

# Radio Amateur Civil Emergency Service Amateur Radio Emergency Service

## Lake County, Illinois



# Board Policy Manual

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The Board's primary function is to establish policy and designate responsibility for the execution and implementation of policy. Policy statements shall constitute the basic method by which the Board exercises its leadership in the operation of the Lake County RACES / ARES Group.

While reserving unto it the authority and responsibility to determine and adopt policies, the Board believes and encourages interested persons to identify policy problems, issues, and needs, and to participate in certain stages of the policy-making process. The Board believes in a regular evaluation and review of the effectiveness of its policies.

### GUIDELINES

Board policies will be developed within the following framework:

- 1 The development and adoption of new policies and the revision of existing policies are the responsibility of the Board.
- 2 The Board delegates to the Radio Officer or his designee the responsibility for drafting all new and revised policy statements which shall be submitted to the Board for approval.
- 3 Key policies should be written, clearly defined, and be based on the Board's philosophy, with a thorough understanding and appreciation of local needs.
- 4 Board policies will be reviewed periodically and revised, if necessary, to meet changing needs. Policy development is a continuous, never-ending process.
- 5 Policies will be developed using a common format comprising:

#### *POLICY:*

The policy is a philosophically-based statement that is goal oriented and establishes a direction for future action.

#### *GUIDELINES:*

Guidelines further define the framework within which the organization can discharge the policy with positive direction and may include items of a regulatory nature.

#### *PROCEDURES:*

Procedures are statements of who does what, how and in what sequence. Procedures may be mandatory or discretionary.

### POLICY PROCEDURES

The following steps will be taken in developing new policies or revising existing policies:

- 1 Suggestions for policy development or review may be initiated by the Board or any member of Lake County RACES / ARES Group
- 2 The Board will review the suggestions for policy development, and, if they accept the need, direct the Radio Officer to facilitate the development of a draft policy.
- 3 The draft policy will be developed and reviewed through a policy committee (if deemed needed) consisting of persons appointed by the Board.
- 4 The draft policy will then be reviewed by the Board.
- 5 The policy will be adopted by vote at a regular Board Meeting

Base Policy LCRBP-001-04-2006 Adoption Signature Sheet

Whereas we the undersigned known as the Lake County RACES / ARES Board do hereby adopt this document to be known as the Board Policy Manual this 17th day of April 2006.

Becker	Bruce	N9VID	<u>Bruce Becker</u>	<u>N9VID</u>
Gill	Paul	AD6ZY	<u>Paul Leigh Gill</u>	
Hartnett	David	K9DRH	<u>David Hartnett</u>	
Kastak	John	N9NLC	<u>John Kastak</u>	
Martin	Jerry	KC9BDA	<u>Jerry Martin</u>	
Nelson	Jim	K9QF	<u>Jim Nelson</u>	
Pawlowski	Jack	W9FUL		
Planic	George	W9GWP	<u>George Planic</u>	
Pritchard	David	W9QL	<u>David Pritchard</u>	
Rice	John	K9IJ	<u>John Rice</u>	
Slominski	George	W9AUM	<u>George Slominski</u>	
Whitney	Don	K9DRW	<u>Donald R. Whitney</u>	

## Board Policy LCRBP-002-04-2006 Lake County EMA ID Cards

### Policy

Effective January 1, 2007 all Lake County RACES / ARES® members that wish to participate in Emergency Communications Events must process a Lake County EMA ID card. The Lake County EMA ID card will be required to gain access to restricted event areas.

### Guidelines

To ensure a higher level of knowledge and proficiency when operating during an Emergency Communications Event certain self study courses are required to obtain a Lake County EMA ID card. Those courses currently required are: IS-100 Introduction to Incident Command System IS-200 ICS for Single Resources and Initial Action Incidents IS-700 National Incident Management System ( NIMS ) An Introduction IS-800 National Response Framework, An Introduction ARRL EC-001 ARRL Level 1 Amateur Radio Emergency Communications

### Procedures

Each member is responsible for completing the required course work. The required courses may be completed in any order. Upon completion of a course, a copy of the course agencies certificate must be filed with the Lake County RACES / ARES® Secretary. The Secretary will maintain a list of all members' certifications. It will be the member's responsibility to ensure that his / her certifications have been entered in the in the list through verification of periodic list publications.






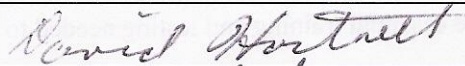



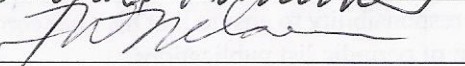
Policy LCRBP-002-04-2006 Adoption Signature Sheet

Whereas we the undersigned known as the Lake County RACES / ARES Board do hereby adopt this document to be known as the Sheriff's ID Cards this 17th day of April 2006.

Becker	Bruce	N9VID	<u>Bruce Becker</u>	<u>N9VID</u>
Gill	Paul	AD6ZY	<u>Paul Leigh Gill</u>	
Hartnett	David	K9DRH	<u>David Hartnett</u>	
Kastak	John	N9NLC	<u>John Kastak</u>	
Martin	Jerry	KC9BDA	<u>Jerry Martin</u>	
Nelson	Jim	K9QF	<u>Jim Nelson</u>	
Pawlowski	Jack	W9FUL		
Planic	George	W9GWP	<u>George Planic</u>	
Pritchard	David	W9QL	<u>David Pritchard</u>	
Rice	John	K9IJ	<u>John Rice</u>	
Slominski	George	W9AUM	<u>George Slominski</u>	
Whitney	Don	K9DRW	<u>Donald R. Whitney</u>	

Policy LCRBP-002-04-2006 Revision 1 Signature Sheet

Whereas we the undersigned known as The Lake County RACES / ARES® Board of Directors do hereby adopt this document to be known as the Lake County EMA ID Cards this 21<sup>st</sup> day of February 2011.

KC9MPU	Kent McKenzie, Lake County EMA	
KC9GZB	Dave Kleckner, Radio Officer	
K9BIK	Cheryl Lasek, Board Member	
KC9GHZ	Greg Perkins, Board Member	
KC9HHB	Les Mutz, Board Member	
KC9JZE	Virgil Schwerdtfeger, Board Member	
K9DRH	David Hartnett, Secretary	
KC9SJP	Scott Campbell, Treasurer	
W9FUL	Jack Pawlowski, Repeater Trustee	
K9DRW	Don Whitney, Asst. Radio Officer, EC	
K9QF	James Nelson, Asst. Radio Officer	
KC9BDA	Jerry Martin, Public Information Officer	
K9IJ	John Rice, Web Master	

## Board Policy LCRBP-003-06-2006 Certified Digital Operators

### Policy

Effective June 1, 2006 all Lake County RACES / ARES members that wish to operate specific Digital Modes during an Emergency Communications Event, must possess a current certification in the Digital Mode they are to operate. In order to be assigned to operate a Digital Mode or be issued Lake County RACES/ARES Digital Equipment, the member must possess current certification for that assignment and equipment.

### Guidelines

To ensure a higher level of knowledge and proficiency when operating any Digital Modes during an Emergency Communications Event, the Lake County RACES / ARES Digital Committee will establish proficiency standards and expectations for operating any Digital Mode required by the Lake County RACES / ARES Group.

The Digital Committee will collaborate with the Lake County RACES / ARES Training Officer to provide the essential training and testing needed to obtain any required Digital Mode Certification.

### Procedures

Each member is responsible for completing the course work offered for a Digital Mode they wish to be certified in. Upon completion of a course, a copy of the course certificate must be filed with the Lake County RACES / ARES Secretary. The Secretary will maintain a list of all members' certifications. It will be the member's responsibility to ensure that his / her certifications have been entered in the in the list through verification of periodic list publications.



Policy LCRBP-003-05-2006 Adoption Signature Sheet

Whereas we the undersigned known as the Lake County RACES / ARES Board do hereby adopt this document to be known as the Certified Digital Operators this 15th day of May 2006.

Becker	Bruce	N9VID	<u>Bruce Becker</u>	<u>N9VID</u>
Gill	Paul	AD6ZY	<u>Paul Leigh Gill</u>	
Hartnett	David	K9DRH	<u>David Hartnett</u>	
Kastak	John	N9NLC	<u>John Kastak</u>	
Martin	Jerry	KC9BDA	<u>Jerry Martin</u>	
Nelson	Jim	K9QF	<u>Jim Nelson</u>	
Pawlowski	Jack	W9FUL		
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Pritchard	David	W9QL	<u>David Pritchard</u>	
Rice	John	K9IJ	<u>John Rice</u>	
Slominski	George	W9AUM	<u>George Slominski</u>	
Whitney	Don	K9DRW	<u>Donald R. Whitney</u>	

## Board Policy LCRBP-004-06-2006 RACES Pagers

At the January Board of Directors meeting it was decided that the pager program would be terminated at the end of the current contract in March of 2011. This policy is no longer valid.

### Policy

In order to assist the Lake County RACES / ARES Group to operate within its budget, Effective June 1, 2006 all Lake County RACES / ARES members that wish to lease a RACES pager will conform to the following guidelines and procedures.

### GUIDELINES

All Lake County RACES / ARES members in good standing may lease a pager on a yearly basis. The cost to lease a pager is determined on an annual basis and the amount will be announced as necessary or can be obtained from the Treasurer. Payment can be made semi-annually or annually. The billing cycle begins on April 1 of each year. Payment should be made to the Treasurer. A one-time security deposit equal to the pager insurance deductible is required at the time a pager order is placed. The deposit will be refunded to a member in good standing upon return of the pager in good working order. The security deposit will be forfeited if the pager is lost, stolen or damaged. A new security deposit will be required for a replacement broken or damaged pager. R.A.C.E.S. members who currently lease a pager will be invoiced for the one-time \$35.00 security deposit on June 1, 2006. Pager fees which are 60 days past due will result in the pager being disconnected.

### Procedures

R.A.C.E.S. members wishing to lease a pager must complete a Pager Request form available from the Treasurer. Along with contact information, the Pager Request Form will allow the member to select their payment plan option. Upon receipt by the Treasurer of a completed pager request form along with payment of the security deposit and appropriate fee for the payment plan selected by the member, the Treasurer will instruct the Pager Coordinator to issue a pager to the member.

Policy LCRBP-004-05-2006 Adoption Signature Sheet

Whereas we the undersigned known as the Lake County RACES / ARES Board do hereby adopt this document to be known as the RACES Pagets this 15th day of May 2006.

Becker	Bruce	N9VID	<u>Bruce Becker</u>	<u>N9VID</u>
Gill	Paul	AD6ZY	<u>Paul Leigh Gill</u>	
Hartnett	David	K9DRH	<u>David Hartnett</u>	
Kastak	John	N9NLC	<u>John Kastak</u>	
Martin	Jerry	KC9BDA	<u>Jerry Martin</u>	
Nelson	Jim	K9QF	<u>Jim Nelson</u>	
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Pritchard	David	W9QL	<u>David Pritchard</u>	
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Slominski	George	W9AUM	<u>George Slominski</u>	
Whitney	Don	K9DRW	<u>Donald R. Whitney</u>	

## **Board Policy LCRBP-005-01-2011**

### **Equipment Use and Accountability**

#### **Policy**

Effective February 1, 2011 all Lake County RACES / ARES® members that wish to operate specific equipment and modes during a non-Emergency Communications Event, must possess a current accreditation and approval that they are qualified to operate such equipment and that they agree to adhere to this policy.

#### **Guidelines**

To ensure a higher level of knowledge and proficiency when operating any equipment in the EOC during a non-Emergency Communications Event, the Lake County RACES / ARES® Board/Mentor will establish proficiency standards and expectations for operating any equipment owned by the Lake County RACES / ARES® organization. An access key carrying board member must be assigned to the activity and be available to grant access to the EOC. The board can assign a responsible mentor/designee the responsibility of maintaining control of the facility during the activity. At the end of the activity the board member or mentor/designee responsible for the activity is required to be there at the close of the activity to ensure the facility and equipment is left in a serviceable state and that any problems have been reported to the board either by phone or email so that corrective actions can be undertaken. It is also agreed to that at no time will any door be propped open and the facility left vacant. Once they leave they will require board key access to re-enter the facility. It is also understood that if 911 center staff advises that we are causing interference with their systems that **immediate termination of all transmissions** will occur and that the mentor/designee be notified immediately.

#### **Procedures**

Any current paid member of the organization may make a written request to any board member. The request must be made at least two weeks prior to the activity date with complete details about what modes of operation, date, contact information including phone, names of people attending, reason for the request and hours of operation that they are requesting the use of the facilities. The written request must be submitted on form LCRA\_ARF-01-2011.

The board and the EMA Director will be the sole determinants of the qualifications of the applicant, availability of the facility and whether the activity is an appropriate use of the equipment and facilities.

At the next scheduled board meeting the request will be reviewed and voted on. The board will notify the individual of their decision either by phone, email or in-person.

Upon approval it is the individual's responsibility to obtain the required training and accreditation from a qualified mentor for the equipment and mode of operation prior to the activity. (Trainers/Mentors List LCRA\_TM-2011)

Prior to the activity and after accreditation, notification must be filed with the Lake County RACES / ARES® Secretary.


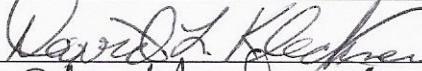


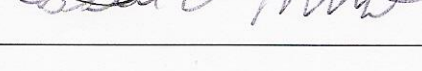
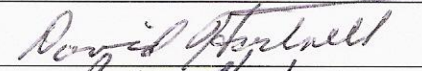
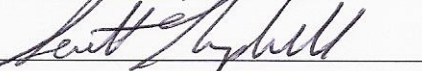
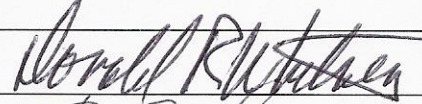
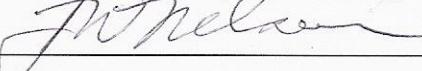
At the start of the activity a LCRA\_ACHK\_LST must be filled out and utilized by everyone participating in the activity.

Upon completion of an activity, the activity checklist and site log must be filed with the Lake County RACES / ARES® Secretary.

The Secretary will also maintain a list of all members' accreditation on equipment training. It will be the member's responsibility to ensure that his / her accreditations have been entered in the list through verification of periodic training list publications.

Policy LCRBP-005-01-2011 Adoption Signature Sheet

Whereas we the undersigned known as The Lake County RACES / ARES® Board of Directors do hereby adopt this document to be known as the **Equipment Use and Accountability** this 21<sup>st</sup> day of February 2011.

KC9MPU	Kent McKenzie, Lake County EMA	
KC9GZB	Dave Kleckner, Radio Officer	
K9BIK	Cheryl Lasek, Board Member	
KC9GHZ	Greg Perkins, Board Member	
KC9HHB	Les Mutz, Board Member	
KC9JZE	Virgil Schwerdtfeger, Board Member	
K9DRH	David Hartnett, Secretary	
KC9SJP	Scott Campbell, Treasurer	
W9FUL	Jack Pawlowski, Repeater Trustee	
K9DRW	Don Whitney, Asst. Radio Officer, EC	
K9QF	James Nelson, Asst. Radio Officer	
KC9BDA	Jerry Martin, Public Information Officer	
K9IJ	John Rice, Web Master	

Record of Changes **Lake County RACES / ARES Board Policy Manual**

Change / Version	Date of Change	Change Made By	Change Made
LCRB-01-04-2006	3/31/2006	W9GWP	Initial submission to Board
LCRB-02-04-2006	3/31/2006	W9GWP	Initial submission to Board
LCRB-03-05-2006	3/31/2006	W9GWP	Initial submission to Board
LCRB-04-05-2006	4/15/2006	K9DRH	Pager Board Approval
LCRB-05-01-2011	12/24/2010	K9DRH	Changed ID requirements to LC EMA Added Equipment usage pages.
	2/9/2011	K9DRH	Updated Pager Policy Page
	2/19/2011	K9DRH	Accepted Changes for approval
	2/21/2011	K9DRH	Board approved
	3/17/2011	K9DRH	Inserted signatures for ID and Equipment Released to web