



Region 5

County Fayette

**Department of Military Affairs**  
**Radio Communications System**  
**Memorandum of Understanding**



# **Department of Military Affairs**

## **Radio Communications System**

### **Memorandum of Understanding**

#### **1. Purpose**

This Memorandum of Understanding (MOU) is intended to document the intentions of the applicant agency's request for permission to operate on radio frequencies licensed and assigned to the Kentucky Army National Guard (KyARNG) by the Federal Communications Commission through the Army Frequency Management Office.

Requested frequencies will be utilized on the Department of Military Affairs Radio Communications System (DMARCS). This system is based on a Digital Narrowband Multicast platform consisting of 53 radio repeater sites. These sites are positioned around the 14 Kentucky Emergency Management (KyEM) Areas and are linked through the Kentucky Early Warning System (KEWS) microwave system to the Main dispatch console in Frankfort.

The applicant agency must agree to abide by the rules of use on this system. All radio equipment must be approved before use on this system and will meet the specifications listed by the Department of Military Affairs (DMA). These specifications are listed in section 4 of this document.

By virtue of signing and submitting this MOU, the applicant affirms it will comply with the operational and technical guidelines and the terms prescribed herein.

#### **2. DMARC System Use**

The system will be used for day-to-day operational communications. Dispatch services will be provided by KyEM Duty Officers and will include information sharing and situational awareness between users in the field and the State Emergency Operations Center (EOC) in Frankfort. Area patching for greater communication range and phone patching are also available if required. During response to emergency situations such as natural disasters (i.e., flooding, forest fires, tornadoes), plant explosions, or terrorist attack this system may become overloaded. During such critical times, proper utilization is essential for the users responding to the emergency. Therefore, call signs will be utilized with prior approval by the DMA Chief Information Officer (CIO). A list of users and corresponding call signs must be submitted with this agreement. A spreadsheet can be found in section 11 for this use.

This MOU establishes operational and technical guidelines to support all users of the DMARCS. This system will add a new dimension to our ability to provide effective and efficient communications, which will in turn improve Emergency Management operations and a higher level of protection for Kentucky's citizens and first responders.

### **3. Responsibilities of the Parties**

The Agency/User agrees to:

- A. Maintain their radio communications equipment in accordance with manufacturer and FCC specifications.
- B. Maintain reasonable security from loss or theft, and unauthorized use for all radio communications equipment operating on DMA frequencies.
- C. Immediately report to DMA any incident causing loss of control of any radio communications equipment operating on DMA frequencies.
- D. Submit a list indicating the number, make, and model of each type of radio communications equipment that will be programmed with KyARNG frequencies (i.e., 20 Motorola ASTRO mobile radios) – 10 Kenwood TK5310 Digital portables etc.....)
- E. Enable circuitry in radio communications equipment that would prevent transmitter hang-on in excess of two minutes. (Two Minute Time Out Timer)
- F. Submit updates when new radio equipment programmed with the KyARNG frequencies is brought into service and as old systems are retired.
- G. Use “Plain English” for all voice transmissions (no 10 codes).
- H. Refrain from “in-house” radio traffic not pertaining to a Disaster Response/Coordination incident.
- I. Notify the KyEM Duty Officers as soon as frequency cross-connects are no longer required.
- J. Insure that frequencies and associated code plugs are not released to unauthorized personnel/users.
- K. Agree to use AES encryption to prevent local traffic from being heard at the EOC console.
- L. Two way radios used on the DMA system must be configured to enable the digital option to provide PPT ID’s and to allow Dispatch the capability to alert, check radio, and disable radio if the radio is determined to have been causing disruption on the system.
- M. Participate in state-wide and regional interoperability two-way radio tests and exercises.
- N. Yield to emergency two-way radio traffic as required.
- O. Subscribe to NIMS methodology and training requirements for emergency communications in Kentucky.

## **DMA agrees to:**

- A.** Secure and maintain FCC licensing for all KyARNG frequencies subject to this MOU.
- B.** Coordinate, license and maintain any additional frequencies needed in the future to facilitate the DMARCS wireless communications network.
- C.** Incur expenses associated with securing, licensing, and maintaining the DMARCS wireless communications network.
- D.** Use “Plain English” for all voice transmissions.
- E.** Provide dispatch services, assistance, and cross connects as required by system users.
- F.** Identify inappropriate use of the DMARCS and mitigate future occurrences.
- G.** Mitigate contention of the DMARCS Channels by exercising discipline over the radio communications network.
- H.** Minimize system traffic to ensure ability for maximum usage during emergency situations.
- I.** Provide basic operational use training assistance
- J.** Provide for an open environment for determining operational procedures for interoperability during disasters and emergency operations.

## **4. Basic Radio Specifications**

The following specifications are required for full functionality of the system.

**Two-Way Radios must be capable of transmitting and receiving in the 138-148 MHz frequency range and have the following features:**

- Conventional P25 VHF;
- Digital CAI operation;
- Vote scan;
- Multiple key;
- AES encryption; and
- Enhanced Digital ID

## **5. MOU Submission**

This MOU should be completed and returned, along with information requested, to the following address:

Kentucky Department of Military Affairs  
KY-J6-CIO  
100 Minuteman Pkwy.  
Frankfort, KY 40601

## 6. Period of Agreement

This agreement will be effective when signed by both parties and approved by the DMA CIO and may be terminated at any time by either party via written notification.

This MOU will be reviewed periodically to ensure compliance and current applicability. Comments and recommendations for revision will be forwarded to the DMA CIO for consideration. Any participating agency failing to maintain a current agreement may not be allowed to renew and may, as in a case of blatant misuse, suffer immediate cancellation.

## 7. Terms of Agreement

Use of KyARNG radio frequencies, other than under terms listed herein by the applicant agency, is prohibited and will be considered a violation of the agreement. Any such violation by the applicant agency will result in automatic termination of this agreement.

Any willful violation of FCC Rules or Regulations by the applicant agency will be considered a violation of the agreement and will result in automatic termination of this agreement. Any terms of this MOU found to be inconsistent or in conflict with any current DMA directives or policies may be deemed invalid by the DMA CIO. However, in such instances, remaining terms will remain in effect.

## 8. General Applicant Agency Information

Date Submitted: June 2018

Agency Name: Lexington Fayette Urban County Government Emergency Management

Street Address: 115 Cisco Rd

City, State, Zip: Lexington, KY, 40504

Is the Applicant a State Agency?  Yes  No

What type of Agency are you? (Check all that apply)

- Law Enforcement
- Fire
- Emergency Medical
- Emergency Management
- Disaster Response
- Military
- Other Governmental, (provide type) \_\_\_\_\_

What is your Geographical area of responsibility? (Check all that apply)

- Local
- City
- County
- Regional
- Statewide (Mutual Aid)
- Other (specify) \_\_\_\_\_

## 9. Agency Liaison and Standing DMA Committee Members

To facilitate the implementation of this MOU, the applicant agency and DMA each agree to designate a liaison officer to serve on a standing committee that will meet as needed, but no less than once a year. Matters of consideration are to include a review of each agency's participation in the MOU, an assessment of the effectiveness of the agreement, and modifications that may be necessary. The standing committee reserves the right to meet as needed, upon timely notification, to address specific cases of noncompliance or other issues of an urgent nature.

**Applicant Agency Liaison Officer** (*assigned by Agency*):

Name: Stephen E Bishop

Phone: (859) 396\_3756 Email: sbishop@lexingtonky.gov

Effective Date of Assignment: Nov 6 2017

County: Fayette

**Kentucky Department of Military Affairs Sponsor** (*DMA representative*) (Usually Regional Response Manager)

Name: Vicki Sanderson

Signature \_\_\_\_\_

Phone: ( 502) 330 - 4153

Email: vicki.l.sanderson5.nfg@mail.mil

Effective Date of Assignment: \_\_\_\_\_

**Kentucky Department of Military Affairs Liaison Officer** (*assigned by DMA*):

Name: David L Barker

Signature \_\_\_\_\_

Phone: \_\_\_\_\_

Email: david.l.barker12.mil@mail.mil

Effective Date of Assignment: \_\_\_\_\_

## 11. Approval and Acceptance of Applicant Agency Officials

I hereby certify that the radio equipment listed above meets the specifications describe by DMA and is suitable for use on the Department of Military Affairs Radio Communication System. I further agree that I will take this piece of two-way radio equipment out of service immediately if it is found to be out of tolerance, causes interference with other similar radio equipment or is determined to not be type accepted.

I furthermore indicate that as the executive authority in this agency all subordinate employees granted access to these frequencies have received, or will receive, National Incident Management Systems (NIMS) training prior to using these frequencies.

I, as the executive authority to enter into formal agreement, and on behalf of the employees of my agency who will have access to radios listed in this MOU, hereby accept and agree to abide by all terms contained within this agreement.

**Applicant Agency Executive Authority:** Jim Gray

**Title of Executive Authority:** Mayor **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Communications Information Officer for DMA

I, as the CIO of the Department of Military Affairs, am hereby granting permission for the applicant agency to transmit/receive on the frequencies that have been approved for use on the Department of Military Affairs Radio Communications System.

\_\_\_\_\_  
**Todd Ewing, LTC, KyARNG**  
**Chief Information Officer**  
**Kentucky Department of Military Affairs**

\_\_\_\_\_  
**DATE**









11. Applicant Agency Call Sign and Digital ID

LFUCG Radio Number Call Sign	Name / Position	Radio S/N	DMARCS Number Digital ID	Notes
840	LFUCG-DEM	A40200047913		
841	LFUCG-DEM	A40200047833		
841	LFUCG-DEM	A40200048352		
843	LFUCG-DEM	A40200047700		
844	LFUCG-DEM	A40200047893		
845	LFUCG-DEM	A40200048392		
846	LFUCG-DEM	A40200048349		
847	LFUCG-DEM	A40200047643		
848	LFUCG-DEM	A40200047964		
849	LFUCG-DEM	A40200047765		
850	LFUCG-DEM	A40200047890		
851	LFUCG-DEM	A40200047811		
852	LFUCG-DEM	A40200047882		
853	LFUCG-DEM	A40200047934		
854	LFUCG-DEM	A40200047990		
2444	Fayette EOC ESF-2	B9900055		LFUCG-DEM EOC ESF-2 VHF radio
2494214	LFUCG-DEM	B0200214	?? 263317 ??	* * * Radio currently works on the system. Please confirm existing ID * * *
2494213	LFUCG-DEM	B0200213	?? ??	* * * Radio currently works on the system. Please confirm existing ID * * *
2494495	LFUCG-DEM	A9900495	?? ??	* * * Radio currently works on the system. Please confirm existing ID * * *
4852	Div. Director's vehicle	A4010106126	?? ??	* * * Radio currently works on the system. Please confirm existing ID * * *
4503	Div. "On Call" Vehicle	A40201016121	?? ??	* * * Radio currently works on the system. Please confirm existing ID * * *