

Effective: July 20, 2011

Amended: January 24, 2018

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Page **1 of 4**

Emergency Services Communication Equipment

PURPOSE

Vulcan County seeks to deliver a state-of-the-art two way radio communications system to be used by the emergency services that operate within Vulcan County. Vulcan County strives to provide quality and reliable services in a cost efficient manner.

Policy

Vulcan County shall manage and maintain all two way radio equipment and activities for the emergency services that our using the Vulcan County supplied equipment. Vulcan County will be responsible for conducting periodic maintenance and inventory on the two way radio system.

Definitions

Two Way Radio System – A combination of mobile, portable, and base station radios that when used together, enable the workgroup to efficiently communicate over a large area without being at the same physical location.

Two Way Radio – A wireless communications device used to transmit and receive voice messages over airwaves.

Base Station Radio – A two way radio permanently mounted in a building that can be used to communicate to other two way radio units.

Mobile Radio – A two way radio permanently mounted inside a vehicle used to communicate with other mobile, base station or portable radio units.

Portable Radio – A two way radio that can be carried or worn so that the user's communication is not limited by the location of the radio and can be used to talk to other portable, mobile, or base station radios.

Pagers – A wireless communications device used to receive voice messages over airwaves.

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Page **2 of 4**

Industry Canada Radio License – A legal authorized license issued by the Federal Government to operate a two way radio communication system on a specific radio frequency.

Ancillary Equipment – Towers, grounding systems and power systems.

Procedure

- 1) All two way radio and equipment repair shall be requested to the Vulcan County Protective Services Coordinator for the following:
 - a) Installation, removal and programming of two way radio and ancillary equipment
 - b) Repair and maintenance of two way radio and ancillary equipment
 - c) Installation and removal of other related equipment
- 2) Vulcan County will be responsible for procurement and selection of qualified vendors to provide two way radio communication equipment repair and maintenance service.
- 3) All cost associated with repair and maintenance will be as follows:
 - a) Vulcan County owned equipment – all costs will be the responsibility of Vulcan County
 - b) Department owned equipment – all costs will be the responsibility of the department
 - c) Leased equipment – all costs will be the responsibility of the leaser
- 4) Vulcan County shall be included in the procurement of all two way radio equipment for the emergency services that operate within Vulcan County:
 - a) All procurement shall be in accordance with the Vulcan County procurement policy
 - b) Vulcan County shall approve all fire department communication equipment procurement to ensure the system compatibility and interoperability
 - c) Vulcan County shall provide technical assistance in acquiring standardized two way radio equipment
- 5) Vulcan County will be responsible for periodic inventory of two way radio and ancillary equipment.
 - a) Vulcan County is responsible for maintaining a complete inventory of all communication equipment that is purchased by Vulcan County.

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Page **3** of **4**

- b) Each fire department is responsible for maintaining current inventory of all communication equipment that they receive from Vulcan County. The following information is required:
 - i. Serial number
 - ii. Brand and model number
 - iii. Date received
 - iv. Assignment information (i.e. vehicle assignment, or member assignment)
 - c) An annual inventory of all communication equipment is required from each fire department
 - d) Vulcan County will coordinate disposal of obsolete and irreparable equipment
 - e) Donated equipment will be maintained and accounted for by each department
 - f) Any unused communication equipment shall be returned to the Vulcan County Office so it can be allocated to another fire department if needed
- 6) Vulcan county will ensure the proper usage and care of the communication equipment:
- a) All department personnel shall utilize the two way radio equipment for the purpose of emergency services business only
 - b) All assigned equipment shall be kept in good working condition by the member
 - c) Any cost associated with the misuse and abuse of the two way radio equipment shall be the responsibility of the member
 - d) All lost and vandalized equipment will require the fire chief to file a report to the Vulcan County Office
- 7) Vulcan County will be the liaison with Industry Canada to ensure that all two way radio frequency licenses issued to the emergency services are maintained for the legal operation of the communication system. Vulcan County will maintain a complete inventory of all licenses and any request for new licenses on behalf of the emergency service shall be approved by Vulcan County.
- 8) Each fire department and local agency using the communication system shall be responsible for the annual payment of the Industry Canada Radio License. Licenses will only be maintained where applicable.
- 9) All operations of the two way radio equipment are subject to the rules and regulations of the Federal and Provincial governments.

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Page **4** of **4**

Appendix A