

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**BISBEE POLICE DEPARTMENT**  
**AND**  
**COCHISE COUNTY 911 ADMINISTRATOR**

The City of Sierra Vista has entered into a grant agreement with Arizona Department of Administration (ADOA), Office of Grants and Federal Resources (GFR) regarding the distribution of 9-1-1 funds for Primary Service Answering Points (PSAPs) in the Cochise County 9-1-1 System. Pursuant to the agreement, GFR disburses monies from 9-1-1 funds to the City of Sierra Vista for payment of Cochise County 9-1-1 System PSAPs 9-1-1 related expenses. Monies allocated to the Cochise County 9-1-1 System are awarded through annual application to the GFR by the Cochise County 911 System Administrator.

- I. Purpose
  - A. This document outlines the terms of mutual agreement (Memorandum of Understanding) between Bisbee Police Department (the Agency) and Cochise County 9-1-1 Administrator (the System Administrator).
  - B. The Agency authorizes the System Administrator to pursue funding opportunities on its behalf to secure and/or maintain 9-1-1 system equipment and/or services.
  - C. The Agency further authorizes the System Administrator to manage grants or funds awarded for costs directly related to providing 9-1-1 Emergency Services on its behalf.

II. General Provisions of Memorandum of Understanding (MOU)

- A. The System Administrator will have overall responsibility for ensuring the Cochise County 9-1-1 System and associated project activities are performing in accordance with the parameters set forth by the Arizona State 9-1-1 Program Office.

Management activities include but are not limited to;

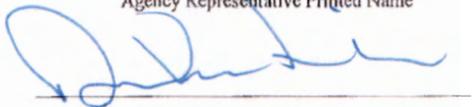
1. Receive/process/issue payment to vendors for approved 9-1-1 Emergency Services and/or equipment
  2. Ensure project oversight
  3. Maintain and submit the annual 9-1-1 service plan for the Cochise County 9-1-1 system
  4. Submit required activity and financial reports in compliance with the grant funding agreement between ADOA GFR and the City of Sierra Vista
  5. Coordinate quarterly meetings including Cochise County 9-1-1 System PSAP managers, vendors, and the 9-1-1 Program office
  6. Ensure maintenance of Master Street Addressing Guide (MSAG), maintenance of call routing (wireline, wireless, VoIP, etc.), maintenance of geographical information systems (GIS) services pertinent to 9-1-1 call delivery and annual GIS accuracy reporting
- B. The Agency authorizes the System Administrator to distribute payment(s) to vendors on behalf of the Agency.
- C. The Agency authorizes the System Administrator to assist with or perform procurement, contract negotiations, project management and decision-making tasks related to 9-1-1 system implementations, maintenance and/or operation.
- D. The Agency acknowledges and agrees the System Administrator makes no guarantees regarding the availability of funds or timing and adequacy of fund disbursement. The Agency further acknowledges and agrees if GFR does not provide the City of Sierra Vista with funds for the Agency's approved 9-1-1 related expenses the Agency, and not the City of Sierra Vista, is responsible for payment of those invoices/expenses, including any late fees.

III. MOU Terms

- A. This MOU shall take effect upon signing by an authorized representative for the Agency and the System Administrator.
- B. This MOU shall only be amended in writing and executed by authorized representatives of the Agency and the System Administrator.
- C. This MOU will be amended should either party assign a new authorized representative for the Agency and/or the System Administrator.
- D. This MOU may be amended upon mutual agreement of the parties and will remain in effect until terminated by either party, upon thirty (30) days advance written notice to the other.
- E. This MOU shall automatically terminate if either of the following occur:
  - 1. The Agency ceases to function as a PSAP within the Cochise County 9-1-1 System.
  - 2. The appointed System Administrator is not an employee of the City of Sierra Vista.
- F. In the event of termination or cancellation of this MOU, the Agency and the System Administrator and/or authorized representatives agree to cooperate to avoid any interruption of 9-1-1 services to the maximum extent possible.

David M. Smith

Agency Representative Printed Name



Agency Representative Signature

10/16/19

Date

Susan Papadrefan

System Administrator Printed Name



System Administrator Signature

10/16/19

Date