

**BYLAWS OF THE
GALVESTON COUNTY EMERGENCY COMMUNICATIONS GROUP (GCECG)**

Supporting The

GALVESTON COUNTY OFFICE OF EMERGENCY MANAGEMENT (GCOEM)



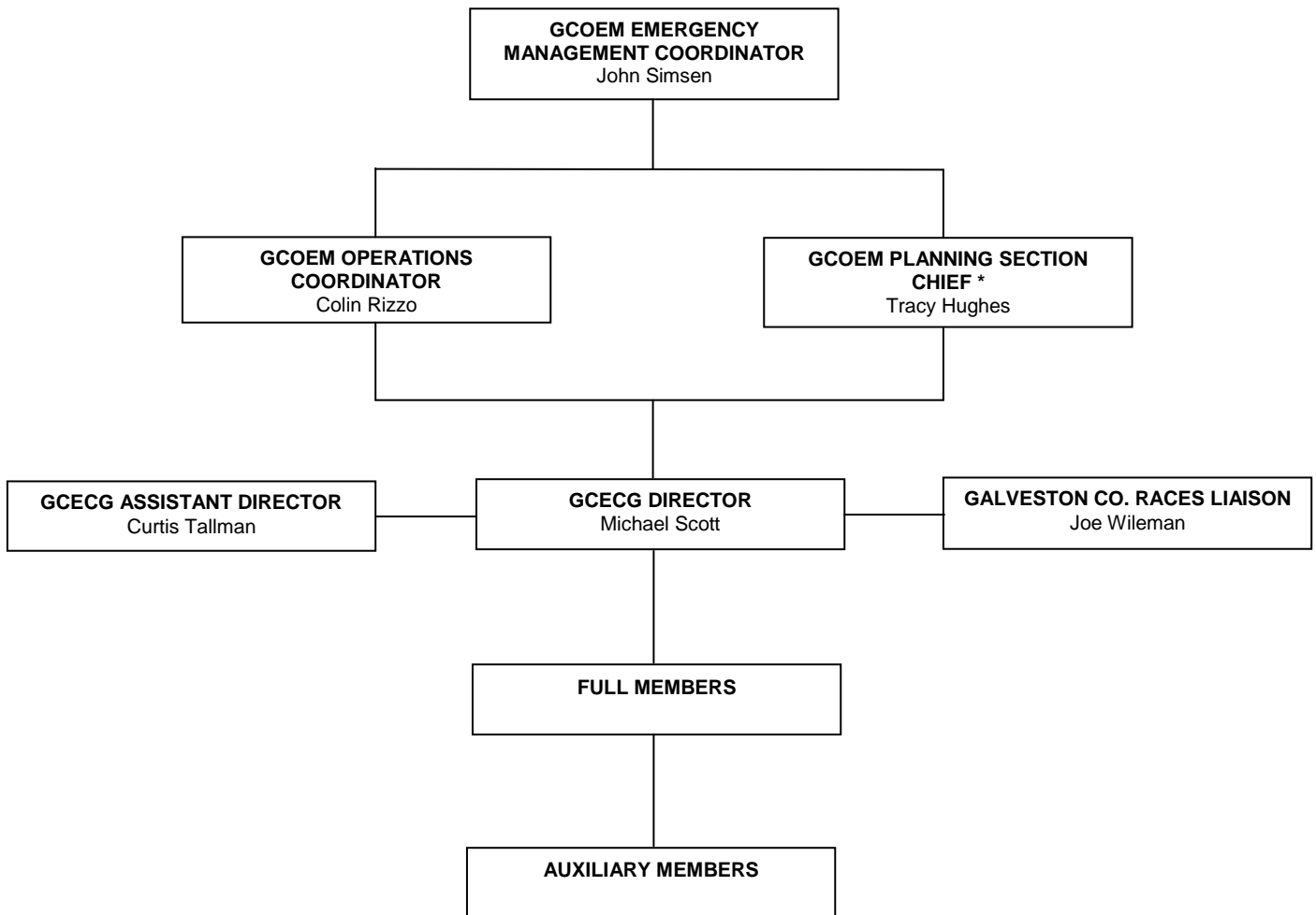
Effective 5/11/2002 - Prepared by George Cofran, KD5LXW
Amended 6/26/2005, 4/28/2006, 8/22/2006, 8/25/2010 by Mike Scott, N5LZX

MISSION STATEMENT: The GCECG 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 GCECG 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 GCECG operates under the direction, funding and control of the GCOEM. The GCECG 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



* GCECG reports to GCOEM Operations Coordinator when not activated and GCOEM Planning Section Chief when activated

GCECG Director: Overall chief executive officer of GCECG. Responsible to Galveston County Emergency Management Coordinator (EMC). Accountable for accomplishment of the mission statement. Appointed by the 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 scheduling of personnel shifts.
- Inventory, set-up, operation and maintenance of 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 GCECG Director: Backup for the Director. Appointed by GCECG 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 assisting 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 GCECG.
- Participating with, registering and maintaining 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.

GCECG 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.

GCECG 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: GCECG will solicit candidates, 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, passing a standard background check, and having a desire to serve under the terms of GCECG. 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 GCECG 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 GCECG officers, not members, are authorized to state opinions on behalf of GCECG. While performing radio operations on behalf of GCECG, members will submit to any RACES, ARES or other similar radio group's leadership and roles of which GCECG may directly have with those organizations.

FUNDING & RESOURCES: All capital and operating expenses of GCECG 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 GCECG. GCOEM will provide the facilities, primary radio equipment (including antennas and peripheral accessories), supplies, utilities, food, water, and boarding to allow sustained radio and electronic communication of the type and nature they require.

OPERATIONS: GCECG will at a minimum, maintain and operate radio equipment on designated frequencies under designated conditions at or during designated times and periods. GCECG will conduct routine 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 GCECG 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

GCECG 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 GCECG Director or EMC no later than December 31 of that same year. The vacancy must be filled by May 1 of the following year, but preferably sooner. An officer may yield their position to another member during hurricane season only if a replacement is prepared to assume the officer's duties at that time.

CONDITIONAL MEMBER STATUS

Candidates will be considered in a conditional status until all appointment requirements are met, including initial completion and submission of the GCECG Application form and completion of the background check authorization form if applicable. At that time, the GCECG 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 GCECG 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 Emergency Management Coordinator and the GCECG Director.

STORAGE OF OFFICIAL GCECG DOCUMENTATION

The latest version of official documents of the GCECG (roster, bylaws, logo master files, web page files, etc) will be stored on the GCOEM computer network "s" drive. Other storage locations will be considered unofficial. The Director and Assistant director will possess current electronic copies of official GCECG documentation.

OPERATIONS PLAN

The primary purpose of the GCECG is to provide trained Amateur Radio Operators to assist in communication needs of the Galveston County EOC when the normal means of communication is disrupted or the emergency communication load requires additional operator assistance. GCECG will be deployed by the GCOEM via Annex B of the GCOEM Emergency Management Plan.

Upon activation, the GCOEM Operations Coordinator will notify the GCECG Director via e-mail, telephone, or other automated electronic means. The Director will notify all GCECG members via automated electronic means. The Director will then contact the Assistant Director, and each will contact half the roster via telephone. The GCECG Director will schedule operators to support the EOC and field operations as needed. All available GCECG members should make their availability and/or specific times they will be available known to the GCECG Director for scheduling at that time.

Food and boarding will be provided for assigned operators for the duration of the activation at the OEM. Due to limited space in the radio room, operators who have not been assigned will not be authorized to perform GCECG activities in the radio room during the activation.

GCECG will utilize radio frequencies documented in Form ICS-205 (Appendix A) for the purpose of fulfilling its role to provide emergency communications. GCECG will primarily utilize the radio room adjacent to the EOC for this purpose.

Since supporting the OEM is the primary purpose of the GCECG organization, provisions for support of the facility during periods of activation are paramount, but if there are more GCECG radio operators available than required to meet the OEM's needs, as determined by the County OEM Planning Section Chief and the GCECG Director (or Assistant Director if required), then available GCECG radio operators may provide assistance to other served agency locations throughout the county. After GCECG radio operators have been released, they may provide assistance to any outside agency which has established Memorandums of Understanding (MOU's) between the served agencies and the ARRL and/or the OEM. Applicable OEM MOU's are documented in the following:

- Inter-jurisdictional Mutual Aid Agreement for Galveston County
- Gulf Coast Planning Region; Regional County-Level Mutual Aid Agreement
- City-County Joint Resolution
- Galveston County Emergency Management Plan
- Galveston County Animals in Disaster Response Plan
- Galveston County Point of Distribution Plan

Coordination between the agencies requesting amateur radio service and the available GCECG radio operators will be the responsibility of the County OEM Planning Section Chief and the GCECG Director (or Assistant Director as required).

GCECG will conduct routine traffic nets on the 145.410 repeater, preferably once per week. Occasionally the net should switch to a simplex frequency to test communications capability without the use of repeaters.

In order to ensure that repeaters used to carry out the function of GCECG are reliable, a routine field test will be performed on an annual basis. This will include transmit/receive tests for each of the repeaters listed on the ICS-205 form (Appendix A). Generally, repeater transmit quality should be evaluated by the radio operator performing the test using the S-meter, and repeater receive quality should be evaluated by another station which can easily hear the repeater. This test should be repeated with the same radio and antenna each time in order to reduce variance in the data. Test results for each repeater will be kept with the GCECG Director and Assistant Director. HF should be tested from points on Bolivar and west Galveston Island. The table in Appendix B specifies the geographic locations from which the repeaters should be tested.

APPROVED BY:

(signature on file with OEM)

John Simsen, Coordinator, GCOEM

(signature on file with OEM)

Michael Scott, Director, GCECG

APPENDIX A – ICS FORM 205, GCECG COMMUNICATIONS PLAN

Incident Radio Communications Plan			1. Incident Name DEFAULT	2. Date/Time Prepared 2/25/2010 1100	3. Operational Period Date/Time	
4. Basic Radio Frequency/Channel Utilization						
Channel	Radio Type	Channel	Function	Frequency/Tone	Assignment	Notes
50	Texas City	Primary VHF	Intra-County	147.140 / 167.9 Hz		170'
15	Galveston County EMF	Alternate VHF	Intra-County	145.410 / 131.8 Hz		Galveston County OEM 160' + 50W
87	Galveston County EMF	Primary UHF	Intra-County	442.225 / 131.8 Hz		Galveston County OEM 180' + 30W
N/A	Galveston County	Packet	Winlink / Airmail	145.050 (s)		Galveston County OEM 80' + 25W
42	Houston Transtar	Primary VHF	Galveston Co / Houston	147.000+ / 103.5 Hz		Information Net & Coordination if needed
118	Houston Transtar	Primary UHF	Galveston Co / Houston	444.600 / 71.9 Hz		Harris County Net Coordination
N/A	Austin EOC	HF	OEM Emergency Traffic	3.975 / none		
N/A	Austin EOC	HF	OEM Emergency Traffic	7.285 / none		
38	Austin EOC	Primary VHF	OEM Emergency Traffic	146.920 / 103.5 Hz		Saltgrass Link System
103	Austin EOC	Primary UHF	OEM Emergency Traffic	443.650 / not published		Armadillo Link System
105	Austin EOC	Alternate UHF	OEM Emergency Traffic	443.825 / 103.5 Hz		Saltgrass Link System
20	Galveston County	Primary 2m Simplex	Intra-County	145.530 (s)		Galveston County OEM 60' + 50W
21	Galveston County	Alternate 2m Simplex	Intra-County	146.520 (s)	VHF Calling Freq	Galveston County OEM 60' + 50W
127	Galveston County	UHF Simplex	Intra-County	446.000 (s)	UHF Calling Freq	Galveston County OEM 60' + 50W
5. Prepared By (Communications Unit) Mike Scott, Director, GCECG						

APPENDIX B – ANNUAL REPEATER FIELD TEST GEOGRAPHIC LOCATIONS

<u>Point</u>	<u>Location</u>	<u>Latitude</u>	<u>Longitude</u>
1.	SH6@Bus 35 (Alvin)	29° 25' 44"	95° 14' 39"
2.	518@I-45 (League City)	29° 30' 11"	95° 06' 50"
3.	7th@Bradford (Kemah)	29° 32' 33"	95° 01' 06"
4.	SH517@Broadway (San Leon)	29° 29' 18"	94° 55' 16"
5.	9th Ave N@Bay St North (Texas City)	29° 23' 36"	94° 53' 36"
6.	SH6@Ave T (Santa Fe)	29° 22' 43"	95° 06' 23"
7.	SH6@Main St (Hitchcock)	29° 20' 54"	95° 00' 58"
8.	Tiki Dr @ Virginia Point (Tiki Island)	29° 18' 11"	94° 54' 13"
9.	59th@Justice Center (Galveston)	29° 17' 27"	94° 50' 02"
10.	FM3005@County 257 (Galveston)	29° 05' 37"	95° 06' 33"
11.	FM3005@Buccaneer (Galveston)	29° 10' 58"	94° 58' 22"
12.	FM3005@Seawall (Galveston)	29° 14' 38"	94° 51' 54"
13.	FM3005@61st (Galveston)	29° 15' 59"	94° 49' 34"
14.	Broadway@Seawall (Galveston)	29° 18' 18"	94° 46' 18"
15.	SH87@Ferry Terminal (Galveston)	29° 19' 38"	94° 46' 20"
16.	SH87@Ferry Terminal (Bolivar)	29° 21' 45"	94° 46' 42"
17.	SH87@S Monkhouse (Crystal Beach)	29° 27' 21"	94° 38' 33"
18.	SH87@Rollover Pass (Bolivar)	29° 30' 30"	94° 30' 00"
19.	SH124@7th (High Island)	29° 33' 44"	94° 23' 41"