South County ARES

Resources for Members

Madeline Lombaerde KD6JTU
January 20, 2011

SCARES Membership Needs

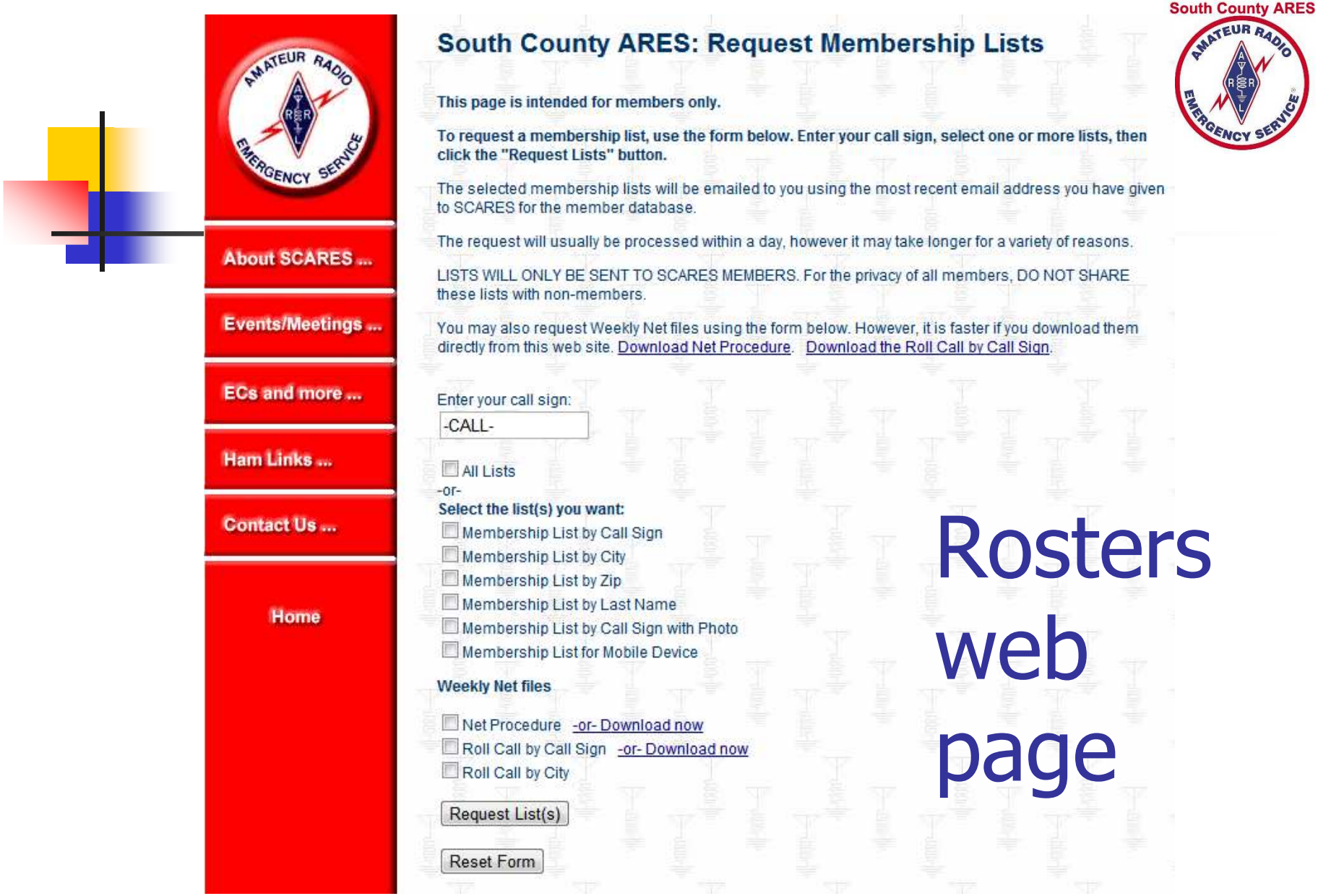
- Frequencies
- Event dates & contacts
- Emergency Procedures
- Way to contact other members
  - Emergency call outs: phone tree, city-wide
  - Switch net control assignments
  - Get or give help with radio, net, …
- Training, tips, how-to's, where-are's

Resources

- Membership Lists
- Net Procedure and roll call lists
- Newsletter
- Web site
- Dropbox

Membership Lists + Net

- What's available
  - Name, address, phone, email (called "Rosters")
    - Sorted by call sign, last name, city/zip
    - With and without photo
  - Weekly Net Roll call: by call sign, by city
- How to get lists
  - Web site unpublished link
  - Email with special keywords (see last page of any newsletter)
  - Special Net-related email addresses



Rosters web page

Last Page of any Newsletter

How To Get SCARES Membership Reports [For Members Only]

by Madeline Lombaerde, KD6JTU

To get one or more membership list(s) by email, do the following:

Send an email message as follows:
TO: kd6jtu@arrl.net
Clicking on this link will create an email with the Subject set to all but two of the reports (below).*

Set the **SUBJECT:** to one or more of the following keywords:

RosterByCall
RosterByCity
RosterByZip
RosterByLast
RosterWithPhoto*
Roster4Palm*
RollCall4Net
RollCallByCity
NetProc

["Roster" reports contain contact info. Clicking on a keyword link will set up email with Subject set to that keyword.]

Do NOT put spaces inside the keywords. You can separate *multiple* keywords on the SUBJECT line with either commas or spaces.

Make sure the **FROM:** field of your message contains the same email address that you gave to SCARES in your membership application. Member reports are not sent out to non-SCARES members.

That's it! *DO NOT include anything in the message body.* **The body of the message is ignored, so don't send a note in the body --- I won't see it!**

It may take several days to get the report: I have to check my email for the system to work.

Note: the reports are sent as PDF files. You must have the free Acrobat Reader installed. Download it from http://www.adobe.com/prodindex/acrobat/readstep.html

♦

REMEMBER:

SCARES information is ONLY for your personal or SCARES use. As a courtesy to your fellow SCARES members, it is not to be posted or displayed anywhere else without the permission of the SCARES Board. The information is provided electronically as an easy way to help keep members up to date on the latest membership and to reduce SCARES expenses.

Please note: the email links above will not work with web-based email. They work with POP-based programs like Outlook Express, Thunderbird, Eudora ...

Special Email Addresses

- weeklynet@k6mpn.org
  - SUBJECT must be set to SCARES-WeeklyNetPackage
  - Returns message with 3 attachments
    - Net procedure "net-proc.pdf"
    - Roll call in Call Sign order "rollcall.pdf"
    - Roll call in City order "rollcity.pdf"
- netcontrol@k6mpn.org: Assignments

Net Procedure

- General Information
  - Linked Frequencies
  - Location for Net
- Before Net: start this a day or so before
- Running the net:
  - Preamble
  - Roll call of Member Stations
  - Guest Station check-ins
  - Traffic
  - Late check-ins: member, non-member
  - Invitations to Guests
  - Closing

Net Procedure: General

- Linked Frequencies
  - Repeater: 444.50 + PL100
  - Remote base: 146.445 s PL 114.8
- Location for Net
  - Preferred: EOC or other installation
    - Belmont EOC
    - San Mateo EOC
    - RWC EOC
    - San Carlos EOC
    - Menlo Park/Atherton installations
  - Not recommended: home without base station

Net Procedure: Before

- Start "Before Net" a day or so before
- Get ***current*** copy of roll call list
  - Web site: roll call by call sign
  - weeklynet@k6mpn.org
    roll call by call and city, net procedure
  - Rosters web page
  - Dropbox SCARES-Members\WeeklyNet
  - Email request (see last page of newsletter)
- Find out who is NC for next week
  - netcontrol@k6mpn.org
  - Dropbox SCARES-Members\WeeklyNet
  - Newsletter ~
- Recommend asking another member to assist

Net Procedure: Before Net on Net Night

- Arrive at EOC around 7pm
- Listen for Link (comes up ~ 7:15 pm)
- Request a radio check – good idea to also get a time check
- Request a relay station
  - If no one volunteers, request members to jump in as "Relay" during net
  - Request Relay to notify you of "clipping"
  - DO NOT assign a non-member!
- Do NOT *request* Early Check-Ins

Net Procedure "Before"

SCARES Net Procedure

Revised: 1/19/2011

Linked Frequencies
VHF: 146.445 (simplex, PL 114.8)
UHF: 444.50 (PL 100 Hz, + offset)
Use the UHF frequency to conduct net whenever possible, especially at RWC PD.

Location
Whenever possible, the weekly net should be done from your city's EOC or any place where SCARES has an emergency station. This allows you to familiarize yourself with getting into the station and using the equipment. It also allows for testing the equipment.

Before Net *(start this a day or two before net)*

It is your responsibility to have a current copy of the Roll Call List. Don't count on finding one at the station. You can get the latest list from the SCARES web site at http://k6mpn.org/ or by sending an email to:

- weeklynet@k6mpn.org (returns 3 files: net-proc.pdf, rollcall.pdf, rollcity.pdf)
  -OR-
- kd6jtu@arrl.net with the Subject set to RollCall4Net.
  [Note: you must have your email address in the SCARES database to be allowed to obtain the list this way. To get a copy of this net procedure, use the keyword NetProc.]

Find out who is assigned as Net Control for the following week. You can find this information by sending an email to netcontrol@k6mpn.org to get the Net Control Assignments email . **Do not assume it is the next person on the roll call list.**

On Net Night

- Arrive early
- Have writing pad & pencils handy.
- Obtain a Radio Check.
- Assign a **SCARES Member** as a **Relay** Station.
  Ask Relay to let you know if your transmissions begin to "clip": that is, they start before the link comes up. ("…eard", instead of "Nothing heard"). **Note: do NOT assign a non-member as Relay.**
- Although we discourage early check-ins, you may receive some. Please mark early check-ins with "E". **Don't skip over Earlies when going through the roll call.**

Italicized words below are instructions for the net control operator --- **they are not to be read aloud**.

Tips

- Practice at home
- If new, ask for assistance from experienced member
- Review Net procedure ***before*** arrival at EOC
- Arrive early

Net Procedure "Preamble"

Preamble

All stations – All stations – All stations. This is *<your call>* *<your name>*, acting as the net control operator for the South County Amateur Radio Emergency Service net. This net is held every Monday night at 1930 hours local time. This is a directed net. Stations not participating are requested to stand by until this net is completed. Stations with emergency or priority traffic may break in at any time.

We are operating from *<your location>*. Our relay station will be *<relay station's call>*. We will take check-ins on 146.445 MegaHertz simplex with a PL of 114.8 Hz and on our club repeater with a frequency of 444.50 MHz, a plus offset, and a PL of 100 Hz. The 2-meter frequency is linked to the club repeater so we can hear check-ins from both frequencies on the repeater.

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Is there any emergency or priority traffic? Please come now. *<listen>*

Are there any ARRL officials that wish to check-in? *<listen>*

If they have traffic, advise them to give their traffic now.

Net Procedure: Running Net

- Member Roll Call: by call sign or city
- Call stations in order using call sign ONLY, *NOT Phonetically*
- Hold mike button 1 sec before talking
  - Think "one thousand"
  - Allows link to pick up between repeater and 2m remote base
  - Prevents "clipping": " … eard"
- If station checked in early, say so and move on
- Wait about 1-2 secs for check-in to start
  - Look for signal bars on radio (UHF and VHF sides)
  - Turn down volume on one side of dual band radio
- Acknowledge each check-in or say "Nothing Heard"
  - Lets Relay and member station know
  - If station has traffic, respond "Traffic noted"
- Allow Relay to check-in --- May have traffic!

Net Procedure: Roll Call

Roll Call

Roll call will be taken in alphabetical order. Responding stations please hold your mike button down for 1 second before you begin speaking. This will allow the repeater links to pick up. We have quite a few members checking in and in order to speed up the process, unless you have traffic, please respond with your call sign only. Stations wishing to pass traffic will be called, in order, after roll call. Please advise if you will be unable to remain on frequency for the duration of the net. Guests will be called **after** the member roll call.

Member stations, please check in as called:

*Proceed through Roll Call list, calling each member by their call sign. Remember to hold your mike button down for 1 second to allow the link to pick up. Please do **not** do the entire list phonetically --- it takes way too much time. Use phonetics only if you need to verify part of the call sign. Listen for about 2 seconds for each station to respond. Acknowledge responding stations by their first name, for example "Good evening, Bill". If you don't hear the called station, please respond with "Nothing heard". The reason for this is that if the member tried to check in but wasn't heard, they'll know they weren't checked in and Relay will also know you couldn't hear the check-in (Relay might hear something you can't). And, please **do not** ask each station if they have traffic: if they have traffic, they will say so when they check in. If someone was early, just say "xxxxxx was an Early".*

Check each member off on the Roll Call list and note if they have traffic. Allow the Relay station to check in just in case they want to pass traffic on the net.
Don't forget to give your call sign as identification every 10 minutes as per the FCC requirement.

***When you get to the person assigned to do Net Control the following week,** please remind him/her. If they can't do their assignment, it is their responsibility to find a substitute: you can invite them to poll the net during the time for traffic to see if someone is willing to sub for them.*

Tips

- Relax; don't rush
- Key up, think "one thousand"
- Don't skip Earlies when calling stations
- Don't skip yourself
- Let Relay check-in: Relay may have traffic
- Give FCC call sign every 10 min (:40,:50,…)

Net Procedure: Running Net

- Late Member Check-ins
  - Call by suffix groups: A-I, J-R, S-Z, A-Z
  - Acknowledge stations heard
  - Ask for any relays
  - Request specific station repeat if partial
- Guest Check-ins
  - Call sign phonetically, first name, location
  - Emphasize *"go slowly"*
  - Try A-I, J-R, S-Z groups

Net Procedure: Running Net

- Traffic
  - Call each with traffic, call sign order
  - Write down traffic in case "fill" needed
  - Station giving traffic: don't need permission to poll members
  - End with FCC call sign and "back to Net Control"
- Invitation to guests
- Closing

Net Procedure: Running Net

Late Member Check-ins

Are there any late member check-ins?

A through I only -- please come now. *<listen>*
J through R only -- please come now. *<listen>*
S through Z only -- please come now. *<listen>*
Any additional A through Z -- please come now. *<listen>* Any relay? *<listen>*

Acknowledge the responding stations. If there are doubles, try and pull out a few letters and a that station to come again. Use your relay station if you aren't sure.

Associate & Non-Member Check-in

That completes our regular membership roll call. If there are any guest stations who wish to check in, please give your call, phonetically, your first name, and your location. **Go slowly so Net Control can write your information down.** Please come now. *<listen>* Any relay? *<listen>*

Optional: Try asking for guests in call sign groups: A-I, J-R, S-Z

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Traffic

There is traffic.

Go down through the Roll Call List passing the net to each person with traffic in turn.

i.e. <call> go ahead with your traffic.

After last station has given traffic:

That completes our listed traffic. Is there any additional traffic? *<listen>*

Net Procedure: Closing Net

Invitation to Guests

We would like to thank our guests for checking in this evening. We invite you to join our net each Monday night.

*Give this invitation **only** if a Board member has not already given it.*

You are also invited to join us at our monthly meeting. We meet at the San Carlos City Hall, on the third Thursday of each month at 1930 hours. Does anyone have any questions about our meetings? *<listen>*

Closing

This is the last call for late member, associate member, or non-member check-ins. *<listen>*

Your net control station for next week will be *<call>*.

Thanks to *<relay station's call>* for being our relay station this evening.

This is *<your call>* net control for the South County Amateur Radio Emergency Service closing the net at *<time>* on *<date>*.

These frequencies are now available for normal use.

Thank you all for your participation and good evening.

***Count the number of check-ins**, noting the number of members, associates, and visitors. Don't forget to include yourself in the count. Mark this on your worksheet. Please fax a copy of your Roll Call worksheet to Madeline KD6JTU at [redacted]. If the voice mail message, press start/send on your fax machine.*

Thank you for doing Net Control!

Newsletter

- 6 issues per year
- PDF format
  - Sent by email
  - Posted on web site
  - Dropbox\SCARES-Members\Newsletters
- Regular features
  - Meetings and deadlines
  - Net Control Assignments – 4 months
  - Email and web site links
  - Event list
  - Birthdays
  - How to get lists, submit articles, training links

South County ARES

January
February
2011

South County Communicator

AMATEUR RADIO EMERGENCY SERVICE

South County ARES
Southern San Mateo County, California
k6mpn@arrl.net
650.585.9585 vm/fax

1st Thursday: Newsletter Deadline

2nd Thursday: Board Meeting: 7:30pm

3rd Thursday: Membership Meeting: 7:30pm

Monday Night Net 7:30 pm (1930 hrs)

444.50 + 100 and 146.445s114.8

Get Roll Call List
Get Net Procedure

In This Issue

1 President's Corner
2 2010 Events
3 Meeting Minutes
4 One Day Ham Class
4 SUBJECT Required
4 Frequency Card
5 SB Fire Radio Feed
5 CERT Training
5 CPR, AED, First Aid
6 Net Control Tips
6 Weekly Net Tips
8 Submit An Article
8 Birthdays
9 Get Member Lists
9 Get Roll Call List
9 Printing Tips

The Newsletter for South County ARES ("SCARES"): K6MPN.ORG
Editor: Madeline Lombaerde, KD6JTU

Net Control Assignments: January - February 2011

Get Roll Call list and Net Procedure: weeklynet@k6mpn.org

* member switched dates or is a substitute

January 2011

3	KG6VXW	Orlando Huembes
10	K6WA	David Cooper
17	WB6WGM	Robert L. *
24	KG6WJG	Timothy Heaton *
31	KI6WED	Rodney Hall *

February

7	KI6GDA	Diana Rehfield *
14	NR7X	Don Tuite
21	KG6YIR	George Kranen
28	KF6YYK	Fred Coffer

March

7	WB6ZBU	Ross Peterson
14	KC2ABF	Fred Bertsch
21	K6AGT	Robert Gorran
28	KJ6AJN	Linda Leong

April

4	KJ6ALQ	Nick Braughton
11	WD6BMC	Stan Ackerman
18	KB6BPM	Kenneth Dueker
25	KF6BXG	Richard Nelson

Remember:
Doing Net Control is part of being a member of SCARES. Need help with Net? Ask another member to assist you or contact a SCARES Board member. See the last page for details on how to get the Roll Call and Net Procedure.

Have a schedule conflict? Check in to Net as soon as possible and ask for a volunteer to substitute for you; don't wait 'til the last minute. It is your responsibility to find a substitute. Do not contact Madeline about finding a substitute.

For full list of assignments, send an email to: netcontrol@k6mpn.org .

Next Monthly Meetings:

January 20
SCARES Resource Training

February 17
Radio Training/Demo

See you there!

San Carlos City Hall
600 Elm Street
2nd floor, Room 207
7:30pm

President's Corner

by Gary Aden, K6GDA

Happy New Year everyone! Now is a good time to make some New Year's resolutions and set some goals for yourself. Here is an example of things to do---

Check Grab-n-go

At least once a year we should all take out our grab-n-go kit, unpack it and check every item in the kit. This is a good time to find out if your kit is complete, not out of date and if you still know how to use everything that is in your kit. Do you need to replace the batteries for any lights, battery packs and radio(s) etc. Do you have all the connectors that you need to be able to operate. Is there an external antenna in your kit and does it correctly connect to your radio. Do you have snacks and water? It is important to not only visually inspect every item and check it against a checklist, but it is also important to actually try to assemble your gear as if in an emergency and see it is all there and if it all works.

Check Radio Programming

You should try to program a frequency in

Continued on page 2

2011 Board Of Directors

board@k6mpn.org

President:
Gary Aden, K6GDA
pres@k6mpn.org

Vice President:
Robert Lombaerde, WB6WGM
vp@k6mpn.org

Treasurer:
Fred Coffer, KF6YYK
treas@k6mpn.org

Secretary:
David Frydenlund, KG6LRP
secty@k6mpn.org

Members-at-large:
Burleigh Cooper, WY3S
Glen Epperson, K6GSE
Madeline Lombaerde, KD6JTU
mlg@k6mpn.org

January / February 2011

Page 1

South County ARES

Events on Page 2

2011 EVENTS: PLAN AHEAD! GET INVOLVED!

Below is a list of events that SCARES members have supported in the past. Use this list to plan ahead so you can participate in these functions. Event dates marked with "*" may change. Whenever possible, last year's Comm Boss is listed for events. For more information or to sign up for the event, contact the Comm Boss. *To all comm bosses: please let* kd6jtu@arrl.net *know firm dates and contact numbers.*

Event	Date (*Tentative)	Comm Boss	Phone
✔2010-11 New Years Eve, RWC	Dec 31, '10 - Jan 1, '11	Gary, K6GDA	650-595-5590
Monthly Hospital Net	4th Wednesday	Gary, K6GDA	650-595-5590
Silver Dragon V Exercise	March 24	Burleigh, WY3S	650-367-7799
County CERT-EOC Drill	April 20th*	Your City EC	
Dream Machines (HMB)	Sunday, May 1		
The Relay, Calistoga to S.Cruz	April 30 - May 1	Richard, KE6HNY	815-927-0154
Emergency Drill at Port of RWC	May 17*	Your City EC or Gary, K6GDA	
San Carlos Hometown Days	May 22* Fun Run	Peter, AA6PL	650-592-5663
Tour de Cure	June 12*	Eric, KI6AOC	
July 4th parade RWC	July 4	Gary, K6GDA	650-595-5590
Bike For Breath	July 9*	Jon Mosby, KF6RFQ	650-326-2230
CERT-SCARES Exercise	TBD	Robert, WB6WGM	650-592-5464
Tour de Peninsula	July 30*	Richard, KE6HNY	650-260-4426
SCARES Picnic	Aug 14*	Robert, WB6WGM	650-592-5464
Local 2M/70cm Propagation Test	TBD	Gary, K6GDA	650-595-5590
Tour For Woodside	TBD	Peter, AA6PL	650-592-5663
RWC CERT Exercise	TBD	Gary, K6GDA	650-595-5590
County Exercise	TBD	Your City EC or Gary, K6GDA	
Halloween Watch, RWC	Oct 31	Gary, K6GDA	650-595-5590
2011-12 New Years Eve, RWC	Dec 31, '11 - Jan 1, '12	Gary, K6GDA	650-595-5590

SCARES Web Site: k6mpn.org

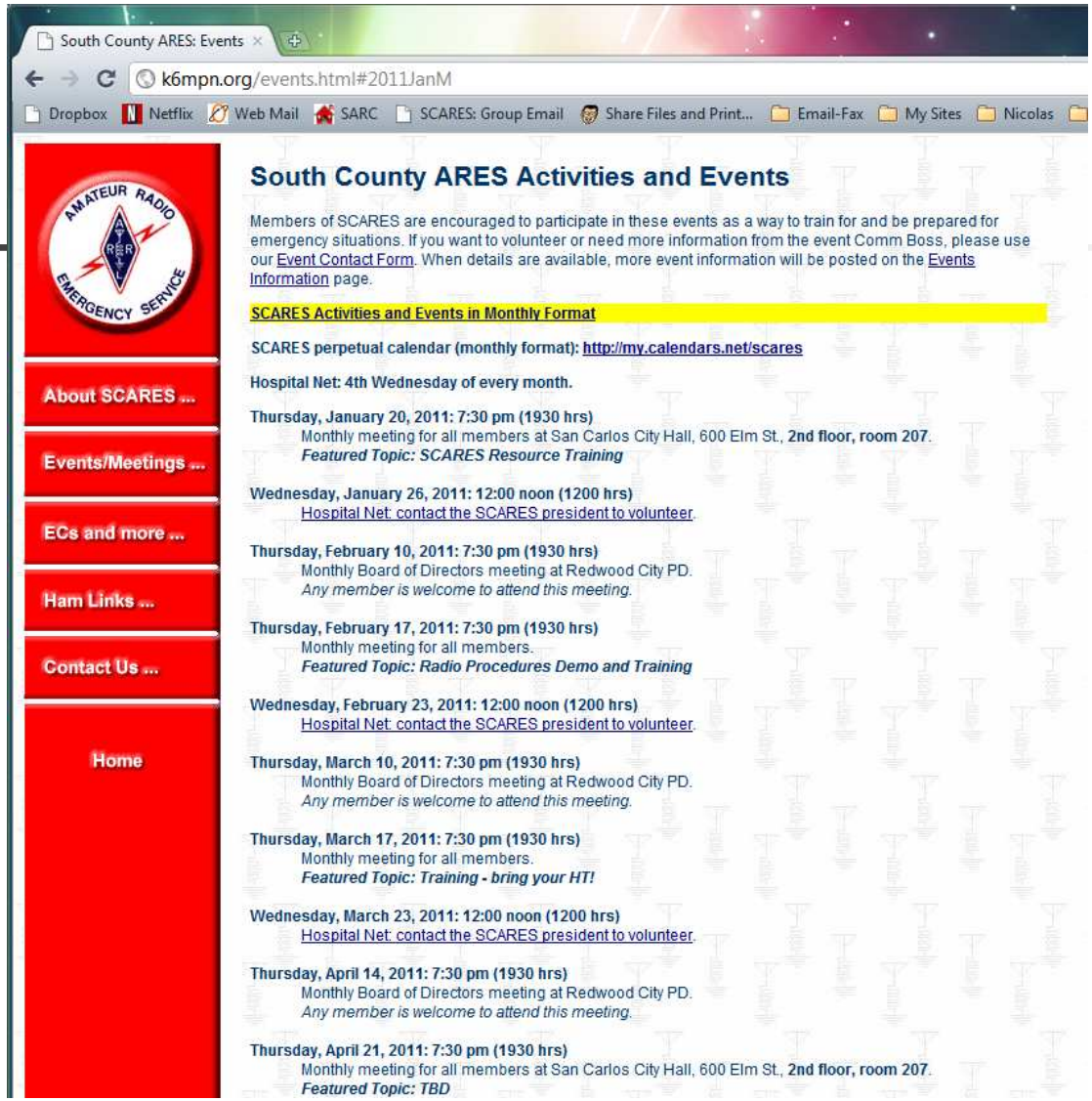
- General information about SCARES
- Calendars: list, monthly
- Links to Net resources
- Links to EC and Equipment installations
- Amateur Radio related links (other sites)

SCARES Web site k6mpn.org

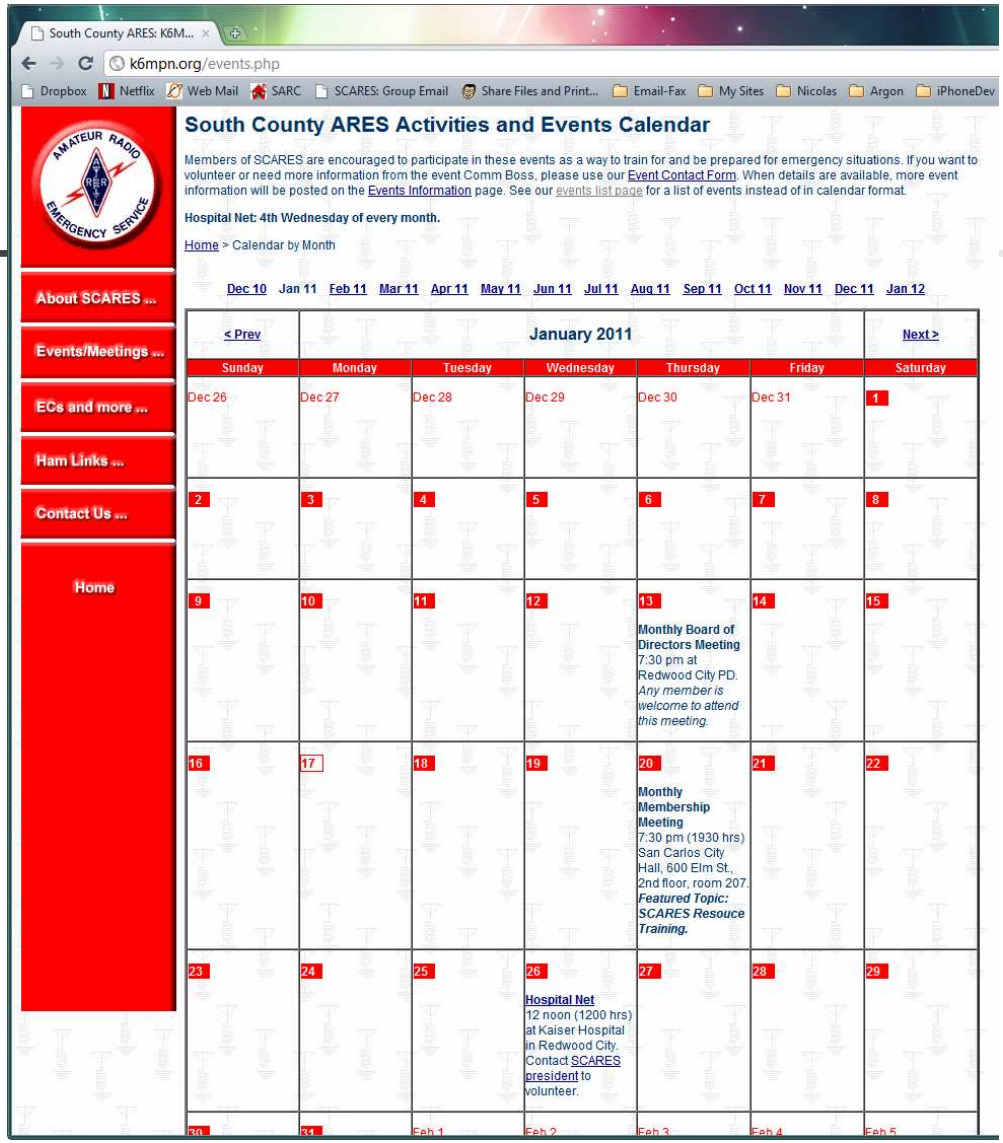
SCARES Information

- SCARES area and Cities represented
- Board
- Meetings, Weekly Net
- ECs and Equipment
- Handbook "Orange Book"
- Newsletters
- Meeting presentations
- Articles and Photos
- What's New

South County ARES

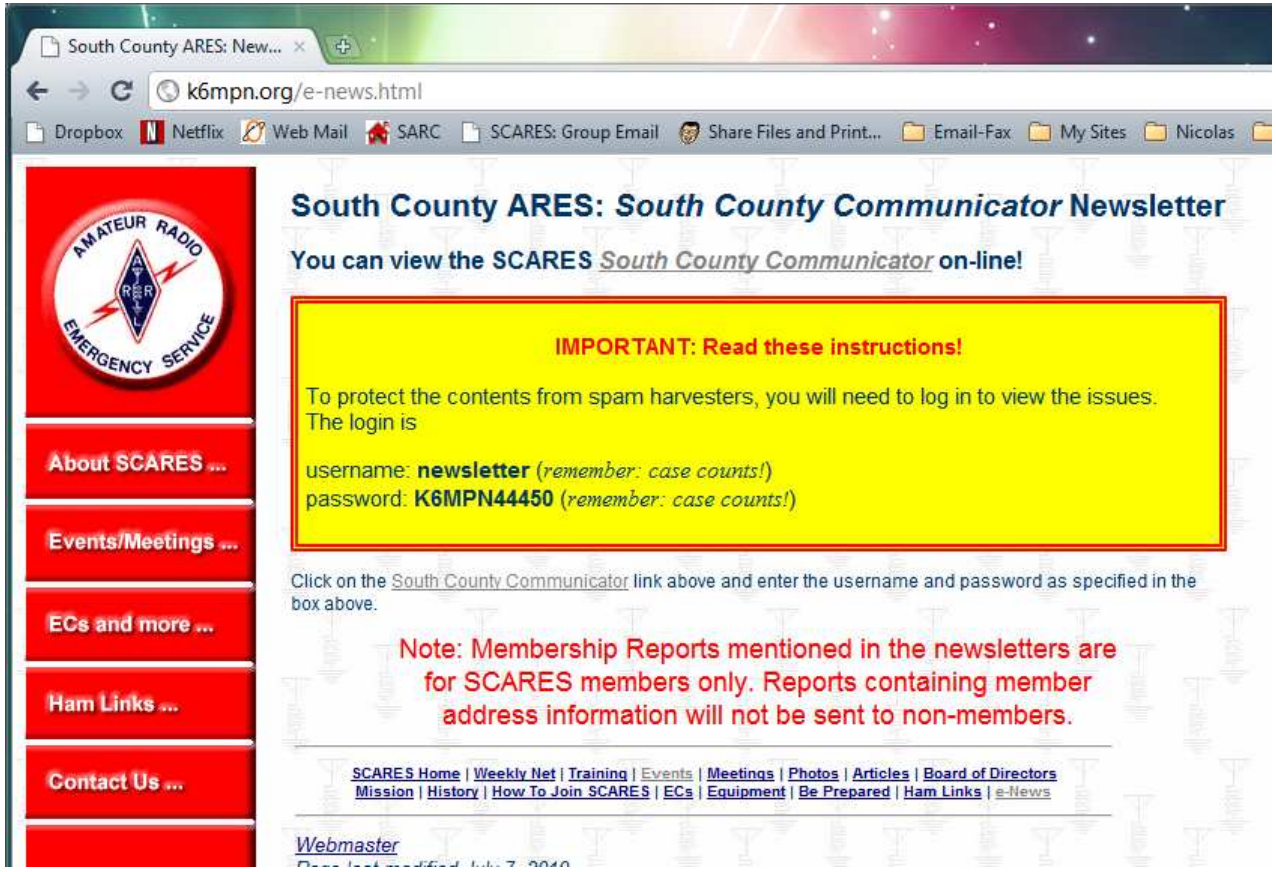


Events List



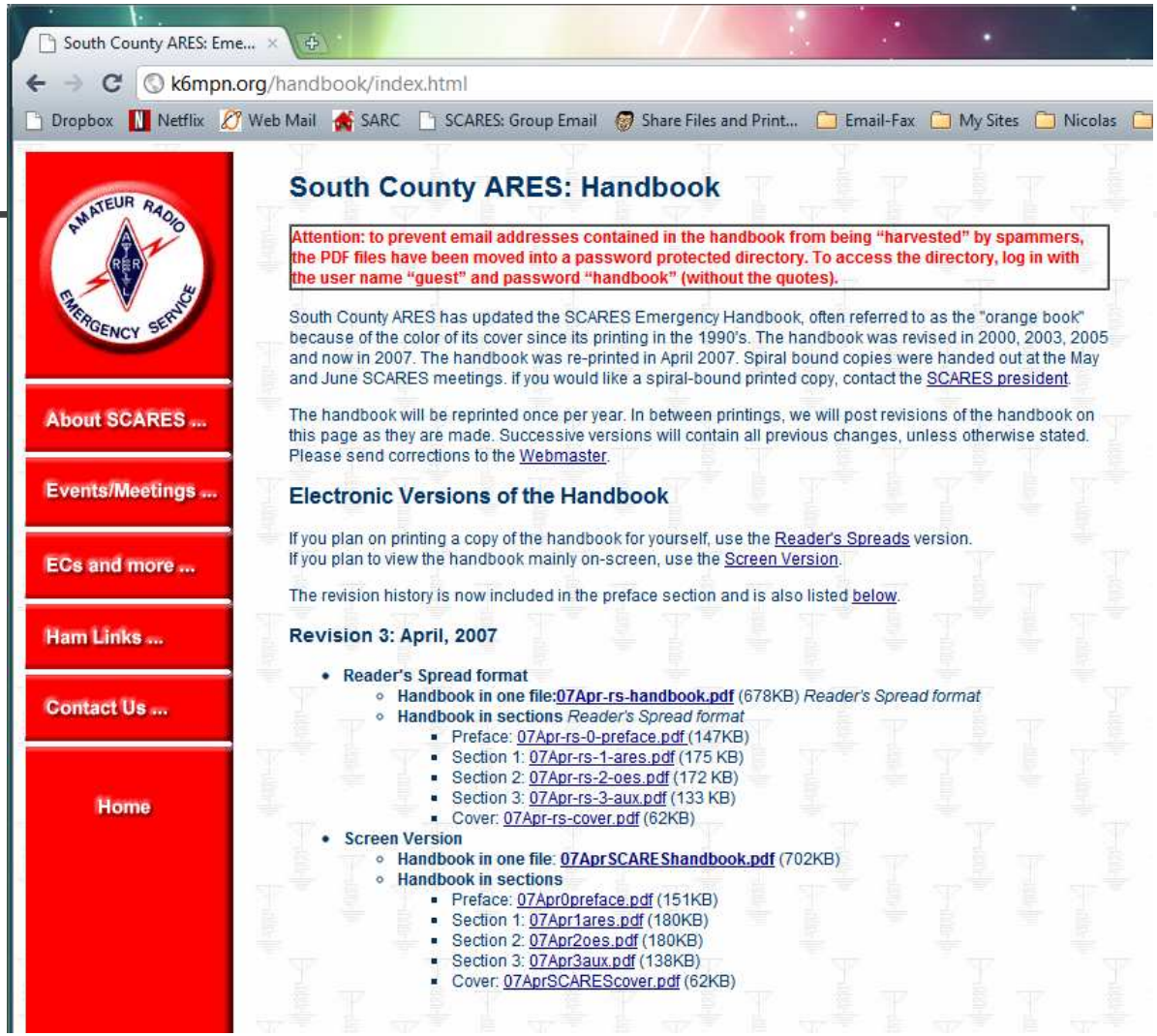
Monthly Calendar

Newsletters on k6mpn.org



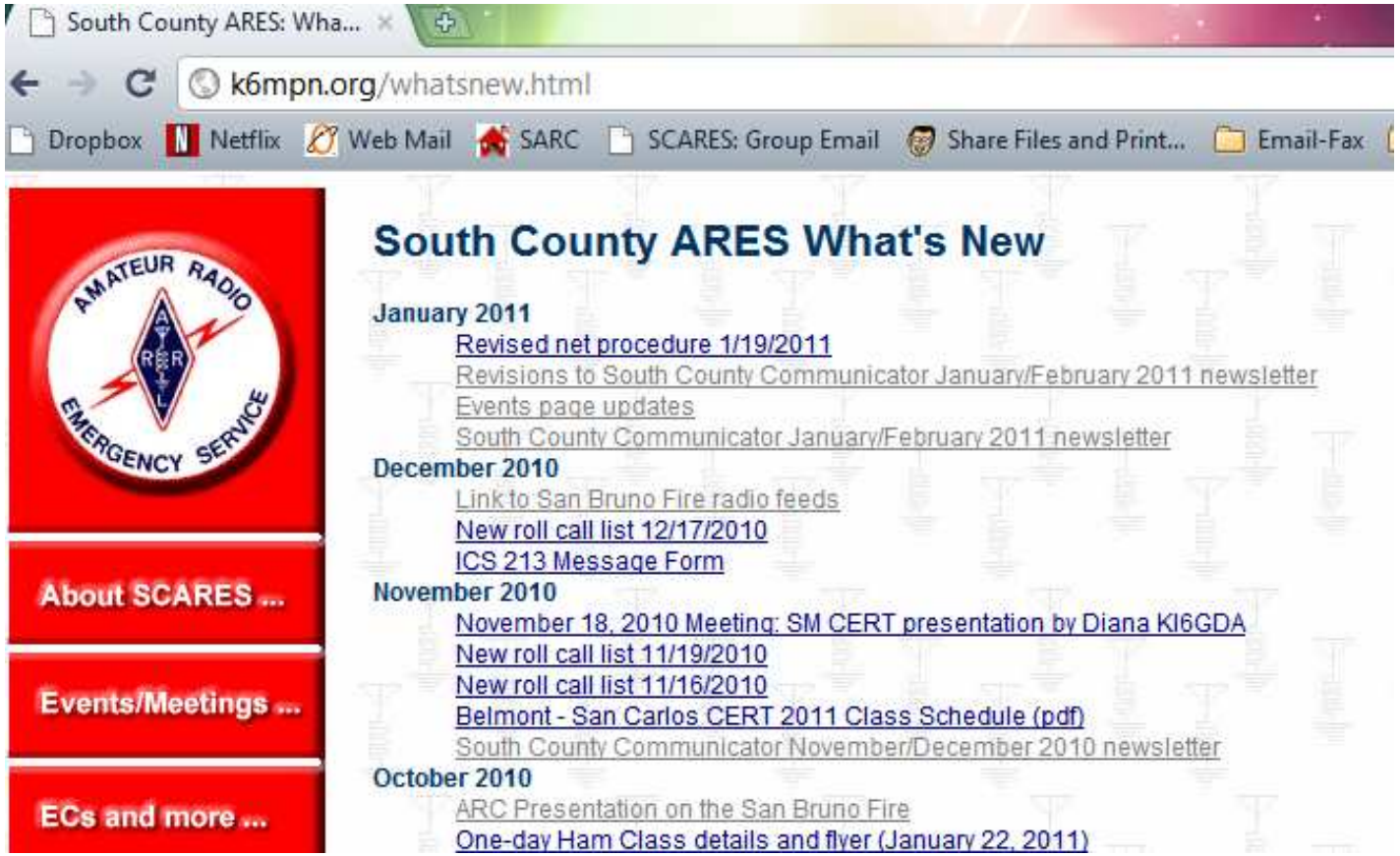
South County ARES

Presentations and other Resources



Handbook Page

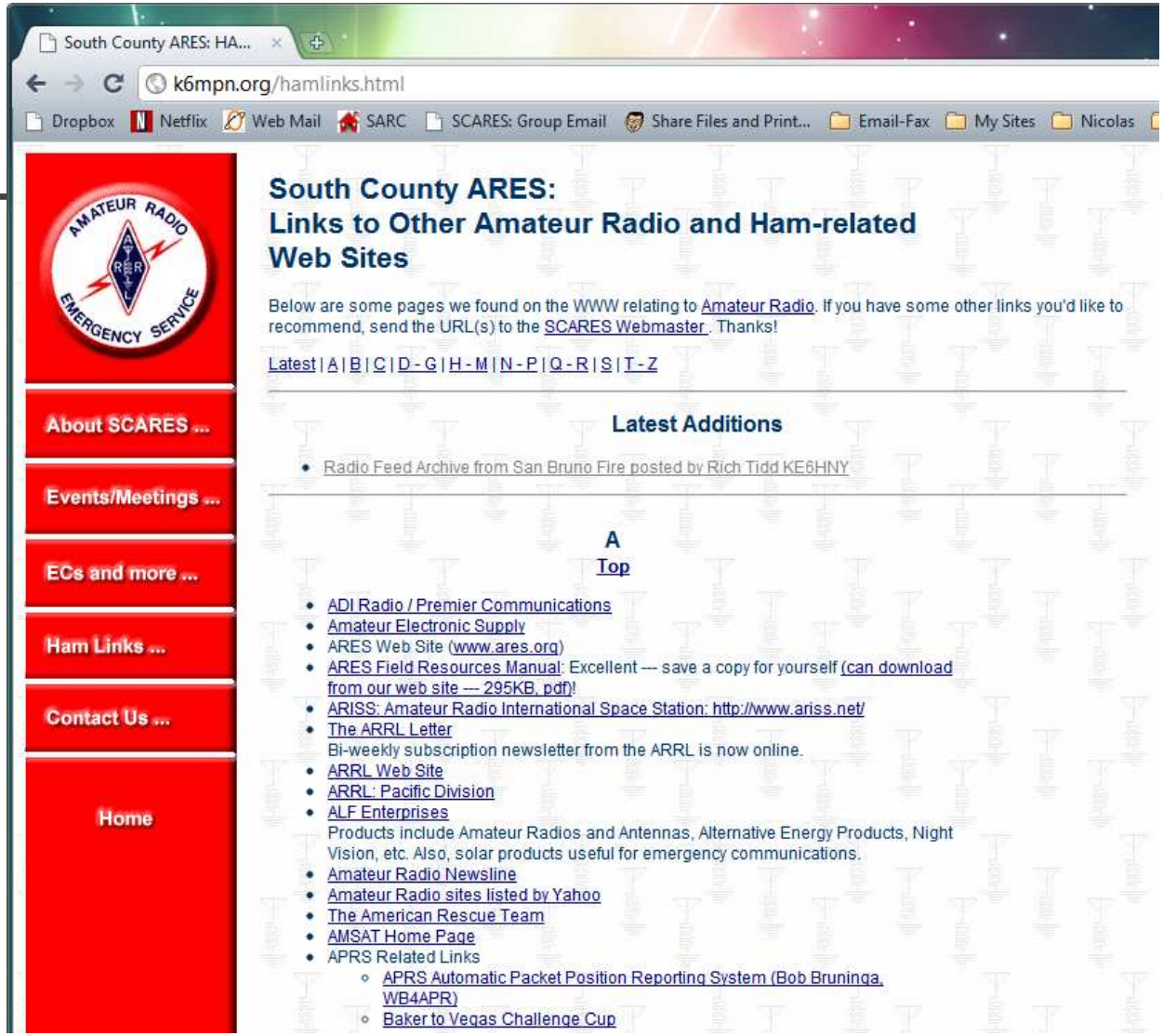
What's New Page



Ham-related Information

- Training
  - One-day Ham Licensing Class
  - Other classes
- Amateur Radio – related links

South County ARES



Ham Links Page

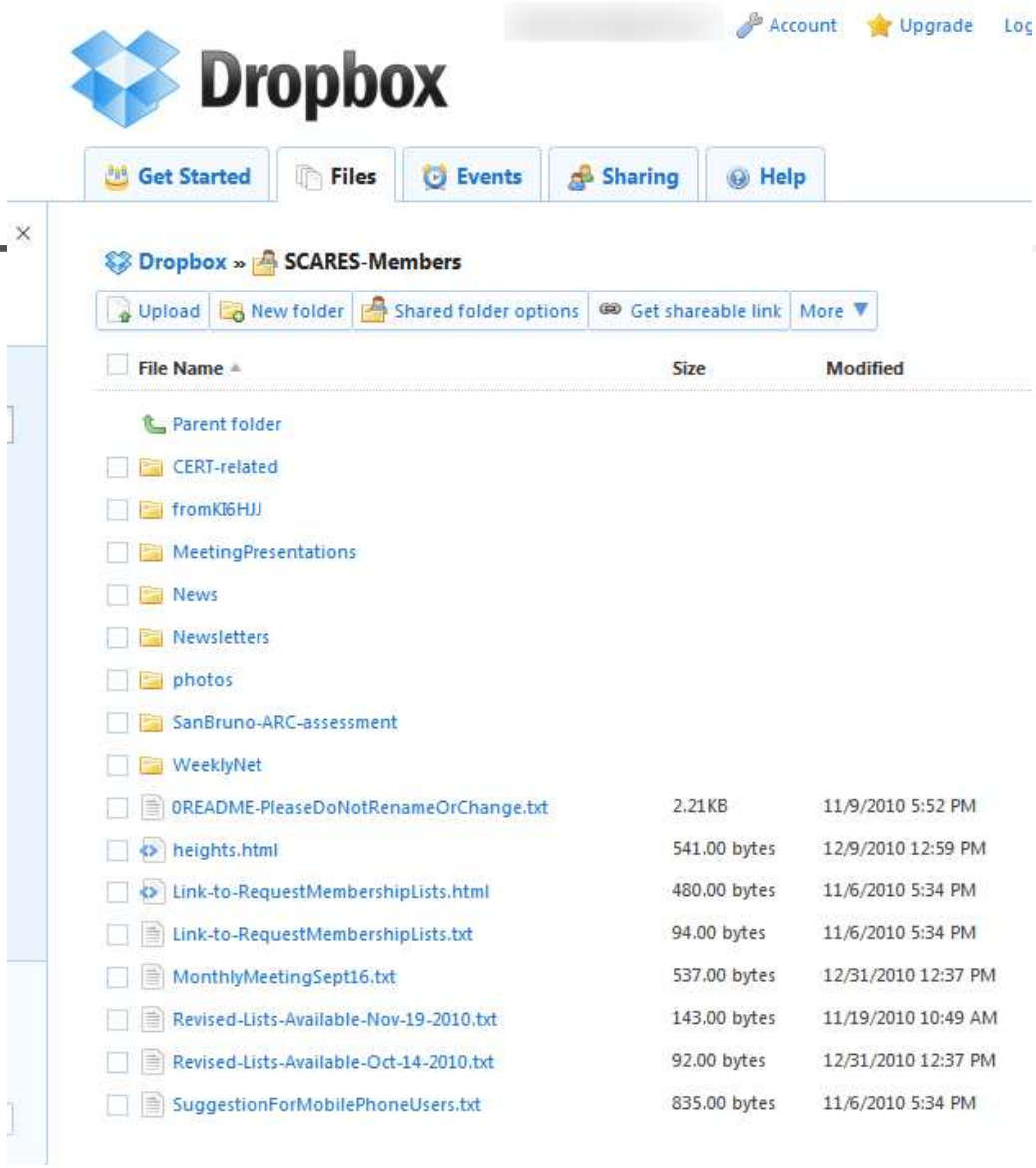
Dropbox

- Web-based file sharing service
- Way to share files
- Free account (up to 2GB storage)
- Files encrypted: safer than email
- Access via web browser
- Optional desktop access
  - Install program on Windows or Mac
  - Automatically copies files to your computer

Using Dropbox

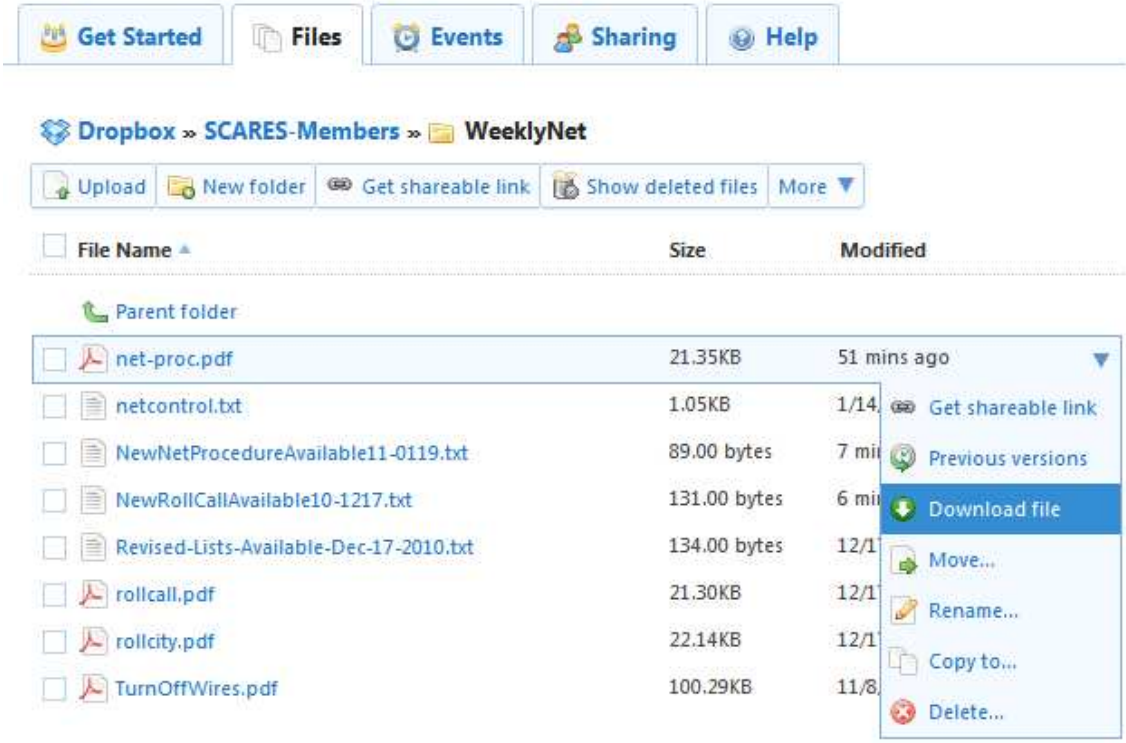
- Steps
  - Get your own Dropbox accountRequest link for extra 250 MB space
  - Request invitation to “SCARES-Members”
- SCARES-Members folder
  - Don’t change, rename, or delete files!
  - Add files in your own folder <callsign>

South County ARES



Dropbox using Web Browser

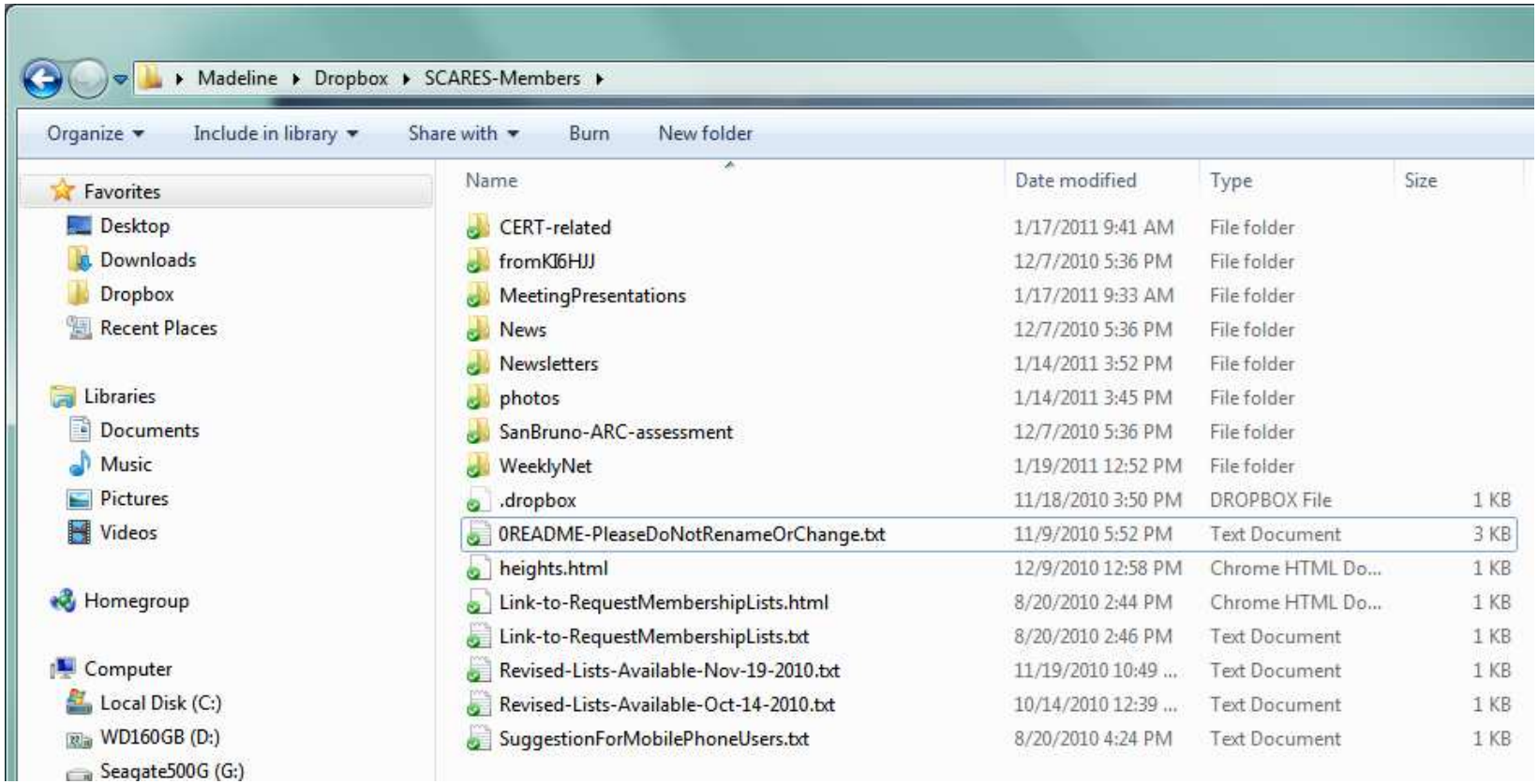
Dropbox: Download



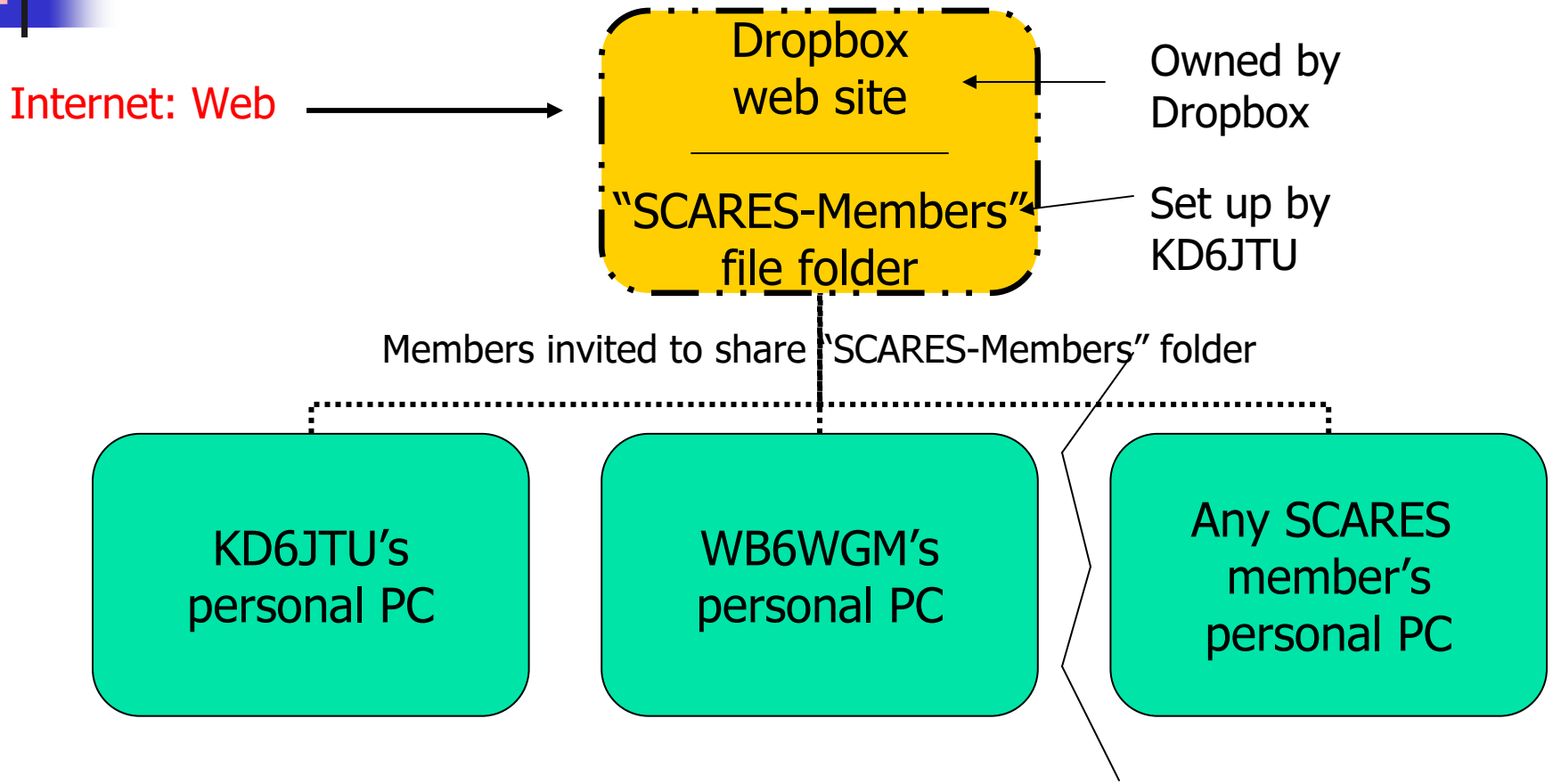
Dropbox: Desktop Application

- Optional
  - Not required to access files
  - Can use web browser instead: RECOMMENDED
- Sets up special Dropbox folder on your computer
- Automatic downloads to your computer
  - New and changed files
  - Notifies you when files added or changed
  - Changes made in this folder affect EVERYONE sharing
- Defaults to automatically run when the system starts
  - Turn off by going to Preferences and deselecting "Start Dropbox on system startup"
  - Dropbox symbol in System Tray (Windows) or top bar (Mac)

Dropbox: on Desktop



Use SCARES Resouces

- Have membership lists handy
  - By city/zip
  - With photo
- Know local frequencies used
- Prepare for Net Control assignment
  - Have latest Net procedure
  - Have latest roll call list
- Sign up for events and drills
- Set up grab-n-go kit
- Get/give help
- … the list goes on

Dropbox to Desktop