

BYLAWS OF THE EMERGENCY COMMUNICATIONS GROUP (ECG)

Supporting The

GALVESTON COUNTY OFFICE OF EMERGENCY MANAGEMENT (GCOEM)



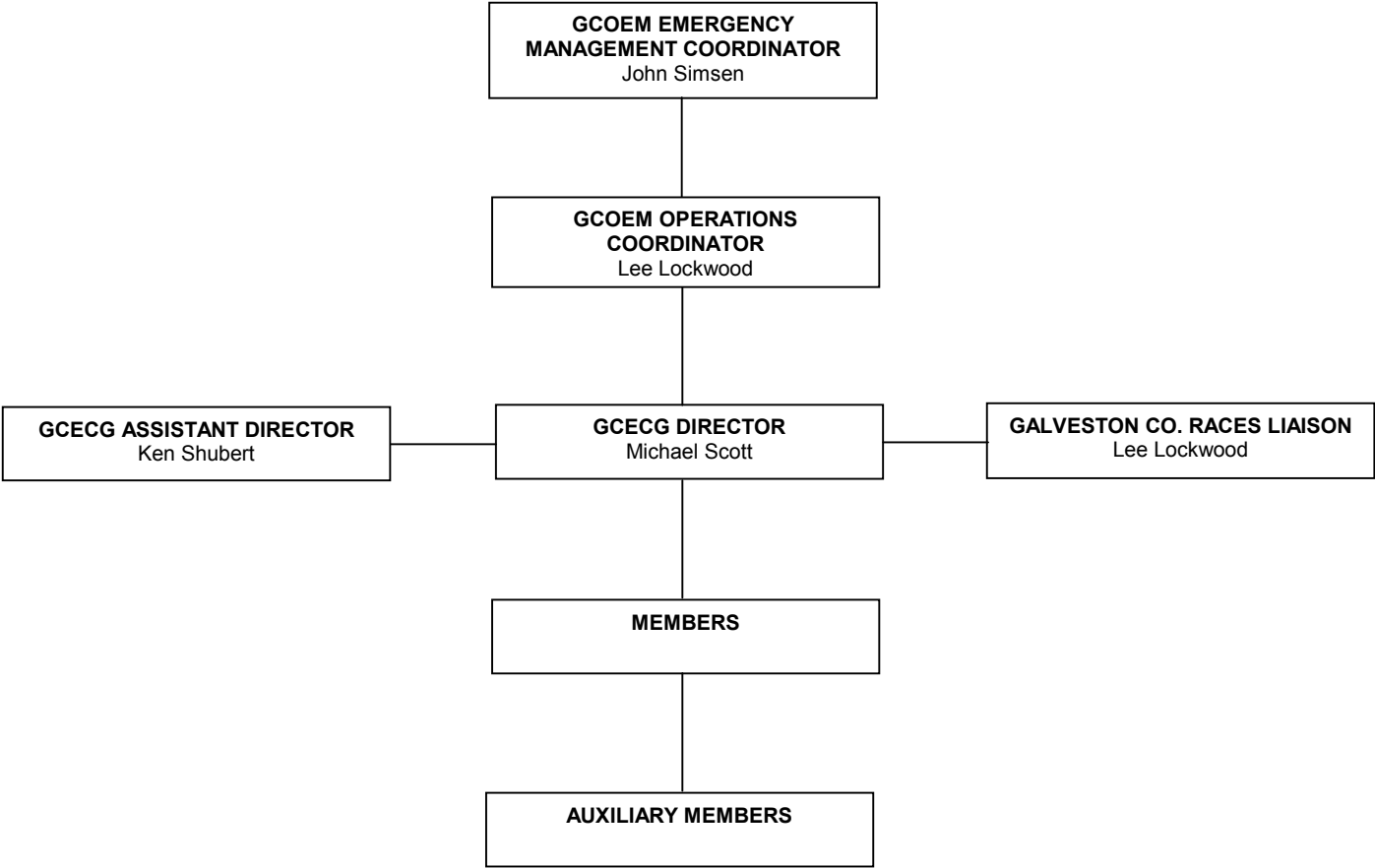
Effective 5/11/2002 - Prepared by George Cofran, KD5LXW
Amended 6/26/2005, 4/28/2006, 8/22/2006 by Mike Scott, N5LZX

MISSION STATEMENT: The ECG will endeavor to provide emergency radio and electronic communications in support of GCOEM's mission by handling emergency messages (traffic) during such emergencies when normal public communication systems (telephone, email and private data communications) are not functioning or are overloaded. This goal will be accomplished primarily by using facilities and equipment at the Emergency Operations Center (EOC) as provided by GCOEM, and by operating traffic nets and initiating direct communications (originating and delivering messages) with desired parties during GCOEM declared emergencies which may involve natural disasters (storms, floods, fire, earthquakes), large-scale accidents (MCI), industrial accidents (chemical releases/explosions, hazmat incidents), weapons of mass destruction, terrorism, war, civil defense/preparedness, and homeland security (an "all hazards" approach).

ORGANIZATION: The ECG is a non-profit public service group consisting primarily of FCC licensed amateur radio operators who serve as GCOEM volunteers dedicated to providing their available time and effort to accomplish the mission stated above. The ECG operates under the direction, funding and control of the GCOEM. The ECG operates at the pleasure of the GCOEM and functions in a non-democratic, disciplined, regimented and professional manner.

The organizational structure is shown on the following page.

GCECG Organizational Structure



ECG Director: Overall chief executive officer of ECG, responsible to Coordinator, GCOEM, and accountable for accomplishment of the mission statement. Appointed by the Galveston County Emergency Management Coordinator (EMC). Primary point of contact for the county EMC. Specific duties include:

- Mustering personnel (call-outs) by use of call-out trees, telephone, e-mail, radio networks and possibly other means, and schedule personnel to cover shifts at the EOC.
- Inventory, set-up, operate and maintain radio and other communication equipment, including operation of all nets (traffic, tactical, resource, command, drills, etc., whether open or closed) and directed communications (from and to off-net addressees), at the EOC and potentially at alternate sites, with backup and redundant arrangements as needed.

Assistant ECG Director: Backup for the Director. Responsible for non-personnel and non-technical resources, finance & administration, media relations/PIO, and designated special projects and task forces. Appointed by ECG Director. Specific duties include:

- Providing ongoing training to members to perform radio operator duties.
- Developing specific policies, systems, procedures, methods and forms (records management) to accomplish these tasks based on universal needs as well as specific requirements from cooperating agencies such as RACES and ARES with regard to traffic nets and message handling.
- Coordinating and assist community agencies (cities, FD's, PD's EMS agencies, hospitals, other governmental and private institutions) in establishing, operating and maintaining their communications presence and participation in conjunction with ECG.
- Participating with, register and maintain relations with federal, state and local agencies with whom GCOEM is required or desires to be affiliated with respect to mandates for emergency communications. These agencies include, at a minimum: FRP, NDMS, FCC, FEMA, RACES, ARES, NTS, MARS, SKYWARN, NWS, State of Texas Division of Emergency Management, Red Cross and key industrial companies.

Galveston County RACES Liaison: Required by county OEM, member of RACES, etc.

ECG Full Member: The officers and all other full members as defined below are considered Full Members. Most will serve primarily as radio operators who operate nets and pass emergency communications, and who provide skills to accomplish the functions of the GCECG.

ECG Auxiliary Member: Special technical and non-technical personnel who will assist with assigned duties in support of full members, but who are not primary radio operators. Auxiliary members will spread the workload and allow the full members to better execute GCECG responsibilities. Auxiliary members may take on responsibilities normally held by full members during periods when there is an insufficient number of full members to support critical GCECG functions.

MEMBERSHIP: ECG will solicit candidates, interview, evaluate, and approve new members as a full or auxiliary member. Candidates for "Full Member" must meet certain criteria for

membership and for continuation as such. The criteria for full members will include, at a minimum, holding and maintaining an FCC-issued amateur radio or commercial radio license (preferred at the General or higher level), passing a standard background check, and having a desire to serve under the terms of ECG. ARRL Emergency Communication certification (I-III) will be encouraged and developed. Auxiliary members will be accepted and appointed based on skill contributions that are not necessarily radio technology oriented, and thus will not require the above FCC licensure. Other criteria may be established as deemed necessary. Members serve at the pleasure of the Director and Assistant Director. All appointments will continue until terminated by appointee's resignation or by order of the ECG Director. Members will be volunteers. During activation periods members and auxiliary members may be deployed to locations other than the EOC.

Special emphasis will be placed on staffing the EOC with radio operators who understand and reasonably commit to providing their services during periods of community disaster, which requires them to sustain themselves at the EOC for extended periods (away from their families). Member support of assignments at the EOC will be a critical function. All members will be given identification "nametags". Full members will be provided building access cards.

Only ECG officers, not members, are authorized to state opinions on behalf of ECG. While performing radio operations on behalf of ECG, members will submit to any RACES, ARES or other similar radio group's leadership and roles of which ECG may directly have with those organizations.

FUNDING & RESOURCES: All capital and operating expenses of ECG will be paid by GCOEM based on a budget approved by GCOEM, and based on special procedures that will be developed that relate to the unscheduled frequency and duration of the emergency operation periods. Others may make donations of funds, equipment or other resources for the benefit of ECG. GCOEM will provide the facilities, primary radio equipment (including antennas and peripheral accessories), supplies, utilities and food/water/bunks to allow sustained radio and electronic communication of the type and nature they require.

OPERATIONS: ECG will at a minimum, maintain and operate radio equipment on designated frequencies under designated conditions at or during designated times and periods. ECG will conduct routing operation of equipment in the EOC radio room during non-emergency periods for the purpose of operator proficiency and monitoring of equipment status. GCECG will attempt to repair amateur radio equipment which is found to be faulty. The Director will specify applicable operations policies, procedures and documentation in terms of SOG's and SOP's.

TRAINING, MEETINGS AND PARTICIPATION: At the pleasure of the ECG Director and Assistant Director, members will be requested to attend various activities, including work sessions, training and live operations (emergency and test nets).

OFFICER TERM OF SERVICE

ECG officers will have the option each year at the end of hurricane season (November 30) to relinquish their position. Officers who wish to relinquish their position should notify the ECG Director or EMC no later than December 30 of that same year. The vacancy must be filled by May 1 of the following year, but preferably sooner. If an officer wishes to yield their

position to another member during hurricane season they may do so. However, this action must wait until a replacement is appointed.

CONDITIONAL MEMBER STATUS

Candidates will be considered in a conditional status until all appointment requirements are met, including initial completion and submission of the ECG Application form and completion of the background check authorization form if applicable. At that time, the ECG will evaluate the candidate and decide on whether an appointment will be made as a full member, as an auxiliary member, or whether no appointment will be made. Appointed members will receive a formal appointment certificate.

EQUIPMENT REMOVAL FROM THE OEM

Equipment, supplies, accessories, etc are not to be removed from the OEM without written approval (on a standard form) by the Director or Assistant Director. The person taking the equipment will sign an acknowledgment and responsibility form for such removed items.

AMENDMENTS TO BYLAWS

Either the Director or Assistant Director of ECG may amend these bylaws with the approval of the other officer. After changes have been approved this document must be printed and signed by the GCOEM Coordinator and the ECG Director.

STORAGE OF OFFICIAL ECG DOCUMENTATION

The latest version of official documents of the ECG (roster, bylaws, organization chart, web page files, etc) will be filed in the EOC radio room. Other storage locations will be considered unofficial.

APPROVED BY:

John Simsen, Coordinator, GCOEM

Michael Scott, Director, GCECG