

PCOEM Communications

Meeting of the Leadership Council (LC)

June 12, 2014 -- 1800 hrs -- PECOC building

Draft notes (prepared by Jay Hand)

LC members present: Mike Boger, K7BUM  
Scott Boone, K7ADX  
Frank Brady, N0KWP  
Jim Christian, KE7VJW  
Dan Donnelly, KC7VDA  
Jay Hand, KG7JJH  
George James, KD7XP  
Bob Junke, K8NRT  
Ron Kalish, N7SPW  
Gary Keck, KE7DX

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Others present: Lin Donnelly, KF7CNR  
Henry Zappia, N7HND

1. Meeting was called to order in the Policy Room at 1807 hours.
2. Following the agenda prepared in advance by Greg Peters, the first topic to be addressed was "Bylaws".
  - Acknowledging the work that has already been done in developing bylaws, it was pointed out that having voluminous, highly-detailed bylaws implies that OEM Comm is a separate organization from OEM. Those present agreed that OEM Comm is a volunteer group that exists solely by authority of OEM, acts only at the behest of OEM, and is ultimately accountable to OEM. In short, OEM Comm is not a separate organization but is in fact a part of OEM.
  - A few, but not all, of the topics deemed appropriate for bylaws to address were identified: the authority to exist, mission statement, and the amendment process (because *laws* are involved, the process should not be easy).
  - The meeting process was discussed. George recommended that any leadership meetings, exclusive of those to review disciplinary or other personal issues, be conducted in full view of any of the membership who care to attend, so as to allow input from the floor on any agenda item. The Arizona Open Meeting Law was discussed at length as to whether OEM Comm, as part of OEM, is subject to it or not. Henry: does the fact that OEM Comm is comprised of volunteers have a bearing? Several people opined that the Law applies mainly to elected officials. Ron volunteered to do some research on the Law to determine its applicability to OEM Comm.
  - Because OEM Comm operates as part of OEM, all agreed (no formal vote was taken) that the bylaws should be simplified to address only those aspects of OEM Comm that need to be identified and documented as operational guidelines.
  - An added benefit of this work will be to satisfy one of the requirements for a club call sign. The club call N7OEM has been used regularly by OEM Comm ever since it was licensed by Tom Long

under the club name Tucson Amateur Radio Association. Although Tom has not requested that OEM Comm desist from using the call, the general feeling is that OEM Comm should pursue its own club call sign. Henry Zappia actually stepped out of the meeting and called Tom to ask if he would allow OEM Comm to assume trusteeship of N7OEM. The answer being noncommittal, the LC voted unanimously to have OEM Comm pursue its own club call sign, with the stipulation that the trustee always be a member of OEM.

- An item related to both the bylaws and club requirements is the Mission Statement. Jay introduced one that he created many months ago, and after a brief discussion and a few tweaks, the LC voted unanimously to accept the following as the Mission Statement:

The mission of PCOEM Communications is:

- (1) to provide amateur radio and other communication services when the Pima County Office of Emergency Management (PCOEM) requests such services
  - (a) during times of emergency when PCOEM either has or has not authorized the group to transmit in RACES
  - (b) in support of community events that can serve as training opportunities for the group
- (2) to take a lead role in maintaining and improving PCOEM's radio and other communications infrastructure

### 3. The next topic of discussion was "Organizational Chart".

- The aim of addressing this topic was to identify which positions in OEM Comm will be filled by the upcoming election.
- Much discussion revolved around Jay's recent letter to the LC in which he recommends simplifying the management structure by replacing the top positions (Director and two Deputies) with a single position held by a member of OEM staff.
- Gary expressed concern about span-of-control if there are too many Units reporting to the top position. Following discussion focusing on what Units those would be, it was determined that Public Relations was best handled as an embedded function, much like Training, and that Documentation plus the four Units in the Operations realm would be a reasonable span-of – control for the top position.
- The LC voted unanimously to proceed with only four electable positions: the Operations Units. The Documentation, Secretary, and Webmaster functions will be volunteer positions whose occupants will be sustained by the LC, which itself will undergo an evolution of sorts. Scott observed that OEM Comm is really a team of equals and that Unit Leaders need to understand that their roles are to guide and not to throw their weight around giving orders.
- It was agreed by all that expertise in specific areas, like radio programming, device repair, equipment suitability, deployment logistics, etc., will be discovered when the need arises, with no formal organization into units necessary.

### 4. Miscellaneous topics raised during the preceding discussions:

- Waiver of the ISP course requirement for long-time Home Unit members who may be physically challenged by spending hours in front of a computer screen or who question the benefit to them of learning all of that stuff. Familiarity with certain of the ICS forms was deemed to be more important than knowing about ICS and NIMS. The LC voted unanimously to waive the ISP course requirement for HU members who elect not to be available for deployment, so long as they participate in a class in which they are given a sufficient overview of ICS to understand the proper use and completion of the ICS forms they are likely to need or to encounter in their actions during an OEM Comm activation. Home-bound members will be accommodated via either hands-on

instruction or an audio/visual presentation. A "Quick Guide" to the forms will also be distributed to those who fulfill this class requirement.

- The preceding triggered the question of how someone showing up for deployment would be cleared for deployment, i.e., how would that person's qualifications for a particular task be known. The suggestion was made that colored dots affixed to one's badge could serve as indicators that he or she had completed certain training.
- Cross-training among the Operations Units is something that should be pursued. Dan emphasized that this is especially important for the Hospital Teams, because no two hospitals are set up exactly alike.
- The Toad needs brochures, a folding table and some kind of shade structure for public relations and recruitment efforts during deployments. Bob Junke volunteered to do the layout for a brochure if copy and pictures can be sent to him. Scott and others observed that the initial excitement is generated by personal contact and that the brochure is just a take-away.
- Henry informed that the link between 146.88 and 147.30 is automatically deactivated at 2000 and activated at 0700 every day. Henry also recommended that a State APS mobile radio and at least one more PCWIN mobile radio be added to the ACU rack in the Toad, and that 6 of the cache PCWIN portables be reprogrammed with the Staff fleetmap, which will give them the "Pima County OEM", "PCSD TalkPaths" and "Area Medical" zones. NOTE: The cache radios currently have zone "PC OEM", which contains only 3 of the 16 Groups in "Pima County OEM".

5. The final topic of discussion was "Elections".

- By the time this topic was reached, the meeting had run over by almost half an hour. The LC agreed that the election need not proceed in any different fashion from the one a year ago. Voting via e-mail is perfectly acceptable. In response to the suggestion, made at the last meeting of the membership, that an independent committee be created to validate the election, it was agreed that anyone questioning the election would be free to see the e-mail votes.
- With no nominations from the membership as of this meeting, it was suggested that a reminder be sent to voting members, with a deadline for receipt of nominations by OEM.

6. The meeting was adjourned at 2034.