

# Memorandum of Understanding

This Agreement, made this 31st day of December, 2020, between the Washtenaw County 800 MHz Radio Project Oversight Committee, located at 220 North Main, Ann Arbor, Michigan 48105, ("POC") and the Pittsfield Charter Township Public Safety Department, ("Pittsfield"), located at 6227 W. Michigan Avenue, Ann Arbor, Michigan 48108.

## RECITALS

1. The POC is an organization created by the Washtenaw County Board of Commissioners (BOC) to oversee the funds and activities involved with the Public Safety Emergency Communication 800 MHz Radio millage. The Consortium is a co-operative organization created by inter-governmental agencies for the purpose of managing the Washtenaw County Radio System(s).
2. The POC and Consortium are in need of professional radio system management services.
3. Pittsfield has qualified and available employees to provide certain management services as set forth in this Agreement and has been providing services to the POC and Consortium since January, 2010.

## AGREEMENT

- A. Pittsfield shall provide the following services to the POC and the Consortium:
  - i. Coordinating with users, technicians, and Motorola to address system problems and outages through the use of an in-county single point of contact, with a dedicated phone number for 800 MHz Consortium users. The phone will be answered 24 hours a day, seven days a week and will be supported by on-call personnel with knowledge and expertise in this system. This will include on-scene response when appropriate.
  - ii. Staff POC and Consortium Board meetings, including posting meeting dates, compiling agendas, and completing minutes in accordance with the Michigan Open Meetings Act.
  - iii. Maintain trouble reporting and tracking systems.
  - iv. Provide reports of system activity.
  - v. Coordinating Consortium subcommittees as designated by the Consortium Chair.
  - vi. Approval of accounts receivable and accounts payable, including invoicing of annual user fees.
  - vii. Draft the annual Consortium budget for Consortium Board approval.
  - viii. Monitor the budget and make periodic reports to the Consortium to insure that the Board stays within the approved budget.

- ix. Maintain Consortium records, including, but not limited to:
    - Agendas and minutes
    - Maintenance contracts
    - Maintenance records
    - System documentation
    - Subscriber radio inventory
    - Backbone equipment inventory
    - Radio ID database
    - Financial records
    - Correspondence
  - xi. Liaison to Washtenaw County Risk Management for insurance coverage.
  - xii. Management of the analog Type II System Access Control (SAC) database.
  - xiii. Management of POC and Consortium approved policies.
  - xiv. Development of Standard Operating Procedures.
  - xv. Review and maintain a system failsoft plan.
  - xvi. Coordinate system back up with the University of Michigan.
  - xvii. Liaison with the county fire departments and the current fire 800 MHz paging system, including problem solving and technical assistance.
  - xviii. Management of the Washtenaw County/MPSCS system.
  - xix. Coordination of periodic system tests to insure that random users have the knowledge and training to use the mutual aid features of the system.
  - xx. Maintain records of buildings with bi-directional amplifiers that are designed to work on public safety frequencies.
- B. The term of this Agreement shall be for three years, from January 1, 2021 through December 31, 2023. However, either party may terminate this agreement with or without cause upon 30 days written notice to the other party.
- C. Payment for Services – In the first year of the agreement the POC shall pay Pittsfield \$55,125 in two equal payments of \$27,561.00 in January and July. In the second year of the agreement the POC shall pay Pittsfield \$57,881.00 in two equal payments of \$27,940.50 in January and July. In the third year of the agreement the POC shall pay Pittsfield \$60,775.00 in two equal payments of \$30,387.52 in January and July. In the event this Agreement is terminated prior to December 31, 2023, the amount due or refundable shall be pro-rated and paid upon termination of the contract.

**Washtenaw County Project Oversight Committee**

By: \_\_\_\_\_  
Gregory Dill, Administrator

**Pittsfield Charter Township**

By: \_\_\_\_\_  
Mandy Grewal, Supervisor

By: \_\_\_\_\_  
Michelle Anzaldi, Clerk

By: \_\_\_\_\_  
Matthew E. Harshberger, Director

**Approved As To Form:**

By: \_\_\_\_\_  
Michelle Billard, Corporation Counsel

**Attested To:**

By: \_\_\_\_\_  
Lawrence Kestenbaum, County Clerk/Registrar