



Memorandum

TO: EMERGENCY SERVICES
COUNCIL

FROM: Raymond Riordan

SUBJECT: Radio Amateur Civil Emergency
Services Training Schedule

DATE: March 26, 2024

Approved:

Date:

4/9/2024

RECOMMENDATION

Approve the proposed Santa Clara County Radio Civil Emergency Services Mutual Aid Communicators Training Schedule for San José Operators.

OUTCOME

Approval of the proposed Radio Amateur Civil Emergency Services (RACES) Training Schedule will allow the City of San José to meet the requirements of the California Code of Regulations, Title 19: Public Safety Division; Chapter 2: Emergencies and Major Disasters; Subchapter 3: Disaster Service Worker Volunteer Program. This State legislation requires the Emergency Services Council's approval of the RACES Training Schedule.

BACKGROUND

During emergencies, communications between agencies, responders, organizations, and multiple levels of government are critical. Alternate communications must be identified and implemented when regular local public safety radio, phone, and cellular services are affected. Formed by a Federal Communications Commission National Charter, the Radio Amateur Civil Emergency Services (RACES) and Amateur Radio Emergency Services (ARES) groups are authorized to establish emergency communications bands to transmit emergency information. In addition, the State of California created an Auxiliary Communications System (ACS) to supplement the RACES/ARES groups.

Fortunately for the City of San José, the RACES/ARES/ACS groups are integrated to form one effort and are well organized in the City of San José. The RACES/ARES/ACS organization has a long history of supporting the City and continues to provide excellent services.

The California Code of Regulations Title 19 notes that the Emergency Services Council protects these trained, resourceful, and technically skilled volunteers. By approving the proposed training schedule and registering the individuals as Disaster Service Worker Volunteers in the Communications Category, these registered volunteers are protected from financial loss as a result of injuries sustained while engaged in disaster service activities and provide immunity from liability for such disaster service worker volunteers while providing disaster service.

ANALYSIS

As stated in the California Code of Regulations, Title 19: Public Safety Division, the Emergency Services Council is responsible to:

- 1) Require each person registered as a disaster service worker volunteer to satisfactorily complete a course of training or instruction, including periodic refresher training.
- 2) Ensure disaster training is approved, documented, and supervised, and shall ensure disaster training is commensurate with the duties of the disaster service worker volunteer.

To manage changes to the schedule and other components of administering the program, the Emergency Services Council may identify a Disaster Service Worker Volunteer (DSW-V) Program Administrator to ensure compliance with the guidance and facilitate refinement of the pre-authorized training requirements. The Office of Emergency Management (OEM), responsible for managing the Community Emergency Response Team program, the Radio Amateur Civil Emergency Services, and other volunteer groups is a logical choice to administer the program. Approval of this action allows OEM to adjust the schedule as needed due to budget, scheduling conflicts, and other interruptions, as well as approve schedules when the Emergency Services Council does not meet. Administration of the training schedule includes:

1. Registration
2. Supervision
3. Training
4. Activation

In December 2018, the Emergency Services Council identified the Director of Emergency Management as the DSW-V Program Administrator.

Training Schedule:

The Disaster Service Worker Volunteer (DSW-V) Program Guidance, managed by the California Office of Emergency Services (CalOES), identified that the Emergency Services Council or DSW-V Administrator must manage training, including a pre-authorized course delivery schedule. Written pre-authorization to conduct training may occur on a one-time, monthly,

quarterly, or annual basis. It may be documented in different formats, including Emergency Services Council meeting minutes, letterhead, or e-mail.

As noted in the DSW-V Guidance, Pre-Authorized Training schedule includes:

- date(s); if unknown, provide month, quarter, etc.
- location; general location can be provided
- name of training/exercise
- objective(s)
- supervisor's name and title; if unknown, indicate training will be supervised
- optional information as may be required by registering agency

The amateur radio group training has been structured and delivered consistently for years. The program has sufficient instructors to provide a complete list of required courses and ensure the delivery is completed on time at various facilities. Quality-trained instructors are immediately available to provide the services required of the curriculum. The City of San José is fortunate to have such a well-rounded program to support the City. For these reasons, the proposed training schedule is complete with specific delivery dates.

The schedule provides opportunities for all Santa Clara County ARES/RACES/ACS volunteers who have pre-registered on the scc-ares-races.org website to receive training.

EVALUATION AND FOLLOW-UP

The Disaster Service Worker Volunteer Program Administrator will communicate to the Emergency Services Council any updates to the schedule or major curriculum changes.

COORDINATION

This memo has been coordinated with the City Manager's Office and City Attorney's Office.

CEQA

According to CEQA Guideline PP17-009 this report is a Staff Report or Informational Memo that involves no approvals of any City action.



RAYMOND RIORDAN

Director, City Manager's Office of Emergency Management

EMERGENCY SERVICES COUNCIL

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For questions, please contact Jay McAmis, Deputy Director, Office of Emergency Management, at (408) 794-7043.

ATTACHMENTS

Attachment A: Proposed RACES/ARES/ACS Classroom Training Schedule

Attachment B: Proposed RACES/ARES/ACS Training Schedule

Attachment A
PROPOSED RACES/ARES/ACS CLASSROOM TRAINING SCHEDULE

Santa Clara County ARES / RACES / ACS 2024 Classroom Training Schedule		
Date – Start Time	Location	Course and Objectives
01/06/2024 - 9:00 AM	55 W Younger, Sheriff's Office	Field Operations Type III, Part A
02/03/2024 - 9:00 AM	55 W Younger, Sheriff's Office	Field Operations Type III, Part B & Type II
02/10/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Introduction to Emergency Communications
03/02/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Net Control - Type III, Part A
03/16/2024 - 6:00 PM	Sunnyvale Public Safety HQ	Fundamentals of Emergency Communications
04/06/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Net Control - Type III, Part B
05/04/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Net Control - Type II
06/01/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Event Planning Table Top
06/12/2024 - 6:00 PM	Sunnyvale Public Safety HQ	Introduction to Emergency Communications
06/15/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Shadowing - Type III
07/06/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Message Passing – Tabletop
07/10/2024 - 6:00 PM	Sunnyvale Public Safety HQ	Fundamentals of Emergency Communications
07/20/2024 - 9:00 AM	55 W Younger, Sheriff's Office	Field Operations Type III, Part A
08/03/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Packet Operations Type III, Part A
08/17/2024 - 9:00 AM	55 W Younger, Sheriff's Office	Field Operations Type III, Part B
09/07/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Cross-Band Repeating / Antenna Fundamentals
10/05/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Packet Operations Type III, Part B
10/16/2024 - 6:00 PM	Sunnyvale Public Safety HQ	Introduction to Emergency Communications
11/02/2024 - 9:00 AM	Sunnyvale Public Safety HQ	Packet Operations - Type II - Adv / Troubleshooting
11/13/2024 - 6:00 PM	Sunnyvale Public Safety HQ	Fundamentals of Emergency Communications
12/14/2024 - 9:00 AM	55 W Younger, Sheriff's Office	2024 End of Year Summary

Attachment B
PROPOSED RACES/ARES/ACS TRAINING SCHEDULE

Santa Clara County ARES / RACES / ACS 2024 Training Program Schedule		
Date – Start Time	Location	Course and Objectives
02/24/2024 - 9:00 AM	County and City EOC	ARES/RACES Communications Drill
05/18/2024 - 9:00 AM	County and City EOC	ARES/RACES Communications Drill
08/24/2024 - 9:00 AM	County and City EOC	ARES/RACES Communications Drill
09/21/2024 - 9:00 AM	County and City EOC	ARES/RACES County-wide Communications Exercise
09/21/2024 8:30 AM	TBD	ARES/RACES County-wide Communications Exercise County Drill
10/05/2024 9:00 AM	Sunnyvale Public Safety HQ	Packet Operations Type III, Part B County Training
10/16/2024 6:00 PM	Sunnyvale Public Safety HQ	Introduction to Emergency Communications County Training
11/02/2024 9:00 AM	Sunnyvale Public Safety HQ	Packet Operations - Type II - Adv / Troubleshooting County Training
11/13/2024 6:00 PM	Sunnyvale Public Safety HQ	Fundamentals of Emergency Communications County Training
12/14/19 9:00 AM	55 W Younger, Sheriff's Office	2024 End of Year Summary County Training