



TOWN POLICY

POLICY NUMBER: 2401

REFERENCE:
Council 475.10.99

ADOPTED BY:
Town Council
19 June 1991
6 October 1999

PREPARED BY: Administration

DATE: 19 June 1991

TITLE: Radio System Operations

PAGE 1 OF 6

Policy Statement

The Town of Strathmore, being the radio license holder of the radio system, will provide guidelines for the operation, maintenance and regulation of the radio system.

1. **Definitions**

- 1.1 Approval means approval in writing from the Director.
- 1.2 Common Radio System shall mean the VHF equipment utilized by the User Groups and shall be limited to the Radio Shack and its appurtenances, the VHF repeater and the MRTI (Telephone Interconnect). The UHF equipment utilized by User Groups shall be limited to the Radio Shack and its appurtenances, and the UHF repeater.
- 1.3 Director means the Director of Disaster Services for the Town of Strathmore, or his designate.
- 1.4 I.C means the Industry Canada.
- 1.5 I. C. Procedures means the proper radio procedures laid out in I.C. regulations.
- 1.6 Operator means the Town of Strathmore.

- 1.7 Radio System means any radio systems, operated under the Town of Strathmore I.C. license.
- 1.8 User/Users means any individual making use of the Radio System with the approval of his User Group.
- 1.9 User Group means any organization making use of the Radio System with approval of the Operator.

2. **Responsibilities**

2.1 Director

- 2.1.1 To monitor, supervise and enforce proper use of the Radio System.
- 2.1.2 To operate and maintain the Common Radio System and deliver any malfunctioning Common Radio System Equipment to the supplier for replacement and/or repair.
- 2.1.3 To prepare, in consultation with the User Groups, a proper protocol to be used in dispatching services.
- 2.1.4 To make available I.C. regulations/procedures on the use of the Radio System.
- 2.1.5 To present all pertinent information for the cost of operating, maintaining, replacement and/or repair of the Common Radio Equipment to the Director of Finance, who in turn will bill the User Groups in accordance with the cost sharing as stated in this Policy.
- 2.1.6 To take disciplinary action for misuse of the Radio System by the User Groups in accordance with the disciplinary portion of this Policy.
- 2.1.7 To negotiate and provide for interaction with other licensed Radio Systems through Mutual Aid Agreements.
- 2.1.8 To keep proper inventories of all radio equipment and have the Radio System properly registered with I.C.

2.2 User Groups

- 2.2.1 Shall sign a User Group Agreement with the Operator.

- 2.2.2 Shall operate radio equipment owned by the User Group and licensed under the Radio System in accordance with this Policy.
- 2.2.3 Shall instruct its personnel in proper use of the Radio System in accordance with I.C. regulations and procedures.
- 2.2.4 Shall store and maintain adequate equipment backup to Users.
- 2.2.5 Shall be responsible to deliver their malfunctioning equipment to the supplier so that it may be replaced and/or repaired and the supplier shall bill User Groups directly for their replacements or repairs.
- 2.2.6 Shall make payment of their share of the cost of the operation, maintenance, replacement and/or repair of the Common Radio System within 30 days of invoicing by the Operator.
- 2.2.7 Shall take disciplinary action, as stated in this Policy, against Users who have used equipment in an inappropriate manner.
- 2.2.8 Shall supply the Operator with yearly updates of equipment list to allow for licensing.

2.3 Individual Users

- 2.3.1 Shall utilize radio equipment for working and emergency situations only.
- 2.3.2 Shall inform his User Groups of malfunctioning equipment and present it for replacement and/or repair.
- 2.3.3 Shall be responsible for the proper care of any issued equipment and its safekeeping.

3. **Maintenance**

- 3.1 The Operator will maintain the Common Radio System and keep records of every repair, part, purchase or replacement of the Common Radio System Equipment and bill the User Groups in accordance with this Policy;
- 3.2 Each User Group shall be responsible for the repair/replacement of their equipment and be responsible for payment of the same.

- 3.3 Maintenance and billing will be reviewed at each of the annual User Group Meetings.

4. **Radio System Cost Share/Operation**

4.1 Cost Sharing

4.1.1. The costs of the Common Radio System purchase, operation and maintenance shall be shared by the Operator and User Groups according to Schedule "A". These rates will be reviewed regularly by the Town and presented to the User Groups prior to ratification by Council.

4.1.2 Insurance for the Radio System shall be provided by the Operator and insurance costs billed to the User Groups in accordance to the cost sharing ratios for the Common Radio System.

4.1.3 The license for the Radio System will be paid by the Operator and billed to the User Groups as follows:

4.1.3.1 User Group owned equipment will be paid for fully by the User Group.

4.1.3.2 Common Radio System will be billed to the User Groups as per the cost sharing in Schedule "A".

5. **Radio System Operation**

5.1 Any User Group may remove themselves from the system on twelve (12) months written notice.

5.2 Radios and equipment shall be issued to the User by the User Group. The User shall be required to sign for the equipment.

5.3 Any equipment lost shall be replaced and paid for by the User Group.

5.4 No personal communication will be carried over the radio system and User Groups shall comply with I.C. procedures.

6. **Discipline**

6.1 Violation of I.C. procedure in relation to and/or violation of procedures of this Policy will be dealt with by the Director in the following manner:

6.1.1 First Offense: verbal warning to the User. This offense will not be considered as an offense after a 12 month period has elapsed.

6.1.2 Second Offense within a 12 month period: written warning to the User Group/User.

6.1.3 Third Offense within a 12 month period will be dealt with in the following manner:

6.1.3.1 The User will return the equipment to the User Group. If the User owns the equipment the Director will remove the User from the Radio System and inform I.C.

6.1.3.2 The Director may remove the User Group from the Radio System and inform I.C. of the removal of the User Group from the Radio System.

6.1.3.3 Where the Operator is in danger of losing its radio license due to the actions of a User Group or User, the Director may immediately remove the User Group or User from the Radio System.

6.2 The User Group shall assist the Operator in enforcement of disciplinary measures.

7. **In Case of Local Emergency**

7.1 In cases where a local emergency has been declared, the entire Radio System, including disposition and use of equipment, will be controlled by the Director.

7.2 Where the local emergency occurs in a municipality other than the Town of Strathmore the Director may provide radio services in accordance with mutual aid agreements.

7.3 Control will be exercised through the Emergency Operations Centre located in the Strathmore Municipal Building or a location designated by the Director.

8. **End of Policy**

**SCHEDULE "A"
POLICY #2401**

VHF USER GROUP

User Group

% of Contribution

DIRECTOR OF DISASTER SERVICES
WADEMSA
FIRE - TOWN
FIRE - RURAL
S & D HEALTH SERVICES

10.00%
25.00%
25.00%
25.00%
15.00%

TOTAL

100.00%

UHF USER GROUP

User Group

% of Contribution

DIRECTOR OF DISASTER SERVICES
PARKS
PUBLIC WORKS
UTILITIES

5.00%
25.00%
35.00%
35.00%

TOTAL

100.00%

UHF/VHF USER GROUP

User Group

% of Contribution

VHF Users
UHF Users

73%
27%

TOTAL

100%