EC REPORT - INSTRUCTIONS

The Monthly EC Report provides a summary of activities for the prior month. It is used to provide County OEM with visibility of Amateur Radios contribution to preparedness. EC's are encouraged to provide this information to their city contacts as well.

The report is due by the 8th of the following month. It should be completed by the EC or their designee for the city, ADECs for their non-city related efforts, and the Hospital Coordinator for Hospital Nets and related hospital drills or activations.

Field 1) Enter the total number of ARES/RACES members in your organization. This should be the number of active members that you could call on during an activation. If you have someone on your roster and they have not been active for several years you probably do not want to count them.

Field 2) Select net.

Field 3) If other was selected above, enter your local net name.

Field 4) Total number of weekly/monthly net sessions your jurisdiction held. This number is not automatically added to Field 5 but needs to be added.

Field 5) Total number of drills, nets, and training sessions your members took part in during the month along with the person-hours for these activities.   Include weekly nets from Field 4, city and county training classes, and drills/exercises.

Weekly Nets   Number of nets in the month. Person-Hours are the number of nets times the average number of net participants times the length of the net.

e.g., 4 nets; average of 16 participants; net last 15 minutes (1/4 of an hour)
    4 * 16 * .25 = 16 Person Hours

Drills   Number of drills in the month. Person-Hours are the number of drills times number of drill participants times length of the drill.

e.g., 1 drill; 13 participants; drill lasted 2 hours
    1 * 13 * 2 = 26 Person Hours

Training   Number of training classes in the month. Person-Hours are the number of classes times the number of class participants times the length of the class.

e.g., 2 classes; 6 participants in one class and 4 in the second; class was 3 hours long
    1st class – 6 * 3 = 18 Person-Hours
    2nd class – 4 * 3 = 12 Person-Hours

Total Person-Hours reported for the above activities = 72 hours

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Field 6) Number of public service events your members took part in during the month along with the person-hours for these activities.   This would include all events that have a public benefit that are not RACES activations (parades, races, street fairs, etc.)

Field 7) Number of emergency operations your members took part in during the month along with the person-hours for these activities.

Field 8) Number of hours in Planning & Administrating training, drills, and activities.

Frequently Asked Questions

1. Local hams participate in the hospital nets, should their hours be included in my report to the county?

   No, the Hospital Net Coordinator or Hospital Net NCO reports on the Hospital Net participation.

2. Should cities report participation in the weekly packet net to the county?

   No, a report is provided by the Packet NCO.

3. Drills often require prep time, especially for the drill organizer. Would those hours be covered in Field 8?

   Yes.

4. Would equipment maintenance be considered part of Administrating in Field 8?

   Yes.

5. There are multiple SPECS nets on Monday night: SPECS UHF/220 from 7:30 to 8, SPECS local city net from roughly 8 to 8:30 pm. Do we count that as one or two nets

   Since these voice nets are all related to the Monday night check-in, it is considered one net.

6. Does travel time count?

   Little to no learning or experience is gained from the travel so it should not be counted.

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Frequently Asked Questions (continued)

7. We have operators that participate in the Bay Area Hospital net at noon on the 4th Friday. Would their hours be reported to the county (since it's separate from the county hospital net.)

    Some of our hams take part in public service events outside of the county, should those hours be included?

    If the activity/event provides the participants with the opportunity to gain experience that makes them better operators, then that time can be included. The EC needs to make that determination.