



## ***Memorandum of Understanding between Rocky Mountain Ham Radio and Colorado ARES/AUXCOMM***



### ***Purpose***

The purpose of this document is to state the terms of a mutual agreement, a Memorandum of Understanding (MOU), between Rocky Mountain Ham Radio (RMHAM) and Colorado ARES/AUXCOMM. This document will serve as a framework within which Colorado ARES/AUXCOMM members will have access to RMHAM owned and operated repeaters and equipment in support of Colorado ARES/AUXCOMM Emergency Communications and training functions.

### ***Background***

#### **AMATEUR RADIO EMERGENCY SERVICE (ARES)®**

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 times of emergency when normal communications are not available. Using the Amateur Radio Service frequencies, 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 Amateur Radio, organized the Amateur Radio Emergency Service (ARES).

#### **COLORADO AUXILIARY COMMUNICATIONS**

Colorado Auxiliary Communications (AuxComm) is a specialized incident and disaster response public safety communications unit made up of volunteers, whose primary mission is to support the State Office of Emergency Management (DHSEM). Colorado AuxComm may also activate to support local jurisdictions and agencies through the state resource mobilization process. In addition to providing emergency communications, Colorado AuxComm works with emergency communications agencies such as the Amateur Radio Emergency Service, the American Red Cross, and the Colorado National Guard to develop interoperability solutions and cooperative agreements.

#### **Organization of Colorado ARES/AUXCOMM**

Colorado ARES is an ARRL Affiliated organization that manages emergency response around the State of Colorado. Colorado ARES serves as the management and coordination umbrella for the 10 ARES Regions that contain 27 local districts. The upper management structure of Colorado ARES makes up the management team of Colorado AUXCOMM.

## **Organization of Rocky Mountain Ham Radio**

RMHAM, founded in 1994, exists as an association of persons commonly interested in the Amateur Radio Service and the betterment of the hobby by proliferating the highest quality communications systems and support. RMHAM is an ARRL Affiliated club.

It is the stated purpose of RMHAM, to further the exchange of information and co-operation between amateur radio operators, to promote radio knowledge, fraternalism and individual operating proficiency, and to conduct club programs and activities for the advancement of the general interest and welfare of Amateur Radio in the community, and for the advancement of the "RMHAM" facilities for the benefit of all.

RMHAM will provide its assets for emergency communications organizations on an as needed, first come, first serve basis. RMHAM classes of assets are listed below.

### **RMHAM Equipment**

Various radios, equipment and vehicles that are available for public service and emergency use. These are listed under the Our Offerings menu item under the BUSINESS tab on the RMHAM website at [www.rmham.org](http://www.rmham.org).

### **RMHAM DMR Network**

The RMHAM owns and operates the Rocky Mountain DMR Network as listed on the RMHAM website at [www.rmham.org](http://www.rmham.org). The network consists of DMR repeaters located statewide. These repeaters are organized by talkgroups, the Rocky Mountain Wide talkgroup is a statewide resource. There are the regional talkgroups North, Central, and South and Local talkgroups Lookout Local, Devilshead Local and others within the State and throughout the network.

### **RMHAM Analog Repeaters & Digital Nodes**

RMHAM operates Analog Repeaters, Packet Systems & BPQ Nodes listed under the Radio Systems menu item under the BUSINESS tab on the RMHAM website at [www.rmham.org](http://www.rmham.org).

## ***Methods of Cooperation***

For the communications of RMHAM and Colorado ARES/AUXCOMM to be coordinated and used to the fullest advantage during disasters and emergencies, and to the extent permitted or required by law and regulation, RMHAM and Colorado ARES/AUXCOMM have agreed to the following:

### **Points of Contact**

The Points of Contact between RMHAM and Colorado ARES/AUXCOMM will be exchanged between the officers of the RMHAM and the officers of Colorado ARES/AUXCOMM. All points of contact information shall be contained in a separate addendum that is not part of this MOU. The points of contact information shall be updated when necessary and verified on an annual basis by both Colorado ARES/AUXCOMM and RMHAM at the annual renewal of this agreement.

## **Scheduling of the Use of RMHAM Assets**

All requests for the use of any RMHAM asset will be listed on the RMHAM calendar when it is approved to ensure that there is no conflict in the use of that RMHAM resource. All scheduled uses are listed on the RMHAM calendar located at the website [www.rmham.org](http://www.rmham.org), if there is any question concerning the availability of a RMHAM resource.

## **Use of RMHAM Equipment**

Emergency requests for equipment shall come from the Colorado ARES Section Emergency Coordinator or one of the Assistant Section Emergency Coordinators. Routine requests for training or special events may be submitted to RMHAM directly by contacting [rmham@rmham.org](mailto:rmham@rmham.org). All requests for the use of equipment should be made a minimum of 5 days in advance. All approved requests for use of equipment will be listed on the RMHAM calendar. The following conditions apply to taking and using our equipment:

1. All equipment will be checked out by a member of RMHAM with a member of Colorado ARES/AUXCOMM present.
2. A written condition report will be prepared.
3. Colorado ARES/AUXCOMM will take responsibility for the safekeeping of borrowed equipment and ensuring its return in the condition that it was in when was taken out
4. "You break it, you replace it"
5. Any programable radios shall be returned with the original programming installed.
6. Generators shall be returned with fuel replenished.

## **Use of the DMR Network:**

- 1) Any emergency requests for the use of the DMR Network; Rocky Mountain Wide talkgroup, any Regional talkgroup or local talk group shall come through the Section Emergency Coordinator or one of the Assistant Section Emergency Coordinators. *See 6) for other requests.*
- 2) RMHAM agrees to allow Colorado ARES/AUXCOMM to assume operational control of the RMHAM DMR network during times requiring disaster communications as described above. Operational control is defined as using the DMR network to communicate by running an informal (without Net Control Network) or directed (with Net Control Network) net.
- 3) When contacted by a Colorado ARES/AUXCOMM point of contact, the RMHAM point of contact will make a reasonable attempt to have a control operator on the DMR network during a Colorado ARES/AUXCOMM activation.
- 4) A RMHAM Control Operator as requested by Colorado ARES/AUXCOMM will monitor the technical aspects of DMR network system operation, making any necessary adjustments or changes to the operation of the DMR network as can be achieved remotely such as:

- a) Turning the DMR Network repeater(s) off if there are any dangers of failure that would preclude further operation later, while notifying the Colorado ARES/AUXCOMM officers and Net Control network with as much notice as possible so the net may be moved to another repeater within the DMR network.
  - b) Turning the DMR Network repeater(s) off if they are malfunctioning or in the presence of malicious interference which precludes proper operations with the same notification as in a) above.
  - c) Making any changes necessary to allow the DMR network repeater(s) to operate in accordance with any/all FCC regulations and good amateur radio practice.
- 5) Colorado ARES/AUXCOMM agrees to the following stipulations while using the RMHAM DMR network:
- a) During Colorado ARES/AUXCOMM activation, all reasonable efforts will be made to make contact with one of the RMHAM point of contacts to notify him/her of the impending, imminent, or on-going use of the repeater. However, emergency use of the DMR network to save life and/or property will always come first, regardless of the status of notification (in such an instance, notification will occur as soon reasonably possible). Notification attempts may be made over the air, via telephone, via email, or in person and should continue until all methods are exhausted or contact is made.
  - b) For a Colorado ARES/AUXCOMM training exercise, Colorado ARES/AUXCOMM agrees to contact any RMHAM point of contact to request the use of the RMHAM talkgroup a minimum of 5 days prior to the training exercise, and such permission will be granted assuming there are no other scheduled events for the talkgroup during the drill's expected duration. During a training exercise, Colorado ARES/AUXCOMM agrees to make all reasonable efforts to allow users to utilize the talkgroup simultaneously with the exercise. During an exercise, this will take the form of allowing users to make calls on the talkgroup simultaneously with exercise radio traffic. Both Colorado ARES/AUXCOMM and RMHAM members agree to keep transmissions short in concert with good on-air Amateur Radio practice so both groups may communicate efficiently.
  - c) Colorado ARES/AUXCOMM agrees to contact a RMHAM point of contact to request the use of a talkgroup (as stated in b) above) for regularly scheduled nets and before making changes to any previously approved date or time
  - d) All scheduled events will be listed on the RMHAM website calendar to ensure quiet enjoyment of the resource.
- 6) RMHAM and Colorado ARES/AUXCOMM agree to maintain liaison so that there may be the closest possible cooperation in emergency communications planning and coordination, facility and equipment maintenance, and repeater equipment and site usage both during emergencies and on a normal, daily basis. *(An example of this would be for RMHAM to notify Colorado ARES/AUXCOMM that a new backup battery system has been placed in service at the repeater site. Another example would be that Colorado ARES/AUXCOMM could notify RMHAM of rolling power outages to make sure the repeater and the DMR network is sufficiently prepared.)*

- 7) During activation, Colorado ARES/AUXCOMM will conduct the net using best practice standards and procedures and will yield occasionally to directed calls among RMHAM members and guests, at the discretion of the Colorado ARES/AUXCOMM Net Control Network, which will not be unreasonably withheld.
- 8) Following each incident requiring an activation of the DMR network, Colorado ARES/AUXCOMM will provide RMHAM, by email (at an address provided in the contact list), with an after-incident report which will include, but not be limited to, a brief description of the incident, times of activation and closure of the incident, callsigns and locations of those involved in the net (if available), and an Colorado ARES/AUXCOMM incident number, if any.
- 9) RMHAM will reasonably maintain the RMHAM DMR network. Additionally,
  - a) RMHAM cannot be held liable for failure of the DMR network or any part of the system, whether the failure is caused by emergencies described above.
  - b) Colorado ARES/AUXCOMM agrees that RMHAM cannot be required to effect repairs to restore communications on short notice during an activation or event.
  - c) Colorado ARES/AUXCOMM agrees that it will not expect any RMHAM member to be put in physical danger to effect repairs to the DMR network.
  - d) RMHAM agrees to maintain the repeater network within the constraints of its member's availability to effect repairs; and within RMHAM's reasonable feasibility to affect such repairs.
  - e) From time to time, changes are made to the RMHAM DMR network, repeaters are added, removed, relocated, and discontinued. These resources are provided on a best effort case and are subject to change. No expectation should be held that any repeater is permanent. The current state of the DMR network is memorialized on the DMR Network Information tab on the Rocky Mountain Ham Radio website at <https://www.rmham.org>.

### **Use of RMHAM Analog Repeaters & Digital Nodes**


Emergency requests for analog repeaters shall come through the Section Emergency Coordinator or one of the Assistant Section Emergency Coordinators. Routine requests for training or special events may be submitted to RMHAM directly by contacting [rmham@rmham.org](mailto:rmham@rmham.org). All requests for the use of equipment should be made a minimum of 5 days in advance. All scheduled uses of analog repeaters will be listed on the RMHAM calendar. *Refer to Use of the DMR Network 1) through 8) for operational terms and conditions by substituting analog repeater for the phrases "DMR network" and "talkgroup".*


**RMHAM Packet Systems & BPQ Nodes** are for public use unless restricted for emergency purposes by RMHAM.

***Distribution of this Memorandum***

RMHAM and Colorado ARES/AUXCOMM agree to make this agreement available to their membership so all Amateur Radio Operators in each organization understand the MOU between the two groups. This availability can take the form of publication on the Internet, or any other method deemed appropriate by each organization. The intent of this MOU is not to serve as a legally binding document. Rather, it should serve as a set of guidelines for good Amateur Radio practice and sufficiently serve the needs of both groups to determine how to conduct themselves prior to, during, and after a communications emergency or regional disaster where the RMHAM assets have been utilized.

This MOU shall take effect upon signature by the RMHAM President and the Colorado ARES/AUXCOMM Emergency Coordinator at the time of signature and shall remain in effect for one year from the date of signature. This agreement will self-renew each year unless either organization has notified the other of their intention to not renew the agreement in writing. This agreement may be terminated by either organization with 30 days prior written notice to the other organization.

DocuSigned by:  
 4/13/2022  
0B8728FD130C49D  
 \_\_\_\_\_  
 Rob Wright, NØRPF    Date  
 President  
 Rocky Mountain Ham Radio

DocuSigned by:  
 4/13/2022  
433E7EB4E1D44D7  
 \_\_\_\_\_  
 Jon Blome, NX0H    Date  
 Section Emergency Coordinator  
 Colorado ARES/AUXCOMM

## ***Change Log***

<b>Revision Number</b>	<b>Revised By</b>	<b>Comments</b>	<b>Date</b>
Initial Document	JRM/WWH		4/12/2022

**Certificate Of Completion**

Envelope Id: D741BB0D9C4347888DEA4B101ADDCE8E	Status: Completed
Subject: Please DocuSign: Colorado ARES-AuxComm -RMHAM.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Colorado Security Alarm
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	5236 Bear Mountain Dr
	Evergreen, CO 80439
	documents@csalarm.com
	IP Address: 8.42.69.74

**Record Tracking**

Status: Original	Holder: Colorado Security Alarm	Location: DocuSign
4/13/2022 9:33:20 AM	documents@csalarm.com	

**Signer Events**

Jon Blome  
 sec@coloradoares.org  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
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**Timestamp**

Sent: 4/13/2022 9:35:28 AM  
 Viewed: 4/13/2022 12:50:33 PM  
 Signed: 4/13/2022 12:59:52 PM

Signature Adoption: Pre-selected Style  
 Signed by link sent to sec@coloradoares.org  
 Using IP Address: 24.8.253.203

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Rob Wright  
 roblights@gmail.com  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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Sent: 4/13/2022 9:35:28 AM  
 Viewed: 4/13/2022 9:41:49 AM  
 Signed: 4/13/2022 9:42:07 AM

Signature Adoption: Pre-selected Style  
 Signed by link sent to roblights@gmail.com  
 Using IP Address: 76.74.126.40

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/13/2022 9:35:28 AM



<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	4/13/2022 9:41:49 AM
Signing Complete	Security Checked	4/13/2022 9:42:07 AM
Completed	Security Checked	4/13/2022 12:59:52 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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