

**San Marcos Pass Volunteer Fire Department
STANDARD OPERATION PROCEDURES**

TITLE: KI6HFQ Club Station	SECTION 3.14	EFFECTIVE: 01/08/2018
APPROVED: WRA Board of Directors		REVISED:

PURPOSE

This policy provides the amateur radio communications standards and practices for the WRA-SMPVFD Amateur Radio Club Station KI6HFQ.

AUTHORITY

The WRA-SMPVFD operates amateur radio Club Station (KI6HFQ) pursuant to §97.5, *et seq.*, FCR under the supervision of the Club Trustee (Trustee).

COMMUNICATIONS SUPPORT MEMBER

Any person who is a WRA member may be a Communications Support Member providing they meet the selection criteria and training requirement established by the Trustee.

A Communications Support Member is a volunteer with no compensation whatsoever but is covered by WRA insurance.

Those WRA communications support members who have received required training and upon the approval of the Trustee may be issued a fire department identification card that clearly state “Communications Support Member.”

POLICY

The WRA “Club Station” shall operate under the supervision of the Trustee who shall be appointed by the WRA Board of Directors. The Trustee must possess a current FCC issued General license or higher and maintain his/her currency throughout the term of appointment.

The Trustee is authorized to manage the Club Station and the WRA communications support members as he/she deems appropriate under the supervision of the WRA Board of Directors, the WRA Injury, Illness, Prevention Program and WRA Policy and Procedures.

It is the policy of the WRA-SMPVFD to utilize the operational standards and practices of the Amateur Radio Relay League (ARRL), “Amateur Radio Emergency Service Manual” and the Amateur Radio Emergency Services – “Santa Barbara South County Disaster Preparedness ARES Orientation Manual.”

When operating on public safety frequencies, it is the policy (§6.1) of the WRA-SMPVFD to utilize the “*FIRESCOPE Radio Communications Guidelines*” which are derived from cooperative agreements for frequencies utilized between California fire service agencies. This agreement allows for mutual aid use of radio frequencies during mutual aid efforts. These policies are located in the FIRESCOPE “*Field Operations Guide, ICS 420-1.*”

RADIOS

WRA-SMPVFD owned, or user supplied, radios shall comply with federal standards and protocols for both public safety and/or amateur use.

Communications Support Members may utilize their own radio equipment on amateur frequencies providing they possess a valid FCC issued amateur radio license.

The WRA reserves the right to not allow privately owned radio equipment not type accepted or otherwise unacceptable to the Trustee to utilize WRA licensed frequencies and/or operate under the Club license.

PROCEDURES

Use of amateur radio frequencies requires a license or equipment operation under the direct supervision of Trustee or another licensed amateur operator except in an emergency involving the immediate loss of life and/or property.

In addition to the rules and regulations governing amateur radio in the United States, the following policy and procedures shall apply:

- When operational, nets shall be held on Sunday nights at 19:30 hrs., and as may be necessary or requested by the Trustee.
- All primary and secondary fire, EMS and department communications shall be conducted on assigned public safety frequencies.
- All radio communications shall be in “clear text.”
- Use the call sign KI6HFQ when identifying the Club Station.
- Commercial communications are not authorized on amateur frequencies.
- When operating a formal net the following preamble and post-amble shall be used:

Preamble: “Attention all stations. This is net control for the San Marcos Pass Volunteer Fire Department Emergency Communications Net KI6HFQ. In the event of repeater failure please revert to simplex operation with this station. This is a directed net. Please do not transmit until requested by Net Control and please do not leave the net until dismissed or its conclusion. Check-ins will be by rollcall followed by guests.” (Rollcall)

Post-amble: “This has been the San Marcos Pass Volunteer Fire Department Emergency Communications Net KI6HFQ. Anyone with questions or concerns is asked to call the office at 964-7194. This concludes the net. The frequency is released for routine operations – KI6HFQ clear.”

FREQUENCIES

Unless otherwise specified (ICS 205), the primary amateur frequencies for the San Marcos Pass Volunteer Fire Department Emergency Communications Net KI6HFQ shall be the following:

RECEIVE	TRANSMIT	STONE	LOCATION	MODE
147.000 Mhz.	147.600 Mhz.	131.8 hz.	Broadcast Peak	Duplex Analog
147.000 Mhz.	147.000 Mhz.	131.8 hz.		Simplex Analog
146.520 Mhz.	146.520 Mhz.	None		Simplex Analog

TRAINING

Any Communications Support Member utilizing amateur radio frequencies shall have a valid FCC issued license for the frequencies in operation or be operating under the direct supervision of someone who does.

Communications Support Members shall complete the following training:

- *IS-100 Introduction to Incident Command System* (ICS)
- *I-700 National Incident Management System* (NIMS)

Any Communications Support Member working in the field shall have at the minimum the following training:

- Community Emergency Response Team (CERT) **or** NWCG *S-110 Basic Wildland Fire Orientation*
- Title 22 First Aid and CPR

Amateur radio Communications Support Members are encouraged to take ARRL, *EC-001 Introduction to Amateur Radio Emergency Communications*.

Communications Support Members providing dispatch support are encouraged to take NWCG, *D-310 Initial Attack Dispatcher*

The Trustee shall maintain training records and copies of licenses, permits and certifications of Communications Support Members.

AMATEUR RADIO EMERGENCY SERVICES (ARES)

The WRA shall maintain a Memorandum of Understanding (MOU) with Amateur Radio Emergency Service, Santa Barbara County South Coast, outlining the policies, terms and conditions of mutual assistance during emergencies. This MOU shall be reviewed every three (3) years or as may be necessary with a copy on file with the Santa Barbara County Operational Area.

MEMBERSHIP

Any person serving as a Communications Support Member must have and maintain membership in the WRA. However, no other memberships shall be required of the member including, but not limited to, The American Amateur Radio League (ARRL), Amateur Radio Emergency Services (ARES) or any local club, association and/or organization.

Aside from WRA membership dues, no other fee, dues or charges shall be required of a WRA Communications Support Member.