

Memorandum of Understanding

Between

**The City of Bowie, Texas
Office of Emergency Management (OEM)**

and

Clay County, Texas

This Memorandum of Understanding (MOU) sets forth the terms and conditions between the City of Bowie, Texas Office of Emergency Management (OEM) and the requesting agency/jurisdiction regarding the deployment of the City of Bowie, Texas Office of Emergency Management's (OEM's) Incident Support Team (IST).

Introduction

This agreement is intended to facilitate the deployment of the Incident Support Team (IST) during an incident or event which impacts the requesting agency/jurisdiction by outlining the services available and the conditions affecting their provision.

Available Services

The City of Bowie, Texas Office of Emergency Management (OEM) Incident Support Team (IST) maintains the capability to provide the following services:

- 1) Very High Frequency (VHF) analog tactical repeater communications utilizing the Texas VHF tactical interoperability repeater channels (VTAC 33, 34, 35, 36, 37, & 38).
- 2) Very High Frequency (VHF) and Ultra High Frequency (UHF) public safety radio communications in analog and P25 digital modes.
- 3) 2-meter and 70-centimeter amateur radio communications in analog and D-Star digital modes.

- 4) General Mobile Radio Service (GMRS) radio communications in analog mode.
- 5) Electrical power generation via portable gasoline/propane generators, solar power systems, lithium-ion battery power stations, and power inverters capable of supporting radio communications and LED lighting.
- 6) Shelter, LED lighting, tables, and seating suitable for an Incident Command Post (ICP) Communications Unit.
- 7) Transportation of the needed equipment and supplies via a dedicated enclosed trailer.

Responsibilities

The City of Bowie, Texas Office of Emergency Management (OEM) will be responsible for the following:

- 1) Maintaining the necessary equipment in a readily deployable condition.
- 2) Transporting the necessary equipment to and from the incident site.
- 3) Set-up and breakdown of the necessary generators, lighting, power supplies, radios, and antenna systems.
- 4) Assisting incident command/unified command staff with radio communications.
- 5) Maintaining authority from the Statewide Interoperability Coordinator (SWIC) to utilize statewide interoperability public safety radio channels.
- 6) Maintaining a valid Federal Communications Commission (FCC) license permitting operation on amateur radio frequencies (if needed).
- 7) Maintaining a valid Federal Communications Commission (FCC) license permitting operation on General Mobile Radio Service (GMRS) frequencies (if needed).

The requesting agency/jurisdiction will be responsible for the following:

- 1) Utilizing the principals of the Incident Command System (ICS) as described in the National Incident Management System (NIMS) to organize and coordinate the incident response.
- 2) Providing a secure environment in which to establish the Incident Command Post (ICP).
- 3) Allowing City of Bowie, TX Office of Emergency Management (OEM) employee(s)/volunteers access to the Incident Command Post (ICP).

- 4) Providing approximately 50 gallons of water with which to fill weight bags for use in stabilizing radio antennas and canopies.

Policy

For the first 12 hours of the deployment of the Incident Support Team (IST), the City of Bowie, Texas Office of Emergency Management (OEM) shall be responsible for all related expenses (employee compensation/benefits, meals, lodging, cost of equipment, equipment maintenance/repair, vehicle maintenance, and fuel).

If the requested deployment of the Incident Support Team (IST) lasts more than 12 hours, the requesting agency/jurisdiction will be responsible for reimbursing the City of Bowie, Texas for all related expenses (employee compensation/benefits, meals, lodging, cost of equipment, equipment maintenance/repair, vehicle maintenance, and fuel) thereafter and for the remainder of the deployment. If this occurs, the City of Bowie, Texas Office of Emergency Management (OEM) will provide the requesting agency/jurisdiction with an itemized written invoice suitable for submission in support of a Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant or Fire Management Assistance Grant (FMAG).

Throughout the deployment of the Incident Support Team (IST), employees of the City of Bowie, Texas will remain under the City of Bowie, TX's Worker's Compensation coverage.

Assistance Request

To request assistance under this memorandum of understanding (MOU), the Emergency Management Coordinator (EMC), Incident Commander (IC)/Unified Commanders (UC's) (or their designee) for the requesting agency/jurisdiction shall:

- 1) Contact the City of Bowie, Texas Emergency Management Coordinator (EMC) at (940) 977-4941 (cell).
- 2) Provide a brief situation report.
- 3) Specify the desired deployment location.
- 4) Advise with whom the Incident Commander/Unified Command needs to communicate (Montague County Fire Dispatch, Montague County Fire Departments, Montague County Sheriff's Office, City of Bowie Police

Department, Texas Department of Public Safety, Texas Division of Emergency Management, Texas Forest Service, etc.).

- 5) Upon arrival at the Incident Command Post (ICP), the City of Bowie, Texas Emergency Management Coordinator (EMC) will check-in with the Incident Commander (IC), Unified Command (UC), Operations Section Chief (OSC), Logistics Section Chief (LSC), and/or Communications Unit Leader (COM-L) as applicable.

MOU Reviews and Updates

Once enacted, this memorandum of understanding will be reviewed annually and updated every five years.

MOU Termination

This memorandum of understanding may be terminated by either party without cause at any time.

Approval and Implementation

This memorandum of understanding will take effect immediately upon signing by the following parties:

Gaylynn Burris
Mayor
City of Bowie, TX

Richard K. Higgins, TEM
Emergency Management Coordinator
City of Bowie, TX



Name
County Judge
Clay County, TX



Keith Burch
Emergency Management Coordinator
Clay County, TX