

Memoranda of Understanding

What, How, Why, Who, When

Jeff Fillian, KC9UNZ, EC Dane/Iowa County
Steve Haskell, Safety & Emergency Management Officer, UW Health

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Background


- **Jeff, KC9UNZ**
 - Licensed in 2010
 - Introduced to ARES in Waukesha and found ARES Dane County sometime after moving to Madison Area in 2011
 - Memory is a bit fuzzy but I accepted the task of Interhospital Liaison sometime in 2015
 - The relationship was getting a bit stale and while not the final solution a refreshed MOU is part of the solution
 - Jeff was appointed Emergency Coordinator at the beginning of 2020.
- **Dane and Iowa County ARES/RACES, KB9ORN**
 - Currently about 30 Amateur Radio operators in Dane and Iowa County who have expressed a willingness to make their capabilities available to support emergency and public service communications in our counties and who have taken advantage of various training opportunities to enhance their ability to serve.



Dane County Interhospital Emergency Preparedness Committee

Dane County Interhospital Emergency Preparedness Committee are a collection of hospitals and medical facilities in Dane County as well as institutions that support or need the services of the Hospitals in emergencies. This committee meets every other month to discuss preparedness as well as to review recent responses to emergencies to determine how to better their response.

At the latest meeting it included: UW Health, Access Community Health, SSM Health-St. Mary's, American Red Cross, UnityPoint-Meriter, Dane County Emergency Management, Stoughton Hospital, Public Health Madison, VA Hospital, South Central Wisconsin Healthcare Emergency Readiness Coalition, UW Rehab Hospital, Select Specialty, Sauk Prairie Healthcare, Dane County Airport, UW Madison Campus, Dane and Iowa County ARES/RACES



Background

- I didn't have to start from scratch. There was an existing although dusty MOU from where I could start. So my copy was an update from that.
- Don't forget that for most of the organizations that you serve an MOU is not a new idea. They've done this before.



Basic Parts of an MOU

- Introduction
- Purpose (of the document)
- Organization Descriptions
- Recognition
- Principles of Cooperation
- Implementation/Review/Term
- Miscellaneous
- Signatures



Introduction/Purpose

- What is this document for?
- A bit of an executive summary so someone who pick up the document knows if they need to continue to read it.



Organization Descriptions

- Describes the purpose and mission of each organization
 - You will see that I felt it necessary to explain the details on every level of our organization
 - ARES
 - RACES
 - Wisconsin ARES/RACES
 - Dane County ARES/RACES
 - Agreeing on this section helps to make sure we understand the overall mission/purpose of each organization



Recognition

- May not be necessary if the descriptions are clear but it does help to clarify responsibilities and it is a place to further keep the parties from stepping on each other's toes.



Principles of Cooperation

- What are we going to do for/with each other
- From the ARRL Web Site
 - The Memorandum of Understanding spells out the capabilities and organization of the servers (the Amateur Radio operators), the organization and needs of the served agency, and the methods of operation. These are broad guidelines that may lead to the development of a local memorandum of understanding or similar document that sets up detailed operational plans and policies to be followed by both parties during drills and actual events.
 - The most important step here is to ensure that both parties to the local agreement have a realistic assessment of the resources brought to the table by the servers, and the needs of the served.



Implementation/Review/Term

- Dates
 - When does it start
 - When does require renewal
 - When will it expire and need to be renewed
- Essentially this insures that it doesn't sit on a shelf and gather dust but is a living document




Miscellaneous


- Non Binding Legalese



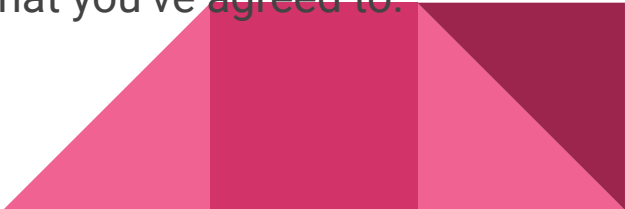
Signatures

- Make sure the signatories are high enough in the organization to provide oversight
 - For ARES/RACES you can see that both the State EC and Local EC have signed our Document.
 - The National ARES staff have reviewed this document as well.
 - For the Hospitals we've had directors, VPs and COOs sign the document according to the hospital's policies.
 - Not that I am denigrating maintenance staff in any way but don't get a signature from the Janitor, unless she is the one that will need to let you in the door when necessary!
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Caveats

- I realize that in the definition of ARES on my MOU I've included: *providing critical communications during emergencies and disasters when normal lines of communication are disrupted*. While this is true I'd like to position ARES/RACES members as a supplemental communication in times of need and not only When All Else Fails.
 - Next version I'll put all the legal language in the "Miscellaneous."
 - This MOU is a unified document for all the Hospitals to sign. There has been some conversation lately about creating addendum for individual organizations that allow for individual organizations to add clauses particular to their operations.
 - I'm thinking that in the next version I need to be clearer about how and through whom we get activated. That clause will need to be coordinated with the County EOC.
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ToDo List...

- Treat your MOUs as living documents. Not to be written and then placed on a shelf to get dusty.
 - An MOU is a dynamic document. Be sure to expire them and write review expectations into them so you can be sure they reflect the current needs of your served agencies and your current abilities.
 - What MOUs do you have?
 - ARC?
 - Skywarn?
 - What MOUs should you have.
 - What repeaters do you regularly use?
 - How about your County Emergency Operations Center
 - And then update your internal documentation to mirror what you've agreed to.
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How To Get Started

- **Cheat**
 - (copy off someone else's paper)
- Read other memoranda and mimic their language
- A perfect place to start is at the ARRL website. All the Memoranda that the ARRL has with served agencies are posted on the web site. You may find that in some cases you don't need to create a MOU because one already exists and would make a good conversation starter with an existing service agency.
- For example ARRL already has an MOU with the American Red Cross. It is a great place to start the conversation with your own ARC chapter.
- MOUs can be found at <https://www.arrl.org/served-agencies-and-partners>
- You can find mine here: https://kc9unz.me/unified_ares_dicar_interhospital_mou/
- You can get links to this slide deck and other links here: <https://kc9unz.me>

Hospital Perspective

Steve Haskell, Safety & Emergency Management Officer, UW Health



Questions?

