

The logo is circular with a red border containing the text "EMERGENCY COMMUNICATIONS" at the top and "RADIO AMATEUR OPERATIONS" at the bottom, separated by two stars. The center of the logo is blue and features a satellite, a laptop, a radio tower, and a satellite dish, all with radiating lines indicating signal transmission.

Pinellas ACS

Reporting Volunteer Hours

09/19/2024

Pinellas County ACS

A.C.S.



Agenda



- Introduction and Reasons for the Change
- Direct Hours
- Indirect Hours
- Non-countable Activities
- Reporting and Recordkeeping
- Conclusion



Pinellas ACS Volunteer Hours Background



Our current volunteer hours policy does not provide much guidance as to what should be reported and has resulted in large variations in what individual members are including. In some cases, the hours reported do not appear to be resulting in any real benefit to our organization or to our served agency, Pinellas County Emergency Management.

Therefore, to clarify what should and should not be reported, and to focus our efforts on our role as emergency communicators, we are providing these guidelines of what to include in your monthly volunteer hours.



Pinellas ACS Volunteer Hours Background



Why do we track volunteer hours?

The hours you report are tracked by the Volunteers in Pinellas program and will qualify you for awards and recognition when certain levels are attained.

Second, volunteer hours may be used by the County as in-kind contributions for the purpose of obtaining FEMA disaster relief funds.

It is important therefore that the hours reported reflect actual service to the County through Pinellas ACS. To assist you in identifying activities that should be reported, the following guidance is provided.



Pinellas ACS Volunteer Hours

Direct Hours



Direct hours are the time you spend on activities that directly benefit our organization or our served agency. All direct hours should be included in your monthly report.

Direct hours include:

- All Pinellas ACS Activations, Events, Meetings, and Nets including but not limited to:
 - Activation and deployment for incidents
 - SKYWARN® Nets
 - Monthly ACS meetings at the EOC
 - Training and Information Net participation (check-in)
 - Pinellas ACS Training Events, Drills and Exercises
 - Public service events (races, parades, etc.)



Pinellas ACS Volunteer Hours

Direct Hours



- All Pinellas ACS Activations, Events, Meetings, and Nets including but not limited to (continued):
 - Testing and maintaining Pinellas ACS equipment
 - Pinellas County Emergency Management meetings
- Training
 - FEMA Training Classes (online or in-person)
 - IS-100, IS-200, IS-700, IS-800, G-300, G-400, etc.
 - ARRL EmComm training Classes
 - Basic, Intermediate, and Advanced EmComm



Pinellas ACS Volunteer Hours

Direct Hours



- Training (continued)
 - Pinellas County Emergency Management Training Classes
 - Pinellas County Volunteer / CERT Training Classes, WebEOC training, etc.
 - Other training classes related to emergency communications or emergency management.
- Whenever possible, completion certificates should be uploaded to Florida SERT TRAC. Retain the certificates in your records as well as a course outline or description.



Pinellas ACS Volunteer Hours

Direct Hours



- Representing ACS to other organizations
 - Attendance at ARES meetings or events as a representative of Pinellas ACS.
 - Presentations on ACS given at meetings of Amateur Radio Clubs or other community organizations
 - Serving as Net Control or checking into Emergency Communications Nets as the designated representative of Pinellas ACS
 - ARES Section Net
 - NTS Traffic Nets
 - Pinellas County Hospital Emergency Network (HENS)
 - State of Florida nets
 - SHARES training nets



Pinellas ACS Volunteer Hours

Direct Hours



- Creation, maintenance, and peer review of ACS documentation
 - Plans, procedure, and SOP documents
 - Preventive Maintenance procedure documents
 - Training materials
- Deployment by the State of Florida.
 - Count the hours from the time you leave home until you return home.
- Travel time to participate in any of the above activities
- Other activities which directly support Pinellas ACS



Pinellas ACS Volunteer Hours

Indirect Hours



In addition to activities that directly support Pinellas ACS, you may report up to a **total** of four hours per month of activities undertaken to maintain or enhance your radio communications skills, test or maintain your equipment, or to maintain or improve working relationships within the Pinellas County Amateur Radio Community.



Pinellas ACS Volunteer Hours

Indirect Hours



Examples of the type of indirect activities that may be reported (up to the four-hour maximum):

- The assembly, inventory, and test of a personal go-kit.
- Participation in National Traffic System nets.
- Attendance at Amateur Radio Club meetings.
- Serving as a Volunteer Examiner at license testing sessions.
- Participation in amateur radio activities that require deployment of equipment to locations outside the home such as Field Day, POTA, etc.



Pinellas ACS Volunteer Hours

Non-countable Activities



Excluded Activities

The following activities should ***not*** be included in your monthly time report.

- Maintenance of amateur radio equipment that is not associated with a personal go-kit.
- Participation in radio nets other than those listed above.
- General amateur radio activities unassociated with emergency communications.
- Time spent volunteering for organizations other than Pinellas ACS (SPARC, Salvation Army, other county or city departments or agencies, etc.)



Pinellas ACS Volunteer Hours Reporting and Recordkeeping



Reporting

- A new system of time reporting may be introduced in the coming months, but for now please continue to report your hours by email to Verne K4VEB each month.

Recordkeeping

- You should maintain records of your hours reported on an ICS 214 form or in some similar form. The form does not need to be turned in every month but should be kept in case there is ever a request from FEMA or the Volunteers in Pinellas program to verify the hours reported.



Pinellas ACS Volunteer Hours

Questions



Questions?