

Columbia 9-1-1 GIS Support Agreement - DRAFT

This agreement ("Agreement") is made and entered into by and between Columbia 9-1-1, a public safety entity located in the State of Oregon ("Customer"), and Washington County Consolidated Communications Agency (WCCCA), a public safety entity located in the State of Oregon ("Provider").

In this agreement, Columbia 9-1-1 is the party who is contracting to receive GIS professional services and WCCCA is the party who will be providing those services.

Columbia 9-1-1 and WCCCA are partner agencies through the Metropolitan Area Joint CAD System (MAJCS). Since 2016, the agencies have coordinated closely to bring their respective GIS data management workflows and data structures into alignment. Columbia 9-1-1's former GIS Specialist developed and maintained key data layers such as address points, street centerlines and city boundaries in a CAD compatible format. WCCCA, as the GIS lead agency for MAJCS, has performed regional data coordination, data integration and CAD GIS administration tasks on behalf of MAJCS partner agencies. WCCCA additionally supports C911 and other MAJCS partner PSAPs in regard to CAD dispatch and mobile map configuration.

WCCCA has a familiarity with Columbia 9-1-1 GIS datasets and how those datasets should be maintained for compatibility with the MAJCS CAD system. WCCCA also has extensive experience configuring maps in support of dispatch and mobile users. Based on this background, WCCCA is willing to provide GIS support services to Columbia 9-1-1. Columbia 9-1-1 desires to have these services provided by WCCCA.

Therefore, the parties agree as follows:

Section 1 – Description of Services

Beginning upon contract signing, WCCCA will provide the GIS data management services (the Services) described in Exhibit A. The Services include ongoing/repetitive maintenance tasks that are performed on a weekly, quarterly, annual or ad hoc basis. Additionally the Services will include one-time focused projects to build out a new data layer or bring an existing layer in line with regional standards.

Section 2 – Payment

WCCCA will keep a spreadsheet reflecting the hours spent performing GIS services for Columbia 9-1-1. At the end of each quarter WCCCA will complete the OEM GIS/MSAG reimbursement request form and submit to Columbia 9-1-1 for signature, who will then submit the form to OEM. WCCCA will never request reimbursement in excess of the amount designated in the OEM 911 GIS/MSAG Funding Policy.

Section 3 – Term/Termination

This Agreement is effective as of the date of signing by both parties, and lasts indefinitely. This Agreement may be terminated by either party upon 30 days' written notice to the other party.

Section 4 – Relationship of Parties

The parties understand that WCCCA is an independent partner agency and WCCCA staff performing the Services are not employees of Columbia 9-1-1.

Section 5 – Data Ownership

All data created or maintained by WCCCA on behalf of Columbia 9-1-1 shall remain the legal property of Columbia 9-1-1.

Section 6 – Data Utilization and Sharing

The GIS data that WCCCA manages for Columbia 9-1-1 will be utilized primarily within the MAJCS CAD system. WCCCA may share the data with MAJCS PSAPs, police/fire/ems users, neighboring public safety agencies, local city/county/regional government agencies, and Oregon Emergency Management. None of the data layers described in Appendix A are considered confidential or restricted. Should confidential layers be required in the future they will be designated as such in Appendix A.

Section 7 – Data Accuracy and Completeness

Columbia 9-1-1 acknowledges that the Products maintained by WCCCA may contain defects or errors and that some portion of the Products may be illegible, incomplete or unsuitable for a particular need or intended use. WCCCA will perform periodic quality control checks to search for missing or inaccurate data. WCCCA will depend upon Columbia 9-1-1 dispatch staff and its police and fire user agencies to report all errors or omissions within the datasets as soon as they are discovered. Additionally, data quality will depend upon city and county addressing authorities providing prompt notification for all address assignments. WCCCA shall use its best efforts to ensure that the Products are delivered free of physical defect.

EXHIBIT A – Scope of Services for Columbia 9-1-1

DATA MAINTENANCE TASKS

Data maintenance includes all activities required to keep GIS datasets current and reflective of reality on the ever evolving urban and rural landscapes. Maintenance tasks can be organized according to frequency. Maintenance for datasets that are critical for basic CAD dispatch and/or datasets that reflect dynamic ground features will be performed on a weekly basis. Maintenance for supplemental or relatively static datasets will be performed on a quarterly or annual timeframe.

Weekly Maintenance Tasks

- Address Points – Receive addressing documentation from cities/county. Digitize new address points to represent newly assigned city/county addresses.
- Streets – Receive documentation from cities/county. Digitize new street segments to represent new public and private roadways.
- Building footprints – Digitize footprint polygons for new building construction.
- MSAG/ALI – Standard MSAG responsibilities related to MSAG/ALI ticket submission.

Quarterly Maintenance Tasks

- Taxlots – Obtain data from Columbia County bi-annually. Process data and integrate into regional taxlots.
- City boundaries – Update for new annexations and share with Metro for inclusion in regional cities layer.
- Provide data to city/county partners as requested.
- Rebuild ArcReader backup maps.

Annual Maintenance Tasks

- ALI ESL geocoding to identify ALI and addressing errors.
- Comprehensive quality control and synchronization between address point, street centerline, taxlot, CAD premise, and other available datasets.

Ad Hoc Maintenance Tasks

- Hydrants – acquire hydrants datasets from fire or water district providers and integrate into regional layer
- Mileposts layer
- Multi-family housing complex layer
- Parks layer
- Response Area boundary edits and creation of new areas
- School land layer
- Traffic signals layer
- Trails layer
- Zip code Community layer

DATA DEVELOPMENT TASKS

Data development tasks may include building datasets from scratch or taking incomplete or inaccurate existing datasets and improving them. These tasks typically involve a one-time focused effort to resolve errors and fill gaps in a dataset, after which it can transition into a maintenance level of effort. This list may evolve over time as the need for new or improved datasets arises.

- Address points – ensure building and unit fields are populated properly for correct GEO, mobile and SQL needs.
- Address Warnings - add non-standard addresses to Address Warnings polygon layer.
- Backup maps – Setup process to build ArcGIS Reader map packages
- Building footprints - extract OSM footprints and add those that are missing and fill in any others that are missing per latest aerial photography.
- Multi-family housing complex layer – build in accordance with Metro RLIS dataset.
- Paths/trails – reach out to county roads department to assess existence of trails dataset. Incorporate into regional trails, Metro coordination. Possible creation of pseudo points and premises for trailheads or landmarks.

- School land polygon layer – build in accordance with Metro RLIS dataset.
- Streets
 - Island streets segments are disconnected from the street network. Create a process to identify all island streets and correct them to avoid routing and recommendation issues.
 - Mutual aid street update – streets in Clatsop, Clatskanie and Clark Counties have become out of date. Obtain latest data and develop an approach to integrate into the regional centerline file.
 - Conditional speed limits – update Columbia centerline to reflect WashCo centerline with school zone speed limits listing the reduced speed and time in effect.
 - Driveway segments – Columbia centerline includes driveway segments drawn from the primary roadway a structure. We do not have documentation about the purpose or process to maintain these. Some driveways have been digitized without the necessary splits in the primary roadway. These need to be fixed to prevent routing issues. Also, the segments have been named with the feeding street and the word driveway (e.g. “EVERGREEN DRIVEWAY”) which could be problematic for address validation. Need to identify value and implement a standard.
 - One-way streets – ensure all one-way streets are represented in the street centerline.
 - Compare county street name Excel doc against centerline names looking for discrepancies.
 - I5 milepost descriptors – Note left by former GIS Specialist, investigate.
- Traffic Signals - update process to incorporate into regional signals.
- Water and draft sites - unclear if user agencies have any existing. Investigate need and whether Intterra would meet it.

CAD SUPPORT SERVICES

WCCCA, as the GIS lead agency for MAJCS, will continue to support Columbia 9-1-1 and other MAJCS PSAPs in regard to CAD centric GIS administrative tasks. These tasks include the aggregation of data into regional datasets, upload of GIS data to CAD databases, aerial photo processing, dispatch and mobile map configuration, and other related tasks. Historically WCCCA has not sought reimbursement from MAJCS partners for the performance of these tasks. Under this agreement, WCCCA will begin apportioning hours to Columbia 9-1-1 for time spent on collective MAJCS CAD administrative tasks. Columbia is one of four MAJCS PSAPS, therefore 25% of the MAJCS related GIS work will be submitted via the Columbia 9-1-1 reimbursement.

POLICE/FIRE USER AGENCY SUPPORT

This is an agreement specifically between Columbia 9-1-1 and WCCCA. This agreement does not include GIS mapping services or support directly for Columbia 9-1-1's user agencies. The GIS services that are excluded from this agreement include things such as map book and poster map creation, fire preplan development or any user agency specific layers or products. WCCCA has and will continue to configure the CAD mobile application map on behalf of all MAJCS police and fire user agencies. Columbia 9-1-1 user agencies can suggest enhancements to the CAD mobile map through their designated MAJCS Mobile User Group representatives.

Columbia 9-1-1 (Customer)

Signature: _____

Name: _____

Title: _____

Agency: _____

WCCCA (Provider)

Signature: _____

Name: _____

Title: _____

Agency: _____