

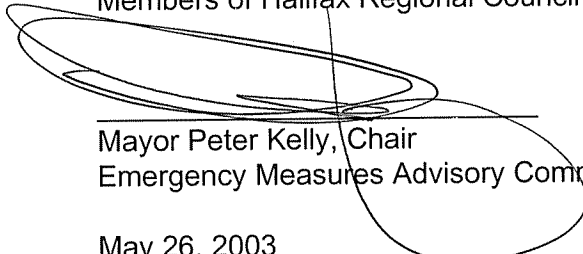


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HALIFAX REGIONAL COUNCIL
June 24, 2003

TO: Members of Halifax Regional Council

FROM: 
Mayor Peter Kelly, Chair
Emergency Measures Advisory Committee

DATE: May 26, 2003

SUBJECT: **Memorandum of Understanding between Halifax Regional Municipality
Emergency Measures Organization and Canadian Red Cross, Nova
Scotia Region Respecting Telecommunications Cooperation**

INFORMATION REPORT

ORIGIN:

Meeting of Emergency Measures Advisory Committee held on May 12, 2003.

BACKGROUND:

The Emergency Measures Organization from time to time develops agreements with external agencies for the exchange of resources in times of crisis. This agreement with the Canadian Red Cross allows for sharing of the telecommunications resources between the Nova Scotian region of the Red Cross and the telecommunications resources of the Emergency Measures Organization. It does not apply to other HRM telecommunications resources. The agreement also allows for resource sharing for training and exercising purposes.

DISCUSSION:

At the meeting of Emergency Measures Advisory Committee held on May 12, 2003, the Committee approved the Memorandum of Understanding between Halifax Regional Municipality Emergency Measures Organization and Canadian Red Cross, Nova Scotia Region respecting Telecommunications Co-operation and agreed to forward same to Regional Council for information. This agreement will be signed by the EMO Coordinator on behalf of Halifax Regional Municipality.

BUDGET IMPLICATIONS:

There are no budget implications to this agreement.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

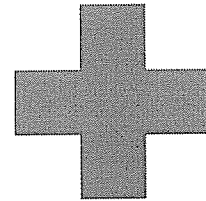
ALTERNATIVES:

There are no alternatives recommended at this time.

ATTACHMENT:

Memorandum of Understanding between the Halifax Regional Municipality Emergency Measures Organization and the Canadian Red Cross, Nova Scotia Region respecting Telecommunications Co-operation

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or fax 490-4208.
Report prepared by: Barry Manuel, EMO Coordinator



Canadian Red Cross
Croix-Rouge canadienne

Memorandum of Understanding

between

**Halifax Regional Municipality
Emergency Measures Organization**

and

Canadian Red Cross, Nova Scotia Region

respecting

Telecommunications Co-operation

1 INTRODUCTION

- 1.1 The Halifax Regional Municipality - Emergency Measures Organization (HRM-EMO) and the Canadian Red Cross Society - Nova Scotia Region (CRCNS) have specific roles to play when emergency or disaster situations occur within their respective jurisdictions. Both organizations have telecommunications resources, materiel and human, that are used in providing a coordinated response to emergencies or disasters. In general, when both parties are fully committed in responding to a particular incident, they are likely to require all available telecommunications facilities at their disposal.
- 1.2 There are, however, circumstances in which only one of the two parties is required to respond in a particular emergency or disaster situation. In these cases, the responding organization may benefit from the use of telecommunications resources belonging to the other.
- 1.3 This Memorandum of Understanding (MoU) sets out arrangements that have been entered into between the Halifax Regional Municipality - Emergency Measures Organization (HRM-EMO) and the Nova Scotia Region of the Canadian Red Cross Society (NSCRC) respecting the use of telecommunications resources both materiel and human by the other party when circumstances warrant.
- 1.4 Nothing in this agreement precludes either party from exercising its prerogative to retain control of its own telecommunications resources based upon an assessment of its perceived needs at the time a request is made by the other party.

2 OBJECTIVES AND SCOPE

- 2.1 This agreement pertains only to TELECOMMUNICATIONS resources. (Example: If HRM-EMO requests the use of the Red Cross Emergency Response Vehicle, it is understood that it will be for the purpose of a telecommunications command post and not as a mobile feeding station or first aid post). Other agreements MAY be entered into for that purpose, however, such use is beyond the scope of this agreement.

3 DEFINITIONS/ACRONYMS

- 3.1 In this Memorandum of Understanding, unless the context dictates otherwise, the following definitions apply:

CRC - means the Canadian Red Cross Society - Nova Scotia Region.

EMO Coordinator - means the HRM staff member, or his designate, assigned responsibilities to coordinate emergency measures activities in HRM.

EMO Telecommunications Officer - means the HRM staff member, or his designate, assigned the responsibility for telecommunications coordination within HRM.

ERV - means the Emergency Response Vehicle of CRC.

HRM - means the Halifax Regional Municipality.

HRM-EMO - means the Halifax Regional Municipality - Emergency Measures Organization.

HRM-EOC - means the municipal Emergency Operations Centre located at the Eric Spicer Building, 21 Mount Hope Avenue, Dartmouth.

HRM Telecommunications Centre - means the area adjacent to the HRM-EOC which is designated as a telecommunications centre.

NSIMRS - means the Nova Scotia integrated mobile radio system operating on very high frequencies throughout the province of Nova Scotia.

Red Cross Centre - means the Telecommunications Centre of CRC located adjacent to the RC EOC on the fourth floor of the CRC Regional office in Halifax.

Red Cross Deputy Telecommunications Officer - means the Volunteer Red Cross appointee having responsibility for telecommunications on behalf of CRC within a particular RC district.

RCEOC - means the Emergency Operations Centre located on the 4th floor of the Nova Scotia Regional office - Canadian Red Cross Society on Gottingen Street in Halifax.

Red Cross Provincial Telecommunications Officer - means the Volunteer Red Cross appointee having responsibility for the coordination of telecommunications for CRC on a province-wide basis.

Regional Director- means the CRC Regional Director for Nova Scotia.

RC Repeater - means the transportable radio station normally installed in the ERV and used to extend the range of portable UHF radio transceivers.

SARA - means Senior Amateur Radio Association, a Society consisting of amateur radio operators who are affiliated with the CRC.

TMR - means trunked mobile radio system or radio transceiver depending upon the context.

VHF - that part of the radio frequency spectrum between 30 - 300 mHz.

UHF - that part of the radio frequency spectrum between 300 - 3000 mHz.

4 ARRANGEMENTS - CANADIAN RED CROSS

- 4.1 The Canadian Red Cross Society - Nova Scotia Region, based upon an assessment of its own telecommunications requirements, agrees to make available to HRM-EMO the following:
 - 4.1.1 Use of the Emergency Response Vehicle (ERV). The ERV is equipped with telecommunications resources that would be useful as an on-site telecommunications command post.
 - 4.1.2 Use of UHF portable radios and associate transportable repeater station *.
 - 4.1.3 Use of VHF assets licensed on the Nova Scotia Integrated Mobile Radio System (NSIMRS).
 - 4.1.4 Use of the amateur radio telecommunications resources licensed to CRC.
 - 4.1.5 Use of Trunked Mobile Radio resources licensed to CRC.
 - 4.1.6 Use of such other telecommunications resources as CRC may from time to time acquire.
 - 4.1.7 Use of CRC's telecommunications centre as required.

* CRC agrees to take steps to have HRM-EMO frequencies programmed into its UHF transportable repeater in order that equipment operated by HRM-EMO may use the repeater to extend the radio coverage range of its UHF portables.

5 ARRANGEMENTS - HALIFAX REGIONAL MUNICIPALITY

- 5.1 Halifax Regional Municipality - Emergency Measures Organization, based upon an assessment of its own telecommunications requirements, agrees to make available to the Canadian Red Cross - Nova Scotia Region the following:
 - 5.1.1 Use of UHF portable transceivers licensed to HRM-EMO **
 - 5.1.2 Use of the HRM-EMO Telecommunications trailer,
 - 5.1.3 Use of the HRM-EMO Telecommunications centre adjacent to the HRM-EMO Emergency Operations Centre.
 - 5.1.4 Use of such other telecommunications resources as may be available in a particular situation.

** HRM-EMO agrees to program Canadian Red Cross frequencies into its portable UHF radio transceivers in order to make them operational on Red Cross licensed frequencies including the UHF transportable repeater.

6 SPECIAL CONSIDERATIONS

- 6.1 Each of the parties agrees to return any equipment made available under this arrangement promptly upon request or immediately after a particular situation is concluded.
- 6.2 Each of the parties agrees to return equipment in good working order and if such equipment is damaged or lost, to pay for any damages or pay for the replacement of equipment that is lost.
- 6.3 Each of the parties agrees to be responsible for any expenses incurred as a result of use of equipment by the other party (i.e., gasoline for the ERV or for the generator on the HRM-EMO trailer).

7 TELECOMMUNICATIONS - HUMAN RESOURCES

- 7.1 With the exception of the HRM-EMO Telecommunications officer who is a paid HRM employee, neither the Canadian Red Cross nor HRM-EMO has dedicated paid telecommunications staff. Both organizations rely upon the use of volunteers who act as telecommunications operators. In the circumstances, it is not possible to offer the resources or services of these volunteers except to the extent that the services of volunteers normally affiliated with either of the parties, may be RELEASED from their commitment to that agency, and permitted to operate for the other party at their individual discretion.

8 COOPERATION IN JOINT EMERGENCY RESPONSE

- 8.1 In cases where emergency shelters are established within HRM, the Canadian Red Cross is prepared to provide telecommunications equipment to these sites to the extent that it has equipment available to do so. Operators from CRC or HRM may use this equipment for communicating information to both organizations in joint response operations.
- 8.2 In cases where Red Cross provides telecommunications resources at reception centres or at such other places as HRM-EMO determines necessary, CRC will seek assistance from HRM-EMO to provide volunteers to operate such equipment.

9 AMENDMENT

- 9.1 This MoU may be amended at any time by mutual consent of both parties.

10 DURATION, WITHDRAWAL AND TERMINATION

- 10.1 This MoU will remain in effect for an indefinite period from the effective date.
- 10.2 This MoU may be terminated at any time by mutual written consent of both participants.
- 10.3 Either party may withdraw from participation in this agreement, at any time, upon presentation of 30 days written notice to the other party..

11 EFFECTIVE DATE AND SIGNATURE

- 11.1 This agreement comes into effect on the date signed by the representatives of each organization.
- 11.2 Administration of this MoU is the responsibility of (1) the HRM EMO Co-ordinator and (2) the Provincial Telecommunications Officer of CRCNS.
- 11.3 This agreement has been entered into on the _____ day of _____, 2002 in the Halifax Regional Municipality.

CANADIAN RED CROSS

HALIFAX REGIONAL MUNICIPALITY

John Byrne
Regional Director, Nova Scotia
Canadian Red Cross Society

Barry Manuel
HRM- EMO, Coordinator
Halifax Regional Municipality