list of qualified ECRT members as appendix A to this document. This list will be used by the City of Federal Way to grant 24-hour access to the EOC radio room.
3. The CoFW agrees to allow qualified ECRT Team members to use all amateur radios located in the EOC Radio Room and all other communication devices as authorized.
4. The ECRT contact or designee shall schedule the use of CoFW's EOC radio room at least 5 days prior to any scheduled training exercise.
5. The FWARC and the CoFW agree to maintain liaisons to maintain the closest possible cooperation.

6. Following each training event or incident requiring the use or activation of the CoFW EOC radio room, the ECRT Team Lead or designee will provide the CoFW with an after action report. The report will include a brief description of the incident, time of activation and closure of the CoFW EOC radio room, list of staff and locations of those involved.
7. The ECRT Team Lead or designee will provide the Emergency Management coordinator with notice of maintenance needs as well as provide technical recommendations and advice on communication issues when appropriate.
8. The CoFW will provide funding for required maintenance to ensure operational readiness of the EOC radio room. The CoFW will also provide adequate workspace and resources to allow effective operation of the EOC Radio Room.
9. Training is a key element of operational readiness. The CoFW will provide appropriate training opportunities, and the FWARC will encourage ECRT members to take part in these training opportunities. The CoFW may provide facilities to conduct training.
11. Both the CoFW and the FWARC shall make this document publicly available.
12. This MOU shall take effect upon the signatures of:
  - a. The CoFW's Emergency Management Coordinator
  - b. The CoFW's Emergency Manager
  - c. The FWARC's ECRT Team Leader
  - d. The FWARC's President

\_\_\_\_\_ Date \_\_\_\_\_  
 Ray Gross, KE7JRV  
 Emergency Management Coordinator,  
 City of Federal Way (CoFW)

\_\_\_\_\_ Date \_\_\_\_\_  
 Jerry Sugden, KC7NA  
 ECRT Team Leader,  
 Federal Way Amateur Radio Club (FWARC)

\_\_\_\_\_ Date \_\_\_\_\_  
 Cary Roe  
 ACM/Emergency Manager,  
 City of Federal Way (CoFW)

\_\_\_\_\_ Date \_\_\_\_\_  
 Steve Hatch, WA7DAD  
 President,  
 Federal Way Amateur Radio Club (FWARC)