



## **Communications Subcommittee Accomplishments and Recommendations**

*Attachment One Draft Letter of Understanding between Kaiser Permanente and Pasadena Radio Club*

### **LETTER OF UNDERSTANDING BETWEEN KASIER PERMANETNE SOUTHERN CALIFORNIA REGION AND PASADENA READIO CLUB-W6KA**

#### **PURPOSE**

It is understood that the purpose of the relationship between the Pasadena Radio Club (PRC)-W6KA and Kaiser Permanente Southern California Regional Amateur Radio Network (KPARN) is to facilitate the identification of licensed HAM Radio Operators who are members in good standing of the Pasadena Radio Club-W6KA, and who are interested in operating HAM Radio equipment on behalf of KPARN during emergencies and at other times. Additionally the Pasadena Radio Club-W6KA will support Kaiser Permanente's Regional Emergency Management Program by providing technical expertise/consultation

#### **PASADENA RADIO CLUB LIAISON**

The PRC-W6KA President, with the approval of the PRC-W6KA Board of Directors, will nominate a club member in good standing to serve as the Liaison to Kaiser Permanente Southern California Region (KPARN) through the latter's designated representative. The Liaison will serve on behalf of the Pasadena Radio Club President. The PRC-W6KA President will notify the Regional Emergency Preparedness Work Group Co-Chair of the name of the Liaison and of any change of the liaison within ten days of his/her appointment. If at any time and for any reason the Liaison is unacceptable to the Kaiser Permanente Regional Emergency Preparedness Work Group Co-Chair, notice of that decision shall be in writing to the President and shall be effective immediately upon receipt. It shall be the President's responsibility to notify the Liaison immediately thereafter.

#### **RESPONSIBILITIES OF THE PASADENA RADIO CLUB LIAISON**

- The Pasadena Radio Club Liaison will be a licensed HAM Radio Operator and a good standing member of the PRC-W6KA.
- Provide the Southern California Regional Emergency Operations Center Amateur Radio Program with HAM Operators who will conduct monthly equipment checks, participate in Kaiser Permanente drills and exercises, and be available to respond in any disaster impacting Kaiser Permanente Southern California Region.
- Provide technical expertise to the Regional Emergency Management Program-REOC Amateur Radio Program.
- Provide the Southern California Regional Emergency Preparedness Work Group assistance in finding local Amateur Radio Operators for Southern California Kaiser Permanente Medical Centers.
- If unable to serve as the Liaison to Kaiser Permanente Southern California Region, will immediately notify Kaiser Permanente Regional Emergency Preparedness Work Group Co-Chair.



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**RESPONSIBILITIES OF KAISER PERMANENTE SOUTHERN CALIFORNIA REGION**

- Provide the Pasadena Radio Club with Kaiser Permanente volunteer badge for use as identification when responding to the Primary and Alternate EOC locations.
- Ensure Kaiser Permanente Southern California Regional EOC-Amateur Radio Room and equipment is operable.
- Stock Kaiser Permanente Southern California Regional EOC-Amateur Radio Room with adequate supplies and resources to be used by the Pasadena Radio Club HAM Operators.
- Collaborate with Pasadena Radio Club to develop resource binder to be used by HAM Operators.

**LIABILITY**

Neither the PRC-W6KA nor its officers shall have any liability whatsoever for the actions or activities of its members who also are members of KPARN.

**TERMINATION**

Either the PRC-W6KA or KPARN may terminate the relationship between themselves for any reason whatsoever thirty days after written notices is made to the address herein above or sooner if both parties agree.

**NOTICE**

Any modification of this letter of understanding shall be in writing by first class mail, to the addresses listed below, including any changes in address. The designated representative of KARN shall receive a copy of the PRC-W6KA monthly newsletter. Publication of the annual change in the President of W6KA and of any change in the mailing address for PRC-W6KA published in the newsletter shall be considered sufficient notice to KPARN.

President, Pasadena Radio Club, Post Office Box 282, Altadena, CA 91003

Richard Trogman, Regional Operations Support Leader/ Regional Emergency Preparedness Work Group Co-Chair, 393 E. Walnut 4<sup>th</sup> floor, Pasadena, CA 91188

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President of Pasadena Radio Club-W6KA

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Date

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Regional Operations Support Leader/Emergency Preparedness Work Group Co-Chair

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Date