

# Cowlitz 911 Public Authority Board of Directors

## Meeting Agenda

Wednesday, February 21, 2024 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

**1. Call to Order and Introductions**

**2. Approval of Agenda**

**Recommended Action:** A motion to approve the agenda as presented.

**3. Approval of Meeting Minutes**

A. January 24, 2024, Minutes

**Recommended Action:** A motion to approve the meeting minutes of January 24, 2024.

**4. Public Comment**

A. The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time limit of three minutes. All comments should be directed to the Chair.

**5. Payables**

The following transactions are presented.

ACCOUNT	TRANSACTION NUMBERS	AMOUNT
Payroll 1/19/2024	68 – 99	\$121,085.64
Payroll 2/5/2024	128 – 160	\$125,063.05
Claims 1/25/2024	104 – 122	\$208,963.32
Claims 2/15/2024	185 – 212	<u>\$272,228.70</u>
TOTAL		\$727,340.71

**Recommended Action:** Motion to approve payables as presented.

**6. Financial Report – 2023 finance report**

**7. Board Committee Reports / Board Comments**

A. Law TAC Update

B. Fire TAC Update

**8. Approval of Legal Services Agreement**

A. Randolph Law Firm – April 1, 2024, through March 31, 2026.

**Recommended Action:** Motion to approve Randolph Law Firm Professional Services Agreement.

**9. AdComm Engineering update** from joint TAC meeting.

A. Working on addendum extending time and scope. Expected to add about \$13,000.

B. Informational – February 7, 2024, meeting – overall recommendation is to move forward with a Digital 700 P25 phase 2 system county wide to include paging system. A very rough budget at this point is between 18 – 20 million for the system, not including subscriber side radios and pagers. AdComm will bring preliminary design and further in April.

**10. Approval of AdComm Engineering Contract Amendment**

- A. Having met with stakeholders and further understanding needs, amendment to time and scope for radio analysis. Adds approximately \$13,000 to original contract.

**Recommended Action:** Motion to approve AdComm Engineering contract amendment as presented.

**11. GIS Services Agreement – Committee Report**

- A. Committee report – Met with joint Fire and Law TAC. Group agreed to recommend GeoComm. Met with Board assigned committee. This group recommends moving forward with GeoComm services.

**12. Approval of GeoComm services contract**

**Recommended Action:** Motion to Authorize Executive Director to enter into GIS Services contract with GeoComm.

**13. Director's Report**

- A. Staffing Update
- B. Climate and Culture
- C. Radio Update

**14. Old Business**

**15. Executive Session: N/A**

**16. Adjournment**

**17. Closed Session: Per RCW 42.30.140(4)(a) Discussion regarding Collective Bargaining**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday, January 24, 2024, at 10:00 AM

Hybrid – Cowlitz 911 & Zoom

### Attendance

**Board Members:** Robert Huhta, Andy Hamilton, Alan Headley, Bill LeMonds, Kris Swanson, Brad Thurman, Ruth Kendall, Jim Kelly, Rick Dahl

**Staff:** Deanna Wells, Don Turrentine, Jerry Jensen, Dannyka Baker, John Diamond, Frank Randolph (Staff Counsel)

**Guests:** Scott Goldstein, Darr Kirk, Charlie Worley, Sammy Brown, Jason (Motorola Rep), Jonathon Jones(virtual), Jules Martin(virtual), Eric Koreis(virtual), Jennifer Skilowitz(virtual, AdComm Rep), Dari Redding(virtual, AdComm Rep), Jeremy H(virtual), Traci Jackson(virtual, Marisa Hutchison(virtual), Troy Brightbill(virtual), Travis McWain(virtual), Brandon Poff(virtual), LV Resident(virtual)

### 1. Call to order and introductions

Sheriff Thurman called the meeting to order at 10:01

### 2. Approval of Agenda

Agenda Amended to include election of board officers.

Motion by Kelly, LeMond seconded; All in favor, motion carried.

### 2A. Election of Board Officers

Sheriff Thurman opened the floor for nominations for the Chair position.

Headley nominated Sheriff Thurman for Chair.

Sheriff Thurman called for any other nominations.

Sheriff Thurman called for any other nominations.

Hearing none, vote taken, all approved to appoint Sheriff Thurman as Board Chair.

Sheriff Thurman opened the floor for nominations for the Vice Chair position.

Kelly nominated Commissioner Headley for Vice Chair.

Sheriff Thurman called for any other nominations.

Sheriff Thurman called for any other nominations.

Hearing none, vote taken, all approved to appoint Commissioner Headley as Board Vice Chair.

### 3. Approval of Meeting Minutes

A. December 20, 2023, Minutes

Headley Made a motion to approve the minutes, Kelly seconded; All ion favor, motion carried.

### 4. Public Comment

Thurman opened the floor to public comments. No comments made.

**5. Payables**

<b>ACCOUNT</b>	<b>TRANSACTION NUMBERS</b>	<b>AMOUNT</b>
Payroll 01/05/2024	26-29 & 1-34	\$128,332.46
Claims 01/11/2024	37 – 67	\$315,536.85
TOTAL		\$443,869.31

Motion by Headley to approve payables, Swanson seconded; All in favor, motion carried.

**6. Financial Report**

Diamond informed the board that next month’s meeting would have 2023 year-end report.

**7. Board Committee Reports / Board Comments**

- A. Law TAC Update – Brightbill reported on joint TAC meeting and work continues on radio project.
- B. Fire TAC Update – LeMonds reported same on joint TAC.

**8. AdComm Engineering update**

Wells reported that progress is being made and meetings with stakeholders are going well. We may need to extend the time and scope of the contract as we continue to learn more of the breadth of the project. May bring extension to the board in future.

**9. Director’s Report**

Diamond reports that staffing is at 15 Dispatchers, 2 in training, 1 more in background phase, and 1 potential lateral in the pipeline. A conditional offer was extended and accepted by a candidate for the Budget Finance Manager position. There are 6 full-time and 1 part-time non-represented employees. Briana, the HR Administrator, is out on extended leave.

Climate and Culture – Diamond recognized Bri and Dannyka for their great work on providing staff with Holiday gifts etc. Mindbase, peer support app, is up and running and the peer support team will receive training.

The recent snow and ice weather event created issues, however we thank user agencies for assisting in getting staff to and from work. Appreciated staff stepping up and taking shifts for those who could not make it to the building due to the storm.

We are transitioning from One America to Empower for our 457b deferred comp administration and have employee meetings scheduled for February 6 and 7 for all staff.

GIS Committee to meet on Tuesday, February 6.

Sheriff Thurman advised that the staff is working with the Guild on an MOU for Supervisors to join the Guild. Further, the Guild has asked to open bargaining as the current CBA ends at the end of this year. Diamond advise we have engaged Evan Chinn with Summit Law Group on both matters.

Radio – Wells had nothing to add, Huhta asked about radio alignment, Wells stated it was being scheduled.

**10. Old Business**

None presented.

## **11. Executive Session**

RCW 42.30.110(1)(g) Performance of a Public Employee

Executive session began at 10:18 for 20 minutes.

Executive session was extended at 10:38 for 7 minutes.

Executive session ended at 10:45

Thurman announced the end of executive session and returned to open meeting. No actions were taken during executive session.

Discussion – Swanson mentioned to the group that AMR had given 60-day notice to the City of Longview to terminate the current agreement as of March 31, 2024. The City has issued an RFP for Ambulance service. Further discussion regarding impact on the city and surrounding agencies. No board action, informational only.

## **12. Adjournment**

Meeting was adjourned at 10:57

# CHECK REGISTER

Cowlitz 911

Time: 11:16:10 Date: 02/13/2024

01/19/2024 To: 01/19/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
91	01/19/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	20,468.00	941 Deposit for Pay Cycle(s) 01/19/2024 - 01/19/2024
86	01/19/2024	Payroll	1	12851		2,701.38	
92	01/19/2024	Payroll	1	12852	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.43	Pay Cycle(s) 01/19/2024 To 01/19/2024 - MEDICAL-KAISER
93	01/19/2024	Payroll	1	12853	WASHINGTON STATE DEPT OF RETIREMENT	14,125.24	Pay Cycle(s) 01/19/2024 To 01/19/2024 - PERS2; Pay Cycle(s) 01/19/2024 To 01/19/2024 - PERS3
94	01/19/2024	Payroll	1	12854	WCIF	12,099.98	Pay Cycle(s) 01/19/2024 To 01/19/2024 - MEDICAL-WCIF; Pay Cycle(s) 01/19/2024 To 01/19/2024 - LIFE INS BUYUP; Pay Cycle(s) 01/19/2024 To 01/19/2024 - LTD BUYUP; Pay Cycle(s) 01/19/2024 To 01/19/2024 -
68	01/19/2024	Payroll	2	EFT		973.69	
69	01/19/2024	Payroll	2	EFT		1,969.41	
70	01/19/2024	Payroll	2	EFT		4,025.95	
71	01/19/2024	Payroll	2	EFT		2,904.01	
72	01/19/2024	Payroll	2	EFT		2,667.93	
73	01/19/2024	Payroll	2	EFT		2,404.26	
74	01/19/2024	Payroll	2	EFT		2,165.93	
75	01/19/2024	Payroll	2	EFT		2,208.56	
76	01/19/2024	Payroll	2	EFT		2,328.95	
77	01/19/2024	Payroll	2	EFT		3,205.87	
78	01/19/2024	Payroll	2	EFT		3,026.87	
79	01/19/2024	Payroll	2	EFT		2,340.79	
80	01/19/2024	Payroll	2	EFT		2,635.19	
81	01/19/2024	Payroll	2	EFT		1,835.91	
82	01/19/2024	Payroll	2	EFT		2,007.33	
83	01/19/2024	Payroll	2	EFT		3,531.57	
84	01/19/2024	Payroll	2	EFT		2,786.31	
85	01/19/2024	Payroll	2	EFT		3,219.89	
87	01/19/2024	Payroll	2	EFT		2,310.83	
88	01/19/2024	Payroll	2	EFT		2,727.97	
89	01/19/2024	Payroll	2	EFT		4,362.79	
90	01/19/2024	Payroll	2	EFT		3,301.03	
95	01/19/2024	Payroll	2	EFT	CAPSCO	47.50	Pay Cycle(s) 01/19/2024 To 01/19/2024 - ASSN FEE
96	01/19/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	325.00	Pay Cycle(s) 01/19/2024 To 01/19/2024 - UNION DUES; Pay Cycle(s) 01/19/2024 To 01/19/2024 - INITIATION FEE
97	01/19/2024	Payroll	2	EFT	HRA VEBA	6,975.00	Pay Cycle(s) 01/19/2024 To 01/19/2024 - VEBA
98	01/19/2024	Payroll	2	EFT	ONE AMERICA	1,936.99	Pay Cycle(s) 01/19/2024 To 01/19/2024 - DEF COMP
99	01/19/2024	Payroll	2	EFT	REHN AND ASSOCIATES	627.08	Pay Cycle(s) 01/19/2024 To 01/19/2024 - HSA

001 OPERATIONS

121,085.64

121,085.64 Payroll: 121,085.64

**CHECK REGISTER**

Cowlitz 911

Time: 11:16:10 Date: 02/13/2024

01/19/2024 To: 01/19/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____	_____	_____
Brandi Ballinger, Signature	C2FR Agency	Date

**CERTIFICATION/AUTHORIZATION:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

_____	_____
Budget Finance Manager, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Board Chair, Signature	Date

# CHECK REGISTER

Cowlitz 911

Time: 11:17:09 Date: 02/13/2024

02/05/2024 To: 02/05/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
152	02/05/2024	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	21,364.96	941 Deposit for Pay Cycle(s) 02/05/2024 - 02/05/2024
147	02/05/2024	Payroll	1	12879		3,514.58	
153	02/05/2024	Payroll	1	12880	KAISER PERMANENTE MEMBERSHIP ADMIN	2,838.34	Pay Cycle(s) 02/05/2024 To 02/05/2024 - MEDICAL-KAISER
154	02/05/2024	Payroll	1	12881	WASHINGTON STATE DEPT OF RETIREMENT	14,583.58	Pay Cycle(s) 02/05/2024 To 02/05/2024 - PERS2; Pay Cycle(s) 02/05/2024 To 02/05/2024 - PERS3
155	02/05/2024	Payroll	1	12882	WCIF	11,371.37	Pay Cycle(s) 02/05/2024 To 02/05/2024 - MEDICAL-WCIF; Pay Cycle(s) 02/05/2024 To 02/05/2024 - LIFE INS BUYUP; Pay Cycle(s) 02/05/2024 To 02/05/2024 - LTD BUYUP; Pay Cycle(s) 02/05/2024 To 02/05/2024 -
128	02/05/2024	Payroll	2	EFT		2,219.37	
129	02/05/2024	Payroll	2	EFT		870.42	
130	02/05/2024	Payroll	2	EFT		1,966.78	
131	02/05/2024	Payroll	2	EFT		4,066.54	
132	02/05/2024	Payroll	2	EFT		2,591.47	
133	02/05/2024	Payroll	2	EFT		2,691.97	
134	02/05/2024	Payroll	2	EFT		2,619.30	
135	02/05/2024	Payroll	2	EFT		2,173.40	
136	02/05/2024	Payroll	2	EFT		2,204.99	
137	02/05/2024	Payroll	2	EFT		2,323.50	
138	02/05/2024	Payroll	2	EFT		3,197.03	
139	02/05/2024	Payroll	2	EFT		2,838.14	
140	02/05/2024	Payroll	2	EFT		2,497.74	
141	02/05/2024	Payroll	2	EFT		2,636.56	
142	02/05/2024	Payroll	2	EFT		1,822.16	
143	02/05/2024	Payroll	2	EFT		2,295.66	
144	02/05/2024	Payroll	2	EFT		3,849.23	
145	02/05/2024	Payroll	2	EFT		2,650.77	
146	02/05/2024	Payroll	2	EFT		3,048.17	
148	02/05/2024	Payroll	2	EFT		2,350.42	
149	02/05/2024	Payroll	2	EFT		2,437.21	
150	02/05/2024	Payroll	2	EFT		4,399.88	
151	02/05/2024	Payroll	2	EFT		3,333.57	
156	02/05/2024	Payroll	2	EFT	CAPSCO	50.00	Pay Cycle(s) 02/05/2024 To 02/05/2024 - ASSN FEE
157	02/05/2024	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	350.00	Pay Cycle(s) 02/05/2024 To 02/05/2024 - UNION DUES; Pay Cycle(s) 02/05/2024 To 02/05/2024 - INITIATION FEE
158	02/05/2024	Payroll	2	EFT	HRA VEBA	7,350.00	Pay Cycle(s) 02/05/2024 To 02/05/2024 - VEBA
159	02/05/2024	Payroll	2	EFT	ONE AMERICA	1,928.86	Pay Cycle(s) 02/05/2024 To 02/05/2024 - DEF COMP
160	02/05/2024	Payroll	2	EFT	REHN AND ASSOCIATES	627.08	Pay Cycle(s) 02/05/2024 To 02/05/2024 - HSA

001 OPERATIONS

125,063.05

125,063.05 Payroll: 125,063.05



**CHECK REGISTER**

Cowlitz 911

Time: 11:17:09 Date: 02/13/2024

02/05/2024 To: 02/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**CERTIFICATION:**

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_____	<u>C2FR</u>	_____
Brandi Ballinger, Signature	Agency	Date

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_____	_____
Budget Finance Manager, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Board Chair, Signature	Date

# CHECK REGISTER

Cowlitz 911

Time: 11:17:42 Date: 02/13/2024

01/25/2024 To: 01/25/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
104	01/25/2024	Claims	1	12855	360 TOWERS LLC	4,052.00	INV# 4337
105	01/25/2024	Claims	1	12856	COLUMBIA RIVER PUD	363.37	ACCT# 64779
106	01/25/2024	Claims	1	12857	COWLITZ 2 FIRE & RESCUE	5,500.00	INV# 24-006
107	01/25/2024	Claims	1	12858	COWLITZ COUNTY	4.40	INV# 653-2023
108	01/25/2024	Claims	1	12859	DAY WIRELESS	153,967.01	INV# INV795625; INV# INV807694; INV# INV807242; INV# INV790701; INV# INV790705
109	01/25/2024	Claims	1	12860	KAISER PERMANENTE MEMBERSHIP ADMIN	2,140.44	INV# 0017468391
110	01/25/2024	Claims	1	12861	LANGUAGE LINE SVCS INC	8.34	INV# 11190264
111	01/25/2024	Claims	1	12862	MORE POWER TECHNOLOGY- NONPROJECT	22,254.57	INV# 15738; INV# 15810
112	01/25/2024	Claims	1	12863	NATIONAL EMER NUMBER ASSO NENA	1,600.00	INV# 300075597
113	01/25/2024	Claims	1	12864	ONE AMERICA (AP)	124.43	PLAN# G39375
114	01/25/2024	Claims	1	12865	PACIFIC CORP	3,723.01	INV# cr217043
115	01/25/2024	Claims	1	12866	REHN AND ASSOCIATES -AP	13.50	INV# 14295
116	01/25/2024	Claims	1	12867	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV# 23-100
117	01/25/2024	Claims	1	12868	ROYAL BUSINESS SYSTEMS	32.80	INV# IN212594
118	01/25/2024	Claims	1	12869	SIERRA SPRINGS	210.54	INV# 5351188 011124
119	01/25/2024	Claims	1	12870	SPRINGBROOK	9,225.03	INV# INV-B001365
120	01/25/2024	Claims	1	12871	TOSHIBA AMERICA BUSINESS SOLUTIONS	206.22	INV# 5028126663
121	01/25/2024	Claims	1	12872	WASHINGTON STATE DEPT OF REVENUE	189.23	4TH QTR 2023 LEASEHOLD TAX
122	01/25/2024	Claims	1	12873	WCIF	3,348.43	ACCT# 216

001 OPERATIONS	46,668.70	
003 RADIO OPERATIONS	15,459.97	
004 RADIO RESERVE	146,601.76	
300 PROJECT FUND	232.89	
	208,963.32	Claims: 208,963.32

**CHECK REGISTER**

Cowlitz 911

Time: 11:17:42 Date: 02/13/2024

01/25/2024 To: 01/25/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____	<u>C2FR</u>	_____
Brandi Ballinger, Signature	Agency	Date

**CERTIFICATION/AUTHORIZATION:**

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_____	_____
Budget Finance Manager, Signature	Date

_____	_____
Executive Director, Signature	Date

_____	_____
Board Chair, Signature	Date

# CHECK REGISTER

Cowlitz 911

Time: 11:16:20 Date: 02/14/2024

02/15/2024 To: 02/15/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
185	02/15/2024	Claims	1	12883	ADVANCED ELECTRICAL TECHNOLOGIES	21,453.48	INV# 217739; INV# 217154; INV# 217481
186	02/15/2024	Claims	1	12884	AMAZON BUSINESS	924.08	INV# 1P11-QJ4C-VVVR; INV# 1H6L-NFJL-VWJ9
187	02/15/2024	Claims	1	12885	AT&T MOBILITY LLC	244.27	INV# X012720124
188	02/15/2024	Claims	1	12886	CENTURYLINK	589.06	ACCT# 206-Z20-0449 994B
189	02/15/2024	Claims	1	12887	CLARK COUNTY AUDITOR LEASES	10,344.81	INV# CI060617; INV# CI060618
190	02/15/2024	Claims	1	12888	COMCAST	624.48	ACCT# 8778 10 113 0684045 0124; ACCT# 8778 10 111 1306527 0124
191	02/15/2024	Claims	1	12889	COMCAST	11,090.67	INV# 181943743CR; INV# 184333804CR; INV# 186743394; INV# 189158786; INV# 191589851; INV# 194029942
192	02/15/2024	Claims	1	12890	COWLITZ 2 FIRE & RESCUE	5,500.00	INV# 24-022
193	02/15/2024	Claims	1	12891	COWLITZ COUNTY TREASURER'S OFFICE	1,200.00	INV# 911-2024
194	02/15/2024	Claims	1	12892	COWLITZ PUD	3,018.98	ACCT# 3953213 0124; ACCT# 5156128 0124; ACCT# 4671145 0124; ACCT# 4737086 0124; ACCT# 5162399 0124; ACCT# 4745063 0124
195	02/15/2024	Claims	1	12893	CUMMINS SALES AND SERVICE	1,705.43	INV# 05-55428
196	02/15/2024	Claims	1	12894	DAY WIRELESS	184,502.66	INV# INV785866; INV# INV785528; INV# INV785515; INV# INV785510; INV# INV811879
197	02/15/2024	Claims	1	12895	FRANK F. RANDOLPH	430.50	INV# RLF020124
198	02/15/2024	Claims	1	12896	LANGUAGE LINE SVCS INC	66.55	INV# 11218598
199	02/15/2024	Claims	1	12897	LEVEL 3 COMMUNICATIONS, LLC	1,658.83	INV# 672106985
200	02/15/2024	Claims	1	12898	LONGVIEW, CITY OF	1,041.07	INV# 2935
201	02/15/2024	Claims	1	12899	MORE POWER TECHNOLOGY-NONPROJECT	20,479.01	INV# 15840
202	02/15/2024	Claims	1	12900	MOTOROLA SOLUTIONS	148.71	INV# 8281801682
203	02/15/2024	Claims	1	12901	ASHLYN MUNSON	1,007.57	INV# 2024-TELE2; INV# 2024-TELE1
204	02/15/2024	Claims	1	12902	REHN AND ASSOCIATES -AP	18.00	INV# 14465
205	02/15/2024	Claims	1	12903	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV# 24-018
206	02/15/2024	Claims	1	12904	ROYAL BUSINESS SYSTEMS	38.24	INV# IN214859
207	02/15/2024	Claims	1	12905	T-MOBILE USA INC	40.07	ACCT# 986172236 0124
208	02/15/2024	Claims	1	12906	US BANK (VISA)	2,052.46	ACCT# 4484 7345 5001 2810 0224
209	02/15/2024	Claims	1	12907	VERIZON WIRELESS	522.33	INV# 9953110689
210	02/15/2024	Claims	1	12908	WALTER E NELSON COMPANY	127.92	INV# 1844487
211	02/15/2024	Claims	1	12909	WASTE CONNECTIONS OF WASHINGTON	22.02	INV# 20267062S010
212	02/15/2024	Claims	1	12910	WAVE	1,377.50	ACCT# 7101-1349028-01
						51,305.34	
						41,413.57	
						179,509.79	
						<u>272,228.70</u>	Claims: 272,228.70
						272,228.70	

**CHECK REGISTER**

Cowlitz 911

Time: 11:16:20 Date: 02/14/2024

02/15/2024 To: 02/15/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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**CERTIFICATION:**

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

	C2FR	
Brandi Ballinger, Signature	Agency	Date

**CERTIFICATION/AUTHORIZATION:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

Budget Finance Manager, Signature	Date

Executive Director, Signature	Date

Board Chair, Signature	Date

## 2023 BUDGET POSITION TOTALS

Cowlitz 911

Time: 13:52:21 Date: 02/14/2024

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 OPERATIONS	6,997,902.00	7,320,112.79	104.6%	6,997,902.00	4,974,248.31	71%
002 EQUIPMENT RESERVE	2,076,564.00	1,947,081.86	93.8%	2,076,564.00	191,399.98	9%
003 RADIO OPERATIONS	521,542.00	397,571.37	76.2%	521,542.00	273,005.34	52%
004 RADIO RESERVE	1,973,389.00	1,841,896.20	93.3%	1,973,389.00	86,939.72	4%
005 SALES TAX	6,045,726.00	7,444,793.39	123.1%	6,045,725.00	4,345,565.76	72%
006 STABILIZATION RESERVE FUND	1,533,293.00	1,544,714.48	100.7%	1,533,293.00	0.00	0%
007 FACILITY RESERVE	612,279.00	417,546.33	68.2%	612,279.00	0.00	0%
200 DEBT SERVICE	833,187.00	822,078.45	98.7%	833,187.00	743,159.66	89%
300 PROJECT FUND	758,869.00	3,896,391.23	513.4%	758,869.00	1,537,166.77	203%
301 FEDERAL GRANT- RADIO EQUIPM	1,513,000.00	0.00	0.0%	1,513,000.00	0.00	0%
	22,865,751.00	25,632,186.10	112.1%	22,865,750.00	12,151,485.54	53.1%

## LEGAL SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between **Cowlitz 911 Public Authority** (Client), and **Frank F. Randolph d.b.a. Randolph Law Firm**, licensed attorneys in the State of Washington (“Attorney”).

### **RECITALS.**

The Client desires to contract for routine legal services, advice, interpretations, and risk management, as hereafter mutually agreed between the parties. Client acknowledges that Attorney is limited in the performance of his duties by the Washington State Rules of Professional Conduct.

### **NOW THEREFORE, IT IS AGREED BETWEEN CLIENT AND ATTORNEY:**

1. **Authority.** The Client’s officials responsible for assigning the Attorney work are a majority of the Board members and/or the Executive Director.

2. **General Duties.** The Attorney shall be responsible for performing all legal work for the Client, except as set forth below, or in those instances in which the Client assigns legal work to other attorneys, at Client’s own discretion.

3. **Specific Duties.** The following list of duties are illustrative of the services required from Attorney, but is not necessarily inclusive of all duties. In addition, Attorney shall only provide these services when so requested by Client.

a. ***Legal Documents.*** The Attorney shall review and offer his professional advice on all resolutions, contracts, interlocal agreements, legal correspondence and/or other legal documents. The Attorney shall draft such documents as requested by the Client. The Client may forward all draft documents (including contracts, resolutions and inter-local agreements) to the Attorney to approve as to form, when required by law.

b. ***Advisory Duties.*** The Attorney shall advise the Board Chairman, Board Members and/or Client staff members with regard to legal matters relating to their respective duties. This includes providing advice on procedural issues relating to the conduct of meetings and conduct with the public.

In addition, when special counsel maybe required by the Public Authority for legal issues either outside Attorney’s expertise or at the request of the Executive Director or the Board, he will assist in finding such suitable council.

c. ***Meetings.*** The Attorney shall attend and prepare for meetings as requested by the Client.

d. ***Court Proceedings.*** The Attorney shall advise the Client in civil lawsuits and other contested proceedings commenced by or against the Client.

However, Attorney has been able to control legal costs by operating from his office out of his home, without any staff support. In addition, he has maintained his ties with both local and regional specialized legal expertise and will, if requested, assist the PA if finding suitable outside counsel.

If desired, Attorney shall also assist Client in pursuing any insurance benefits or seeking defense representation for claims covered by existing insurance, and will provide assistance thereto as required by Client.

**e. *Other Services.*** The Attorney shall provide such other requested services as are necessary, appropriate and within Attorney's competence in order to provide the Client with adequate and cost-effective legal representation.

**4. Location, Time Frame of Services.**

**a. *Location.*** The Attorney shall provide services in Cowlitz County as directed. Attorney shall be compensated for mileage at the then existing federal rate and reasonable travel expenses for services outside of Cowlitz County, as requested by Client.

**b. *Time Frame.*** The Attorney shall make every effort to perform the duties requested by the Client in the time frame requested by the Client or as expeditiously as possible. The Attorney agrees to keep the Client informed of the status of any assignment and will assist Client in obtaining outside counsel as desired by Client.

**5. Excluded Services.** The Attorney's services do not include:

- a.** Providing any advice or representation to the Client on labor.
- b.** Representing or advising Client employees where the interest of the Client employee may conflict with that of the Client.
- c.** Providing legal services where the Client has insurance coverage that provides for legal services and the Client has tendered the defense to the insurance carrier. Provided, however, the Attorney shall assist outside or insurance counsel as requested by such counsel or as desired by Client.

**6. Conflict of Interest.** The Attorney provides services to other local municipal clients in his independent law practice. The Attorney shall not perform such services for other clients where a conflict of interest or ethical violation, as defined in the Washington State Bar Rules of Professional Conduct, may exist. However, if desired, Attorney will assist Client, as well as his other conflicting client to finding suitable conflict counsel and then remove himself from the matter as required by ethical rules.



**7. Compensation.**

**a. Hourly Rate.** The Client shall pay Attorney at the rate of \$220.00 per hour. The Attorney shall invoice the Client no later than after a week of each month for work performed that month. The Client shall pay the Attorney's invoice promptly, for the amounts agreed, and in no case later than 60 days from the invoice date.

**b.** Attorney's actual direct and reasonable expenses incurred for any routine work for the Client shall be reimbursed at actual cost to client. Examples of direct costs include copying costs, mailing and postage fees, hiring of subcontractors or other Attorneys as approved in advance by the District, and other reasonable costs.

**8. Term of Agreement.** This Agreement is for a term of two years: April 1, 2024 to March 31, 2026.

**a.** This Agreement may be terminated by either party by giving 30 days' written notice to the other party. Any earned compensation or expenses appropriate under this Agreement will be paid for services rendered during the notice period but will only be authorized thereafter upon express agreement of the Board Chairman. The Attorney agrees to co-operate in the transferring of all Client's files and records and provide a copy of all pending attorney files to the Client's designee promptly upon completion of services.

**b.** Upon termination of this Agreement, the Attorney shall not be entitled to severance pay or continued compensation other than for ongoing services the Attorney and Board Chairman have agreed will extend beyond the effective termination date.

**9. Equipment and Other Resources.** The Attorney shall obtain his own cellular phone, computer, office equipment and access to electronic legal research services as needed to perform the legal services contemplated in this agreement.

**10. Professional Liability Insurance.** During the term of this Agreement and any extensions thereof, the Attorney shall secure and maintain a policy of comprehensive professional liability insurance provided by The Hanover Insurance Group an insurance company licensed to do business in the State of Washington. Said policy shall have limits of \$2,000,000.

**11. Confidentiality.** Attorney agrees to keep all of the information provided by Client in the context of this Agreement confidential for the term of this Agreement and thereafter, unless the Attorney-Client privilege is specifically waived, in writing, by an individual authorized to waive this privilege for client. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to a specific exemption. In

addition, Attorney agrees to assist client in avoiding an unintended waiver of this privileged as observed by attorney or as requested by client.

**12. Maintenance of District Records and Files.** Any work-related products, such as letters, plans, spreadsheets, databases, or the like, that are developed during the term of this Agreement for the Client by the Attorney shall be deemed to be owned jointly by the Attorney and the Client. The Attorney will keep the Client adequately advised of all legal matters by providing copies of all letters or correspondence, plans or proposals written on the Client’s behalf to the Executive Director. All copies of correspondence received by the Attorney relating to Client business will be routinely forwarded to the Executive Director or his/her designee upon receipt. A copy of all documents prepared by the Attorney, but not previously provided, or when duplicates are needed, shall be delivered to the Client upon request.

**13. Qualifications.** Throughout the term of this Agreement, the Attorney shall be an attorney licensed by the state of Washington and a member in good standing of the Washington State Bar.

**15. Independent Contractor Status.** The Attorney is an independent contractor and is not an employee of the Client. The Attorney is responsible for paying his own federal income tax withholding and other taxes, fees or other charges imposed by law upon independent contractors from the compensation paid to it by the Client. The Attorney is not entitled to any benefits such as sick leave, vacation, unemployment insurance, worker’s compensation, PERS, overtime, compensatory time or any other benefit not specifically addressed and provided for in this Agreement.

**16. Non-Exclusive Contract.** This is a non-exclusive contract. The Client reserves the right to appoint additional attorneys, to contract for a new attorney in the future, or to terminate this Agreement as provided herein. Nothing in this Agreement shall guarantee renewal of this Agreement, and in the event of a future renewal, the parties reserve the right to renegotiate all provisions. Likewise, Attorney reserves the right to perform legal duties for other clients, provided that there is no conflict of interest with the Client.

**17. Entire Agreement.** This Agreement incorporates the entire Agreement between the parties with regard to the legal work to be performed on behalf of the Client, and the rates to be charge therefore.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

**Client**

**Attorney**

\_\_\_\_\_  
Brad Thurman, Chairman  
For Cowlitz 911

\_\_\_\_\_  
Frank F. Randolph  
Attorney

# PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between COWLITZ 911 PUBLIC AUTHORITY, a public corporation in accordance with RCW 35.21.730-35.21.759, and Cowlitz County Municipal Code 2.46, acting by and through its Public Authority Board of Directors, herein referred to as "Cowlitz 911," and

Name: ADCOMM Engineering LLC  
Address: PO BOX 308, Woodinville WA 98072 (Mailing)  
18809 Autumn Way, Sandy, OR. 97055 (Physical)

Phone No: 971-718-7574 Email: [admin@adcomm911.com](mailto:admin@adcomm911.com)

(hereinafter called "Contractor").

This Agreement is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation
- Attachment C – General Conditions
- Attachment D – Special Terms and Conditions and Retirement Status Form (signature required)
- Attachment E – (specify) RFI and RFI Response Attached

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the 21st day of February 2024 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the 30th day of May, 2024. The terms of the agreement may be extended for (2) two additional (2) two year terms by mutual agreement of the parties, however compensation may be renegotiated between the parties for each new contract term.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 21st day of February 2024.

CONTRACTOR:

ADCOMM ENGINEERING LLC

Print name: Susan E. Ronning

Title: Owner and Principal Engineer

Date: February 14 2024

Signature: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Briana Harvill, Acting Clerk of the Board

Cowlitz 911 Public Authority CHAIR:

Brad Thurman

Title: Chair of the Board  
( approval subject to Board ratification or authorization)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
CONTRACT HAS BEEN APPROVED AS TO FORM BY  
COWLITZ 911 Civil Attorney

**SCOPE OF WORK**  
**Attachment "A"**

This Scope of Work modifies the Phase 1 Scope of Work associated with Contract Number: 2023-11-15-01 entered into between COWLITZ 911 PUBLIC AUTHORITY and ADCOMM Engineering LLC for the Cowlitz 911 Public Authority's 911 Emergency Communications Center Public Safety Radio Improvements Project signed November 15, 2023. This Amendment changes tasks and timing in the original scope of work. Modifications are added to the scope with underline, deletions are listed with strike-through.

## **Amendment 1 - SCOPE OF WORK- Phase 1**

ADCOMM will provide the following services.

### Deliverables - Tasks

#### **1. Project Management.**

- a. ADCOMM will provide project management support to lead recurring weekly or biweekly meetings, as needed to allow for information sharing and decision making within and among the project team members.

#### **2. Project Schedule.**

- a. ADCOMM will develop an initial project schedule within 8 days of contract execution.
  - i. The project schedule will be tracked monthly to ensure compliance and agreement of the tasks and timelines.
  - ii. If scope changes (i.e., board members decision changes schedule or tasks per ADCOMM recommendations), then the project schedule will be updated to reflect the new tasks/ direction of the project and the associated scope of work will be provided.
- b. The initial project schedule milestones include:
  - i. Notice to proceed.
  - ii. In-person project kick-off and stakeholder engagement session
  - iii. Slide deck presentation of Engineering Assessment Findings and Recommendations, which defines systems and associated functional and

non-functional requirements, to include high-level cost and timeline impacts by ~~January~~ **March 15, 2024**.

- iv. Cowlitz 911 Fire-Law Tac Advisory Committee will be expected to provide feedback, make recommendation(s), and set the direction for the **Public Safety Radio Improvements Plan** and future ~~Public Safety Radio System Request for Proposals (RFP)~~
- v. Submission of a Radio System Improvement Plan by April 16, 2024.
- vi. ~~Release a public safety radio RFP, for Board approval, on or before February 16, 2024~~
- vii. ~~Support RFP procurement pre-submittal meetings, RFIs, review RFP bids and scope, assist with vendor contract negotiations through May 30, 2024.~~

**3. Engineering Data Collection and Review.** Expected outcome: initial understanding of the existing sites and systems, and their configuration, that are currently in use.

- a. ADCOMM requests and reviews needed data from the client project team.
  - i. Information includes but is not limited to: past report(s), a description of the communications systems in place including how they are related to each other for all current and planned systems, area maps and site locations, building plans, radio equipment inventories, equipment configuration, and purchase order data.
- b. ADCOMM performs research into data provided and national databases and contacts past vendors for information, if necessary.
- c. Other agency systems and sites are assessed for sharing/partnership opportunities and interoperability improvements.
- d. ADCOMM performs an initial RF coverage and microwave link topology assessment based on available data.
- e. ADCOMM reviews information captured with the client project team ahead of the on-site visit.

**4. On-Site Kick-Off and Data Gathering.** ADCOMM will meet on site with the client project team. Expected outcome: clear understanding of stakeholder operations and their viewpoint of what they believe is working well versus what needs to be improved or changed.

- a. An in-person kick-off meeting and will be held (approximately 3 hours). Purpose of the kickoff meeting is to:
  - i. Clarify project goals and objectives.

- ii. Identify stakeholder groups and key personnel.
    - iii. Determine and prioritize user issues and concerns to be addressed.
  - b. Perform escorted site visits to the dispatch center, and existing/proposed communications sites to assess the current system's radio site space and system considerations. Site visits are limited to 8 days with two people, in two deployments.
    - i. Capture photos and line drawings of existing or proposed site locations to include details of antenna types, placements, and available tower locations.
    - ii. Systems to consider include land mobile radio (LMR), radio dispatch console, microwave system, IP network, alarm and monitoring system, communications site related systems (DC power, grounding, tower/shelter space, physical site security), etc.
    - iii. Identify if/what additional engineering is needed, i.e., VHF noise floor readings at key locations to improve accuracy of RF coverage studies, tower structural analysis and/or tower steel improvements to ensure tower capacity.
    - iv. Site reports (one per site) will be drafted and shared to capture existing site systems, capabilities, and conditions.
  - c. Present In-person at December Cowlitz 911 board meeting to share preliminary findings of radio system coverage, microwave network, potential issues for resolution, and identify upcoming decisions and review stakeholder feedback
- 5. **Stakeholder Feedback.** ADCOMM will lead group and/or one-on-one (remote) interviews with stakeholder groups. Up to twelve 40-minute sessions. Expected outcome: capture stakeholder's key concerns to be sure "the right 'thing gets built" with respect to communications systems' improvements to meet user needs.
  - a. Information to be gathered includes:
    - i. User groups – channel capacity – coverage
    - ii. Subscriber types – quantities – ownership – age
    - iii. Maintenance concerns, resource constraints, funding limitations, interoperability partners, etc.
  - b. Stakeholder groups include field users, dispatch users, operational supervisors, system managers, technician maintainers, procurement team members, financial team members, and executive board (as appropriate).

6. **Engineering Assessment and Recommendations.** Technology systems to be assessed include radio equipment, RF system, microwave topology network, primary/backup power, network connectivity, site/system alarms, space/capacity (tower, shelter, cable entry, grounding, etc.)
  - a. ADCOMM will perform an engineering assessment of the data captured and supplied by the client project team to understand their current operations and desired changes to the existing communications system and their operations.
  - b. Discuss site visits and stakeholder findings with client project team to confirm understanding and come to high-level agreement on radio system needs, wants, expectations including feedback on sharing of sites and systems from current and potential future partners and needed interoperability and inter-operations with partner agencies. ADCOMM to share recommendations based on discussion. Discussion to take place via teleconference or videoconference.
  - c. ADCOMM to define systems and associated functional and non-functional requirements, i.e., coverage reliability, network resiliency, physical and cyber-security, etc., review and discuss via teleconference or videoconference.
  - d. Identify recommended system modifications, high-level rough-order-of-magnitude (ROM) cost estimates, and associated timelines.
  - e. ADCOMM will develop a slide deck of Engineering Assessment Findings and Recommendations for review and discussion. Information captured will be fed into the draft plan. The slide deck may be presented on-site or remotely.
7. **Fire-Law Tac Radio User meeting and discussions**
  - a. Lead in-person to discuss technology options and impacts to support decision making for short- and long-term improvements
  - b. Lead remote coverage workshop to drill into site specific coverage areas
  - c. Lead in-person presentation of Engineering Assessment Findings and Recommendations slide deck to discuss and define direction for short- and long-term equipment procurement and transition plans. Information captured will feed into the Public Safety Radio Improvements plan.
8. **Develop the Plan.** Develop a “Public Safety Radio Improvements Plan” for presentation to Cowlitz 911.
  - a. Based on feedback from Engineering Assessment Findings and Recommendations, ADCOMM will draft a conceptual design, transition, and procurement plan that will be submitted for agency review and feedback.
  - b. A final draft will incorporate any feedback and will be resubmitted as FINAL for agency documentation.

## Deliverables

The **Public Safety Radio Improvements Plan** will incorporate the following goals:

- Define the systems and scope that are needed to improve the radio system, microwave system, radio sites, and interface with our new secure 911 IP network and dispatch console systems.
- Assess alternative sites and/or consider new construction, equipment, and technology that will best fit the radio coverage needs of Cowlitz 911 and its user agencies that will integrate with the current VHF simulcast public safety radio infrastructure and our local terrain.
- Consider the best or most suitable public safety radio infrastructure, equipment, FCC licensing, coverage needs, system functionality, cost, permitting, zoning, accessibility, soil, hazards, grading, site readiness, dependability, sustainability, and maintainability.
- Develop both short-term and long-term solutions to radio coverage and performance issues.
- Prepare a public safety radio improvement professional engineering design and equipment improvement recommendations that Cowlitz 911 can manage and maintain for the next 15 to 20 years.
- Collaborate with Cowlitz 911 staff and prepare a project budget for the radio technology and equipment improvements that will meet fiscal and resource constraints.

The ~~Public Safety Radio System Request for Proposals (RFP)~~ will incorporate the following goals:

- ~~▪ Provide Cowlitz 911 a criteria-based recommendation for the selected site, technology, and equipment improvements.~~
- ~~▪ Collaborate with Cowlitz 911 staff and user agencies to prepare a public safety radio improvement RFP scope of work and design.~~

Additional documentation will be created within this project. This includes:

- **Site reports** (one per site) to capture existing site systems, capabilities, and conditions.
- Slide deck of **Engineering Assessment Findings and Recommendations** to define systems and associated functional and non-functional requirements.
  - ⊖ Cowlitz Board to provide feedback and direction on ADCOMM's recommendations to inform the **Public Safety Radio Improvements Plan**, and future ~~Public Safety Radio System Request for Proposals (RFP)~~.



## Schedule and Tasks Update

Description	Duration	Amd1 Start	Amd1 Finish	Original Contract Start	Original Contract Finish	Original Scope or reason for addition/change
	⓪			⓪	⓪	
<b>[-] Cowlitz 911 Radio Replacement Project</b>	<b>125d</b>	<b>11/15/23</b>	<b>05/14/24</b>	<b>11/15/23</b>	<b>05/14/24</b>	<b>Cowlitz 911 Radio Replacement Project</b>
Project Notice to Proceed	0	11/15/23	11/15/23	11/15/23	11/15/23	Project Notice to Proceed
Amendment 1 Approved	0	02/21/24	02/21/24			<u>New scope agreed by project team 2/13</u>
<b>[+] Project Kickoff</b>	<b>10d</b>	<b>11/15/23</b>	<b>11/30/23</b>	<b>11/15/23</b>	<b>11/30/23</b>	<b>Project Kickoff</b>
<b>[-] Assessment &amp; Scope</b>	<b>104d</b>	<b>11/16/23</b>	<b>04/16/24</b>	<b>11/16/23</b>	<b>01/19/24</b>	<b>Assessment &amp; Scope</b>
+ Gather Data	24d	11/16/23	12/21/23	11/16/23	12/21/23	Gather Data
+ On Site Visits	20d	11/17/23	12/18/23	11/17/23	12/18/23	On Site Visits
+ Board Meeting December 20	2d	12/19/23	12/20/23			<u>New scope agreed by project team at kickoff. 11/15</u>
+ Tac meeting Jan 9	11d	12/21/23	01/09/24			<u>New scope agreed by Board Meeting 12/20</u>
+ Tac Coverage Workshop 2/7	21d	01/10/24	02/07/24			<u>New scope agreed by Board Meeting 12/20</u>
+ System Assessment and Recommendation	33d	12/01/23	01/19/24	12/01/23	01/19/24	System Assessment and Recommendation
+ <del>Microwave Assess Current Procurements</del>	20d	02/21/24	03/19/24			<u>New scope agreed by project team 2/13</u>
+ Public Safety Radio Improvement Design & Equipment Improvement Recommendations	40d	02/21/24	04/16/24	01/05/24	01/17/24	<u>Delayed: Improvement plan will include microwave improvements and decisions from Tac</u>
Slide Deck presentation of System Assessment and Recommendation	0	04/16/24	04/16/24	01/12/24	01/12/24	<u>Slide Deck presentation of System Assessment and Recommendation, moved due to inclusion of Tac decisions and Tac engagement</u>
Decision on System Assessment and Recommendation - Cowlitz 911 Board	0	04/16/24	04/16/24	01/17/24	01/17/24	<u>Board meeting is 4/16 - Present Public Safety Improvement Plan - Cowlitz 911 Board; Moved based on project decision 2/13</u>
<b>[-] Procurement</b>	<b>93d</b>	<b>04/04/24</b>	<b>05/14/24</b>	<b>04/04/24</b>	<b>05/14/24</b>	<b>Procurement</b>
+ Procurement Review, Issue, Contracting	93d	04/04/24	05/14/24	04/04/24	05/14/24	<u>Move scope from procurement to Tac engagement and decision making process, and microwave interim improvements engineering</u>
Close Project	0	04/16/24	04/16/24	05/14/24	05/14/24	Close Project

**COMPENSATION**  
**Attachment "B"**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, Cowlitz 911 shall pay to the Contractor a fixed fee of thirteen-thousand DOLLARS (\$13,000 for the amended services listed in Amendment 1) for the completed work as set forth in Attachment "A.". Payments for completed tasks shall be made no more frequently than  monthly;  quarterly;  semi-annually;  annually;  at completion of project;  other (specify) .

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. Each request for payment shall include an up-to-date project timeline, and shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives, cost control, or time schedules together with a statement of action taken or proposed to resolve the situation. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

**2. AND**

**a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

**COST PROPOSAL**  
**Attachment "B"**

The costs listed below are inclusive of all costs.

<i>Name/Position</i>	<i>Hourly Rate</i>
Principal	\$215/hour
Chief Engineer	\$215/hour
Technical Specialist	\$190/hour
Senior Consultant	\$180/hour
Consultant	\$160/hour
Project Manager	\$150/hour
Site Manager	\$150/hour
Engineer	\$140/hour
Technical Writer	\$115/hour
Office Manager	\$80/hour
Technical Assistant	\$75/hour
Administrative Assistant	\$70/hour

- Time is billed in 15-minute increments; notes are provided for all billed time.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).
- Rate increases are subject to review every 2 years, on odd numbered years, not to exceed 3 percent each biennium.

# GIS Professional Services Project Agreement

---

This Agreement is made by and between Cowlitz 911 (“Customer”) organized under the laws of the state of Washington and **Geo-Comm, Inc.** (“GeoComm”) a Minnesota corporation with its principal offices at 1100 West St. Germain Street, Suite 300, St. Cloud, MN, 56301.

GeoComm's certified staff of Emergency Number Professionals (ENPs), GIS Professionals (GISPs), and Project Management Professionals (PMPs) have a proven track record of delivering on GeoComm's services and solution implementation projects in 49 states nationwide and is willing to provide services to the Customer.

The parties agree to the following:

## Section 1 – Scope of Work

Upon execution of Agreement, GeoComm will provide solutions and services as described in the exhibits.

## Section 2 – Pricing and Payment Terms

The Customer will pay GeoComm \$156,080.73 plus applicable sales taxes\* as further described in Exhibit A - Pricing.

Customer agrees to pay GeoComm on the following payment schedule:

- \$12,031.13 Invoiced net 45 upon contract signing
- \$68,176.38 Invoiced net 45 upon delivery of final data layers
- \$13,731.14 Invoiced net 45 upon commencement of year one GIS data maintenance services
- \$14,417.69 Invoiced net 45 upon commencement of year two GIS data maintenance services
- \$15,138.59 Invoiced net 45 upon commencement of year three GIS data maintenance services
- \$15,895.51 Invoiced net 45 upon commencement of year four GIS data maintenance services
- \$16,690.29 Invoiced net 45 upon commencement of year five GIS data maintenance services

*\*If entity is tax exempt please email tax exemption certificate to [dhaus@geocomm.com](mailto:dhaus@geocomm.com).*

## Section 3 – Standards of Work

GeoComm agrees that the performance of work described in this Agreement and pursuant to this Agreement shall be done in a professional manner and shall conform to employ the care and skill ordinarily used by members of GeoComm's profession.

## Section 4 – Changes in the Work

The Customer may, at any time by written order, make changes within the general scope of the work including but not limited to, revisions of, additions to, or subtractions from, or portions of the work. If any change order causes an increase or decrease in the cost of or time required for the performance of any part of the work under this Agreement, an Amendment/Addendum will be done and signed by both parties.

## Section 5 – Excusable Delays

Neither GeoComm nor the Customer shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties.

## Section 6 – Disclaimer of Warranties and Limitation of Liability

To the fullest extent permitted by applicable law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of GeoComm and GeoComm's officers, directors, partners, employees and consultants, and any of them, to the Customer and anyone claiming by or through the Customer, for any and all claims, losses, costs or damages, including attorneys' fees and costs of any nature whatsoever or expenses resulting from or in any way related to this Agreement, including the solutions and services delivered by GeoComm hereunder or the use thereof by Customer, shall not exceed the total compensation received by

GeoComm in fees under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by applicable law.

Except as specifically represented herein, the goods and services provided by GeoComm pursuant to this agreement are **“AS” IS” AND, TO THE EXTENT PERMITTED BY APPLICABLE LAW, WITHOUT ANY WARRANTY OR CONDITION, EXPRESS, IMPLIED OR STATUTORY, AND GEOCOMM SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. GEOCOMM DISCLAIMS LIABILITY FOR ERRORS OR OMISSIONS IN CONTENT; ANY IMPLIED WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE; AND ANY OBLIGATION, LIABILITY, RIGHT, CLAIM OR REMEDY IN TORT, WHETHER OR NOT ARISING FROM NEGLIGENCE.**

### **Section 7 – Disclaimer of Patent License**

Nothing contained in this Agreement shall be deemed to grant, either directly or by implication, estoppels or otherwise, any license under any patents or patent applications of GeoComm. Except, the Customer shall have the normal non-exclusive royalty-free license to use that is implied or otherwise arises by operation of law in the sale of a software license.

### **Section 8 – Software User Terms of Use**

“GeoComm Software Authorized Users Terms of Use” found at [www.geocomm.com/legal](http://www.geocomm.com/legal) applies to this Agreement.

### **Section 9 – Termination**

Either party, upon thirty (30) days written notice to the other party, may terminate an Agreement for violation of the terms and failure to cure any deficiency within a reasonable time after notice thereof. In the event of termination for just cause by the Customer, GeoComm shall refund all amounts received to that point. In the event of termination for just cause by GeoComm, the Customer shall forfeit any funds paid. If statutory funding is cancelled, the Customer may terminate agreement and shall only be liable for services provided prior to termination.

### **Section 10 – Relationship of Parties**

The parties understand that GeoComm is an independent contractor and not an employee of the Customer. The Customer will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit for the benefit of GeoComm as a function of this agreement.

### **Section 11 – Insurance**

GeoComm has comprehensive general liability and workers compensation insurance for both personal injury and property damage with limits no less than those required under Customer State law. Minimum limits for GeoComm liability insurance shall be in the amount of \$2,000,000 for any number of claims arising out a single occurrence under a single limit or combined limit or excess umbrella general liability insurance policy.

GeoComm waives any rights to recover damages from the Customer for any injuries that GeoComm and/or its employees may sustain while performing services under this agreement that are in any way a result of the negligence of GeoComm or its employees or agents

### **Section 12 – Data Confidentiality**

GeoComm agrees to review, examine, inspect or obtain Customer data only for the purposes described in this agreement, and to at all times hold such information confidential. The obligation to protect the confidentiality of confidential information disclosed to the other party shall extend for a period of seven (7) years following disclosure and shall survive early termination of this Agreement. All data, whether digital or hardcopy, provided to GeoComm by the Customer shall remain the legal property of the Customer, and shall not be distributed, sold or utilized by GeoComm for any purposes other than those defined in this Agreement, without the express permission of the Customer.

### **Section 13 – Records Retention and Availability**

GeoComm agrees that the Customer, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GeoComm and involve transactions relating to this Agreement. GeoComm agrees to maintain these records for a period of seven (7) years from the date of termination of this Agreement.

### **Section 14 – Notices**

All notices under this agreement shall be mailed to the physical address listed below.

#### **Cowlitz 911, Washington**

John Diamon, Executive Director  
2790 Ocean Beach Highway  
Longview, WA  
Email: [diamondj@cowlitz911.org](mailto:diamondj@cowlitz911.org)

#### **GeoComm**

Jeff Liebl, President & CEO  
1100 West St. Germain Street, Suite 300  
St. Cloud, MN 56301  
Phone: (320) 240-0040  
E-mail: [jl Liebl@geocomm.com](mailto:jl Liebl@geocomm.com)

### **Section 15 – Entire Agreement**

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

### **Section 16 – Severability**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.


### **Section 17 – Laws to be Observed**

GeoComm will, at its expense, obtain all permits and licenses, pay all fees, and comply with all federal, state and local laws, ordinances, rules, regulations and orders applicable to GeoComm's personnel and performance of this Agreement. GeoComm has an Affirmative Action Plan in place to ensure nondiscrimination and fair hiring practices.

### **Section 18 - Applicable Law**

If there is any dispute concerning this Agreement, the laws of the Customer's state will rule if required by customer's funding or legal policy, otherwise the State of Minnesota laws will apply.

**Section 19 – Authorization of Both Parties**

<b>GeoComm</b>	
<b>Signature</b>	
<b>Print Name</b>	Jeff Liebl, President & CEO
<b>Date</b>	November 10, 2023

<b>Customer</b>	
<b>Signature</b>	
<b>Print Name</b>	
<b>Purchase Order # (if required)</b>	
<b>Date</b>	

## Exhibit A – Pricing

### GIS Data Remediation

One-Time Services	MSRP Price	HGAC Price
NG9-1-1 and Mapping Updates: <ul style="list-style-type: none"> <li>• GIS Data Analysis</li> <li>• Provisioning Boundary Layer</li> <li>• Service Boundary Layers: PSAP Boundary Layer Development or Updates</li> <li>• Service Boundary Layers: Police, Fire, EMS Layers Development or Updates</li> <li>• Road Centerlines Layers: GIS Data Attribute Standardization</li> <li>• Road Centerlines Layers: Street Connectivity Updates</li> <li>• Road Centerlines Layers: Address Range Updates</li> <li>• Site/Structure Address Points Layer: GIS Data Attribute Standardization</li> <li>• Site/Structure Address Points Layer: Synchronization with Road Centerlines and Boundary Layers Attributes</li> <li>• Incorporated Municipality Boundary Layer: Development or Updates</li> <li>• Site/Structure Address Points Layer: Spatial Alignment</li> </ul>	\$81,720	\$80,207.51
<b>One-Time Services Total:</b>	<b>\$81,720</b>	<b>\$80,207.51</b>
Recurring Annual Services		
Year One Annual Pricing	MSRP Price	HGAC Price
GIS Data Layers Maintenance Services	\$11,300	\$11,090.54
MSAG and ALI Maintenance Services	\$2,690	\$2,640.60
Year One Total:	\$13,990	\$13,731.14
Year Two Annual Pricing	MSRP Price	HGAC Price
GIS Data Layers Maintenance Services	\$11,865	\$11,645.06
MSAG and ALI Maintenance Services	\$2,825	\$2,772.63
Year Two Total:	\$14,690	\$14,417.69
Year Three Annual Pricing	MSRP Price	HGAC Price
GIS Data Layers Maintenance Services	\$12,458	\$12,227.32
MSAG and ALI Maintenance Services	\$2,966	\$2,911.27
Year Three Total:	\$15,424	\$15,138.59
Year Four Annual Pricing	MSRP Price	HGAC Price
GIS Data Layers Maintenance Services	\$13,081	\$12,838.68
MSAG and ALI Maintenance Services	\$3,114	\$3,056.83
Year Four Total:	\$16,195	\$15,895.51
Year Five Annual Pricing	MSRP Price	HGAC Price
GIS Data Layers Maintenance Services	\$13,735	\$13,480.62
MSAG and ALI Maintenance Services	\$3,270	\$3,209.67
Year Five Total	\$17,005	\$16,690.29
<b>Contract Total:</b>	<b>\$159,024</b>	<b>\$156,080.73</b>
Notes: Pricing is based on HGACBuy Contract Number EC07-20.		



Pricing is subject to increases at the sole discretion of GeoComm annually as a result in changes in market conditions including the Consumer Price Index and inflation. Notice of price increase would be provided at least 180 days prior to the start of each contract year.

Prices are valid for a period of 90 days.

Total does not include sales tax. Applicable taxes will be determined upon contract signing. Cowlitz 911 is responsible for paying all sales taxes.

## Exhibit B – Scope of Work

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GeoComm will complete the following Geographic Information System (GIS) data professional services, resulting in a highly accurate GIS dataset for use in a Next Generation 9-1-1 (NG9-1-1) or Public Safety Answering Point (PSAP) mapping systems. The final dataset will comply with National Emergency Number Association's (NENA) standards and PSAP mapping system requirements.

Services description and customer responsibilities and project deliverables are provided below.

### Project Management Service Description

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GeoComm will dedicate time to project management and ongoing communication throughout the project. GeoComm will hold a project initiation conference call with your project team to:

- Introduce project stakeholders to the GeoComm project team
- Review project objectives and goals
- Define mutual expectations
- Establish communication processes
- Review the project timeline, including periodic progress reporting
- Review NENA NG9-1-1 GIS Data Model standard and PSAP mapping system requirements
- Discuss initial GIS data schema
- Discuss existing resources that may be used in developing the GIS data layers

Throughout the project, regular status updates will be provided which include progress updates; issues encountered or foreseen, with plans for mitigation; goals for the next reporting period; a schedule review; and customer responsibilities.

### GIS Professional Services Description

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#### GIS Data Analysis

A GIS data analysis will be completed to identify the gaps and discrepancies in and between the GIS data and MSAG and ALI databases. The analysis includes reviewing the quality of GIS data layers individually and their synchronization level with the MSAG and ALI databases. The results and lists of errors will be compiled into a digital report. A conference call will be scheduled to review the report and answer questions. The report will identify:

- Incorrect, incomplete, and inconsistent data and databases
- Discrepancies between data and databases
- Topology/Connectivity issues
- Road Centerlines line direction issues
- Duplicate addresses

#### Provisioning Boundary Layer Development or Updates

If existing provisioning boundaries are provided, they will be updated to correct topological errors and inconsistencies identified during the analysis. If no Provisioning Boundary layer exists, GeoComm will develop a layer based on existing municipal and/or county boundary layers or other resources you provide. Topological adjustments along borders will be made; ensuring boundaries are snapped to Road Centerlines, where applicable.

Development or updates to this layer will be based on resources provided and an understanding of the extent of your GIS provisioning responsibility within an NG9-1-1 deployment. After the layer is developed, GeoComm will provide a digital map for your review and approval.

The data schema will follow your PSAP mapping system requirements and NG9-1-1 GIS data standards. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted. Other attribute categories, such as “optional” and “conditional” (or their equivalents), will be retained if attributes already exist in the current layer.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

### **Service Boundary Layers: PSAP Boundary Layer Development or Updates**

If existing PSAP boundaries are provided, they will be updated to correct topological errors and inconsistencies identified during the analysis. If no PSAP Boundary layer exists, GeoComm will develop a layer based on existing municipal and/or county boundary layers or other resources provided. Topological adjustments along borders will be made; ensuring boundaries are snapped to Road Centerlines, where applicable.

The data schema will follow your PSAP mapping system requirements and NG9-1-1 GIS data standards. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted. Other attribute categories, such as “optional” and “conditional” (or the equivalent), will be retained if attributes already exist in the current layer. Note that some required/mandatory attributes (such as URI) cannot be obtained until there is an active NG9-1-1 deployment underway, and the Next Generation Core Service (NGCS) provider determines the attributes to populate.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

### **Service Boundary Layers: Police, Fire, EMS Layers Development or Updates**

If existing emergency service boundaries representing the areas covered by police, fire, and EMS responders are provided, they will be updated to correct topological errors and inconsistencies identified during the analysis. In some systems, these layers may also be used for connecting incoming calls to the correct emergency responders.

If these service boundaries do not exist, three layers will be developed representing the areas covered by police, fire, and EMS responders. These new layers will be based on resources you provide depicting the boundaries. After each layer is developed, GeoComm will provide a map for your review and approval. The data schema will follow your PSAP mapping system requirements and NG9-1-1 GIS data standards. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted. Other attribute categories, such as “optional” and “conditional” (or the equivalent),” will be retained if attributes already exist in the current layer. Note that some mandatory attributes (such as URI) cannot be obtained until there is an active NG9-1-1 deployment underway and the Next Generation Core Service (NGCS) provider determines the attributes to populate.

If required by your data standards, a fourth layer, ESZ, will be developed representing the emergency service numbers throughout the area. This layer will be used for populating attribute information in the Road Centerlines and Site/Structure Address Point layers, if contracted to do so.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

### **Road Centerlines Layer: GIS Data Attribute Standardization: Transform Schema to NENA NG9-1-1 Model and PSAP Mapping System Requirements**

GeoComm will review the GIS data schema of the provided road centerlines to determine their conformance with the latest NENA NG9-1-1 GIS Data Model and PSAP mapping system requirements. A side-by-side comparison of the existing and recommended GIS data structures will be provided. GeoComm will then convert your GIS data into a schema following the NENA NG9-1-1 GIS Data Model (NENA-STA-006) and PSAP mapping system schema. GeoComm will populate Required/Mandatory and Conditional (or their equivalents) attributes with provided resources.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

### **Road Centerlines Layer: Street Connectivity Updates**

GeoComm will update the existing Road Centerlines layer based on inconsistencies noted during the analysis. If there are discrepancies between approved resources, GeoComm will work with you for verification. For street connectivity updates, road centerlines will be broken and snapped to create topological accuracy for proper address location. Road centerlines will be broken at Service Boundary layers, available community boundaries (including county and incorporated municipality boundaries), PSAP and provisioning boundaries, and true intersections with other road centerlines. Corresponding boundary updates will be made to service and incorporated municipality boundaries (if provided) which run alongside road centerlines to ensure coincident lines with corresponding road centerlines.

### **Road Centerlines Layer: Address Range Updates**

GeoComm will update the existing Road Centerlines layer based on inconsistencies noted during the analysis. If there are discrepancies between approved resources, GeoComm will work with you for verification. Road Centerlines layer update processes include validating or correcting the following address range issues:

- Overlapping address ranges
- Invalid high address range is less than the low address range
- Invalid odd/even address ranges in both the from and to fields

### **Site/Structure Address Points Layer: GIS Data Attribute Standardization: Transform Schema to NENA NG9-1-1 Model and PSAP Mapping System Requirements**

GeoComm will review the GIS data schema of the provided Site/Structure Address Point layer to determine its conformance with the latest NENA NG9-1-1 GIS Data Model and PSAP mapping system requirements. A side-by-side comparison of the existing and recommended GIS data structures will be provided. GeoComm will then convert your GIS data into a schema following the NENA NG9-1-1 GIS Data Model (NENA-STA-006) and PSAP mapping system schema. GeoComm will populate Required/Mandatory and Conditional (or their equivalents) attributes with provided resources.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

## **Site/Structure Address Point Layer: Attribute Synchronization with Road Centerlines and Boundary Layers**

GeoComm will update the existing Site/Structure Address Point layer based on inconsistencies noted during the analysis and provided resources. If there are discrepancies between approved project resources, GeoComm will work with you for verification.

GeoComm will update the existing Site/Structure Address Point layer to ensure attributes are synchronized with Road Centerlines and Boundary layers, points fall in the correct PSAP boundary and within the Provisioning Boundary and are spatially placed along the correct centerline segment where possible.

## **Incorporated Municipality Boundary Layer Updates or Development**

If existing incorporated municipality boundaries are provided, they will be updated to ensure no gaps and overlaps exist between boundaries.

If incorporated municipality boundaries do not exist, publicly available GIS data and/or provided resources will be used to develop a polygon layer representing incorporated municipality boundaries within your jurisdiction. After the layer is developed, GeoComm will provide a digital map for your review and approval.

The data schema will follow your PSAP mapping system requirements and the latest NENA NG9-1-1 GIS Data Model. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted.

Other categories, such as “optional” and “conditional” (or their equivalents), will be retained if attributes already exist in the current layer.

This layer will be used to populate incorporated municipality attributes in the Road Centerlines layer and/or Site/Structure Address Point layer and will be available for visual display in your PSAP mapping system.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

## **Site/Structure Address Point Layer: Spatial Alignment**

Based on provided resources including a tax parcel layer containing a situs address field and any available building footprint data, GeoComm will develop new address points with accompanying descriptive attributes for structures where a point does not already exist.

New points will be placed at a location (e.g., on structure rooftops or at driveway entrances) according to your PSAP mapping system requirements or the methodology used for existing points. On-site collection or verification of address points may be provided for an additional fee.

For multi-unit structures (e.g., apartment complexes, strip malls, mobile home parks) where a point does not already exist, GeoComm will create one new point for each building with a unique street address number (not including unit numbers) and will work with you to establish an agreed-upon point placement methodology. If multiple points already exist for individual units of a multi-unit structure, these points will be retained but will not be moved unless resources indicate the points are incorrectly placed. The development of points for individual units, such as individual apartments or office suites, may be provided for an additional fee.

The accuracy of newly developed points will be dependent upon the provided resources. Site/structure address point development requires a parcel map with situs address information or another GIS resource containing the location and physical address of each addressable structure.

### GIS Data Layers Maintenance Services

GeoComm will use provided resources, including digital copies of the MSAG and ALI database, to update GIS data layers for location validation in 9-1-1 systems. As needed, GeoComm will:

- Update the Road Centerlines layer with additions, deletions, and corrections
- Update the Site/Structure Address Point layer with additions, deletions, and corrections
- Update Service Boundary layers (PSAP, police, fire, EMS, and ESZ/ESN) with additions, deletions, and corrections when requested
- Update the Provisioning Boundary layer with additions, deletions, and corrections.
- Update the Incorporated Municipality layer when there are annexations

GIS data attribute standardization following the NENA Standard for NG9-1-1 GIS Data Model and/or your PSAP mapping system requirements are included. GeoComm will populate Required/Mandatory and Conditional (or their equivalents) attributes with provided resources.

GeoComm will perform quality control (QC) checks on GIS data to measure GIS data quality and synchronization with MSAG and ALI databases, if available. If GIS data errors are detected, GeoComm will make appropriate corrections. If MSAG or ALI errors are detected, GeoComm will correct the error if contracted to do so. If resolving the MSAG or ALI errors are outside of the scope of service, GeoComm will provide you with a list of required updates.

GeoComm will provide updated GIS data packages (zip file containing the updated GIS data layers in file geodatabase format) for you to provision into your local 9-1-1 systems. If the local 9-1-1 system is a GeoComm mapping application, GeoComm will execute the update process.

If requested, GeoComm can provide.pdf files representing one combined Service Boundary map (Police, Fire, EMS) which you can print to hard copy wall maps.

### MSAG and ALI Maintenance Services

To ensure ongoing synchronization with GIS data layers, MSAG, and ALI database, GeoComm will update and manage your MSAG based on provided resources. As needed, GeoComm will:

- Submit MSAG updates to your database provider when roads are added, changed, or deleted if allowed access to the database provider's MSAG maintenance system.
- Assist in the resolution of MSAG discrepancies, as provided by the database provider (E.g. overlaps with other MSAG entries, address validation, etc.)
- Assist in the resolution of inconsistencies between the MSAG and GIS data layers.
- Assist in the resolution of telephone (TN) records that do not match the MSAG.
- Request new Emergency Service Numbers (ESNs) from the database provider when new responder combinations are created.
- Complete periodic reviews of the MSAG, ALI database, and GIS data layers to ensure a high synchronization Rate and complete updates.

Note: If clarification is needed, GeoComm will work with you to ensure accurate updates are made.

## Project Deliverables

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- General project support
- Project schedule
- Regular status reports and conference calls
- GIS Data Analysis
- Provisioning Boundary Layer
- PSAP Boundary Layer
- Police, Fire, and EMS Layers
- Road Centerline Layer
- Site/Structure Address Points Layer
- Incorporated Municipality Boundary Layer
- Updated GIS data layers and synchronization comparison results between the ALI database, MSAG, and GIS provided as frequently as quarterly
- MSAG updates submitted to the database provider, quarterly synchronization comparison results between the ALI database, MSAG, and GIS, and GIS map data update recommendations (if maintained by Cowlitz 911) or updates to GIS map data (if GeoComm maintains)
- Recurring GIS Data Maintenance Services: Five (5) Years:
  - GIS Data Layers Maintenance
  - MSAG/ALI Maintenance

The final GIS map data layers will be delivered in Esri format and in the projection in which the data was provided to GeoComm.

Note that the completeness and accuracy of the final GIS layers is dependent on provided project resources. To achieve a high synchronization between the GIS data and the MSAG, you may need to make additional updates to the MSAG.

## Exhibit C – Customer Responsibilities

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It is requested that you provide the following support and resources:

- Assist in coordinating and attending periodic conference calls
- Provide pertinent project information and documentation
- Assist in ongoing quality assurance tasks
- Provide a single point of contact available for communication throughout the project
- Review preliminary emergency boundary maps and provide input on updates needed
- Review final synchronization results and provide any needed GIS data updates back to GeoComm within a 30-day timeframe
- Submit required GIS information (e.g. GIS map data, public safety databases, and/or other resources) to our website (<https://geocomm.com/gis-data-submission/>)
- Existing GIS data in Esri format including map projection information
- Current copies of your ALI and MSAG in Microsoft Excel format
- Digital or hard copy resources depicting road centerlines and boundary updates.