

Appendix B

Memorandum of Understanding Template

On State Interoperability Executive Committee or RPC Letterhead

Minimum Criteria Required in the MOU

TO: (signer of application and title)
 (agency name)

FROM: (name), Chairman

DATE: (mm/dd/yyyy)

SUBJECT: Memorandum of Understanding for Operating the 700 MHz Interoperability Channels

This memorandum of understanding (hereafter referred to as MOU) shall be attached to the application when submitting it. By virtue of signing and submitting the application and this MOU, (agency name) (hereafter referred to as APPLICANT) affirms its willingness to comply with the proper operation of the Interoperability (interoperability) channels as dictated by the Region Planning Committee (here after referred to as RPC) as approved by the Federal Communications Commission (hereafter referred to as FCC) and by the conditions of this MOU.

The APPLICANT shall abide by the conditions of this MOU which are as follows:

- To operate by all applicable State, County, and City laws/ordinances.
- To utilize “plain language” for all transmissions.
- To monitor the Calling Channel(s) and coordinate the use of the Tactical Channels.
- To identify inappropriate use and mitigate the same from occurring in the future.
- To limit secondary Trunked operation to the interoperability channels specifically approved on the application and limited to channels listed below.
- To relinquish secondary Trunked operation of approved interoperability channels to requests for primary conventional access with same or higher priority.
- To mitigate contention for channels by exercising the Priority Levels identified in this MOU.

The preceding conditions are the primary, though not complete, requirements for operating in the interoperability channels. Refer to the Region Plan for the complete requirements list.

Priority Levels:

1. Disaster or extreme emergency operation for mutual aid and interagency communications;
2. Emergency or urgent operation involving imminent danger to life or property;
3. Special event control, generally of a preplanned nature (including Task Force operations)
4. Single agency secondary communications (default priority).

To resolve contention within the same priority, the channel should go to the organization with the wider span of control/authority. This shall be determined by the State Interoperability Executive Committee or RPC for the operation or by the levels of authority/government identified in the contention.

For clarification purposes and an aid to operate as authorized, any fixed base or mobile relay stations identified on the license for temporary locations (FCC station class FBT or FB2T, respectively) shall remain within the licensed area of operation. Similarly, vehicular/mobile repeater stations (FCC station class MO3) shall remain within the licensed area of operation. Federal agencies are permitted access to interoperability channels only as authorized by 47 CFR 2.102 (c) & 2.103 and Part 7.12 of the NTIA Manual.

Any violation of this MOU, the Region Plan, or FCC Rule shall be addressed immediately. The first level of resolution shall be between the parties involved, next the State Interoperability Executive Committee or RPC, and finally the FCC.

Secondary Trunked Channels¹

7GTAC05 - Channel 23 & 24

7GTAC35 - Channel 657 & 658

7GTAC07 - Channel 103 & 104

7GTAC37 - Channel 737 & 738

7GTAC09 - Channel 183 & 184

7GTAC39 - Channel 817 & 818

7GTAC11 - Channel 263 & 264

7GTAC41 - Channel 897 & 898

(typed or printed name of authorized signer)
(authorized signer identified above and consistent with application)
(date)
(agency name)
(agency address)
(agency address)
(agency address)
(agency address)
(signer's phone)
(signer's email address, if available)

¹ As adopted by the FCC in the 4th MO&O, WT Docket 96-86 dated March 5, 2002.