

ADMINISTRATION

Organizational Structure

1 Purpose

This document describes the organizational structure of Monroe County ARES.

2 Scope

This document describes job responsibilities of the Emergency Coordinator, Assistant Emergency Coordinator, and other appointed positions within Monroe County ARES.

3 Reporting Relationships

"ARES", "Amateur Radio Emergency Service" and the logos for ARES and the ARRL are registered servicemarks of the American Radio Relay League, Incorporated and are used by permission. ARES, and the Monroe County ARES, are programs of the American Radio Relay League, Incorporated. The reporting relationships are shown below.

Figure 1: Reporting Relationships

American Radio Relay League
Field & Educational Services
Western New York Section Manager
Western New York Section Emergency Coordinator
Western New York District Emergency Coordinator, Western District
Monroe County ARES Emergency Coordinator
AEC Administration
Website Administrator
AEC Logistics & Planning
Net Manager
AEC Training
AEC Recruitment
Recruiter
AEC Response Teams
Response Team Leaders
AEC Technology & Digital Communication
Station Manager
Liaison, Red Cross
Liaison, Rochester Amateur Radio Association
Official Emergency Station
NTS Net Liaison

4 Job Descriptions

4.1 Emergency Coordinator

4.1.1 RESPONSIBILITIES:

- Promote and enhance the activities of Amateur Radio Emergency Service (ARES) for the benefit

of the public as a voluntary, non-commercial communications service.

- Manage and coordinate the training, organization and emergency participation of interested radio amateurs working in support of the communities, agencies or functions designated by the Section Emergency Coordinator/Section Manager.
- Establish and maintain an emergency communications plan for the communities and agencies that will effectively utilize ARES members to cover the needs for tactical and formal Welfare message traffic.
- Establish a viable working relationship with all federal, state, county, city governmental and private agencies in Monroe County which might need the services of ARES in emergencies.
- Establish local communications networks run on a regular basis and periodic testing of those networks by realistic drills.
- Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets.
- In times of disaster, evaluate the communications needs of the Served Agencies and respond quickly to those needs through the allocations of ARES resources.
- Work with other non-ARES amateur provider-groups to establish mutual respect and understanding and a coordination mechanism for the good of the public and Amateur Radio to foster an efficient and effective Amateur Radio response overall.
- Work for growth in the Monroe County ARES program, making it stronger and a more valuable resource to Monroe County and its communities.
- File regular reports as required.
- Track Planning Committee member participation in training events and contact members who have not remained involved in activities to determine their status.
- Appoint Assistant Emergency Coordinators (AEC) to assist in carrying out the above responsibilities.
- Establish a working group to develop a plan for the annual Simulated Emergency Test (SET) conducted each October.
- Negotiate and manage Memoranda of Understanding with agencies and/or groups that provide communications resources for use by Monroe County ARES during emergency operations.
- Submit requests for Official Emergency Station (OES) status for qualified stations/operators.
- Conduct periodic meetings of the Planning Committee.
- Conduct regular meetings of the ARES membership.
- Plan for and train a successor for the position.

4.1.2 QUALIFICATIONS:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Be a full member in good standing of the American Radio Relay League (ARRL).
- Complete the ARRL Amateur Radio Emergency Communications Course Level I or equivalent.
- Complete Federal Emergency Management Agency independent study courses IS-100, IS-200, IS-700 and IS-800.
- Desired to have completed the ARRL Amateur Radio Emergency Communications Course Level II and III.

4.2 Assistant Emergency Coordinators

Assistant Emergency Coordinators (AEC) make up the Planning Committee of Monroe County ARES. All AECs are expected to:

- Attend meetings of the ARES Planning Committee,
- Appoint Assistant(s) as needed, with the consent of the EC, and
- Plan for and train a successor for their position.

Qualifications for AEC positions will be:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Complete the ARRL's Emergency Communications course EC001 or equivalent.

- Complete Federal Emergency Management Agency independent study courses IS-100, IS-200, and IS-700.
- Desired to be a member in good standing of the American Radio Relay League (ARRL).
- Desired to have completed the ARRL Amateur Radio Emergency Communications Course Level II.

4.2.1 Assistant Emergency Coordinator for Administration

Responsibilities

- Maintain ARES membership records.
- Prepare ARES membership cards.
- Coordinate with AECs for Recruiting, Response Teams, and Training to integrate new members into the organization.
- Keep a database of special skills and equipment useful in emergencies.
- Maintain record files of agreements such as local Memorandums of Understanding (MOU), licenses, and other similar documents.
- Maintain a recall plan to notify members of emergencies and related requirements.
- Maintain the HyperReach notification system.
- Function as custodian for ARES station license.
- Coordinate meeting locations for Planning Committee and general membership meetings.
- Keep minutes of all meetings.
- Maintain a checking account to receive and disburse funds. Establish a two signature account with the signatures of the EC, AEC for Administration.
- Establish procedures for approving purchases to be made in support of ARES activities.
- Maintain financial records of funds received and disbursed by the Monroe County ARES. Maintain receipts for all disbursed funds.
- Prepare an operating budget prior to the beginning of each calendar year working with the Planning Committee.
- Provide a financial report at each general meeting of the ARES membership.
- Coordinate participation in fund raising events approved by the Planning Committee.
- Inform EC of any developments related to financial matters.
- As needed, establish a two to three person team to assist in the duties of the position.

4.2.2 Asst. to AEC for Administration—Website Administrator

Responsibilities

- Coordinate with RARA Public Service coordinator; maintain a current list of public service events.
- Post content related to Monroe County ARES current events, as well as articles of regional or national interest related to emergency communications
- Maintain a list of web links related to discussion items at meetings or current emergency communications events/trends on a national, regional, or local level
- Maintain and administer the Monroe County ARES e-mail distribution lists.

4.2.3 Assistant Emergency Coordinator for Planning & Logistics

The following are the responsibilities of the AEC for Planning & Logistics:

- Establish and maintain an emergency communications plan for the communities and agencies that will effectively utilize ARES members to cover the needs for tactical and formal Welfare message traffic.
- Establish primary and secondary assembly points for personnel preparing to deploy to a supported disaster area. Advise personnel of assembly points and identify assembly point(s) to be used for particular emergencies.
- Coordinate delivery of food, fuel, water and other items needed to support deployed personnel.
- Maintain inventory of Monroe County ARES owned equipment that is deployable to support deployments.
- Maintain inventory of major equipment items ARES members possess to support deployments, i.e., generators, batteries and specialty antennas. Coordinate maintenance of these records with the AEC for Administration.
- Assist and/or coordinate in restoration of communications resources such as repeaters and other

- common systems that fail during emergency operations.
- Routinely test systems owned by Monroe County ARES.
- Inform EC of any developments related to readiness of common resources.
- Perform those logistics duties defined in specific Operations Plans.
- As needed, establish a two to three person team to assist in the duties of the position.

4.2.4 Asst. to AEC for Planning & Logistics—Net Manager

The following are the responsibilities of the Net Manager:

- Serve as Net Manager for regularly conducted ARES nets, recruiting Net Control Stations and alternates. Notify Net Control Stations of rotation schedule for acting as Net Control Station.
- Establish Standard Operating Procedures for ARES Net Operations following ARRL National Traffic System (NTS) procedures.
- Recruit and recommend member stations to serve as Official Emergency Stations (OES) to the EC.
- Establish and maintain liaison with the ARRL Section representative for the National Weather Service (NWS) office serving Monroe County.
- Draft support plans and Standard Operating Procedures related to the Monroe County ARES Net for review and approval by the Planning Committee.
- In the event of a request by NWS, activate the SKYWARN net.
- Maintain net participation statistics and report at the end of each quarter to the Planning Committee and ARES general membership.
- Inform EC of any developments related to net operations activities.

4.2.5 Assistant Emergency Coordinator for Response Teams

The following are the responsibilities of the AEC for Response Teams:

- Coordinate with AECs for Administration, Recruiting, and Training to integrate new members into the organization.
- Assign Monroe County ARES members to the appropriate Response Teams.
- Recruit Response Team Leaders and their alternates and assist in recruiting members for the Response Teams in conjunction with the AEC for Recruiting.
- Track Response Team Leader participation in training events and contact members who have not remained involved in activities to determine their status.
- Develop strategy in conjunction with Response Team Leaders regarding the functioning of the Response Teams, addressing such matters as meetings, recall procedures, etc.
- Work with AEC for Training to develop training specific for Response Teams.
- Distribute materials and information to Response Team Leaders and bring concerns from Response Team Leaders to the Planning Committee.

4.2.6 Response Team Leader (and Alternate)

RESPONSIBILITIES:

- Serve as focal point for an ARES Response Team.
- Track Response Team member participation in training events and contact members who have not remained involved in activities to determine their status.
- Recruit an ARES Response Team to support a 24-hour schedule, coordinating with the AECs for Response Teams, and Recruiting.
- Work with the on-site Incident Commander or his/her designated representative of supported location to coordinate activities.
- Designate Alternate Shift Leader, one per shift, to serve as liaison with the Incident Commander or his/her designated representative of the Supported Agency during their shifts.
- Schedule Response Team members' work schedules and breaks.
- Establish and maintain a log of Response Team activity during the operation.
- Coordinate with Logistics Coordinator for re-supply requirements.
- Keep the Planning Committee advised of issues during the operation.
- In conjunction with the AECs for Response Teams and Training, provide training to Response Team members within their team.
- Plan for and train a successor for the position.

QUALIFICATIONS:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Complete the Monroe County ARES Basic Certification.
- Complete the Monroe County ARES Response Team Leader Training.
- Desired to be a member in good standing of the American Radio Relay League (ARRL).
- Desired to have completed the ARRL Amateur Radio Emergency Communications Course Level I.

4.2.7 Assistant Emergency Coordinator for Recruiting

- The following are the responsibilities of the AEC for Recruiting:
- Actively engage in recruitment of new members for Monroe County ARES through: participation in various gatherings of amateur radio operators where amateurs from Monroe County might be attending; making presentations to amateur radio training classes; establishing information kiosks/booths at hamfests; and similar activities.
- Report to the Planning Committee reasons identified that corrective action might be taken to encourage continued participation in Monroe County ARES.
- Work with the AEC for Response Teams for targeted recruiting of members for priority Response Teams.
- Solicit support from other Monroe County ARES members in the conduct of recruiting and retention activities.
- Coordinate with AECs for Administration, Response Teams, and Training to integrate new members into the organization.
- As needed, establish a two to three person recruiting team to assist in the duties of the position.

4.2.8 Asst. to AEC for Recruiting—Recruiter

The following are the responsibilities of a Recruiter:

- Assist the AEC for Recruiting in recruitment activities

4.2.9 Assistant Emergency Coordinator for Technology & Digital Communications

The following are the responsibilities of the AEC for Technology:

- Develop strategy for employing digital modes, such as Packet, APRS, PSK31, WinLink 2000 and related modes, in supporting Served Agencies.
- Prepare Standard Operating Procedures to use digital modes working with AECs responsible for developing operational plans in support of Served Agencies.
- Maintain digital interfaces and configure systems as required to support operations.
- Inform EC of any developments related to the readiness of digital systems employed by Monroe County ARES.
- As needed, establish a two to three person team to assist in the duties of the position.
- Appoint Assistant(s) as needed, with the consent of the EC.
- Coordinate technology development and implementation within Monroe County ARES.
- Prepare Standard Operating Procedures to define technology standards employed by Monroe County ARES.
- Oversee maintenance of Monroe County ARES owned communications assets.
- Supervise others assigned to specific responsibilities in technology.
- Inform EC of any developments related to the readiness of specialized communications systems employed by Monroe County ARES.
- Nominate Assistants to the AEC for Technology to respond to specific technology areas to include digital communications, software development, repeater support, mobile communications systems, and other specialties as needed.

4.2.10 Assistant to the AEC for Technology—Station Manager

The following are the responsibilities of the Station Manager:

- Maintain the amateur radio station located at the Rochester Chapter of the American Red Cross
- Offer opportunities for member training for the proper operation of the station.

4.2.11 Assistant Emergency Coordinator for Training

The following are the responsibilities of the AEC for Training:

- Prepare a training plan to provide ARES membership with the basic skills required to carry out

the ARES mission.

- Coordinate with AECs for Administration, Recruiting, and Response Teams to integrate new members into the organization.
- Prepare and conduct training, in coordination with other Planning Committee members, as required.
- Encourage ARES members to avail themselves of available training opportunities.
- Conduct and/or arrange a training segment for each ARES general membership meeting.
- Assist AECs responsible for plans to develop training programs in support of their respective plans.
- Forward training completion information to the AEC for Administration for entry into membership records.
- As needed, establish a two to three person team to assist in the duties of the position.

4.3 Liaisons

A number of functions require designated liaisons to coordinate activities between organizations. While liaisons are expected to attend Planning Committee meetings, they are not voting members of the committee and are not members of the Board of Directors for Monroe County ARES, Inc. The following liaisons have been established for coordination purposes:

4.3.1 Liaison to the Rochester Amateur Radio Association

The following are the responsibilities of the Liaison to the Rochester Amateur Radio Association:

- Establish and maintain contact with leadership of the Rochester Amateur Radio Association (RARA).
- Regularly attend RARA meetings.
- Actively recruit members of RARA to participate in Monroe County ARES.
- Actively promote participation of Monroe County ARES membership in RARA activities that enhance the operational readiness of ARES to include events such as Field Day and other similar events.
- Working with the Monroe County EC, develop and maintain a Memorandum of Understanding (MOU) with RARA for the use of repeater resources and other assets owned and operated by RARA during training activities and disaster response activities.
- Inform EC and Planning Committee of any significant developments related to RARA.
- Maintain records of meetings and conversations with RARA leadership.

4.3.2 Liaison for the Greater Rochester Chapter of the American Red Cross

The following are the responsibilities of the Liaison to the Greater Rochester Chapter of the American Red Cross (GRCARC):

- Establish and maintain liaison with the senior communications representative for the GRCARC.
- Working with the Monroe County EC, develop and maintain a Memorandum of Understanding (MOU) with the GRCARC.
- Meet periodically with Supported Agency leaders to review plans that involve Monroe County ARES. Discuss mutual areas of interest and how ARES can augment the Supported Agency's own communications.
- Draft support plans in support of the GRCARC communications requirements for review and approval by the Planning Committee.
- Prepare Standard Operating Procedures to support approved support plans.
- Work to include Monroe County ARES participation in exercises and other events conducted by the GRCARC.
- Inform EC and Planning Committee of any developments related to the GRCARC.
- Maintain records of meetings and conversations with the GRCARC.

4.4 Official Emergency Station – General

4.4.1 RESPONSIBILITIES:

Responsible for specific, pre-determined assignments within ARES as defined in a mutually developed,

detailed, written job description in the following categories: Operations; Administration; Liaison; Logistics; Management Assistant; or Consulting.

- Establish and maintain a log of Official Emergency Station (OES) activity during the operation.
- File quarterly reports with the EC on activities during the past quarter by the end of the month following the quarter being reported.
- Plan for and train a successor for the position.

4.4.2 QUALIFICATIONS:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Be an active participant in Monroe County ARES for a minimum of two years.
- Complete the Monroe County ARES Basic Certification.
- Complete the ARRL Amateur Radio Emergency Communications Course Level I
- Be a full member in good standing of the American Radio Relay League (ARRL).

4.5 References

MOU 1-2 Monroe County OEP Relations
MOU 1-x Red Cross MOU
MOU 1-x RARA MOU

5 Safety

Not applicable

6 Abbreviations and Terms

AEC Assistant Emergency Coordinator (ARES)
APRS Automatic Position Reporting System
ARES Amateur Radio Emergency Service
ARRL American Radio Relay League
EC Emergency Coordinator
GRCARC Greater Rochester Chapter of the American Red Cross
MOU Memorandum of Understanding
NTS National Traffic System
NWS National Weather Service
OES Official Emergency Station
RARA Rochester Amateur Radio Association, Inc.
SET Simulated Emergency Test

7 Related Documents and Information

All of the following MC ARES Standard Operating Procedures are referenced in this document.
ADM 1-1 Monroe County ARES Organizational Structure

Revision History

REV	DATE	DESCRIPTION	AUTHOR - CALL
0	Sept 9 '07	Initial Release	Plan Committee