



Kodiak Island, Alaska

Kodiak Amateur Radio Emergency Service

Memorandum of Understanding

Communications Support for Providence Kodiak
Island Medical Center

September 2006

1. Purpose and Scope of this Agreement

This document provides guidance and activation instructions for the interaction between the Kodiak Amateur Radio Emergency Service (KARES), and Providence Kodiak Island Medical Center, during emergency and non-emergency conditions.

Since the maximum benefits from the use of KARES assets can only be obtained through prior planning, this document enables both organizations to include each other in local emergency response plans and exercises.

2. Operations

This document will become effective when signed. Participation in this agreement does not relinquish FCC licensee control of equipment or prohibit an Amateur Radio Operator from exercising independent discretion and responsibility in any given instance.

A. Commitment

The Kodiak community has provided a communications vehicle and support to outfit the vehicle with appropriate long and short range communications equipment. The Bayside Fire Department, through the Kodiak Island Borough, agrees to license and insure the vehicle and provide storage accommodations. The KARES group remains the primary recipient of the donated vehicle and equipment and retains ownership of said equipment. KARES has also agreed to operate the communications vehicle in partnership with the Bayside Fire Department. The Bayside Fire Chief therefore has a significant say in any deployments and agreements KARES enters into.

1. Identification

KARES members, working under the authority of the Bayside Fire Department, will carry Fire Department ID cards. Amateur Radio operators, who choose not to be part of Bayside Fire Department but who assist KARES, carry Amateur Radio Emergency Service (ARES) ID cards.

It may be in the interest of Providence Kodiak Island Medical Center to look at accepting both the Fire Department and ARES ID as access documentation to allow access to KARES operators into pre-designated areas. An alternative would be to provide key KARES operators with appropriate medical center credentials.

2. Employment of KARES members

KARES personnel shall be carried as volunteers of the Kodiak Island Borough through the Bayside Fire Department for the purpose of Workers Compensation coverage.

3. Implementation Procedures

A. Right of Access and Use

This document does not specify or give preferential treatment over other organizations non-governmental agencies or government agencies, of KARES assets. If no assignment has been given to KARES, as a result of an emergency or impending emergency, KARES shall be considered to stage at and provide service for Providence Kodiak Island Medical Center. This will continue until such time as the Kodiak Emergency Service Organization or the Bayside Fire Chief determines otherwise.

Remember, staging is only one consideration in wireless communications. Wireless/radio services (to other users) can be rendered remotely, if pre-planning has been accomplished.

B. Notification Process

1. Only an authorized Providence Kodiak Island Medical Center official can activate the notification process. This should be limited to those who would normally be in charge of the overall operation of the Hospital and its emergency response.
2. For non-emergency activations and drills: Contact the Bayside Fire Chief or contact KARES officers listed elsewhere in this document.
3. For emergency activations: Contact the Police Department Dispatch and have them page out Squad-12 using the Bayside Fire Department all call voice paging system.
4. Procedures of KARES members
 - a. Upon notice to activate, the KARES Emergency Coordinator will;
 - (1) Initiate a radio call on KARES working frequencies for any volunteers.
 - (2) Initiate the phone tree for call out of those who did not answer the radio call.
 - b. KARES members shall meet either at Bayside Fire Department or be directed to Providence Kodiak Island Medical Center. This will be at the direction of the KARES Emergency Coordinator.

4. Authorization

In addition to normal authorization to use all amateur radio frequencies, KARES members are authorized to operate radio equipment on various public safety frequencies. Equipment has been provided for this purpose in the communications vehicle. These frequencies may include designated ESO frequencies, plus other federal, state, local and civil frequencies. However, KARES has not received authorization to operate on any of the City of Kodiak public safety digital frequencies or networks. We are to maintain contact with the city through authorized secondary frequency assignments.

5. Tests, Exercises and Planning Initiatives

We encourage Providence Kodiak Island Medical Center to include KARES in any tests, exercises and planning sessions that you will undertake. Through close personal contact, we can develop our joint skills to the betterment of both organizations.

6. Minimum Logistic Requirements

In order to keep the surrounding neighborhood and hospital area as quiet as possible, KARES recommends the installation of two (2) 30 amp 120 volt AC circuits for the communications vehicle use. These circuits should, preferably, be on the hospital emergency generator circuit. KARES can and does have the capability of generating its own AC power using two 4000 watt generators.

7. Term of Agreement

This memorandum of understanding shall be considered a continuous, open ended document and shall not have an expiration date. It is recommended that this document be reviewed on an annual basis to confirm mutual consensus of its validity and worth. Changes to portions of this document may be mad annually or at any time with the agreement of both organizations.

8. Termination of Agreement

This memorandum of understanding may be terminated by either entity by providing a 30 day written notice.

9. KARES Points of Contact

Emergency Coordinator: Mike Dolph (486-5833)

Asst Emergency Coordinator: Curt Law (Home: 486-7636 or 486-9702),
(Work 486-4700) and voice pager (486-7373).


For: Providence Kodiak
Island Medical Ctr

Name: 

Title: CEO

Date: 10/23/06

For: Bayside Fire Department

Name: 

Title: Acting Chief

Date: 9/21/2004

For: Kodiak Amateur
Radio Emergency Svc

Name: Mike Dolph

Title: Emerg. Coord.

Date: 9-13-06



Kodiak Amateur Radio Emergency Service

[K.A.R.E.S.]

P.O. Box 3071
Kodiak, AK 99615

March 28, 2007

To: John Lynn AND Tom Bailey
 7013 Trafford Drive 3200 Providence Drive
 Anchorage, AK 99504 Anchorage, AK 99508

Re: A.R.E.S. "MOU" with Providence Alaska

Hello, John & Tom.

The two of you have not met in person at this point, but I hope this will happen in the near future.

I have included a packet here with the signed "MOU" between Kodiak ARES and Providence-Kodiak Island Medical Center here in Kodiak. Our developmental status here in Kodiak is just beginning, but our plans are to support and augment Prov-Kodiak's communication capability – both locally and on a regional/statewide basis.

I have spoken with both of you in the past about the idea of getting a similar arrangement set up between the Anchorage ARES Group (or Anchorage Amateur Radio Club) and Prov-AK there in Anchorage.

What I sense needs to happen is for the two of you to meet and look at the modification of this document to reflect the "Anchorage Side of the House" (so-to-speak). I'm not sure if our "KARES" Secretary has this document saved on computer format – But if he does, I'll have it forwarded to you so you can just go into the document and make name-changes. That certainly would be the simplest approach.

This project (or process) make take awhile to evolve. But the positive side of me says that within six months to a year we could be sorting out all of the details of how we will inter-operate. Following that piece, discussions concerning inter-operability drills between Anchorage and Kodiak can evolve.

We are only limited by our imagination! So this could get pretty exciting.

Keep in touch!

Mike Dolph, Emergency Coordinator
K.A.R.E.S.

Home Adr: 326 Plover Way
 Kodiak, AK 99615
 (907) 486-5833
 Email: mike_dolph@hotmail.com

K.A.R.E.S. "M.O.U." with P-KIMC
Summary & Overview

1. Purpose & Scope
 - Document provides guidance for interaction of two agencies.
 - Intent is to include each other in planning process.

2. OPERATIONS
 - Effective when signed.
 - Does not relinquish FCC Licensee control.
 - A. Commitment
 - Bayside Fire Department & Kodiak Is. Borough provides license & insurance for vehicle.
 - K.A.R.E.S. retains ownership of the vehicle & equipment.
 - K.A.R.E.S. operates resources in partnership with Bayside Fire Station; Chief has control of deployment & agreements.

1. IDENTIFICATION
 - K.A.R.E.S. members carry Bayside Fire Station I.D. Cards;
 - Other amateur operators carry A.R.E.S. I.D. Cards.
 - P-KIMC can provide medical center I.D. Credentials.

2. EMPLOYMENT OF K.A.R.E.S. MEMBERS
 - K.A.R.E.S. members are volunteers of the Kodiak Island Borough through Bayside Fire Station for purposes of Workers Compensation.

3. IMPLEMENTATION PROCEDURES
 - A. Right of Access & Use
 - There is no preferential right of use
 - With no other assignments, K.A.R.E.S will support P-KIMC.
 - B. Notification Process
 - Only Authorized P-KIMC Official can activate.
 - For non-emerg. Or Drills, contact Fire Chief or K.A.R.E.S. Officer
 - For Emerg. Activation – Contact City Dispatch for activation.
 - Procedures for K.A.R.E.S. members:
 - upon activation, K.A.R.E.S. Emerg. Coordinator will:
 - Initiate radio call on K.A.R.E.S. frequencies.
 - Initiate phone tree for call out.
 - Members shall meet either at Bayside Station or will be directed to P-KIMC, at direction of the K.A.R.E.S. "E.C."

4. AUTHORIZATION
 - In addition to normal A.R.E.S. Operating frequencies, K.A.R.E.S. authorized to operate:

- Public Safety Frequencies – Local, State & Federal
- NOT authorized to operate City Digital Networks.
- Must use authorized “secondary” frequency assignments.

5. TESTS, EXERCISES AND PLANNING INITIATIVES.

- Encourage inclusion in tests, exercises and planning sessions.

6. MINIMUM LOGISTIC REQUIREMENTS

- Recommended: install (2) 30amp 120volt AC circuits for vehicle.
- Should preferably be on hospital emergency power circuit.

7. TERM OF AGREEMENT

- M.O.U. is considered “continuous” and open-ended/No expiration date.
- Annual review recommended.
- Changes can be made with agreement of both organizations.

8. TERMINATION OF AGREEMENT

- Prompted by either organization, with a 30-day notice.