



**MINUTES  
LAW ENFORCEMENT COMMITTEE**

Monday, August 14, 2017

1:15 p.m.

1926 Hall Avenue, Marinette, WI  
Courthouse Jury Assembly Room

**Members Present:** Paul Gustafson, Ken Keller, Cheryl Wruk, George Kloppenburg and Mike Behnke

**Excused:**

**Others Present:** Chief Deputy James Hansen, Emergency Management Eric Burmeister, Jail Administrator Robert Majewski, Communications Director Kirsten Bellisle, EagleHerald, Peshtigo Times and Secretary Fae Olson

**1. Call to order. Roll call.**

Ken Keller called the meeting to order at 1:15 p.m. Roll call taken.

**2. Approve/Amend Agenda Items.**

**MOTION (Behnke/Wruk)** to approve Agenda as presented. Motion carried.

**3. Approve/Amend Minutes of July 10, 2017 and July 25, 2017.**

**MOTION (Gustafson/Kloppenburg)** to approve minutes as written. Motion carried.

**4. Public Comment.**

None at this time.

**5. Dispatch update.**

- July call volume.
- Personnel update: 2 new dispatchers in training.

**6. BayCom Statement of Work Agreement with Marinette County Dispatch.**

**MOTION (Behnke/Gustafson)** recommendation to County Board to approve BayCom Statement of Work Agreement for SMS Integration to VESTA System (Text to 911); cost \$36,360.00, pending Corporation Counsel approval. Motion carried. No negative vote. (Attachment)

**7. Airbus Defense & Space for Text Aggregation Service.**

**MOTION (Kloppenburg/Behnke)** recommendation to County Board to approve \$13,932.57 quote from Airbus Defense & Space for Text Aggregation Service (Text to 911), five year agreement. Motion carried. No negative vote. (Attachment)

**8. Emergency Management update.**

- WI Disaster fund/June storm events update.
- 2018 budget entered.
- Assisted City of Marinette Fire Department with chemical release at civic center pool.

**9. Camera system repair.**

**MOTION (Gustafson/Kloppenburg)** recommendation to Finance Committee and County Board to approve entering into a purchase agreement with BayCom to repair the Marinette County camera system in the amount of \$142,990.00 as a result of lightning damage, recommendation for \$25,000.00 insurance company deductible. Motion carried. No negative vote. (Attachment)

**10. 2017 Port Security Grant.**

**MOTION (Behnke/Wruk)** recommendation to Finance Committee and County Board to accept 2017 Port Security grant in the amount of \$68,000.00, Federal share \$51,000.00 and County match to the award of \$17,000.00. Motion carried. No negative vote.

**11. Wisconsin Credentialing and Asset Management System.**

**MOTION (Behnke/Kloppenburg)** recommendation to County Board to approve entering into Memorandum of Understanding with Wisconsin Emergency management for WICAMS (Wisconsin Credentialing and Asset Management System) the state system for the identification and credentialing of public safety members, pending Corporation Counsel review. Motion carried. No negative vote. (Attachment)

**12. 2017 Pre-Disaster Mitigation Grant.**

**MOTION (Behnke/Wruk)** recommendation to County Board to approve Emergency Management request to apply for 2017 Pre-Disaster Mitigation grant and accept if awarded in the amount of \$25,000.00 to update the Marinette County Hazard Mitigation Plan, the Federal share of the award is \$18,750.00 with a County in-kind share of \$6,250.00. Motion carried. No negative vote.

**13. Jail Update.**

- July inmate population report reviewed.
- Personnel update-new CO Matthew Winnekins.
- Jail inspection completed.
- Camera system update.
- Floor/maintenance update.

**14. 2017 Jail staffing agreement.**

**MOTION (Wruk/Kloppenburg)** recommendation to County Board to approve 2017 staffing agreement for operation of the Marinette County Jail. Motion carried. No negative vote. (Attachment)

**15. WPS Safety Grant.**

No action taken.

**16. 2018 Sheriff Office User Fees.**

**MOTION (Behnke/Gustafson)** recommendation to County Board to approve Sheriff's Office 2018 User Fees. Motion carried. No negative vote. (Attachment)

**17. Sheriff's Report.**

- Citation/Incident/Accident report.
- Overtime report.
- Busy past week: missing woman and double ATV fatalities.

**18. Financial Report.**

Committee reviewed July 2017 Schedule of Invoices totaling \$150,707.19.

**MOTION (Behnke/Gustafson)** approval to write off uncollectable accounts: Inmate Reimbursements \$63,129.85; Civil Process \$91.00; Alarms \$475.00; report fees \$1.75. Motion carried. No negative vote.

**MOTION (Gustafson/Behnke)** approval to write off and turn-over to Finance Department for collections Inmate Reimbursement accounts in the amount of \$37,710.00. Motion carried. No negative vote.

Committee reviewed collections received from Finance Department: Inmate Reimbursements \$15,820.48 and collections received from Finance Systems Collection Agency: Inmate Reimbursements \$4,873.91.

**19. Future Agenda Items.**

None at this time.

**20. Next Meeting Date.**

*Monday, September 11, 2017 at 1:15 p.m.*

**21. Adjourn.**

**MOTION (Kloppenborg/Keller)** to adjourn at 2:04 p.m. Motion carried. No negative vote.

Respectfully submitted,  
Fae Olson, Secretary

Date approved/corrected:

<b>BAYCOM</b>	<b>BAYCOM Customer Statement of Work</b>
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# BAYCOM Statement of Work for

<b>BAYCOM Sales Representative</b>	Kate Premo
<b>Project Sales Order (s)</b>	SMS VESTA Integration, Text to 911
<b>Customer PO# (Required):</b>	

This Statement of Work ("SOW"), dated as of Friday, July 21, 2017 by and between "The Customer" **Marinette County Wisconsin**, and Bay Communications, Inc. ("BAYCOM") (collectively, the "Parties"). This SOW is governed by BAYCOM terms and conditions, which are available at <http://terms.BAYCOMinc.com>.

### Contact Information and Stakeholders

<b>Customer Information:</b>	Marinette County Communication 2161 University Drive Marinette, WI 54143 715-732-7323 kbellisle@marinettecounty.com
<b>Customer Main Point of Contact:</b>	Kirsten Bellisle, Communication Director
<b>Customer additional Point of Contact:</b>	Kathy Brandt, County Clerk
<b>BAYCOM Project Manager:</b>	Dean Hartman
<b>BAYCOM Sales Representative:</b>	Kate Premo

**Project Information**

Project Title:	SMS VESTA Integration, Text to 911
Anticipated Start Date: (estimate only)	Monday, September 11, 2017
Anticipated Completion Date: (estimate only)	Monday, November 20, 2017
Project Description:	SMS Integration to VESTA System
Project Payment Terms:	Net 30
Project Billing Terms:	911 Dispatch - Incremental Billing
Incremental Billing Instructions:	
Work to be Performed:	<p>Update Existing VESTS System to Version 7.0.          Allow two days of migration. Upgrade analytics in two stages.          BAYCOM will install and configure Firewalls for SMS.          Call flow will be held with Airbus, BAYCOM, and Marinette to gather specifications and review call flows for text to 9-1-1. Marinette will review carrier implementation plan          Be available when TCC provider comes on site to install CISCO routers. They will be onsite for several days to configure the connection.          Two ASN installed, a management server and a tool server. Two SMS Servers installed to serve as virtual machines, One loaded on A Side VESTA server one loaded on B side VESTA server.</p> <p>Airbus Project Manager will arrange for field engineering phase. Airbus support will be remote, BAYCOM will be onsite. During this time the SMS will be configured.          The TCC will configure and test circuits. Test SMS messages will be sent from each of the local cell carriers.          After testing has been completed the testing sessions will take place on site. Messages will be determined, policy will be determined by Marinette during Training Session.          BAYCOM will be onsite during the go live/ cut over week and SMS testing.</p>
Critical Success Factors/Criteria:	<p>PSAP successfully able to receive incoming SMS messages and respond to incoming SMS messages from all local wireless providers.          End users trained on response an error handling.          Call Flow and response policy in place prior to cutover.</p>

<p>Assumptions Identified:</p>	<ul style="list-style-type: none"> <li>• Marinette County will be responsible for the following:</li> <li>• Notify FCC of PSAP's readiness to accept SMS message, notifies request for service to cell carriers.</li> <li>• Marinette will complete the Service Questionnaire</li> <li>• Provide Wireless carriers with coverage area outline.</li> <li>• Choose a TCC, Text Control Center Partner and secure a contract.</li> <li>• Marinette will provide IP infrastructure for direct connection to TCC.</li> <li>• Develop Policy and Call Flow of incoming SMS messages to PSAP during Training Session.</li> <li>• At start of project phase, Marinette will provide POC for CPE and IP customer support.</li> <li>• Marinette County is responsible for notifying the public of readiness to receive Text to 911.</li> </ul>
<p>Training Needs Identified:</p>	<ul style="list-style-type: none"> <li>• Airbus will provide one onsite Administrative training session and one onsite End User Training Session.</li> </ul>
<p>Additional Project Information Identified:</p>	<ul style="list-style-type: none"> <li>• NA</li> </ul>
<p>Total Cost of project (before any change control)</p>	<ul style="list-style-type: none"> <li>• \$36,360.00</li> </ul>
<p>Special Safety Instructions Identified: Example: escort on roof</p>	<ul style="list-style-type: none"> <li>• NA</li> </ul>

**Acceptance and Authorization**

IN WITNESS WHEREOF, the parties hereto each acting with proper authority  
Accept this Statement of Work.

<b>BAYCOM Sales Representative</b>	<b>Kate Premo</b>
<b>Project Sales Order</b>	
<b>Project Title:</b>	<b>SMS VESTA Integration, Text to 911</b>
<b>Customer PO# (Required):</b>	

**Customer Printed Full Name:**  
**Kirsten Bellisle**  
**Title: Communications Director**

**Account Executive/Shareholder:**  
**Kate Premo**  
**Title: Communications Consultant**

**Customer Printed Full Name:**  
**Kathy Brandt**  
**Title: County Clerk**

<b>Signature:</b>	<b>Date</b>
<i>Kate Premo, BAYCOM Inc.</i>	<i>7/21/2017</i>

<b>Customer Signature:</b>	<b>Date:</b>

An authorized signature on this document acknowledges that the customer has accepted the Statement of Work and BAYCOM terms and conditions.

After all parties have signed, please provide original to customer and a copy to BAYCOM.



your quality, your way, the baycom way

## BAYCOM OPERATING TERMS & CONDITIONS

**THIS SET OF TERMS AND CONDITIONS** (the "Agreement") governs all goods and services BAYCOM, Inc. ("BAYCOM") provides to Marinette County pursuant to the terms of an Acknowledgment of Order (the "Acknowledgment") which BAYCOM and Marinette County have executed for equipment, systems or services.

### SECTION 1 – DEFINITIONS.

"Agreement" means this Agreement and each Acknowledgment which BAYCOM and Marinette County execute, together with any attachments (collectively the "Attachments") affixed to each Acknowledgement. "Equipment" means the equipment that is specified in any Acknowledgment or that is subsequently added to any Acknowledgment. "Service(s)" means those installations, maintenance, repair, support, training, and other services referred to in each Acknowledgement.

### SECTION 2 – ACCEPTANCE.

Customer agrees to accept the terms of this Agreement and to pay the prices set forth in each Acknowledgement. The terms and conditions set forth in this Agreement and each Acknowledgement will become binding only when accepted in writing by BAYCOM. The term of this Agreement will commence on the date specified in each Acknowledgement, including any Attachment to the Acknowledgment ("Start Date").

### SECTION 3 – SCOPE OF SERVICES.

- A. BAYCOM will provide the Services generally described in each Acknowledgement. Certain Services may require more particular description or definition, or may require a detailed Statement(s) of Work ("SOW") attached to each Acknowledgement. If particular descriptions or detailed SOWs are required, and are therefore attached to an Acknowledgement, Customer hereby agrees to be bound by any additional terms included in those Attachments, which are fully incorporated in each Acknowledgement.
- B. BAYCOM may also provide additional services ("Additional Services") at Customer's request, which shall be specified in either an Acknowledgement or SOW. Such Additional Services will be billed at BAYCOM's then-applicable rates for such services and documented in the form of an Acknowledgement or SOW.
- C. If BAYCOM is providing Services for Equipment: (i) manufacturers parts or parts of equal quality will be used; (ii) the equipment will be serviced at levels set forth in manufacturers product manuals; and, (iii) routine service procedures that are prescribed from time to time by manufacturer for its products will be followed.
- D. Any Equipment purchased by Customer from BAYCOM that is or becomes part of the same system as the Equipment covered under an Acknowledgement or SOW ("Additional Equipment") will be automatically added to this Agreement and will be billed at the applicable rates after any applicable warranty period has expired.
- E. All Equipment must be in good working order on the Start Date or at the time the Equipment is added to an Acknowledgement or SOW. Customer must provide a complete serial number and model number list either prior to the Start Date or prior to the time that the Equipment is added to an Acknowledgement or SOW.
- F. Customer must specifically identify any Equipment that is labeled intrinsically unsafe for use in hazardous environments.
- G. Customer must promptly notify BAYCOM in writing when any equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay service fees for such Equipment will terminate at the end of the month in which BAYCOM receives such written notice.
- H. If Equipment cannot, in BAYCOM's opinion, be properly or economically serviced for any reason including excessive wear, unavailability of parts, the state of technology, or the practical feasibility of the scope of Services as specified in an Acknowledgement or SOW, BAYCOM, may; (1) modify the scope of Services related to such Equipment; (2) remove such Equipment from the applicable Acknowledgement or SOW; and/or (3) increase the price to Service such

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Equipment. I. Customer must promptly notify BAYCOM directly of any Equipment failure. BAYCOM will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in the applicable Acknowledgement or SOW.

## **SECTION 4 – EXCLUDED SERVICES.**

A. Service does not include the repair or replacement of Equipment that has become defective or damaged due to physical or chemical misuse or abuse from third party causes, including, without limitation, lightning, power surges, liquids, or Force Majeure, as outlined in Section 14. B. Unless specifically included in an Acknowledgement or SOW, Service does not include repair or maintenance of any transmission line, antenna, tower or tower lighting, duplexer, combiner, or multi coupler. BAYCOM has no obligation or responsibility for any transmission medium, including, without limitation, telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by such transmission media. C. Unless specifically included in an Acknowledgement or SOW, Service does not include items that are consumed in the course of normal operation of the Equipment, such as, but not limited to, batteries, magnetic tapes, etc. D. Unless specifically set forth in an Acknowledgement or SOW, Service does not include upgrading or reprogramming of Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software.

## **SECTION 5 – RIGHT TO SUBCONTRACT/ASSIGNMENT.**

BAYCOM may assign its rights and obligations under an Acknowledgement or SOW and may subcontract any portion of the performance called for by an Acknowledgement or SOW. Customer does not have the right to assign any of its rights or obligations under an Acknowledgement or SOW without the written consent of BAYCOM.

## **SECTION 6 – TIME AND PLACE OF SERVICE.**

Service will be provided at the location specified in the Acknowledgement or SOW. When BAYCOM performs service at Customer's location, Customer agrees to provide BAYCOM, at no charge, a non-hazardous work environment with shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from BAYCOM and/or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the equipment is interfacing that enable BAYCOM to perform its obligations under the Acknowledgement or SOW. Unless otherwise specified in an Acknowledgement or SOW, the hours of Service Monday through Thursday will be 8:00 a.m. to 5:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m., excluding weekends and holidays.

## **SECTION 7 – CONTACT.**

Customer will provide BAYCOM with designated points of contact (list of names and phone numbers) that will be manned twenty-four (24) hours per day, seven (7) days per week and an escalation procedure to enable BAYCOM to maintain contact with Customer, as needed.

## **SECTION 8 – PAYMENT.**

Unless alternative payment terms are specifically set forth in an Acknowledgement or SOW, BAYCOM will invoice Customer at completion of work. Customer must pay each invoice in U.S. dollars within thirty (30) days of the invoice date. BAYCOM acknowledges that Marinette County is a tax exempt entity.

## **SECTION 9 – WARRANTY.**

BAYCOM warrants that its Services under each Acknowledgement and SOW will be performed in good faith and be substantially free of defects in materials and workmanship based on an industry standard for a period of thirty (30)

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days following completion of those Services. In the event of a breach of this warranty, Customer's sole remedy is to require BAYCOM to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. BAYCOM DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PRODUCT. The foregoing warranty shall not apply to and BAYCOM shall not be liable for any damage or loss relating to (i) any parts or other material supplied by Customer or other third persons, or (ii) Equipment that shall have been subjected to unauthorized alteration or modification, negligence, accident, damage by circumstances beyond BAYCOM's control, improper operation, maintenance or storage, or that were in any way modified by any party other than BAYCOM or an authorized representative thereof. In no event shall BAYCOM have any liability for any damages, whether incidental, consequential, punitive or otherwise (even if BAYCOM has been advised of the possibility of such damages), for any breach of warranty or any other act, omission, default or breach, including, but not limited to, any liability for lost profits, product recall costs or any loss of business or goodwill. Customer shall inspect all Equipment and Service promptly upon receipt and shall give written notice to BAYCOM of any claims based on the aforementioned warranty as soon as practicable, but in any event within 90 days after delivery to Customer of such Service. If Customer fails to give written notice to BAYCOM of a claim with respect to any Service within 90 days after delivery thereof as provided above, such Service shall be deemed to conform to BAYCOM's warranty and Customer shall be deemed to have irrevocably accepted such Service and shall be obligated to pay for it in accordance with the applicable Acknowledgement or SOW. THE FOREGOING WARRANTY AND REMEDIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES AND REMEDIES WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR SERVICE CONDITION, SERVICE OVER ANY PERIOD OF TIME, OR NONINFRINGEMENT, EACH OF WHICH BAYCOM HEREBY EXPRESSLY DISCLAIMS IN ITS ENTIRETY.

## **SECTION 10 – CERTIFICATION DISCLAIMER.**

BAYCOM specifically disclaims all certifications regarding the manner in which BAYCOM conducts its business or performs its obligations under each an Acknowledgement or SOW, unless such certifications have been expressly accepted and signed by a BAYCOM authorized signatory.

## **SECTION 11 – DEFAULT/TERMINATION.**

A. In the event that any sum of money owed by Customer is not paid when due and remains unpaid for a period of thirty (30) days after receipt by Customer of written notice of such delinquency, BAYCOM may terminate any Acknowledgement or SOW effective upon seven (7) days written notice. If either party defaults in the performance of its obligations set forth in this Agreement, or in any Acknowledgement or SOW, and the default remains uncured for a period of thirty (30) days after receipt by such party of written notice from the other party detailing the specific contractual obligation and the nature of the default thereunder, then the injured party, in addition to any other rights available to it under law, may immediately terminate this Agreement and any Acknowledgement or SOW effective upon the giving of notice in writing to the defaulting party. B. Any termination of this Agreement (or any Acknowledgement or SOW) will not relieve either party of obligations previously incurred pursuant to this Agreement (or any Acknowledgement or SOW), including but not limited to payments which may be due and owing at the time of termination. Upon the effective date of termination, BAYCOM will have no further obligation to provide Services. C. All sums owed by Customer of BAYCOM will become due and payable immediately upon termination of this Agreement or any Acknowledgement or SOW.

## **SECTION 12 – LIMITATION OF LIABILITY.**

Notwithstanding any other provision, except for personal injury or death, BAYCOM's total liability for losses, whether for breach of contract, negligence, warranty, or strict liability in tort is limited to the price of the previous twelve

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months of Services provided under this Agreement and each Acknowledgement or SOW during such time period. IN NO EVENT WILL BAYCOM BE LIABLE FOR LOSS OF USE, LOSS OF TIME, INCONVENIENCE, LIQUIDATED DAMAGES, COMMERCIAL LOST PROFITS OF SAVINGS, OR OTHER INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES TO THE FULL EXTENT SUCH MAY BE AVAILABLE UNDER LAW. Customer agrees and acknowledges that BAYCOM shall have no liability to Customer should any services or goods BAYCOM furnishes to Customer cause any interruption or suspension in the operation of Customer's operating systems, software programs or network (collectively the "IT Systems"). Customer acknowledges that such disruptions and interruptions to the IT Systems represent an inherent business risk which Customer is agreeing to accept when it contracts with BAYCOM for services or goods.

## **SECTION 13 – INSURANCE; INDEMNIFICATION.**

Throughout the term of this Agreement and each Acknowledgement or SOW, BAYCOM will maintain the following insurance coverage:

- a. Commercial General Liability insurance providing the customary coverage with policy limits of \$1,000,000 per occurrence for bodily injury and property damage combined;
- b. Automobile Liability insurance applicable to all owned, non-owned, and hired vehicles operated in the course of BAYCOM's business activities and providing policy limits of \$1,000,000 per occurrence for bodily injury and property damage combined; and
- c. Workers Compensation Insurance providing statutory benefits and Employers Liability coverage (\$500,000 Bodily Injury Each Accident, \$500,000 Bodily Injury by Disease-Policy Limit, and \$500,000 Bodily Injury by Disease-Each Employee) applicable to all employees of BAYCOM who perform Services for Customer under this Agreement or any Acknowledgement or SOW.

If requested by Customer, BAYCOM will provide Customer with a certificate of Insurance evidencing the above coverage. BAYCOM may use a combination of primary and excess insurance to achieve the coverage limits required above. Customer agrees to defend and indemnify BAYCOM and its affiliated companies, officers, directors and employees from any such liability, claim, loss, damage or expense caused by or attributable to the acts or omissions of Customer.

## **SECTION 14 – FORCE MAJEURE.**

BAYCOM shall not be liable to Customer or any other person for any delay in delivery or failure to deliver Services or Equipment, directly or indirectly caused by fire, explosion, accident, flood, labor difficulties, strike or stoppage, inadequate supplies of material, shortage, war, act of terrorism, act or regulation of any governmental body, act of God or any other circumstance or cause beyond the commercially reasonable control of BAYCOM.

## **SECTION 15 – EXCLUSIVE TERMS AND CONDITIONS.**

- A. Customer acknowledges that this Agreement and each Acknowledgement or SOW shall supersede all prior and concurrent agreements and understandings, whether written or oral related to the Services performed. Neither this Agreement nor any Acknowledgement or SOW may be altered, amended, or modified except by a written agreement signed by duly authorized representatives of both parties. Customer acknowledges and agrees that none of BAYCOM's agents, employees or representatives have authority to make any promise, representation or warranty related to the Services and Equipment other than those contained in this Agreement or in any Acknowledgement or SOW.

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- B. In the event of a conflict between the main body of this Agreement and any Acknowledgement or SOW, the main body of this Agreement will take, precedence, unless the Acknowledgement or SOW specifically states otherwise.
- C. Customer agrees to reference the terms of this Agreement on any purchase order(s) issued in furtherance of this Agreement or any Acknowledgement or SOW. Neither party shall be bound by any terms contained in Customer's purchase order(s), acknowledgements or other writings unless:
  - A. (i) such purchase order(s), acknowledgements or other writings terms specifically refer to this Agreement; and
  - B. (ii) clearly indicate the intention of both parties to override and modify this Agreement; and
  - C. (iii) such purchase order(s), acknowledgements or other writings are signed by duly authorized representatives of both parties.

## **SECTION 16 – PROPRIETARY INFORMATION; CONFIDENTIALITY.**

- A. BAYCOM agrees that all work product and oral reporting shall be provided only to or as directed by the individual who is signing this contract on behalf of the County Department, below, and not any other person or entity, including any other County employee or official. Contractor further agrees that, aside from obligations under the public records law as more fully described in this Contract and as determined in cooperation with the County, Contractor shall maintain all materials and communications developed under or relating to this Contract as confidential and shall disclose them only to or as directed by the individual who is signing this Contract on behalf of the County department, below. Contractor understands that breach of confidentiality, especially regarding information that is not subject to public records law disclosure, may harm or create liability for the County and may require Contractor to indemnify County as provided above in this Contract.
- B. Both parties understand that the County is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.21, et seq. Contractor hereby agrees that it shall be obligated to assist the County in retaining and timely producing records that are subject to the Wisconsin Public Records Law upon any statutory request having been made, and that any failure to do so shall constitute a material breach of this agreement, whereupon the contractor shall then and in such event be obligated to indemnify, defend and hold the County harmless from liability under the Wisconsin Public Records Law occasioned by such breach. Except as otherwise authorized by the County in writing, records that are subject to the Wisconsin Public Records Law shall be maintained for a period of three years after receipt of final payment under this agreement.

## **SECTION 17 – LICENSES AND OTHER AUTHORIZATIONS.**

Contractor is responsible for procuring, maintaining and paying for all necessary federal, state, and local permits, licenses, fees and taxes required to carry out the provisions of this Contract.

## **SECTION 18 – COVENANT NOT TO EMPLOY.**

During the term of this Agreement and each Acknowledgement or SOW, and continuing for a period of two (2) years thereafter, Customer agrees not to solicit the employment of, nor to recommend employment to any third party of any BAYCOM employee or BAYCOM subcontractor with whom there is contact during the term of this Agreement or any Acknowledgement or SOW, without the prior, written authorization of BAYCOM. If, at any time, this provision is

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found to be overly broad under the laws of the applicable jurisdiction, this provision shall be modified as necessary to conform to such laws rather than be stricken therefrom.

## SECTION 19 – MATERIALS, TOOLS AND EQUIPMENT.

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by BAYCOM for the purpose of this Agreement and any Acknowledgement or SOW will be and remain the sole property of BAYCOM. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to such property, and return it to BAYCOM upon request. Such property will be held by Customer for BAYCOM's use without charge and may be removed from Customer's premises by BAYCOM at any time without restriction.

## SECTION 20 – GENERAL TERMS.

- A. If any portion of this Agreement or any Acknowledgement or SOW is rendered unenforceable, illegal or invalid, the remaining terms will continue in full force and effect.
- B. This Agreement and each Acknowledgement and SOW will be and the rights and duties of the parties will be governed and interpreted in accordance with the laws of the State of Wisconsin.
- C. BAYCOM Acknowledges that Marinette County is a municipal entity and cannot agree to any jurisdictional control other than that of Marinette County, nor can they agree to waive objection to venue.
- D. Failure to exercise any right will not operate as a waiver of that right, power, or privilege.
- E. Except for money due upon an open account, no action may be brought for any breach of this Agreement more than one (1) year after the accrual of such cause of action.
- F. Customer agrees to reimburse BAYCOM for all costs and expenses, including, without limitation, reasonable attorney's fees, incurred by BAYCOM in enforcing its rights under this Agreement or any Acknowledgement or SOW.

**Account Executive/ Communication  
Consultant BAYCOM: Kate Premo**

**Signature:**

*Kate Premo*

**Date:**

**July 21, 2017**

Green Bay      Neenah      Milwaukee

CORPORATE OFFICE 2040 RADISSON STREET | GREEN BAY WISCONSIN 54302 | P 920 468 5426 | F 920 468 8615  
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TOLL-FREE 800.726 5426 | EMAIL: [contactus@baycominc.com](mailto:contactus@baycominc.com) | WEBSITE [baycominc.com](http://baycominc.com)

**We keep people connected**  
WHEN IT MATTERS MOST

**We create smarter ways to**  
KEEP ALL OUR COMMUNITIES SAFE

**We design with** AN OPEN MIND

**Marinette, WI**



**Marinette**  
expanding horizons

**Text Aggregation Service**

**VESTA® NEXT SERVICES**

June 29, 2017

## 1. Introduction

Airbus DS Communications, Inc. (Airbus) is pleased to provide this proposal to Marinette, WI for Text Aggregation Service (TAS). This proposal, including all service descriptions and pricing, are subject to the negotiation and execution of a mutually acceptable master agreement, executed by both parties.

## 2. Airbus Text Aggregation Service

There are two components to a 9-1-1 text application, the text message delivery service and the workstation client to view and manage the communication. The text message delivery service, which Airbus will refer to as our Text Aggregation Service (TAS), delivers the 9-1-1 text messages to the PSAP. The second component of a texting application is the client on the workstation. The client allows call takers to view and manage the text communication process. PSAPs can choose between a browser (web-enabled client), or integrated text messaging. Airbus integrated text messaging client is referred to as VESTA® SMS.

The Airbus Text Aggregation Service (TAS) delivers 9-1-1 Text Messages to PSAPs. The TAS is similar to Text Control Center (TCC) Services provided by other vendors. The Airbus TAS is able to receive text messages from the wireless providers from both of the primary TCCs and deliver the text messages to the PSAP.

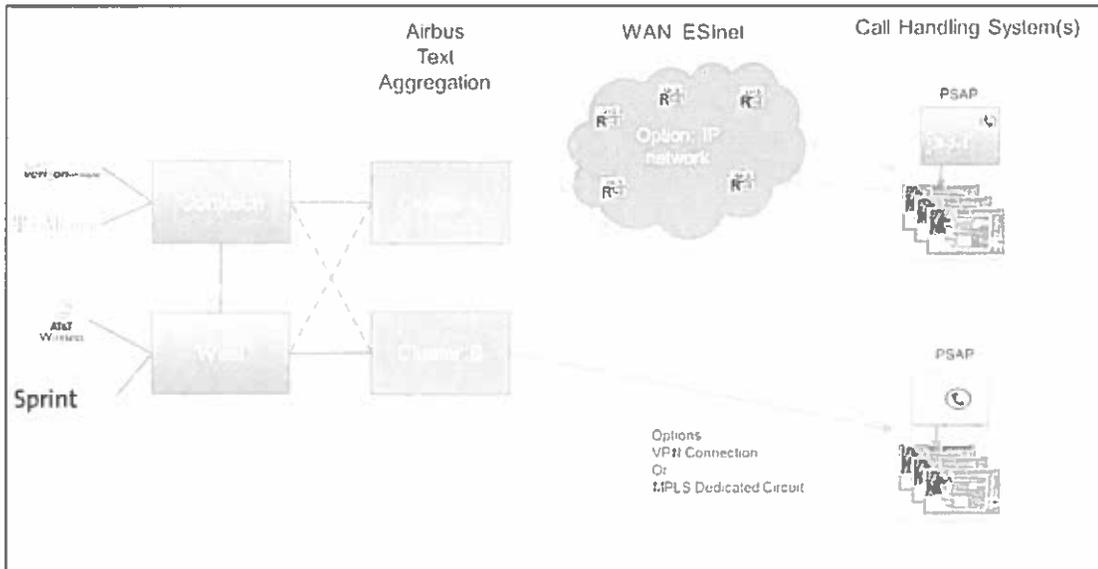


FIGURE 1 - TEXT AGGREGATION SERVICE ARCHITECTURE

### 2.1 Text Ingress

Text messages will be delivered from the wireless carriers to the primary Text Call Center. The primary TCCs will forward each text message to both of the redundant Cluster Controllers. In the event one of the Clusters are off-line, the other Cluster will process the text message.

Airbus will coordinate the text ingress delivery process. Airbus recommends that the PSAP provide a Letter of Authorization (LOA) so that Airbus can coordinate the routing of the text messages and the schedule for cutover.

## 2.2 Delivery Network

Text messaging is a low volume and a low bandwidth application. Therefore, a number of network technologies may be utilized, in some cases, the network may even be shared with other Airbus applications. If this is not possible, Airbus will deploy the required network connectivity over a Virtual Private Network (VPN), Multiprotocol Label Switching (MPLS), T1 or similar network facility, with redundancy where redundant connectivity is available.

## 2.3 Text Client

Currently, VESTA® 9-1-1 must be at release 6 or later (VESTA SMS) to support integrated text messaging. Integrated text messaging allows VESTA SMS to efficiently manage the text message within the call taker desktop and report on the text message in VESTA® Analytics. If VESTA 9-1-1 is not at release 6, it should be upgraded as a part of this process. The TAS does not include VESTA SMS text implementation fees; these should be provided by the VESTA® support provider.

Airbus will support web-enabled TAS for non-VESTA PSAPs who are utilizing VESTA® Next or are who migrating to VESTA 9-1-1. The web-enabled service requires text messages be received in a web-browser.

## 2.4 Benefits

The benefits of TAS are as follows:

- Coordinated vendor management. Airbus will work closely with the VESTA support provider to coordinate the implementation of VESTA SMS and the TAS.
- Redundant text network with connectivity to both TCC carriers.
- Supports industry standards ATIS JSTD-110 and NENA i3.
- May be seamlessly incorporated into a VESTA Routing Service for consolidated network delivery.

## 2.5 Pricing

Pricing is provided with a non-recurring cost component and a monthly recurring component. Both are based on the population of the area served using the most recent US Census data. The term of the contract is 36, 48 or 60 months typically.

## 2.6 Other Related Items

The TAS is a best efforts service. This is because SMS is store-and-forward, best effort service. Airbus is evaluating future capabilities to track and report on text delivery from the demarcation of the Wireless Service Providers to the PSAP.

Text messages can be transferred from one PSAP to another in a shared VESTA 9-1-1 deployment. Although the specifications for text transfers are not completed, Airbus is exploring the capability to transfer to PSAPs that utilize another TCC provider.

Outbound text is not supported within the VESTA 9-1-1 application, however outbound text messages can be completed via a web browser. Outbound text would be useful if the call taker suspects that the caller cannot talk but could potentially text to the PSAP. The Outbound Text option requires an additional service fee.

### 3. Next Steps

The TAS service implementation time normally takes six months. The following is the normal order of events.

1. Review and approve TAS Overview and Pricing
2. TAS Agreement and Letter of Authorization (LOA) Executed
3. Ensure the VESTA® 9-1-1 (CPE) version is 6.1 or greater
4. VESTA SMS Implementation (if not already completed)
  - a. Allow 90 days if not already completed
  - b. There is no transfer across TCCs
  - c. No outbound text capabilities
  - d. Verify circuit information (i.e., VPN, circuit information and FCC information)
    - i. Requires a 6 month transition from equipment install, FCC approval, cellular coordination, TAS testing and cutover.
5. TAS testing and cutover



**Marinette County SO - WI**  
 VESTA Router - Text Aggregation Services

<b>Customer Information</b>	
Customer: DIRECT	
Contact:	
Phone:	
E-Mail:	
<b>Airbus DS Communications Contact Information</b>	
Sales Configuration Spec: Jess Danner	Account Exec: Georgine Bohl
Phone: 951-719-2146	Phone: 951-473-7105
E-Mail: jess.danner@Airbus-DSComm.com	E-Mail: georgine.bohl@airbus-dscomm.com

**Quote Summary**

Site No.	Site Name	Quote No.	Term (months)	TOTAL
104754	Marinette County SO - WI	DIR68821		
	Total NRC (Non-Recurring Charges)			\$3,000.00
	Total MRC (Monthly Recurring Charges)		60	\$10,932.57
<b>TOTAL QUOTE</b>				\$13,932.57
<b>GRAND TOTAL</b>				\$13,932.57

**Additional Comments**

Quote is valid for 120 days from the date of this quote.

Any line items listed as "Optional" in this quote are not included in the Product Totals, Product Summaries, Site Totals, Quote Summary, or the Grand Total. These items are not considered to be part of the system. The "Grand Total" on the Quote Summary page reflects the quote value. This figure includes any and all applicable charges, fees, and or discounts. Costs for actual freight will be added to your invoice. All pricing is in U.S. Dollars unless otherwise stated.

**Strategic Incentives, Discounts, etc.:**  
 Any strategic incentives, discounts, etc. that are applied to this quote are based on the purchase of all non-optional items listed within the quote. If the quote should change or if items are removed, the incentive is subject to change.

**Budgetary Quotes:**  
 Quotes marked Budgetary are nonbinding and subject to change. This quote is being provided as an estimate of approximate pricing and cannot serve as the basis for any order.

**Support Renewals:**  
 If this is a first time renewal and is subject to the agreed upon grace period, then reinstatement fees will not apply as long as the PO is received prior to the expiration of the grace period. For questions regarding your support renewal term, please contact Jennifer York at 951-719-2142.

Software Support Start and End Dates are based on active software support agreements. Dates and pricing are subject to change once existing software support agreements expire.

Please refer to the Terms & Conditions tab for additional information related to this Quote.



Quote Date: 6/22/2017  
 Quote No: DIR68821  
 Site No: 104754  
 Account No: N/A

**Marinette County SO - WI**  
**VESTA Router - Text Aggregation Services**

<b>Customer Information</b>	
Customer: DIRECT	
Contact:	
Phone:	
E-Mail:	
<b>Airbus DS Communications Contact Information</b>	
Sales Configuration Spec: Jess Danner	Account Exec: Joe Grube
Phone: 951-719-2146	Phone: 951-250-4744
E-Mail: jess.danner@Airbus-DSComm.com	E-Mail: joe.grube@Airbus-DSComm.com

**VESTA Router Service - Non-Recurring Charges**

Qty.	Part No.	Description	Unit Price	U/M	Total
1	TBDVESTATXTNRC	VESTA Router Service - NRC VESTA TEXT SETUP - NRC	\$3,000.00	EA	\$3,000.00
<b>VESTA Router Service NRC Subtotal</b>					<b>\$3,000.00</b>

**VESTA Router Service - Monthly Recurring Charges**

Qty.	Part No.	Description	Unit Price	U/M	Total
60	TBDVESTATXMRC	VESTA Router Service - MRC VESTA TEXT SERVICE - MRC	\$182.21	MTH	\$10,932.57
<b>VESTA Router Service MRC Subtotal</b>					<b>\$10,932.57</b>

**Quote Summary**

PRODUCT	TOTAL
VESTA Router Service NRC	\$3,000.00
VESTA Router Service MRC	\$10,932.57
TOTAL QUOTE	\$13,932.57
<b>GRAND TOTAL</b>	<b>\$13,932.57</b>

**Additional Comments**

Quote is valid for 120 days from the date of this quote.

\* Airbus DS Communications Discount/Incentive Codes are provided for Airbus DS Communications's internal use only. Discount/Incentive Codes do not have to be ordered on customer PO's using the codes shown and instead can be applied as a bottom line discount.

\*\* Airbus DS Communications will apply any remaining software support on the current system to the new system. This will be issued in the form of a credit that will be applied to the new system order. The amount of the credit will be determined based on the date of shipment of the new system.

Any line items listed as "Optional" in this quote are not included in the Product Totals, Product Summaries, Site Totals, Quote Summary, or the Grand Total. These items are not considered to be part of the system. The "Grand Total" on the Quote Summary page reflects the quote value. This figure includes any and all applicable charges, fees, and/or discounts. Costs for actual freight will be added to your invoice. All pricing is in U.S. Dollars unless otherwise stated.

Strategic Incentives, Discounts, etc.:  
 Any strategic incentives, discounts, etc. that are applied to this quote are based on the purchase of all non-optional items listed within the quote. If the quote should change or if items are removed, the incentive is subject to change.

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Please refer to the Terms & Conditions tab for additional information related to this Quote.



AIRBUS DS Communications *Flightline* VESTA<sup>®</sup>

Quote Date: 6/22/2017  
Quote No: DIR68821  
Site No.: 104754  
Account No.: N/A

## Terms & Conditions

DIRECT

### 1. PRODUCTS AND PRICING.

The term "Products" mean the Products listed herein and more fully described in the specification documents for such Products. The current pricing for such Products is listed in this Quote. This Quote is valid for 120 days from the Quote Date. Thereafter pricing may change.

The pricing in this Quote does not include any applicable taxes such as sales tax, state use tax, etc.

The pricing in this Quote is in U.S. Dollars unless otherwise stated.

### 2. OTHER TERMS AND CONDITIONS.

Airbus DS Communications's sale of Products to Buyer is subject to the terms and conditions contained in the master purchase agreement or other purchase agreement between Airbus DS Communications and Buyer. In the event there is no purchase agreement in place between the parties, Airbus DS Communications will provide a purchase agreement to govern the sale of Products to Buyer.



## Field Service Cancellation Policy DIRECT

### 1. INTRODUCTION

This document defines the Airbus DS Communications policy for customer requested changes to scheduled field resources that occur with less than the required 14-day notice.

Airbus DS Communications provides many types of field resources, such as Field Engineering, Training, Project Management, Systems Verification Testing (SVT), Meridian Implementation and others ("Field Services"). There is significant demand for these Field Services, and Airbus DS Communications continuously strives to ensure that our customers' field needs are met in the most efficient manner. To this end, Airbus DS Communications schedules such Field Services well in advance of the intended service date.

Cancellations for scheduled Field Services with less than the required 14-day notice negatively impact resource availability and cost. Therefore, Airbus DS Communications has implemented a cancellation policy to address these issues.

The Field Services Cancellation Policy will apply to any customer change request that directly or indirectly affects an existing resource schedule for Airbus DS Communications Field Services. Airbus DS Communications requires all schedule change requests to be submitted in writing no later than 14 days before the start of the scheduled service ("Notice Period"). Changes received less than 14 days before the start of the scheduled service are subject to a service charge.

Airbus DS Communications will make every effort to accommodate change requests from our customers. However, consideration must be given to costs associated with change requests made with less than the required notice. Airbus DS Communications reserves the right to determine how the customer requested schedule change for Airbus DS Communications provided Field Services impacts the cost and availability of the Field Services.

Airbus DS Communications Field Services are scheduled in several ways. After submitting a purchase order that includes Field Services, the customer can

- schedule Field Services through the assigned Airbus DS Communications Project Manager.
- schedule Field Services through the assigned Airbus DS Communications Project Coordinator.
- schedule Field Services directly with the resource manager.
- schedule Field Services in accordance with the process identified in the project plan or associated statement of work, as applicable.

Once a Field Service has been scheduled, changes must be requested through the same channel as initially scheduled. Customers who have any questions about who they should contact to schedule Airbus DS Communications Field Services or how to make changes to previously scheduled Field Services should contact Airbus DS Communications at (951) 719-2100.

### 2. TYPES OF CHANGES

Airbus DS Communications recognizes that there are many factors that drive Field Service schedule changes. The most common types of changes have been divided into three categories:

Category 1: Changes that result from non-Airbus DS Communications controlled milestones and are considered a billable schedule change

- Missed milestone delivery of configuration, material or services
- Changes in availability of key personnel (not to include Airbus DS Communications personnel)
- Customer or channel requested configuration, installation, or feature changes.

Category 2: Changes that result from non-Airbus DS Communications controlled milestones and may, in Airbus DS Communications's sole discretion, be considered a billable schedule change

- Operational commitments that result in disruption of the planned schedule.
- Failure of channel provided equipment or materials during the implementation process.
- Acts of God (weather, disaster, etc.)

Category 3: Changes that result from Airbus DS Communications controlled milestones and are not considered a billable schedule change.

- Missed Airbus DS Communications milestone delivery of configuration, material or services.
- Changes in availability of key Airbus DS Communications personnel.
- Failure of equipment or materials provided by Airbus DS Communications during the implementation process.

Airbus DS Communications reserves the right to determine if any Category 1 or 2 schedule change that occurs after the Notice Period for the scheduled Field Service has a cost impact on Airbus DS Communications, and consequently may be eligible for the applicable schedule change service fee.



## Field Service Cancellation Policy DIRECT

### 3. SERVICE FEES FOR TRAINING SCHEDULE CHANGES

#### Airbus DS Communications Factory Training

Student cancellations for classes given at one of our factory training facilities will be accepted within the Notice Period without penalty. After that time, cancellations and "no shows" are subject to a service fee not to exceed 50% of the student's class tuition.

#### Customer Site Training

Scheduled class cancellations for classes given at the customer site will be accepted within the Notice Period without penalty. After that time, class cancellations are subject to a service fee not to exceed 50% of the total class fee. This applies to all student seats reserved for the cancelled class at the customer site.

### 4. SERVICE FEES FOR FIELD SERVICE SCHEDULE CHANGES (NON-TRAINING)

Customer requested changes to Field Engineering, Project Management, Systems Verification Testing, Meridian Implementation and other non-training related Field Services will be accepted within the Notice Period without penalty. Any change requests outside the Notice Period will be subject to a service fee.

A requested schedule change received after the Notice Period is subject to a service fee up to but not greater than 50% of the usual and customary Airbus DS Communications labor charge for 5 days of service.

The service fee will not be considered by Airbus DS Communications to be a purchase of additional resource time, and will be attributed to the project only as a schedule change service fee.

If additional resource time becomes necessary to accommodate the Airbus DS Communications project deliverables, they must be purchased by the customer at the quoted Field Service rate.

### 5. FIELD SERVICE RESOURCE LEAD TIMES

Airbus DS Communications Field Service resources shall be scheduled according to staff availability and standard lead times, which average six to eight weeks.

Only those Field Services purchased will be provided.

Special requests shall be considered on a case-by-case basis. Such requests include:

- Modifications to an existing implementation schedule.
- Shortened lead time for service requests.
- Non-standard business days or hours of operation.
- Any other factor which may contribute to unanticipated project related costs.

Unless otherwise stated, Field Services and on-site training will be performed during the normal business hours of 8:00 AM to 5:00 PM local time.



Eric Burmeister, Director  
Marinette County Emergency Management  
2161 University Drive  
Marinette, WI 54143

July 26, 2017

**Subject: Baycom Certified IndigoVision Partner**

Dear Mr. Burmeister,

Please consider this letter to be confirmation of Baycom's current status as an approved and certified dealer / partner for all of IndigoVision hardware and software offerings.

Should you have any questions or desire further information, please don't hesitate to contact me at your convenience at 563-607-7113.

Thank you for your consideration.

Best Regards,

A handwritten signature in black ink, appearing to read "Neil M. [unclear]", written in a cursive style.

Regional Manager, Central States  
IndigoVision



# STATE OF WISCONSIN

CREDENTIALING OVERVIEW POLICY – VERSION 2.0

WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM

January 3, 2017

**POLICY – STANDARD**

Reference: 00000-00000

Technology Category: Identity Management, Credentials

Title: Wisconsin Credentialing Standard for the Wisconsin Credentialing and Asset Management System

Replaces & Supersedes: Version 2.0

Authority: Wisconsin Emergency Management

Publication Date: January 3, 2017

Policy Effective Date: January 3, 2017

Review Date: January 3, 2017

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**FOREWORD**

Wisconsin Emergency Management (WEM) released version 2.0 of the Wisconsin Credential Standard on January 3, 2017. We are grateful for the hard work and input of the Statewide Credentialing User Group, and also for the feedback from the numerous public and private organizations that will be part of this statewide standard.

The Wisconsin Credentialing and Asset Management System (WI-CAMS) was born out of the Wisconsin Mutual Aid Box Alarm System (MABAS) and has expanded to additional response disciplines including but not limited to emergency management, law enforcement, and amateur radio.

WI-CAMS continues to support the Wisconsin Emergency Response Plan (WERP) by enhancing the ESF 7, Resource Support annex, during a response to an incident.

With Wisconsin's transition to a cloud-based server environment in 2015, WI-CAMS continues to grow as an accountability system for personnel and resource assets on-scene. WI-CAMS shortens the timeline for response and improves real-time situational awareness of response assets.

WI-CAMS also provides a means to accomplish several strategic goals identified in the Wisconsin Homeland Security Strategy (2015-2018), including the establishment of one chip-enabled, multi-factor state standard identification card for all state employees.

Version 2.0 of this policy outlines the vision of Wisconsin's Statewide Credentialing Plan; however, WEM only uses the Tier 2 and 3 system levels at this time. As wireless technology develops, the federal bridge is built out and broadband interoperability is enhanced, WI-CAMS will move into the Tier 1 phase.



**POLICY STATEMENT**

The Wisconsin Credentialing and Asset Management System (WI-CAMS) is a resource management tool managed by the Wisconsin Division of Emergency Management. This tool allows county emergency managers/responders the ability to credential personnel, the information on availability of assets and personnel during an emergency, the ability to track those assets on scene, and complete incident visibility. All resource information is housed in the SalamanderLive/InterTrax Exchange server system.

This credentialing policy outlines the set-up and intended use of the credentials stored within WI-CAMS and printed on credential cards. WI-CAMS was authorized by the Governor’s Homeland Security Council and built to compliment the efforts outlined in Wisconsin State Statutes 323.80 and Administrative Rule WEM 8.08. The system supports the National Fire Protection Association (NFPA) 1500 and 1561 for incident safety and personnel accountability.

WI-CAMS will also provide a means to accomplish the following strategic goals identified in the Wisconsin Homeland Security Strategy (2015-2018):

**Goal 1.6: Develop chip-enabled state ID cards that allow multi-factor authentication for all state employees.**

**Objective 1.6.1:** Establish one state standard for all state employees that utilizes chip-enabled multi-factor authentication for network access.

**Objective 1.6.2:** Assure network access cards are also compliant with credentialing programs for all state employees connected with Emergency Response.

**Goal 4.2: In order to sustain incident response / information sharing /resource management capabilities, procure and train on technologies for communications interoperability, credentialing, and Emergency Operations Center (EOC) information management systems.**

**Objective 4.2.2:** Procure, support, and implement a credentialing system for emergency responders. Add 4,000 new users to the credentialing system each year and expand usage across emergency response disciplines and non- governmental organizations. Assure credentialing program is consistent and uniform for all state employees and compliant with network access requirements.

**I. POLICY**

- A. The Wisconsin Homeland Security Council, chaired by the Adjutant General, authorizes the Wisconsin Division of Emergency Management (WEM) to be the jurisdiction having authority, to develop, direct, and maintain a system of issuing credentials to emergency response personnel in Wisconsin, in accordance with the National Incident Management System (NIMS).
- B. WEM institutes a program to grant authority to agencies and organizations to issue credential cards for persons in specific positions to be deployed for interstate mutual aid.
- C. There are specific certification and licensure requirements for numerous positions that people fill in response to a disaster. These positions fall under the licensing and certification authority of several state agencies in Wisconsin. This is not an individual agency policy, but the coordination of those positions that individual agencies are currently providing credentials for.
- D. Credentialing ensures and validates the identity and attributes (such as affiliations, skills, or privileges) of individuals or members of teams. Credentialing is essential to the emergency management community insofar as it allows the community to plan for, request, and trust resources needed for emergency assistance. Credentialing ensures that personnel resources match requests and supports effective management of officially dispatched responders.
- E. Credentialing involves providing documentation that identifies, authenticates, and verifies the qualifications of emergency response personnel. The Federal Emergency Management Agency (FEMA) NIMS standards call for typing of incident management personnel, emergency response providers, and other personnel (including temporary personnel) and resources needed for emergency response.
- F. The credential cards are the property of the agency/organization that issues them. The responsibility for verifying a person’s qualifications lies ultimately with the agency/organization that issues the card.
- G. Requests for changes to be made to this document can be sent to: [wicams@wisconsin.gov](mailto:wicams@wisconsin.gov). This document will be reviewed and revised by the Statewide Credentialing User Group and WEM’s Mission Support Section.

**II. PROCEDURE**

**A. Identification**

Identity vetting is conducted in accordance with the unique alpha-numeric standards identified in this guidance (See Attachment 1: Unique Identification Number).

**B. Identification Cards/Badge Positions**

Authorized agencies shall issue one credential based on the positions within one of these seventeen discipline areas:

1. A – Animal Care, Veterinary
2. B – Business Representatives, Suppliers and Contractors, Critical transportation
3. C – County agency (other than Emergency Management)
4. E – Emergency Management, FEMA, IMT, TERT, MACS
5. F – Fire, Hazardous Materials, Technical Rescue
6. G – Government elected representatives, VIP’s, Federal officials
7. H – Public Health, Health Care, Hospitals
8. I – Information Technology, Information Security (DET)
9. L – Law Enforcement
10. M – Emergency Medical, Doctors, Nurses, DMAT, DMORT
11. N – National Guard
12. P – Public Works, Publicly-owned Utilities
13. R – Radiological
14. S – State agency (other than Emergency Management)
15. T – Tribal officials
16. U - Private sector Communications, Critical Infrastructure & Utilities
17. V – Volunteer and Faith-based organizations, VOAD, Site-specific assistance

**C. Identification Cards/Badge Appearance**

The State of Wisconsin identification card will follow the parameters of the Federal Information Processing Standard (FIPS) 201. By following the FIPS 201 standard, interoperability between states and with the federal government is ensured.

1. Front of Card

a) Picture

The ID card shall not be valid unless a picture is included on the card. Only pictures with a minimum of 300 dots per inch (dpi) resolution shall be used. Photos should include head and shoulders. It is encouraged that departments and/or agencies use uniform clothing and a light-colored background whenever possible. This is to achieve as close to

FIPS 201 standards as possible. Instructions on cropping photos are in the SalamanderLive Quick Reference under the WI-CAMS website’s User Tools section: <http://wicams.wisconsin.gov>

b) Agency Logo

There are three categories of logos that shall be used for an agency logo. Final decisions will be made by the system registrar (WEM). Order of preference is as follows:

- (1) Agency/Association/Department-specific logo
- (2) City or county logo (if applicable)
- (3) Nationally recognized logo (Fire, Public Health, EMS, Etc.)

c) Affiliation/Title (“Title” in the SalamanderLive software)

This field will be designated for position titles. Some options will be preloaded into the system. See the link below for NIMS job titles. If the NIMS job title is appropriate, it should be listed here: <https://training.fema.gov/emiweb/is/icsresource/assets/titles.pdf>

d) Agency/Department (“Organization” in the SalamanderLive software)

If the agency or department is affiliated with a county, city or regional group, that affiliation must be noted in this field. The Agency/Department field should have the name of the organization if it is a private group. This field is limited to no more than 25 characters (including spaces). It is recommended that abbreviations be used if they are commonly accepted. This information will be tied to the header of the card. Whatever is entered here will be printed at the top of the card as the header. (See Attachment 2: Organization Naming Conventions)

e) Issue Date

The Issue Date is to be set on the day the card is printed.

f) Expiration Date

A card’s expiration date is to be set on the day of printing, and shall not exceed seven (7) years from the print date. The date can be set shorter than seven years. This does NOT include card re-prints for lost, stolen, or damaged cards. If a reprint card is to be issued for the same individual, it must contain the original expiration date. At the end of the 7-year (or shorter) period, credentials and qualifications must be reviewed and re-vetted. Only then can a new card be printed with a re-set expiration date.

g) Color Coding (unchangeable)

Card color schemes are set by each responder type and are not changeable. Color schemes are as follows:

- Brown:** Animal Care, Veterinary
- Blue:** Emergency Medical Services, Doctors, Nurses, DMAT, DMORT
- Red (\*):** Fire, Hazardous Materials, Rescue Services
- Black:** Sworn Law Enforcement
- Orange:** Public Works, Publicly-Owned Utility
- Pink (\*):** Authorized Media, Site Visitors (in-processed prior to incident entry)
- Green (\*):** Evacuees, Displaced Residents, Exercise Evaluators
- Lime:** Radiological
- Yellow (\*):** NGO's, Amateur Radio, Support Services, Site-Specific Volunteer Group
- Gold (\*):** Elected Officials, VIPs, State or Federal Agency (not otherwise specified)
- Lavender:** Public Health, Health Care/Hospital Resource
- Gray:** Emergency Management, Non-Sworn, FEMA, IMT, TERT, MACS, COML
- White:** Private Sector Communications, Contractors, and Utilities, Critical Infrastructure, Supply-Chain Representatives, Local Businesses
- Teal:** Government Administrative, Non-VIPs, Clerks

(\* ) – Aligns with FIPS 201

- (1) Scope of Practice – When an individual’s scope of practice within a single agency/association/department encompasses more than one responder type, the issuing agent of that agency/association/department shall select one color scheme for printing that credential (e.g. a responder that serves as both emergency medical technician and firefighter within the same department will either have a **Blue** or **Red** color scheme on their credential card).

**WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM**

h) Text classification (unchangeable)

Clear-text classification is set by each card design. These classifications are not changeable. The purpose is to provide a non-color clear text definition of an individual’s discipline. Classifications will be as follows:

<b>Color</b>	<b>Discipline</b>	<b>Organization Examples</b>
Brown	Animal Care	Animal Care, Veterinary
Blue	Emergency Medical Services	Ground and Air Ambulance, Doctors, Nurses, DMAT, DMORT
Red	Fire, Hazmat, Rescue	Fire Departments, Hazmat, Search & Rescue Teams
Black	Sworn Law Enforcement	Police, Sheriffs, State Patrol, Corrections, DNR Wardens
Orange	Public Works	Highway Departments, Water-Sewer Utility
Pink	Media	Television, Newspaper, Radio reporters
Green	Other	Evacuees, Displaced Residents, Exercise Evaluators
Lime	Radiological	Radiological Field Staff
Yellow	Volunteer	Site Volunteers, Disaster Services, ARES-RACES, Support
Gold	VIP	Elected Officials, State-Federal Officials, Gov. Observers
Lavender	Public Health	Public Health Officers, Hospitals, Physicians, Nurses
Gray	EM, Non-Sworn LE	EM Coordinators, National Guard, FEMA, IMT, TERT, COM-L
White	Private Sector	Communications, Businesses, Supply Chain, Infrastructure
Teal	Government Admin	Government Administrative, Non-VIPs, Clerks

i) Personnel Barcode (unchangeable)

The PDF-417 Barcode on the front of the card is automatically generated in SalamanderLive. (See “Salamander University” resources in SalamanderLive for more information on what is included in each item in the barcode.) Each barcode includes:

- (1) Barcode Expiration
- (2) Organization Country Code
- (3) Organization State Code
- (4) Organization Type Code
- (5) Organization ID
- (6) Organization Name
- (7) Personnel ID
- (8) Last Name
- (9) First Name Color Discipline Text Classification

(10) Rank

j) OtherID

The OtherID field is assigned in the software as an optional field. This field provides a space to list a badge number, FCC call sign, tax exempt number, etc.

k) Lamination

**Excepting Government Admin (Teal) cards**, a credential card will not be valid without the First Responder/Authorized Personnel hologram laminate. This laminate provides an additional level of security for the card. It also enhances the durability of the card. The laminate will contain the WEM logo. **Teal** cards may be laminated with local- or state-issued laminate or not at all.

l) Footer (unchangeable)

The footer along the bottom of the card will read “SWORN” for sworn officers; “NON-SWORN” for non-sworn officers; and “MABAS WISCONSIN” for responders that are part of the MABAS-WI system. This will be used to assist in identification when responders are called to cross jurisdictional boundaries and/or state lines for aid and assistance.

2. Back of Card

a) Qualifications Field

The qualifications field contains qualifications as identified by both the card holder and the card holder’s agency of affiliation.

(1) State, local and regional qualifications are set by various defined groups. State qualifications will be identified and defined through a state-recognized organization, including but not limited to: WEM, WI-DOJ T&S, Wisconsin Department of Health Services (WI-DHS), Wisconsin Badger State Sheriff’s Association, Wisconsin Chiefs of Police, Wisconsin State Fire Chiefs Association, or Wisconsin Department of Natural Resources (WI-DNR).

(2) The qualifications field also includes local, regional and state memberships. These include but are not limited to: local, regional and state response groups; regional IMT groups; and volunteer organizations with official memberships.

(3) It should be noted that qualifications will remain active on the ID Badge until the card itself expires. It is the agency’s responsibility to track the qualifications of the personnel they are creating credentials for to ensure that they still maintain the assigned level of qualification.

b) Medical Barcode (unchangeable)

The PDF-417 Barcode is automatically generated from the SalamanderLive software. (See “Salamander University” resources available in SalamanderLive for more information on what is included in each item in the barcode.) WI-CAMS is not responsible for the information placed on the card. The following **OPTIONAL** information may be placed on the applicant record:

(1) Gender

(2) Height

Enter height information in SalamanderLive in the feet + inches format without any spaces. WI-CAMS templates will automatically separate the feet value from the inches value. (e.g. Enter 5’ 11” as 511.)

(3) Weight

(4) Emergency contact name and phone number

(5) Date of birth

(6) Hair color

(7) Eye color

c) Signature of Organizational Authority

An area is available for the signature of the authorizing individual permitting the individual responder and his/her qualifications contained on the card to be credentialed. Scanned signatures can be assigned directly to an organization in the SalamanderLive software.

d) Return Address

All WI-CAMS templates include Wisconsin Emergency Management’s address. (2400 Wright St. Madison, WI 53704.) Agencies with over 500 personnel may request this address be changed on a custom set of templates. This change is discretionary on WEM’s behalf.

3. Card integrity

a) WI-CAMS does not stipulate a specific type or brand of card stock. Door access and electronic access key (EAK) card stock may be used.

- b) Hole-punching a WI-CAMS card does not invalidate the credential, however it is discouraged by WEM. Smart card chips may also be damaged as a result of hole-punching.
  - c) Agencies wishing to hole-punch cards must ensure that the WEM laminate remains affixed to the front of the card.
4. Temporary Personnel
- a) Just-in-time credentials issued to temporary personnel through a WI-CAMS resource package must use the WEM-issued temporary credential template.
  - b) Badges for temporary personnel cannot exceed 72 hours. This expiration period accounts for responders working operational periods overnight.

#### D. Qualifications

1. Personnel qualifications are typically position-specific. Determining essential functions, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for a position should be part of a job-task analysis. This analysis normally incorporates, as appropriate, input from job incumbents, managers, industry organizations and others with knowledge of the position requirements. Departments, agencies and authorities having jurisdiction over positions are responsible for determining position requirements through a job-task analysis process.
2. NIMS guidance on credentialing refers to the identification and qualification information a person will present to the requesting jurisdiction. NIMS guidance on credentialing does not confer the authority or privilege to practice any profession. Only the receiving department, agency or jurisdiction can extend that privilege or authority after evaluating the person's information. Utilizing the NIMS standards provides a means to make the evaluation.
3. Two key elements in the qualification process include typing personnel and resources, and certifying that personnel in fact possess at least the minimum level of training, experience, licensure, certification and fitness to perform the job. **Certification is the responsibility of and the liability of the applicant(s) enrolled in SalamanderLive.**

#### E. Certifying

According to FEMA, certification of personnel ensures "... personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position..." This requires organizations to test and evaluate their personnel against the qualifications established by the typing efforts. Additionally organizations must "...authenticate qualifications..." through a formal process to approve and sign off on personnel qualifications. See the following link for more information:

[http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)

**F. Other Important Activities**

In addition to the legally mandated requirements of the credentialing effort, other aspects of the credentialing process need to be addressed. Under NIMS, these include authorization to deploy, control of access to an affected area, affiliation of personnel deploying as part of an organization, and revocation of credentials when necessary. Appropriately issued credentials do not authorize an individual or a team to self-deploy. Each agency authorized to issue credentials shall have a policy in place that dictates how credentialed staff associated with their agency are authorized to deploy in the event of a disaster. Authorization for deployment is covered in pre-determined mutual aid agreements.

**G. Access**

NIMS intentionally limits access in a disaster to personnel who have been credentialed and authorized to deploy through a formal agreement between the requesting and providing agencies. The agreements can range from automatic mutual aid agreements, the Emergency Management Assistance Compact (EMAC) and mission assignments to Federal agencies to provide Direct Federal Assistance. Personnel that arrive at the reception center that have not been credentialed and authorized are to be turned away. (See: WI-CAMS Standard Operating Procedure for "Incident Access Control.")

**H. Affiliation**

WI-CAMS recognizes the need for processes to address the full range of access control, both for individuals who provide support to the incident command structure and for those who require access for specific purposes outside of the NIMS/ICS structure. It may not be practical to confirm the qualifications of individuals or groups of people responding to an event. In these cases, documented affiliation (identification) with an organization or entity responding to or affected by the event provides proof of qualification and authorization to deploy. For example, private sector utility workers or contractors working to restore power for a critical infrastructure company would gain access based on their affiliation with the power utility company.

Individuals affiliated with two separate organizations will need to be issued two separate cards, one for each scope of practice and/or organization.

**I. Revocation**

A critical component of identity and qualifications is revocation. Departments, agencies, and jurisdictions need to have a process in place to revoke credentials when certain events occur. Within 18 hours after a person is separated or relieved of their position, no matter the condition of their release, an agency/organization is responsible for accounting for the card and destroying it using the guidelines listed below in paragraph J. Likewise, if an individual's qualifications change, their credentialing information should also be updated in SalamanderLive within 30 days. Individuals possessing a proximity card -- a card with the capability and storage

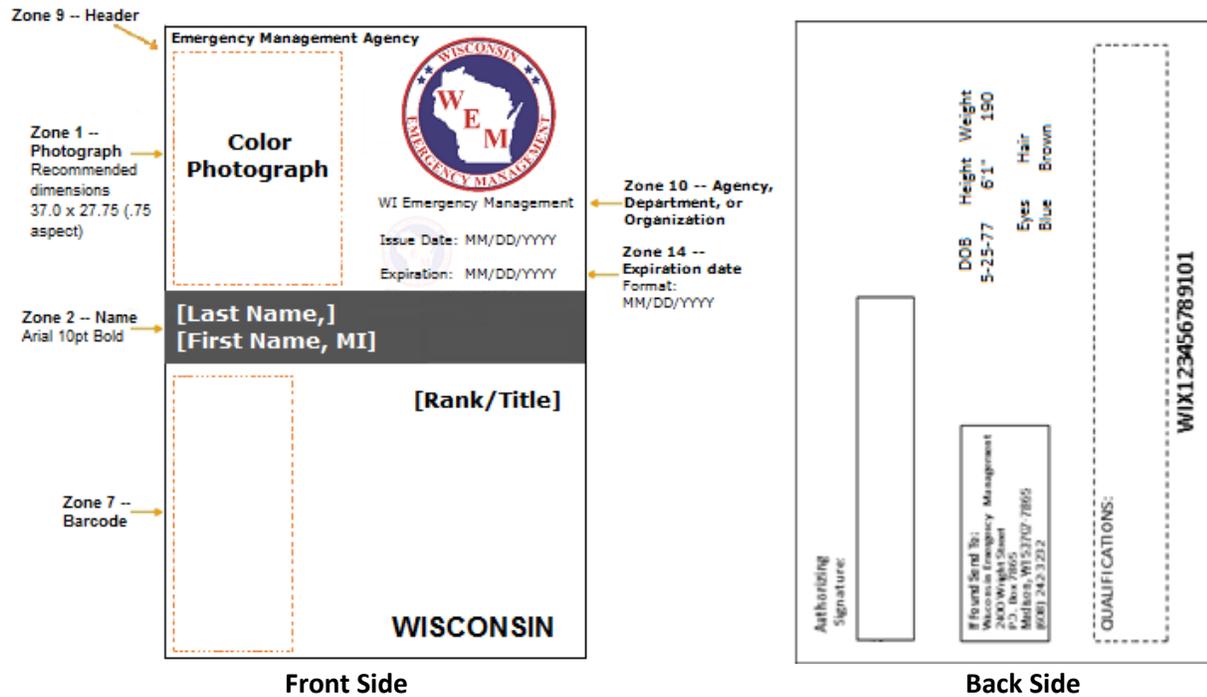
capacity for upgrading qualifications and information – will not have to reprint the card until the designated expiration date.

**J. Card Disposal**

Expired, revoked, or returned credential cards should be shredded, if possible, but minimally destroyed by cutting through the barcode such that the card can no longer be read by the system. If the credential is printed on a proximity card it will be destroyed in the same way as the standard card.

**Attachment 1: Identification/Qualification Card Identifiers**

Identification/qualification card identifiers include the overall physical arrangement of information on the card, the color coding, and a unique alpha-numeric identifier specific to the person or asset.



**Color Coding Scheme**

- Brown:** Animal Care, Veterinary
- Blue:** Emergency Medical Services, Doctors, Nurses, DMAT, DMORT
- Red (\*):** Fire, Hazardous Materials, Rescue Services
- Black:** Sworn Law Enforcement
- Orange:** Public Works, Publicly-Owned Utility
- Pink (\*):** Authorized Media, Site Visitors (in-processed prior to incident entry)
- Green (\*):** Evacuees, Displaced Residents, Exercise Evaluators
- Lime:** Radiological
- Yellow (\*):** NGO's, Amateur Radio, Support Services, Site-Specific Volunteer Group
- Gold (\*):** Elected Officials, VIPs, State or Federal Agency (not otherwise specified)
- Lavender:** Public Health, Health Care/Hospital Resource
- Gray:** Emergency Management, Non-Sworn, FEMA, IMT, TERT, MACS, COML

# WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM

POLICY

CREDENTIALING OVERVIEW

**White:** Private Sector Communications, Contractors, and Utilities, Critical Infrastructure, Supply-Chain Representatives, Local Businesses

**Teal:** Government Administrative, Non-VIPs, Clerks

(\*) – Aligns with FIPS 201

## Unique Alpha-numeric Identifier

- Based on a 15-character alpha-numeric sequence
- Provides visual recognition pattern of the state, responder type, county origination, agency identifier and individual/asset number.

<u>WI</u>	<u>X</u>	<u>000</u>	<u>0000</u>	<u>00000</u>
State Abbr.	Responder Type	County FIPS Code	Organization ID Number	Individual ID Number

### State Identifier

Two-letter U.S. Post Office abbreviation for states (e.g. Wisconsin is “WI”)

### Responder Type

Each responder group will be designated with an alpha character as follows:

- B – Business Representatives, Suppliers and Contractors, Critical transportation
- C – County agency (other than Emergency Management)
- E – Emergency Management, FEMA, IMT, TERT, MACS
- F – Fire, Hazardous Materials, Technical Rescue
- G – Government Elected Representatives, VIPs, Federal officials
- H – Public Health, Health Care, Hospitals
- I – Information Technology, Information Security
- L – Law Enforcement
- M – Emergency Medical, DMAT, DMORT
- N – National Guard
- P – Public Works, Publicly-Owned Utilities

- R – Radiological
- S – State Agency (other than Emergency Management)
- T – Tribal Officials
- U - Private Sector Communications, Critical Infrastructure & Utilities
- V – Volunteer and Faith-based organizations, VOAD, Site-Specific assistance

County FIPS Code

See the following page for the Wisconsin counties cross-reference from the Federal Information Processing Standard (FIPS) codes assigned.

Agencies of the state of Wisconsin will use “550” in place of the county FIPS code. Private sector and non-governmental organizations not affiliated or supported by a county or state agency will use “999” in place of the county FIPS code.

Organization Identification Number

Four alpha-numeric characters are available for county and tribal-based organizational identification numbers; these are assigned at the county and tribal level, respectively. The organizational identification number for state, federal, and private sector organizations will be assigned by WEM.

Individual/Asset Identification Number

Five alpha-numeric characters are available for county and tribal-based individuals or asset identification numbers are assigned at the county and tribal level, respectively. The individual or asset identification number for state, federal, and private sector responders will be assigned by WEM. Any unassigned characters will be filled in with zero(s) to account for the five digits.

**WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM**

POLICY

CREDENTIALING OVERVIEW

**Wisconsin FIPS Codes**

<b>County Name</b>	<b>FIPS Code</b>
ADAMS	001
ASHLAND	003
BARRON	005
BAYFIELD	007
BROWN	009
BUFFALO	011
BURNETT	013
CALUMET	015
CHIPPEWA	017
CLARK	019
COLUMBIA	021
CRAWFORD	023
DANE	025
DODGE	027
DOOR	029
DOUGLAS	031
DUNN	033
EAU CLAIRE	035
FLORENCE	037
FOND DU LAC	039
FOREST	041
GRANT	043
GREEN	045
GREEN LAKE	047
IOWA	049
IRON	051
JACKSON	053
JEFFERSON	055
JUNEAU	057
KENOSHA	059
KEWAUNEE	061
LA CROSSE	063
LAFAYETTE	065
LANGLADE	067
LINCOLN	069

MANITOWOC	071
MARATHON	073
MARINETTE	075
MARQUETTE	077
MENOMINEE	078
MILWAUKEE	079
MONROE	081
OCONTO	083
ONEIDA	085
OUTAGAMIE	087
OZAUKEE	089
PEPIN	091
PIERCE	093
POLK	095
PORTAGE	097
PRICE	099
RACINE	101
RICHLAND	103
ROCK	105
RUSK	107
SAUK	111
SAWYER	113
SHAWANO	115
SHEBOYGAN	117
ST. CROIX	109
TAYLOR	119
TREMPEALEAU	121
VERNON	123
VILAS	125
WALWORTH	127
WASHBURN	129
WASHINGTON	131
WAUKESHA	133
WAUPACA	135
WAUSHARA	137
WINNEBAGO	139
WOOD	141

**Attachment 2: Organization Naming Conventions**

- State or statewide organizations will be prefaced with “WI.” (e.g. WI State Patrol, WI DNR, WI Dept of Transportation, WI Southeast Regional IMT.)
- County organizations will use the two-letter identifier for the county “Co.” (e.g. Milwaukee Co Fire Dept, Barron Co Sheriff’s Office.)
- City organizations will be the city name then organization. (e.g. Elm Grove EMS or Deerfield Vol Fire Dept.)
- Township or city organizations will be written with “Twp” or “City” as appropriate. (e.g. Pewaukee Twp Police Dept, Waukesha City Police Dept.)
- Private industry will use their organization name. (e.g. We Energies, Target, Verizon.)
- Volunteer organizations will use their organization name. (e.g. Red Cross, United Way, Salvation Army.)
- Common abbreviations should be used when applicable. Some examples are listed below:
  - Dept = Department
  - Dist = District
  - Div = Division
  - EMS = Emergency Medical Services
  - Env = Environment(al)
  - FD = Fire Dept
  - HD = Public Health Dept
  - Mgmt = Management
  - PD = Police Dept
  - PU= Public Utilities
  - PW= Public Works
  - Twp = Township
  - VFD = Volunteer Fire Dept

**Attachment 3: WI-CAMS Field Reference**

Brown	Animal Care	<p><b>*Card will include authorizing signature from police chief, sheriff, etc.</b></p> <p><b>** Laminated not required</b></p>
Blue	Emergency Medical Services	
Red	Fire, Hazmat, Rescue	
Black	Sworn Law Enforcement*	
Orange	Public Works	
Pink	Media	
Green	Other	
Lime	Radiological	
Yellow	Volunteer	
Gold	VIP	
Lavender	Public Health	
Gray	Non-Sworn LE, EM	
White	Private Sector	
Teal	Government Admin **	

*Wisconsin Emergency Management*



**A WI-CAMS ID is invalid**

- Beyond its expiration date
- If physically altered in any way
- If presented without laminate

**Attachment 4: List of Acronyms Used**

CIKR – Critical Infrastructure/Key Resource

DOA – Department of Administration

DMA – Department of Military Affairs

DOJ-T&S – WI Department of Justice Training and Standards Bureau

ESF – Emergency Support Function

LECC – Law Enforcement Credentialing Committee

LEO – Law Enforcement Officer

ICS – Incident Command System

MABAS – Mutual Aid Box Alarm System

NFPA – National Fire Protection Association

NIMS – National Incident Management System

RRC – Responder Reception Center

WDOR - Wisconsin Department of Revenue

WEM - WI Division of Emergency Management

WEMA – Wisconsin Emergency Management Association

WI-CAMS – Wisconsin Credentialing and Asset Management System

WI-DHS – WI Department of Health Services

WSP – Wisconsin State Patrol

**Additional Resources:**

Wisconsin Credentialing and Asset Management System – <http://wicams.wisconsin.gov>

Wisconsin Emergency Management– <http://emergencymanagement.wi.gov/>

Ready Wisconsin – <http://readywisconsin.wi.gov/default.asp>

Wisconsin Emergency Assistance Volunteer Registry – <https://weavrwi.org/>

**Attachment 5: Memorandum of Agreement**

**Wisconsin Credentialing and Asset Management System**

Memorandum of Agreement

This document is a Memorandum of Agreement (MOA) between the State of Wisconsin, Wisconsin Emergency Management and the County/Agency of \_\_\_\_\_ as it specifically relates to the Credentialing Project, also known as the Wisconsin Credentialing and Asset Management System (WI-CAMS).

1. **PARTIES.** The parties to this memorandum are the State of Wisconsin, Wisconsin Emergency Management (WEM) and the County/Agency of \_\_\_\_\_. Parties understand that WI-CAMS is a voluntary system and can be terminated with proper notice by either party and the return of equipment and supplies issued.
2. **AUTHORITY.** This acknowledgement is authorized under the provisions of Wisconsin Statute 66.0301.
3. **PURPOSE.** The purpose of this MOU is to establish a statewide credentialing system. This MOU further establishes system responsibilities of the parties and an understanding of the shared costs of producing and issuing individual and asset identification/qualification cards for prevention, protection, mitigation, response and recovery operations in Wisconsin. WI-CAMS will also be utilized for systematic intra- and interstate, and Emergency Management Assistance Compact (EMAC) deployments of Wisconsin's emergency management resources.
4. **WI-CAMS LEXICON.** The following definitions apply to WI-CAMS and this MOU:
  - a. **Applicant:** is the individual responder to an emergency in the State of Wisconsin that is issued an identification/qualification card. All Applicants shall have a sponsoring agency

- b. **Sponsor:** is a sponsoring agency that responds to emergencies in the State of Wisconsin and is registered in WI-CAMS.
  - c. **Registrar:** is the agent maintaining WI-CAMS software and internet connectivity; the registrar reserves the right to revoke the participation of an Applicant, Sponsor or Issuing Agent.
  - d. **Issuing Agent:** is the agent that prints identification/qualification cards from WI-CAMS.
5. **RESPONSIBILITIES OF THE PARTIES.** To establish system “trust” as defined in the Federal Information Processing Standard 201 (FIPS 201), the following are required of the identification/qualification card issuing agents (Issuing Agent) and the State of Wisconsin, Emergency Management (Registrar) of WI-CAMS:
- a. **Sponsor Responsibility:**
    - i. To validate Applicant qualifications and maintain “trusted” security of the information in WI-CAMS, at no time will the Applicant be permitted to enter their own information.
    - ii. County or Agency-level sponsors will be responsible for all information entered into WI-CAMS for their individual agency. Information entered may be subject to audit.
    - iii. Entered qualifications must be reviewed by the WI-CAMS Statewide User Group and published by Wisconsin Emergency Management. For all other resources, the National Incident Management System (NIMS) will be used.
    - iv. At no time will private or medical information be registered on the Applicant’s database record. Private and medical information includes, but is not limited to, Social Security numbers, driver’s license number, account numbers, blood type, allergies, medications, etc.
  - b. **Registrar Responsibility:**
    - i. Maintain the online database on a 24/7/365 basis with reasonable exception for maintenance outages and outages beyond the control of WEM.
    - ii. Username(s) and password(s) will be issued to the authority-in-charge of the Sponsoring agency. Applicants will not be issued login and passwords.

**c. Issuing Agent Responsibility:**

- i. Card revocation must be registered in WI-CAMS within 18 hours.
- ii. County-level Issuing Agents will only issue identification/qualification cards to the agency authority-in-charge, who is responsible for card distribution to the Applicant and notifying the Issuing Agent of revocation within 18 hours.
- iii. Agency-level Issuing Agents will directly be responsible for card distribution to the Applicant and registering the revocation within 18 hours.

6. **PRINTING OF CARDS.** Issuing Agent and Registrar will be authorized to print identification/qualification cards using WI-CAMS; however the individual County/Agency will be restricted to editing records and printing the identification/qualification cards of the applicants and sponsors within their jurisdiction. Permission to edit records and print cards of another jurisdiction will be by written permission of the County/Agency responsible for the other jurisdiction.

7. **COST SHARE.** Parties agree to the following cost share arrangement:

**a. WI-CAMS Costs.**

- i. Will maintain SalamanderLive and the state connection to the InterTrax Exchange server for WI-CAMS.
- ii. As funding permits, one WI-CAMS reader/writer device will be issued to each County. Agency-level issuing Agents will not receive the reader/writer device.
- iii. As funding permits, one WI-CAMS printing key will be issued to each authorized Issuing Agent.
- iv. Authorized Issuing Agents will be provided the tamper-proof WEM hologram.
- v. Homeland Security Grant Program funds will be used by Wisconsin Emergency Management on behalf of local units of government.

**b. Partner Costs.**

- i. Purchase and maintenance of identification/qualification card printers, including, but not limited to the cost of color printing ribbons, maintenance supplies and printer repairs.
- ii. The cost of blank cards, display supplies and postage.

- iii. Costs associated with field application or deployment of identification/qualification cards, including but not limited to, Command software or Command boards, personal digital assistant card readers and software, on-location scanners, and RapidTag printers and supplies.

**8. PRIVACY OF INFORMATION**

SalamanderLive contains personal information on individuals whose information is stored in it. The use of this information is strictly for emergency management purposes inside the state of Wisconsin. By entering into this system, you agree to not release any personal information to include, but not limited to: names, home addresses, telephone numbers, or personal information outside of SalamanderLive without prior written approval of WEM. In addition personal information may be exempt from public release under the Wisconsin Open Records Law (Wis. Stat. § 19.31-19.39).

Requests for information on this system from any outside entity should be forwarded to WEM for its consideration. Questions on this policy should be directed to [wicams@wisconsin.gov](mailto:wicams@wisconsin.gov). Any violation of this policy may subject you to the loss of use of this system.

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Signature (Sponsor or Issuer) Date

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Name (Please print) Title

## STAFFING AGREEMENT FOR OPERATION OF THE MARINETTE COUNTY JAIL

This Agreement is entered into between Sheriff Jerry Sauve and the Marinette County Board of Supervisors for the purpose of jointly agreeing that the adequate staffing needs required in an effort to ensure the health, safety, and security of the staff and inmates of the Marinette County Jail have been and will continue to be addressed through the annual operational budget process.

The terms of this Agreement are as follows:

1. The Marinette County Board of Supervisors and the Sheriff agree that to operate the Marinette County Jail for 2017, staffing needs as approved and budgeted for through the Sheriff's Office operational budget are:
  - 1 – Civilian Jail Administrator
  - 1 – Assistant Jail Administrator
  - 5 – Correctional Sergeants
  - 19 – Correctional Officers
  - 1 – Education & Programs Sergeant
  - 1 – Jail Receptionist/Administrative Assistant
  
2. The Marinette County Board of Supervisors and the Sheriff agree that staffing needs will be reviewed, at a minimum, and established for each successive year through the budget process. The Marinette County Board of Supervisors and the Sheriff also agree that during the budget year, an increase in inmate population or a change in operational requirements may require additional staffing to ensure the safety of the inmates and the staff.

\_\_\_\_\_  
Jerry Sauve, Marinette County Sheriff

\_\_\_\_\_  
Mark Anderson, County Board Chair

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

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

<b>OFFICE OF THE SHERIFF</b>				
<b>Fee Description</b>	<b>Fee Amount</b>	<b>Fee Determination</b>	<b>Collection Method</b>	<b>Projected Revenue</b>
Alarm System Registration Fee	\$25.00 per Year	County Board	Invoice	\$ 5,000.00
False Alarms	4th = \$25.00 5th = \$50.00 6th = \$75.00 7th-10th = \$100.00 11th or >=\$200.00	County Board	Invoice	\$ 15,000.00
Report Fees Photos	\$.25 per Page Actual Cost Postage if Mailed	County Board	Time of Service or Advance Payment	\$ 1,700.00
Sheriff Collection fees				\$ 40,000.00
Civil Fees	\$35.00 per Service \$35.00 Subsequent Attempt One Time Mileage Fee Applic. Federal Rate \$150.00 Postings/Sales	Actual Cost County Board	Invoice or Advance Payment	\$ 45,000.00
Sheriff's Sales (Foreclosures)		State Statute		
Special Event Hire- Public Reimbursements	\$65.00 per Hour	County Board	Invoice	\$ 13,000.00
Inmate Boarding Fees - Out of County Inmate Boarding Fees - Oconto Co Inmate Boarding-Municipal Only<30 days taxable - All Other*	\$50.00 per Day \$41.50 per Day \$21.50 per Day \$20.00 per Day*	County Board Written Agreement County Board	Inmate Prepayment Invoice Invoice	\$ 110,000.00
Huber Fees* Huber Fees - Out of County*	\$20.00 per Day* <b>\$25.00</b> \$25.00 per Day* <b>\$30.00</b>	County Board County Board	Inmate Prepayment Inmate Prepayment	\$ 130,000.00
Electronic Monitoring Fees*	\$20.00 per Day* <b>\$30.00</b>	County Board	Inmate Prepayment	\$ 30,000.00
Jail Medical Expenses - Nurse Physician Prescription Drugs/Med Supplies	\$5.00 per Visit \$10.00 per Visit <b>\$20.00</b> Cost to \$5.00	County Board	Invoiced at time of Service	\$ 5,000.00
<b>Booking Fee</b>	\$25.00	County Board	Invoiced at time of Service	<b>\$25,000.00</b>
<b>Out of County Warrant Fee</b>	\$10.00	County Board	Invoiced at time of Service	<b>\$1,000.00</b>

\* Subject to Wisconsin & Marinette County Sales Tax