

IOWA ARES LEADERSHIP MEETING

MARCH 13, 2010

AMES, IOWA

Dan Miller AC0OF, called the meeting to order at 9:00 AM. Introductions and announcements were made.

MARS and Emergency Communications, Presented by Dennis Gabler NNN0BQG. Military Amateur Radio Services is an auxiliary service of the Department of Defense. The mission statement and definition were explained to us. The capabilities of this volunteer service are for long haul communications via HF radio using military frequencies. Because of the “clear channel” nature of their operations, they are not subject to certain interference problems encountered on amateur frequencies. Their core strength is the ability to quickly pass written traffic digitally using the WL2K RMS system. This is also done using station to station transfer via either MT-63, or WINMOR. There is a WINMOR RMS station here in Iowa. All three MARS organizations are standardized on these modes. They use their own equipment that is set up for the military bands and the amateur bands. They can deploy remotely, they use PC’s or laptops for the digital communications, and they also use SSB on their nets. The summary is that MARS is prepared to work with ARES or State agencies during an emergency. The long distance communications will be a great asset to ARES groups in an emergency, and it is good practice for both groups to be prepared to work together for the good of the State in an emergency.

Mutual Aid, presented by Scott Haney, N0GUD. Watching Each Others Backs. The overview of this talk is to define the problem to be solved, request assistance from adjacent counties, request assistance from non-adjacent counties, and the reports necessary when the situation is resolved. Requesting assistance from adjacent counties should go EC-to-EC. Going direct shortens response time, allows for questions, and allows tighter coordination for the EC. Requesting assistance should be coordinated between requesting EC and served agency. Requesting assistance from non-adjacent counties in a different district should be handled by the DEC. This request requires more effort, and with the DEC doing this part of the job, the EC is able to focus on the more immediate issues and to keep the served agency informed of who is coming in to assist with the operation. Activity reports should be submitted to the DEC, with a copy to the SEC. The after-action reports should to the DEC, SEC, and ARRL HQ.

Comments and Questions from the Group

1. Stagnant activities in the county, it’s hard to motivate people. Suggestion to outreach to the Boy and the Girl Scouts for merit badges, Skywarn, festivals and county fairs, CERT teams and drills.
2. Recruitment of high school kids through Science classes and clubs.
3. Special event stations to promote public awareness. Example- Lincoln Highway Days set up in Café.
4. Venture Scouts are a great resource.
5. County Fairs with a special event station to show off equipment and our capabilities.
6. Work special events in your areas, such as Walks, Fairs and Festivals. Point out to the organizers, that we are a good resource to watch for safety issues.
7. Set up a meeting with the County Emergency Management Coordinator to let them know what we are capable of and what our limitations are.

8. RAGBRI is a great resource. Provide a service that the people need, set up a special event station to show off our communications abilities. Set up a meeting with the Red Cross and Emergency Manager in your area to see if you can be a part of the team when the riders come through your area. Be sure you do this well in advance of the planning.
9. Sparse hams in the County, share Counties to make up differences.
10. We need to build up our reputations with our served agencies before any emergency happens.
11. Field Days moved to a public location.
12. Incorporate MARS in ARES drills and events for practice with each others procedures.
13. Kids at the schools are a great resource to work with and show what amateur radio is all about.
14. We all need to keep in touch and share ideas throughout the year. Make use of the Yahoo chat group. Dan will try to be in each district at least once a year to meet with any of the DEC, EC or any one else that has a concern that needs to be addressed, also for general ham chatting.
15. It was suggested that a state wide net be set up for ARES, with the SM, SEC, DEC, EC to pass traffic. Also this net would have reports of what is happening in each County or District, and an exchange of ideas throughout the year. W9UPK, Colin Wheatley volunteered to be Net Manager and see about setting this net in motion.
16. Wright County, WA0VTJ, he has only five active hams in the County, so is working with the surrounding Counties to see what can be done as far as training and activities.
17. Funding through grants with Home Land Security can and should be a coordinated with other agencies. Tom Reis, N0VPR, gave us an example of the D-Star funding in the Des Moines area. The ability to get monies should not be the driving force. Good will and trust is a big factor. Everything clearly written in an MOU, for the protection of all parties involved in the agreement.

Retaining Volunteers, presented by Jerry Clark, KC0VIT. There are a lot of different ideas for recruiting volunteers. These are just some of them: Field Day gets the attention of County officials and shows them what we are capable of, as well as the general public. Passing traffic is a way of training and getting the attention of new hams. Send out press releases for all events. Check QRZ for new hams. Send E-mail to all the hams in your county inviting them to participate. It's okay to cross County lines for volunteers. Take all volunteers even unlicensed, this usually leads to a license. Just get out there and let people know what you are doing! A few ideas on retaining volunteers are: Interview each person, Sign an agreement, and if you require a background check let the person know who will be doing it. Let the volunteer know what the required training is and how to obtain it. The EC doesn't have to do everything himself, have a chain of command set up that is followed by everyone. Delegate tasks to each volunteer, it keeps them active and makes them feel important. A full equipment list is a must. Deadlines on all tasks or activities let everyone know where they stand. Keep training requirements very strict. When setting up Field Day, use the six man system of NIMS. Only one person should deal directly with Emergency Management and other top officials. If you keep your volunteers busy, they will stick around. Always say Thank You.

Dan Miller AC0OF discussed the duties and responsibilities of the EC's and DEC's. (See Appointment descriptions at end of Minutes.) He emphasized promoting ARES to the local Hams and having minimum training standards. He also emphasized maintaining contact with the County Emergency Management Coordinator. As a courtesy, be sure to send a copy to the DEC.

Dan also stated that it is very important for the DEC's to keep in contact with their EC's and the SEC. If there are any problems or concerns, they should be addressed immediately and not left to become major problems later. All ARES members need to be registered with their County EC. Reporting is mandatory for all EC's. Dan will send a form that can be filled out on the computer and sent via e-mail. He will not send out reminders, we are all adults and should take responsibility for our duties. There are computer calendar programs that will have a reminder pop up on the computer, or just put it on your calendar. There was some discussion about separating the Skywarn Nets from the Traffic Nets. It was decided that if you wanted to include the Skywarn Nets in your count that was ok. Any Public Service Activity requires a Public Service Activity Report to be sent into the ARRL. This can be done on line.

Dan also stated that there is a separation between Clubs, ARES and Skywarn. Hams can belong to all three, but ARES is a separate group and the Clubs cannot dictate policy or elect the EC. EC's are appointed by the SEC. ARES is copyrighted by the ARRL and as such all records of ARES groups belong to the ARRL. Only registered ARES members are allowed to use the ARES logo.

It was decided that the 2011 meeting would be held on March 12th. Barring any unforeseen emergencies or disasters, it will be held at the State EOC in Johnston, Iowa.

Meeting was adjourned at 3:05 PM CDT.

Respectfully submitted,

Roxian Miller, KCOLLB
Management Assistant

Official ARRL Field Organization Appointment Description: Emergency Coordinator

[ARRL Field Organization](#)

The ARRL Emergency Coordinator is a key team player in [ARES](#) on the local emergency scene. Working with the [Section Emergency Coordinator](#), the [DEC](#) and [Official Emergency Stations](#), the EC prepares for, and engages in management of communications needs in disasters. EC duties include:

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
2. Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the [Section Emergency Coordinator/Section Manager](#).
3. Establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.

4. Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
5. Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
6. 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, particularly for handling Welfare traffic in an emergency situation.
7. In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.
8. 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. The goal is to foster an efficient and effective Amateur Radio response overall.
9. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.
10. Report regularly to the SEC, as required.
11. Emergency Coordinators are encouraged to earn certification in Level 1 of the ARRL Emergency Communications Course <http://www.arrl.org/cce/>.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class license; Full ARRL membership

Official ARRL Field Organization Appointment Description: District Emergency Coordinator

[ARRL Field Organization](#)

The ARRL District Emergency Coordinator is appointed by the [SEC](#) to supervise the efforts of local Emergency Coordinators in the defined district. The DEC's duties involve the following:

1. Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.
2. Make local decisions in the absence of the SEC or through coordination with the SEC, concerning the allotment of available amateurs and equipment during an emergency.
3. Coordinate the interrelationship between local emergency plans and between communications networks within your area of jurisdiction.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.

5. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
6. Recommend EC appointments to the SEC.
7. Coordinate the reporting and documenting of ARES activities in your district of jurisdiction.
8. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
9. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.
10. District Emergency Coordinators are encouraged to earn certification in Levels 1 and 2 of the ARRL Emergency Communications Course < <http://www.arrl.org/cce/> >.

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Requirements: Technician or higher class; Full ARRL membership.