

RESOLUTION NO. 35-2008

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE PUBLIC SAFETY COMMUNICATIONS COMMISSION ("PSCC").

WHEREAS, the City of Benson ~~Police Department~~ believes that it would be in the public interest to enter into a Memorandum of Understanding with the PSCC for the use of state-licensed mutual aid channels for the purpose of coordination between emergency response agencies and resources; and

WHEREAS, the staff of the Benson Police Department and the PSCC have developed a Memorandum of Understanding, which is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the Mayor and Council of the City of Benson have determined that approval of the Memorandum of Understanding is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, that the City hereby authorizes and approves the Memorandum of Understanding, attached hereto as Exhibit "A", and the Mayor and Chief of Police are hereby authorized and directed to execute said Memorandum of Understanding on behalf of the City of Benson.

BE IT FURTHER RESOLVED that the staff of the City is hereby directed to take all actions necessary and proper to implement the Memorandum of Understanding and further its purposes.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BENSON, ARIZONA, this 9th day of June, 2008.

MARK M. FENN, Mayor

ATTEST:

VICKI L. VIVIAN, City Clerk

APPROVED AS TO FORM:

THOMAS A. BENAVIDEZ, City Attorney

Exhibit "A"
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

Arizona Interagency Radio System State Plan
Arizona Public Safety Communications Commission

and

Benson Police Department

(Authorized Federal, Tribal, State, Local Agency, or Emergency Organization)

PURPOSE

This Memorandum of Understanding (MOU) is between the Arizona Public Safety Communications Commission (PSCC) and Benson Police Department (User). This MOU establishes permission and guidelines for use of mutual aid channels by:

- Governmental agencies and non-governmental organizations (NGOs), utilizing mobile and portable two-way radios, operated by personnel actively engaged in incident-related activities, are eligible to apply for operating authority pursuant to this MOU.
- Federal agencies who are required to obtain permission to use the Arizona Interagency Radio System (AIRS) mutual aid channels through the National Telecommunications and Information Administration, unless a supporting agency provides all the mobile radios for the federal agency's use.

This MOU imposes certain protocols, procedures, and obligations upon users hereby authorized to use state-licensed mutual aid channels held by the Arizona Department of Public Safety (AZDPS).

AUTHORITY

This MOU satisfies Federal Communications Commission Part 90 Rules for extending license privileges to others by agreement.

APPLICABILITY

Generally, this includes organizations in the following governmental disciplines:

Emergency Management
Law Enforcement
Fire Service
Emergency Medical Services
Public Works / Transportation

Public Safety Communications
Public Health
Health Care
Hazardous Materials
Governmental Administration

This MOU authorizes use of state-licensed mutual aid channels for the purpose of coordination between emergency response agencies and resources. Such coordination may occur during interagency operations, en route travel, or on-incident communications in accordance with the Arizona Interagency Radio System (AIRS) State Plan.

UNDERSTANDINGS

AZDPS/PSCC Support Office will:

- Manage and maintain proper license for the use of the mutual aid channels identified herein.
- Manage and maintain an accurate database of federal and state agencies and local government users that have accepted and signed this MOU.
- Issue updates and revisions to the Arizona mutual aid channel plan upon request by the Arizona Statewide Interoperability Executive Committee and the Executive Director of the PSCC.

Users will:

- Participate in regional and statewide communications planning and exercises that support improved mutual aid operations through the use of radio communications.
- Manage the use of mutual aid channels by its employees, ensuring compliance with the AIRS State Plan and federal/state/local laws, ordinances, and rules.
- Use the mutual aid channels hereby authorized for the intended purpose of coordination between emergency response agencies and resources. Such coordination may occur during interagency operations, en route travel, or on-incident.
- Use the mutual aid channels for operational and en route communications in accordance with local and regional policies and procedures.
- Use the interoperability frequencies for on-incident communications in accordance with the Incident Communications Plan established by the on-scene Commander.
- Ensure that appropriate mutual aid calling channels are monitored at dispatch centers identified in a regional communications plan. As an example, monitoring may include, at a minimum:
 - UHF/VHF AIRS Calling Channel
 - 800 MHz I-Call Channel
- Agree to comply with and follow the Arizona Interagency Radio System State Plan.

The parties mutually agree:

- User and PSCC agree their mutual interest will be furthered by continued coordination between the User and the Arizona Statewide Interoperability Executive Committee.
- User and PSCC agree this MOU may be cancelled at any time, by written notice to the other party, or by subsequent agreements.

AGREEMENT

This Memorandum of Understanding was agreed to this _____ day of _____, 20____.

User Name: Benson Police Department

Authorized Signature: _____

Print Name: Glenn H. Nichols

Title: Chief of Police

Address: P.O. Box 2287 360 S. Gila St.

Benson, AZ 85602

Phone: 520-586-2211 Email: chiefnichols@cityofbenson.com

Fax: 520-586-2520

Contact Name, Phone, Email (if different than above): Paul Moncada

520-586-2211 cmdrpmncada@cityofbenson.com

Number of mobile, portable, and/or temporary base radios to be operated under DPS Licenses.
(This information is required by AZDPS as a condition of its license from the FCC.)

	Mobile	Portable
150 MHz	<u>18</u>	<u>18</u>
450 MHz	_____	_____
700 MHz	_____	_____
800 MHz	_____	_____

ARIZONA DEPARTMENT OF PUBLIC SAFETY/PSCC SUPPORT OFFICE

Signature: _____

Curt Knight, Executive Director, PSCC
P.O. Box 6638, Mail Drop 3450
Phoenix, AZ 85005-6638
602-271-7400

ARIZONA INTERAGENCY RADIO SYSTEM (AIRS) STATE PLAN

PURPOSE

The Arizona Interagency Radio System (AIRS) is designed to provide interoperable communications capability to first responders of police, fire, and EMS agencies, as well as other personnel of municipal, county, state, tribal, federal agencies and approved non-governmental organizations (NGO's) performing public safety activities. This system operates on designated interoperability frequencies.

These radio frequencies are to be used in the event of a multi-jurisdictional operation requiring the use of the common state radio channel(s), specifically for the use of coordinating activities during identified incidents. AIRS frequencies are not to be used by a single agency for routine public safety operations.

The Arizona Statewide Interoperability Executive Committee (SIEC) shall serve as the state plan governing entity.

DEFINITIONS

AIRS:	Arizona Interagency Radio System (Previously known as AERS - Arizona Emergency Radio System)
FCC:	Federal Communications Commission
IC:	Incident Command. The overall authority and control for the incident.
ICS:	Incident Command System
Incident:	An event or occurrence requiring the participation and coordination of more than one public safety first responder agency requiring the services of more than one agency.
Interoperability:	The ability of public safety officials to share information via voice and data signals on demand, in real time, when needed, and as authorized.
MOU:	Memorandum of Understanding
NGO:	Non-governmental organizations. NGO's are considered field users and shall adhere to field user responsibilities as defined herein.
NIMS:	National Incident Management System

February 2, 2007

Plain Language: Common English used to convey the message without the use of radio codes.

PSAP: Public Safety Answering Point. A Public Safety Answering Point is also known as a 9-1-1 Center, Dispatch Center, or Fire Alarm Office (FAO), where public safety radio and telephone communication services are provided 24 hours, 7 days per week.

SIEC: Statewide Interoperability Executive Committee

System Failure: Anything that interrupts the flow of communications or limits the communications within the situation.

ELIGIBILITY FOR PARTICIPATION

1. Governmental agencies and NGO's, utilizing mobile and portable two-way radios, operated by personnel actively engaged in incident-related activities, are eligible to apply for operating authority.
2. Each participating agency shall be responsible for maintaining a Memorandum of Understanding with the SIEC for operation on the appropriate AIRS frequency.
3. By federal statute, federal agencies are required to obtain permission to use the AIRS frequencies through the National Telecommunications and Information Administration, unless a supporting agency provides all the mobile radios for the federal agency's use.

OPERATIONAL GUIDELINES

Channel Use

The established priority-use levels for the system are described below. When a higher priority of use is required, all lower priority use must cease in ANY area where interference could occur.

The four priority levels are:

- PRIORITY 1: Disaster and extreme emergency operations of large scale; for mutual aid and interagency communications.
- PRIORITY 2: Emergency or urgent operations involving imminent safety of life or property.
- PRIORITY 3: Special event control activities, generally of a pre-planned nature, and involving joint participation of two or more agencies.
- PRIORITY 4: Drill, maintenance, and test exercises.

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Communication Center Responsibilities

1. General Responsibilities
 - a. Continuously monitor AIRS channel
 - b. Provide communication center staff training
 - c. Conduct periodic documented testing of AIRS
2. Incident Communications Center Responsibilities
 - a. Monitor and respond on AIRS channel(s)
 - b. Maintain dispatch documentation
 - c. Record audio and telephone traffic of event
 - d. Coordinate other agency unit response as requested or necessary
 - e. Resume general AIRS operations and notify involved agencies at termination of incident.
3. Contingencies for System Failure
 - a. The primary dispatch communication center shall attempt alternate communication methods.
 - b. If the primary dispatch center is unable to establish alternative communication methods, dispatch responsibilities will be transferred to the next appropriate communication center.

Command and Control Responsibilities

1. Incident Command Responsibilities
 - a. Establish ICS or NIMS protocol.
 - b. Identify IC and notify incident Communication Center. Under normal conditions, the agency initiating the request for interagency assistance shall assume incident command. Should the initial agency become unable to continue as IC, command will transfer to the next appropriate agency.
 - c. Identify nature of incident and request appropriate resources.
 - d. Utilize state plan priority levels to identify need.
 - e. Identify other support channels to be utilized for ICS or NIMS.
 - f. Use plain language, avoiding agency-specific radio codes.
 - g. Provide periodic update to Communications Center.
 - h. Enforce radio discipline.
 - i. Advise when incident is terminated.
 - j. Conduct briefing of planned events. Attendees should include operational and support representatives from all involved agencies.
 - k. Conduct debriefing with operational support representatives involved in the incident.
2. Contingencies for System Failure
 - a. The IC shall establish a plan for alternative communication methods in the event of a system failure.

Field User Responsibilities

Field Users shall:

1. Operate within ICS or NIMS protocol.
2. Identify themselves by agency name and call sign (DPS200 or Mesa Fire Engine 201).
 - a. Agencies without calls signs should identify by organization and individual's name (Red Cross, Jones).
 - b. Nothing in this policy should preclude pre-planned, site specific/incident assignment calls signs.
3. Keep radio traffic to a minimum and use plain language.
4. Be available on the assigned channel.
5. Contingencies for System Failure
 - a. Field Users shall follow the established IC alternative communication plan.