

West Virginia 9-1-1 Addressing Handbook

Volume II
October 2004



West Virginia Statewide Addressing and Mapping Board

Making the Safety of West Virginians Our #1 Priority - One Address at a Time.

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EXECUTIVE SUMMARY

The State Legislature created the West Virginia Statewide Addressing and Mapping Board (WVSAMB or Board) in 2001 to enable city-type addressing in rural areas of the state for 9-1-1 service. A city-type address, such as 250 Mountain Road, clearly identifies where a telephone is physically located when dialing 9-1-1. Current rural postal addresses do not provide this location information.

The WVSAMB is providing long-needed assistance to counties, and where necessary, to municipalities, for the creation of city-type addresses where none currently exist. To furnish this assistance, the WVSAMB hired a statewide project manager, a statewide mapping contractor, and a statewide addressing contractor. Since early 2004 the addressing contractor has been working with county and municipal officials to achieve the Legislature's goal of establishing city-type addresses for the prompt and accurate dispatch of emergency services. By creating these addresses, local officials will ensure that their citizens receive the full benefit of 9-1-1 service by having emergency response agencies know precisely where help is needed. Lives and property of citizens in your communities will be saved.

To encourage all counties and municipalities to participate in this effort, the WVSAMB is providing two addressing handbooks, a standard addressing process, training, and the support of a statewide addressing contractor. The *WV 9-1-1 Addressing Handbook, First Edition* was released in April 2003 and provided detailed information on how local governments should start their 9-1-1 addressing process and the critical role that they must play in the 9-1-1 addressing and database development process. The WVSAMB is now releasing the this Volume II edition of the handbook to provide the necessary information for completing the process and for working with the WVSAMB Addressing Contractor, who will provide extensive support at no cost to local governments until April 1 2007, or the completion of its contract.

For those counties and municipalities with existing city-type addresses, the WVSAMB Addressing Contractor will provide assistance to help review those addresses to ensure they meet the *West Virginia 9-1-1 Addressing Standards*. This review will help identify existing city-type addresses that are confusing to emergency dispatchers and responders and provide a method for change. However, the WVSAMB respects the past accomplishments of counties and municipalities that already have city-type addresses. Current city-type addresses should not change unless it is necessary or advisable for the prompt and accurate dispatch of emergency services to protect human life and property or the maintenance of general community security. In addition, any proposed address change must be submitted to the proper county or municipal authority for approval.

A long-term maintenance strategy and system is currently under development. This system will provide county addressing coordinators with Web-based, easy-to-use tools necessary to perform basic updates of digital mapping and databases. Once the systems has been finalized, a third and final edition/volume of the WVSAMB Addressing Handbook will be issued, which will describe long-term maintenance tools and procedures.

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Note: For a list of County Addressing Coordinators and their contact information, please consult the County Contacts page at www.wvaddressingproject.com.

1.0 INTRODUCTION TO VOLUME II

The West Virginia Statewide Addressing and Mapping Board (WVSAMB or Board) developed the *West Virginia 9-1-1 Addressing Handbook, Volume II* to provide information to counties and municipalities for completing the statewide 9-1-1 addressing project begun in 2002. This Volume II builds upon the tasks outlined in the First Edition by providing detailed information on those tasks that remain to be accomplished by local governments as their part of the project. These tasks will be supported by the WVSAMB Addressing Contractor, microDATA GIS, Inc., which was hired in late 2003.

The West Virginia 9-1-1 Addressing Handbook, Volume II:

- Describes the tasks to be undertaken by counties and municipalities to complete 9-1-1 address assignment and 9-1-1 database development.
- Describes how counties and municipalities will work with the WVSAMB Addressing Contractor, microDATA, using its mapping, addressing, and database tools and other materials.
- Updates resources, such as the Permanent Rules adopted by the Board and enacted by the West Virginia Legislature in April 2004.
- Discusses short-term and long-term maintenance of 9-1-1 mapping data and addressing databases.

Volume II provides additional information beyond the *West Virginia 9-1-1 Addressing Handbook, First Edition*, which was released in April 2003. This edition described the tasks that counties and municipalities needed to accomplish to prepare themselves for working with the WVSAMB Addressing Contractor. The First Edition contained the following information:

- An overview of the West Virginia Statewide Mapping and Addressing Project.
- A set of Frequently Asked Questions (FAQs) about the project.

- An overview of the roles and responsibilities in the project.
- An overview of the WVSAMB and its project manager and contractors.
- A detailed list of tasks for participating counties and municipalities to complete prior to working with the WVSAMB Addressing Contractor.
- An appendix that includes:
 - A basic glossary of 9-1-1 terms
 - *WV 9-1-1 Addressing Standards* for road naming, property numbering, number posting, and road signage.
 - Model addressing ordinances for counties and municipalities.
 - Sample letters for requesting USPS data and for notifying residents about the project.

For additional copies of either the First Edition or Volume II of the handbook, please contact the WVSAMB office at 304-558-5300 or *www.addressingwv.org*.

2.0 WEST VIRGINIA STATEWIDE ADDRESSING AND MAPPING BOARD

The West Virginia Statewide Addressing and Mapping Board was established by passage of Senate Bill 460 in 2001. Under this bill, the mission of the WVSAMB is to provide city-type addresses for the large rural areas of the state to insure that these areas are accorded access to the same level of prompt and accurate emergency service as urban areas. At the same time, the previous efforts of those counties and municipalities that had made progress in achieving city-type addressing were to be respected. In its efforts, the WVSAMB is employing the latest digital mapping, global positioning, and geographic information systems technologies to complete this ambitious project.

Since 2002, the WVSAMB has accomplished the following tasks in fulfillment of its statutory mission:

- Hired a project manager, Michael Baker, Jr., Inc., to assist the Board with the design of the overall addressing and mapping process, the development of addressing and mapping standards, and the monitoring of the mapping and addressing contractors.
- Hired a mapping contractor, BAE SYSTEMS ADR, to create the mapping layers necessary to support addressing, a task that will be completed in August 2004.
- Published and distributed over 1000 copies of the *West Virginia 9-1-1 Addressing Handbook, First Edition* in 2003 and 2004 to county and municipal officials and others.
- Hired an addressing contractor, microDATA GIS, Inc., in late 2003, which will work in concert with counties and municipalities to complete 9-1-1 addressing and build the necessary 9-1-1 databases.

The WVSAMB is composed of one emeritus member and eleven members appointed by the governor, representing the Public Service Commission, State Geological and Economic Survey, Department of Military Affairs and Public

Safety, Division of Highways, county commissioners, county assessors, municipalities, directors of 9-1-1 systems from counties with a population of thirty thousand or less, directors of 9-1-1 systems from counties with a population of greater than thirty thousand, local exchange telephone companies, and the public at large.

The WVSAMB holds regular meetings that are open to the public, and public participation and input on its activities are welcomed. For more information about the WVSAMB and its activities, please visit its web site at *www.addressingwv.org* or call 304-558-5300.

3.0 WVSAMB MEMBERS

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4.0 REVIEW OF FIRST EDITION AND VOLUME II ACTIVITIES

The *West Virginia 9-1-1 Addressing Handbook, First Edition* was released in the spring 2003 and provided a detailed description of the tasks that participating counties and municipalities needed to accomplish to start the process of creating 9-1-1 addresses. Completion of these tasks also prepares local governments for working with the WVSAMB Addressing Contractor, microDATA.

Tasks described in the First Edition included:

1. Provide a written commitment for project participation to the WVSAMB by December 2003.
2. Appoint an Addressing Coordinator to work with the WVSAMB and its Addressing Contractor.
3. Identify all roads in the county emergency road network.
4. Adopt 9-1-1 addressing standards.
5. Enact an addressing ordinance incorporating addressing standards and detailing the process.
6. Notify residents of the 9-1-1 addressing process.

For counties or communities without city-type addresses:

7. Review and/or update current tax database mailing addresses.

For counties or communities with existing city-type addresses:

8. Review existing city-type addresses to evaluate how well they meet the West Virginia 9-1-1 Addressing Standards adopted by the WVSAMB.
9. Contact adjacent counties or the county's municipalities to discuss the naming and numbering of shared roads.
10. Review road names and approve changes, to the extent possible.
11. Identify staff to work with WVSAMB Addressing Contractor.

For more specific information about the above activities, please consult the *West Virginia 9-1-1 Addressing Handbook, First Edition*. For additional copies, please visit the WVSAMB web site at www.addressingwv.org.

Volume II Activities

In late 2003, the WVSAMB hired microDATA GIS, Inc, an experienced 9-1-1 addressing firm, after a competitive bidding process. MicroDATA will assist counties and municipalities as they undertake and accomplish the steps for completing the 9-1-1 addressing and database development process. This assistance includes support for completing those First Edition tasks yet to be accomplished, guidance on addressing issues, and tools for assigning and confirming road names, reviewing assigned property addresses and Master Street Address Guides, identifying Emergency Service Zones, completing address conversions with the US Postal Service and telephone companies, and beginning address and mapping maintenance.

The remaining steps for local governments to accomplish include:

- Confirm unique names for all roads to eliminate conflicts or similar sounding names.
- Confirm addressing standards, including a property numbering interval and numbering direction for all roads.
- Review and approve the assignment of city-type addresses to all addressable structures.
- Review and approve the creation or updating of Master Street Address Guides (MSAGs).
- Review and approve rural address conversion packages for the US Postal Service, where rural mail delivery exists.
- Identify local emergency response agencies and confer with them to identify Emergency Service Zone boundaries.

- Review and approve updates to local telephone company databases that assign city-type addresses to all telephones.
- Maintain addressing and mapping data upon completion of all addressing activities.

Please see the following pages for detailed information about these activities.

As time is of the essence in completing this statewide project by the December 31, 2006 deadline set by the WVSAMB, it is imperative that all data reviews described in the follow pages (TEAM-1, TEAM-2, final USPS and final telephone number review) occur in a timely manner. It is expected that the TEAM-1 review should be completed within two months; TEAM-2 ZIP-by-ZIP review should be completed within one month for each ZIP code; and the final review of addresses for changes to USPS and telephone company records should be completed within two weeks. Additional review time will only be granted by written permission from the WVSAMB or its Project Manager.

The WVSAMB expects all participating counties and municipalities to complete their tasks within the specified time frame. Failure to review and approve materials in the allotted time may make it impossible to complete a county within the project schedule.

5.0 TASKS FOR COMPLETING THE 9-1-1 ADDRESSING PROCESS

Introduction

Those counties and municipalities that are participating in the WV Statewide Addressing and Mapping Project should be familiar with and have completed most, if not all of the tasks listed in the *WV 9-1-1 Addressing Handbook, First Edition*. To complete their responsibilities for the project, counties and municipalities must undertake a series of tasks described below. These tasks will require working in close cooperation with the WVSAMB Addressing Contractor, microDATA GIS, Inc. It is also vital that local governments complete each task within the specified time frame to insure completion of the project by the December 2006 deadline established by the WVSAMB.

In general, the tasks outlined in this Volume II edition consist of data preparation, development of GIS (geographic information system) mapping layers for 9-1-1 addressable structures, roads, and other features, review of datasets for accuracy and completeness, the development of databases and conversion materials for the US Postal Service and telephone companies, and finally, notification of new addresses to property owners. In essence, this is a multi-step data development program that moves in an organized manner with each county and municipality working in concert with the WVSAMB Addressing Contractor, microDATA, and its field staff. The project builds the necessary 9-1-1 databases and reliably assigns new addresses for un-addressed or problematically addressed sites.

The success of this project will be a function of local cooperation and participation. Working with the appointed Addressing Coordinators will be two County Addressing Liaisons from microDATA. These North and South Liaisons will be providing guidance, support, and training to assist counties and municipalities with completing their tasks.

Note: Some of the tasks described below may have already been completed or be underway at the time of publication of this Volume II edition. Also, for those

counties that had already completed 9-1-1 addressing prior to WVSAMB activities, some of the following steps may not apply. Please contact your assigned microDATA Addressing Liaison if you have any questions about your particular situation.

Task Descriptions

5.1 DATA PREPARATION

5.1.1 Project review and data gathering

During the spring of 2004, microDATA field representatives held kick-off meetings with county and municipal Addressing Coordinators and other local officials in all 55 counties. These meetings were an opportunity to discuss the statewide addressing project, explain the addressing process, and determine what existing local data were available that may be of assistance in addressing each county.

Specific tasks of these meetings included:

- Introduce the Addressing Liaison assigned to the county by microDATA.
- Review the tasks listed in the *WV 9-1-1 Addressing Handbook, First Edition* to determine which had been completed.
- Describe the needs of the Addressing Contractor for processing data (e.g. determining ESZ zones, data matching, etc.).
- Explain the county's addressing options, organize public awareness, and discuss the project schedule.
- Describe the support, tools, and training to be provided to counties and municipalities.
- Discuss county and municipal roles and responsibilities in the project.
- Gather materials and data from counties and post offices for preliminary road name review and preliminary preparation for field work.
- Outline a time frame for providing data and other requested information.

Following the county meetings, microDATA staff will also meet with local postmasters to begin the process of improving the accuracy of the five-digit ZIP code boundaries within each county.

5.1.2 Road names

The next major phase in data preparation is road name identification. To assist with this process, microDATA will incorporate locally provided information with other datasets, such as the mapping data, into a software application package called TEAM (Town Emergency Address Matching). TEAM is a two-part application designed for counties to review road names, addresses, and database matching in an orderly fashion. The first part, TEAM-1, is designed for road naming activities, with the second part, TEAM-2, designed for site addressing and matching with the telephone company customer database.

For this phase, counties will receive the TEAM-1 software package, which provides a tool for assigning correct road names to all roads within a county. When the TEAM-1 package is ready, the microDATA Addressing Liaison will schedule a visit with the County Addressing Coordinator to install the software and data and provide instruction for its use.

Using the TEAM-1 software, a County Addressing Coordinator will be asked to:

- Review all roads for correct names
- Identify roads with multiple names
- Identify roads that are missing names
- Identify roads that may not be part of the emergency road network

Upon a thorough review of all roads, a county will then need to officially confirm all road names following the approval process stated in their addressing ordinance. Upon acknowledgement of this process by the county, the road names will be assigned to the road centerlines in the GIS mapping database.

The scheduled time frame for completion of TEAM-1 review is two months following installation of the software and data and training by the microDATA County Addressing Liaison. Additional review time will only be granted by written permission from the WVSAMB or its Project Manager.

Please consult the TEAM-1 software instruction manual or contact your microDATA Addressing Liaison for specific information regarding the use of this software.

5.1.3 Emergency Service Zones

Another important part of the data preparation phase is to identify Emergency Service Zone (ESZ) boundaries and associate emergency response providers. An ESZ is an emergency response area that has a unique combination of Law Enforcement, Fire, and Emergency Medical Service (EMS) providers who serve a specific range of addresses within a particular geographical area.

Counties will be asked to identify the specific boundary for the coverage area of each of their emergency responders. To assist counties with this task, microDATA will provide a paper wall map with the TEAM-1 software package for each county to enter their providers' jurisdictional boundaries.

Contact information for each emergency response agency must also be collected and provided by the county. With this information, microDATA will be able to create ESZ map boundaries for each unique combination of law enforcement, fire, and EMS agency.

5.2 VALIDATION AND COLLECTION

Field validation and collection will be completed in all areas requiring a new address. During this phase, microDATA field crews will utilize GPS field collection techniques to validate the location of each potential address site and road, capture the necessary attributes to determine the current address of each site, determine the use of the site, and capture digital photo(s) of the site. If they discover sites or roads missing from the mapping datasets, they will add these to the dataset with all attributes. In areas that already have city-type addresses, microDATA will perform field validation to determine the address of any ambiguous addresses or uses.

In areas where field collection is being performed, field crews will stop at each site to collect data and capture photos for resident confirmation. The collection process obtains an individual digital photo (or multiple individual photos if necessary) that is linked to the site by a unique filename. Collection techniques and associated software assures that all pertinent information is gathered while stopped at each location. Counties are asked to perform extensive public awareness activities to assist the field crews in getting the task completed. Residents should be notified and encouraged to cooperate.

The goal of field collection is to determine the existing address of each house and building. This is done by collecting sufficient information at each site to either directly determine the address, capture information that will link the site to a database listing, or provide a method for a resident to send or call in the address at each location. As part of this effort, field crews will utilize a Box number program, called PONO, to determine the current box number of PO Box holders.

Many counties have a large percentage of their residents' mail delivered through a PO Box, which makes it difficult to match the PO number with a site, as there are no records that provide the location of each PO Box holder. The PONO program prepares a card that is mailed to each PO Box holder in these areas. The card directs the recipient to locate the card in a window facing the road, or at a conspicuous location near the road. The face of the card has a bold unique number that is linked through the PONO database to the recipients' PO Box number. The cards are delivered to each post office about one week before data collection begins so that residents have an opportunity to post the cards. This unique program provides the links between a site location and the current PO Box address.

In addition to the PONO program, field crews may also capture the electric utility number at locations that do not post an existing address. This meter number is later linked with the utility company's customer list to obtain a delivery address. Field collection crews may also leave behind a mail-in/phone-in card for providing the current address of that site.

The success of this field collection phase will significantly reduce the county's ultimate responsibility of reviewing all collected data and in completing the existing address list, such that all locations can be notified of their new address. Counties are, therefore, strongly urged to encourage their residents to participate in the PONO Program.

5.3 GIS PROCESSING I

At the completion of field work and county TEAM-1 activities, microDATA will enter the field data, TEAM-1 road name data, and ESZ boundaries into a master database and audit it for quality and accuracy. Any sites and/or roads that are confusing or not completed according to the standard operating procedure are flagged for return to the field for checking. Upon completion of each ZIP code collection area, the ZIP code boundaries are adjusted to reflect information gathered from the postmasters and the ZIP code data that corresponds with each site. During this phase of processing, technicians will prepare any questions that require resolution in the field.

In addition, any changes submitted by the county as part of the TEAM-1 review are analyzed and updated in the GIS database. This is generally the time at which the county's road name changes are finalized, based on official approval by the county or municipality. Before completing this phase of GIS processing, road name audits utilizing USPS and Telco (telephone company) road name data are also performed. Sites are then updated with the best current address from PONO, LBC (Leave Behind Cards), or utility data.

5.4 FIELD UPDATE

This phase provides for the resolution of any issues brought up by microDATA field crews by visiting questionable locations that were not resolved in the first collection phase. Any outstanding issues with road naming, ZIP code boundaries, ESZ boundaries, etc. will be resolved by microDATA Addressing Liaisons working directly with local Addressing Coordinators, postal officials, and emergency service providers.

5.5 GIS DATA PROCESSING II

Upon return of all TEAM-1 data, field data, and ESZ information, final updates are entered into the GIS database. The next step is primarily the matching phase. Each site is analyzed to confirm the best existing address using all available data, including USPS, telephone, and assessor records. Data gathered in the field and office are used to match to these independent databases. Depending on the success of the field collection, some sites will have multiple matches, some will have one good source, and some will have insufficient data to determine an existing address.

In areas without city-type addresses, such as areas with rural postal routes (RR and HC) or exclusively PO Box areas, a new city-type address will be assigned to each building site according to the approved addressing standard. Assignment of city-type addresses must be in accordance with the addressing standards adopted by the county or municipality for number assignment and specified in their addressing ordinance. The WVSAMB developed the *WV 9-1-1 Addressing Standards*, which were based upon existing 9-1-1 standards. These standards include the following basics:

- Even numbers on the right side of a road, from the point of its beginning, and odd numbers on the left side of a road.
- Numbers assigned every 10.56 feet or each 1/500-mile on each side of a road. This will yield 1000 numbers per mile, 500 odd on one side and 500 even on the other. (A county or municipality may have adopted another standard, such as 5.28, 21.12, or 25 feet, etc. Be careful to recognize that some standards are based on one address per interval, not two.)
- A consistent beginning point for numbering, based on one of three options, as specified in the *WV 9-1-1 Addressing Standards*.
- Guidelines for numbering corner lots, cul-de-sacs, trailer parks, apartments, bridges, and numerous other situations.

General guidelines for site address assignment include:

- When the primary building access (front door) can be clearly seen from the road, the address will be assigned where that access falls perpendicular to the road.
- If the primary access cannot be seen from the road, the number shall be assigned where the access road or driveway to the building meets the road.
- Addressees will be established for all buildings that have telephone access through a private switch or PBX, regardless of current or planned use of these addresses in the switch database.

Using county standards, microDATA will assign a city-type address to all identified structures in the address site layer in the GIS database. Locations to be addressed include all occupied or inhabited structures, including homes, housing units, businesses, RV parks, trailer courts, campgrounds, marinas, colleges, industrial complexes, pay phones, etc. The addressing process will also include the addressing of multiple structures within a single structure, such as apartment buildings, town homes, condominiums, and/or commercial retail establishments.

All structures having telephone service should be addressed, including freestanding public telephones. Uninhabited structures or vacant business structures with the potential for telephone service should also be addressed, as well as occupied structures that do not presently have telephone service. Address assignment will likewise be made for bridges and intersections.

In areas with existing city-type addresses, microDATA will conduct an analysis to determine problematic addressing in the following categories:

- 1) Properties addressed from the wrong road.
- 2) Numbering out of order.
- 3) Incorrect parity (odd or even address numbers that should be on the other side of the road).

MicroDATA will further assess the quality of any existing addresses through a review by the USPS Address Management Systems office to determine if any existing city-type addresses used for postal delivery create delivery problems. Issues may include duplicate numbers, fractional or alphanumeric numbers, duplicate or similar

sounding road names, and the like. If existing addresses cause problem for mail delivery, they may well also cause problems for emergency responders to locate someone in need of assistance.

Finally, microDATA will review the list of official road names to determine if any duplicate or similar sounding names exist or if any roads are missing names. If any issues with property numbering or road names are found, microDATA will notify the local Addressing Coordinator and provide correction options in the review phase of the project. The local Addressing Coordinator must then provide written notification to the WVSAMB, its Project Manager, and microDATA for the disposition of all outstanding issues with either (1) a request for assistance in correcting the problems, or (2) a written assumption of liability by the jurisdiction in not correcting the identified problems.

Note: In areas where city-type addressing already exists, microDATA will use for additional addressing activities the existing adopted addressing standards, subject to review and approval of the WVSAMB and the WVSAMB Project Manager.

In addition to the address matching and processing, this phase includes matching each telephone number (TN) with its site location and each USPS record to the site associated with mail delivery. The matching process will require review by the local Addressing Coordinator in Task 5.6 to insure that all sites have been accurately matched.

Other operations microDATA will perform in this phase include:

- Update road access zones to the latest road names from the field and the county or municipality. These zones are used to insure that all sites are properly addressed from the proper road and have the correct parity.
- Update ESZs from county information. Following identification of all ESZ boundaries, an Emergency Service Number, or ESN, will be assigned to each ESZ by microDATA and the local telephone exchange carriers. The ESN facilitates selective routing and selective transfer, if required, to the appropriate Public Safety Answering Point, or PSAP, and the dispatching

of the proper service agency(ies). Upon final county approval, a database of tabular Emergency Service Zone information will be provided to the appropriate local telephone exchange carrier.

5.6 DATA ASSESSMENT AND COUNTY REVIEW

Once assembled, all the above data are compiled into a dataset and delivered to the county for review. The review material will include the TEAM-2 application, the custom dataset, instructions, and various reports. In addition, upon completion of the county ESZ information, a wall map of ESZ's shall be provided for final review.

The TEAM-2 application will allow for the organized review and update of each site record. Counties will be expected to identify a resolution at any sites flagged with a problem. Although the data provide the existing and new addresses for each site, counties will need to indicate their preference for changing or adding new addresses. No changes to addresses can occur without the consent of the responsible county or municipality.

TEAM-2 information includes every site, the existing address, and, if being re-addressed, the recommended new address; and, if grandfathered, an assessment of each address. In addition, a summary of remaining road naming problems are provided with the TEAM-2 program designed for county review of sites and database matching. MicroDATA Addressing Liaisons will provide training to the local Addressing Coordinator on how to use the TEAM-2 software properly and return any changes or updates.

In cases where no existing address is able to be determined, the county will need to identify the current address. In areas that have "grandfathered" addressing, the county will need to determine the addresses of those unidentified sites for future use in 9-1-1 call taking. In areas that are being addressed with new city-type addresses, microDATA will assign a new address, and the county can either provide a delivery address or handle the local notification in another manner.

The review phase also includes examination of telephone and USPS records that have been matched by microDATA to each addressable site. The TEAM-2 application provides an easy to use interface to facilitate this review. As previously described, each TN and USPS record will have been matched to the extent possible with the GIS site data. The county will be asked to confirm these matches and determine the location of any unmatched or inaccurate recommendations.

Upon completion of address review and final matching, the county or municipality will return the data to microDATA for final update into the GIS database, preparation of the USPS Address Conversion Package, development of the final ESZ data layer and associated TN and MSAG database changes, and creation of change of address notification letters for local residents.

It is expected that a county or municipality should complete its review of TEAM-2 data, including review of the USPS conversion package and TN and MSAG databases, within two weeks of receipt for each ZIP code. Additional review time will only be granted by written permission from the WVSAMB or its Project Manager. Failure to review the material in the allotted time may make it impossible to complete the county within the project time frame.

Please consult the TEAM-2 software instruction manual or contact your microDATA Addressing Liaison for specific information regarding its use.

For counties or municipalities with existing city-type addressing, microDATA will, with the assistance of the county or municipal Addressing Coordinator, identify intersection address ranges on those roads where city-type addressing exists. These ranges will be used to populate relevant attribute fields required by NENA standards for the GIS road centerline layer. Intersection address ranges must contain potential ranges based on a standard numbering interval wherever possible. One-way streets must also be identified and so attributed.

5.7 GIS UPDATE & USPS PROCESSING

Upon receiving the completed review material back from the county, microDATA will make all updates to the addressing values, USPS data, TN sites,

and MSAGs. In addition, any adjustments to ESZ jurisdictions will also be updated. At the conclusion of final updates, preparation is complete to update addresses with the USPS and the telephone companies and to update the Master Street Address Guide, as described below.

5.7.1 USPS Address Conversion Package

MicroDATA will create a USPS Address Conversion Package for all Rural Route (RR) or Highway Contract (HC) postal delivery addresses for each five-digit ZIP code within a county. This package will provide the necessary information for the US Postal Service Address Management Systems (AMS) office to convert all rural delivery addresses to city-type addresses.

Note: Postal customers who use Post Office Boxes will not change their mailing address but will be assigned a city type address for their house or business for 9-1-1 service.

The USPS Address Conversion Package consists of:

1. An old-to-new address conversion list for each postal edit sheet. The list contains a new address for each box number on the edit sheet and be sorted in the following sequence:
 - ZIP code
 - Carrier Route (C, H, R)
 - Route #
 - Box #
2. An MSAG listing for all roads within the ZIP code.
3. A paper map (two copies, plus an electronic archival version) showing all roads within the ZIP code and displaying road names and intersection address ranges to facilitate assignment of ZIP+4 Codes.

MicroDATA will deliver the conversion package to the County. As states, prior to submittal to the AMS office, the county must review and approve each conversion package within two weeks of receipt. Upon acceptance, the county shall return the

conversion package with any changes to microDATA for transfer to the USPS, or directly to the USPS. MicroDATA will assist the local Addressing Coordinator with resolving any issues with postal address conversion, including ZIP code boundary adjustments and town/post office name identity issues.

5.7.2 Telephone subscriber address assignment.

Similarly, microDATA will prepare address conversion files for Verizon, Frontier Communications, and any other identified local exchange carrier to create or update Automatic Location Identification (ALI) addresses for 9-1-1 databases. These files will include telephone subscriber name, phone number(s), current mailing address, new physical address, and several other fields of information. As stated, the county will then be asked to review and approve these files and provide corrections to microDATA, as necessary, within two weeks of receipt. Following approval, these files will be submitted by microDATA to the local exchange carriers, who will then update their 9-1-1 service databases.

5.7.3 Master Street Address Guide

The Master Street Address Guide, or MSAG, is a database of street names and house number ranges within their associated communities defining Emergency Service Zones (ESZs) and their associated Emergency Service Numbers (ESNs) to enable proper routing of 9-1-1 calls. MicroDATA will create an MSAG for each community within a county based on the names and address ranges approved by the county.

Following these approvals, microDATA will create an MSAG for each jurisdiction using NENA-02-010 standards and provide to each local telephone exchange carrier maintaining 9-1-1 databases. An MSAG in digital and hard copy format will also be provided as part of the Address Conversion Package for the USPS for each ZIP code. The MSAG will be extracted from the GIS road centerline files to ensure synchronization between GIS and 9-1-1 databases. MicroDATA will assist local Addressing Coordinators with resolving discrepancies in the MSAG.

5.8 FINAL ADDRESSING & NOTIFICATION

Notifying residents of their new city-type property address will occur after the USPS and telephone companies have had sufficient time to enter all changes into their databases. It is important for this waiting period to occur before notification to prevent premature use of the new addresses for mail delivery and to prevent confusion in emergency response. MicroDATA will prepare and deliver address notification letters for all property owners to the county for review prior to their release.

Upon notification from the USPS and the telephone companies that the data has been successfully processed and addresses changed, the letters of notification will be provided to the local post office for delivery to area residents. These letters will provide residents with their new city-type address and specify the date that they should begin using the new address for mail delivery and 9-1-1 service.

5.9 ADDRESS AND DATABASE MAINTENANCE

During the 9-1-1 address development process, counties and municipalities will be provided short-term maintenance materials to inform microDATA of changes that occur before the end of the process. Once addressing and database development activities have been completed, the Board will provide each county and its public safety answering point (PSAP) with one set of the following map products:

1. One overall coverage map depicting all the areas served by the PSAP, plus a buffer of five (5) miles into all adjoining areas.
2. One map for each PSAP depicting ESZ boundaries within the PSAP coverage area.
3. One map book, or atlas, for each county and PSAP coverage area.
4. One Windows-based CD-ROM that contains all the GIS mapping layers and viewing software.

Both hard copy and print-ready electronic versions (in Adobe .PDF or equivalent) of these map books and atlases will be provided.

Counties will also receive training in long-term maintenance procedures. Under Senate Bill 460, the WVSAMB will sunset on April 1, 2007, and counties

will assume responsibility for the maintenance of all 9-1-1 address and mapping databases that are developed through this project. The SAMB is implementing a web-based system that will be provided free-of-charge to the counties. This system shall enable county addressing coordinators to update database attributes for roads and structures as well as add new road centerlines, building centroids, and other features. This system shall also support database reporting functions necessary to generate standard 9-1-1-related output such as MSAG in both digital and hard copy. The full functionality of this system is currently under prototyping. Documentation will be made available in conjunction with the training sessions. Counties will receive training for long-term maintenance for the addressing, mapping, MSAG, and ESZ databases. Counties may then assume greater responsibility for the maintenance of these critical 9-1-1 databases and related GIS mapping layers.

Further details will be contingent upon the possible creation of post-April 2007 statutory mandate to continue state-level support and funding of statewide addressing and mapping maintenance.

6.0 ADDRESSING COORDINATOR INFORMATION

As part of the West Virginia Statewide Addressing and Mapping Project, each county, and some municipalities, appointed an Addressing Coordinator to work with the Board and its Addressing Contractor to complete the necessary tasks for 9-1-1 address creation or correction. Following completion of address assignment and conversion and development of all related 9-1-1 databases, the Addressing Coordinator's role will shift to one of address issuance and database maintenance.

Below are some general recommendations for maintaining an addressing system. Because each county's addressing procedures may differ, a county or municipality may want to tailor these recommendations to meet their needs.

1. When a request is made for an address assignment, the property's location should be identified, using any identifying structures or landmarks that may help locate the new structure or property requiring the address.
2. Addresses should be assigned based on adopted addressing standards.
3. Requests should be handled the same day they are received, whenever possible.
4. When an address is assigned, all appropriate departments and the local post office should be notified.
5. When a new address is assigned and notifications are complete, the address map and address database should be updated immediately.
6. Other records, such as dispatching databases, voter registration files, jury lists, and land/tax information systems, should be updated, as needed.
7. Depending on the level of activity during the year, or at least once each year, updated maps should be distributed to the agencies using them.

7.0 WVSAMB LEGISLATIVE RULES ADOPTED APRIL 2004

TITLE 169**LEGISLATIVE RULES****WEST VIRGINIA STATEWIDE ADDRESSING AND MAPPING BOARD****SERIES 2****ADDRESSING AND MAPPING STANDARDS AND PARTICIPATION BY PUBLIC****AGENCIES IN STATEWIDE ADDRESSING AND MAPPING PROJECT****§169-2-1. General.**

1.1. Scope. -- Pursuant to W. Va. Code §24E-1-6, -7, and -9(b), the West Virginia Statewide Addressing and Mapping Board does hereby adopt the following rules governing statewide addressing and mapping standards; governing participation by public agencies in the statewide addressing and mapping project undertaken by the Board pursuant to W. Va. Code §24E-1 et seq.; and governing protections of privacy of the state's citizens and of the homeland security during the project, as well as governing the distribution generally of works created as a result of the project.

1.2. Authority. -- W. Va. Code §§ 24E-1-6, 7 & 9(b); 29A-3-15.

1.3. Filing Date. -- April 8, 2004.

1.4. Effective Date. -- April 8, 2004.

1.5. Application.

1.5.a. In general. -- These rules establish statewide addressing and mapping standards, and regulations for participation in the statewide addressing and mapping project undertaken by the Board pursuant to W. Va. Code §24E-1 et seq.

1.5.b. Waiver. -- If these rules result in an unreasonable or undue hardship, application may be made to the Board for temporary exemption from these rules under the circumstances for which application is made, for unreasonable or undue hardship and good cause shown. The Board may also grant waivers upon its own motion.

1.6. Definitions.

1.6.a. “Board” means the West Virginia statewide addressing and mapping board.

1.6.b. “City-type address” means a unique address for a structure using a building number and street name. “City-type addresses” are based on an address system, which means that they usually appear in a consistent numeric sequence along a street and reflect parity conventions (that is, odd numbers all appear on one side of the street and even numbers on the other). If number assignment is based on a standard numbering interval, then the “city-type address” will also logically provide a distance location from the beginning point of the road.

1.6.c. “Emergency services purposes” means use related to 9-1-1 or enhanced 9-1-1 dispatch and response.

1.6.d. “Fund” means the West Virginia statewide addressing and mapping fund.

1.6.e. “Local exchange telephone company” means any public utility that is engaged in the provisions of local exchange service in this state and that operates and maintains an automatic location identification database of addresses of subscribers for use with enhanced emergency telephone systems.

1.6.f. “Project” means the project for the creation of a statewide addressing and mapping system for emergency services purposes, but usable as a base for other purposes, in accordance with and consistent with W. Va. Code §24E-1 et seq.

1.6.g. “Project manager” means the project manager hired by the Board for the Project.

1.6.h. “Public agency” means any municipality, county, public district or public authority that provides or has the authority to provide firefighting, police, ambulance, medical rescue or other emergency services.

1.6.i. “Statewide Addressing and Mapping System” or “the System” means the system to be created as a result of the Project, with the participation of public agencies and other entities, including, without limitation, the establishment of city-type addressing and mapping systems essential to the prompt and accurate dispatch of emergency service providers. The terms “Statewide Addressing and Mapping System” and “the System” also include any local modifications that may be made to the System in order to tailor it to meet specialized local concerns.

§169-2-2. Addressing and Mapping Standards.**2.1. Addressing Standards.**

2.1.a. Unaddressed areas. -- By the time of the completion of the Project, all areas without city-type addresses must be addressed in accordance with, and otherwise conform to, the Statewide Addressing and Mapping System, including addresses and signage.

2.1.b. Established addresses and addressing systems. -- By the time of the completion of the Project, all public agency addressing systems, including addresses and signage, must conform to the Statewide Addressing and Mapping System, unless:

2.1.b.1. The public agency is exempt under W. Va. Code §24E-1-6(b); or

2.1.b.2. The public agency has obtained a waiver under these rules.

2.1.c. Changes of addresses and addressing systems. -- Addresses and addressing systems in the state are not to be changed unless necessary to conform to requirements of the Statewide Addressing and Mapping System, and then, only after the Board finds that conformance to the System is necessary or advisable for prompt and accurate emergency services dispatch for the protection of human life, the protection of property or the maintenance of general community security, and the public agency responsible for the change of address makes the change. This subsection does not, however, prevent public agencies from making changes to addresses, without the participation of the Board, that are otherwise in compliance with these rules.

2.1.d. Addressing standards for the Statewide Addressing and Mapping System. -- The Statewide Addressing and Mapping System must follow the standards and guidelines in the attached "West Virginia 911 Addressing Handbook, First Edition, April 2003." Where the term "should" is used in those standards and guidelines, it means that the standard or guideline in question must be followed in good faith and consistent with prompt and accurate emergency services dispatch, but may be deviated from where compliance is not feasible or practical under the circumstances. The affected public agency has the right to determine, in the first instance, whether to comply with or deviate from the standards and guidelines in the West Virginia 911 Addressing Handbook, First Edition, April 2003, subject to review at the discretion of the Board.

2.2. Mapping Standards.

2.2.a. In general. -- By the time of the completion of the Project, all public agency mapping systems used for emergency services purposes must conform to the Statewide Addressing and Mapping System, unless:

2.2.a.1. The public agency is exempt under W. Va. Code § 24E-1-6(b); or

2.1.a.2. The public agency has obtained a waiver under these rules.

2.2.b. Use of mapping work product. -- In the absence of an exemption or a waiver, a public agency may comply with subsection 2.2.a. only by using the mapping work product and database systems of the Statewide Addressing and Mapping System to be created as a result of the Project.

2.2.c. Specific mapping standards. -- The Statewide Addressing and Mapping System must follow the specifications set forth in the attached Expression of Interest, SAMB 0202, and the response thereto selected by the Board, unless otherwise established by the Board.

§169-2-3. Creation of the Statewide Addressing and Mapping Systems; Participation by Public Agencies and Other Entities; Rights and Responsibilities of Participating Public Agencies and Other Entities.

3.1. Creation of the Statewide Addressing and Mapping System.

The Board shall create the Statewide Addressing and Mapping System with the participation of the public agencies and other entities under these rules. The Statewide Addressing and Mapping System may include local modifications in order to tailor it to meet specialized local concerns, where the Board finds them to be consistent with the Board's mission to develop the System within the financial and other constraints of the Project, and consistent with protecting human life and property, and maintaining general community security. Public agencies desiring to propose such local tailoring of the System (in the absence of an exemption or a waiver under subsection 2.1.b or subsection 2.2.a) must participate in the Project under these rules.

3.2. Rights and Responsibilities of the Board.

The Board has the following rights and responsibilities:

3.2.a. The Board shall adhere to W. Va. Code 24E-1 et seq.;

3.2.b. The Board shall, upon request by a public agency and at no cost to participating public agencies, provide public agencies with a copy of the West Virginia 911 Addressing Handbook, First Edition, April 2003, when completed, which is to be written in plain English;

3.2.c. The Board shall, upon request by public agencies and at no cost to participating public agencies, provide public agencies with model addressing and mapping ordinances;

3.2.d. The Board shall, at no cost to participating public agencies, hire and supervise a project manager for the Project;

3.2.e. The Board shall, at no cost to participating public agencies, hire a mapping contractor or contractors for the Project, who are to be subject to the supervision of the project manager;

3.2.f. The Board shall, at no cost to participating public agencies, hire an addressing contractor or contractors subject to the supervision of the project manager;

3.2.g. The Board has the power to review and approve all aspects of the Statewide Addressing and Mapping System;

3.2.h. The Board has the power to review and approve all proposals for local modification of the Statewide Addressing and Mapping System;

3.2.i. The Board has the power to make final approval of the Statewide Addressing and Mapping System, including, without limitation, all portions thereof such as addressing systems, mapping systems, databases and other systems; and

3.2.j. The Board may remove from participating in the project any public agency that fails to comply with these rules, including, without limitation, the failure of the public agency to cooperate in good faith, and may remove any other entity from participation in the project for failure to comply with applicable contractual or other duties.

3.2.k. The Board shall notify all public agencies of the final approval of the Statewide Addressing and Mapping System and the completion of the Project;

3.2.l. The Board has any and all other rights and responsibilities as provided for by law.

3.3. Rights and Responsibilities of Participating Public Agencies with City-type Addresses.

Participating public agencies with city-type addresses have the following rights and responsibilities:

3.3.a. Such participating public agencies will receive the right to use, at no cost, all maps, compilations and other works created as a result of the Project, subject to present or future licensing rights of the Board and its assigns under these rules, and subject to the emergency or legislative rules establishing the conditions and requirements for the distribution of such works, to be filed by the Board, pursuant to W. Va. Code §29E-1-9(B);

3.3.b. Such participating agencies may make proposals to the Board for the modification of the Statewide Addressing and Mapping System, on a localized basis, in order to tailor it to meet localized concerns;

3.3.c. Such participating public agencies shall cooperate in good faith with the Board, and shall appoint an employee or official as an addressing manager or officer who will work with the Board, its project manager, authorized agents and designated contractors;

3.3.d. Such participating public agencies shall make all reasonable efforts to enact any and all ordinances necessary to comply with the Statewide Addressing and Mapping System and complete the Project;

3.3.e. Such participating public agencies shall cooperate in good faith with the Board to update the maps, compilations and other works of the Statewide Addressing and Mapping System;

3.3.f. Such participating public agencies shall comply with the West Virginia 911 Addressing Handbook, First Edition, April 2003, including, but not necessarily limited to, reviewing road names for duplicate or similar-sounding names, reviewing existing city-type addresses to identify any issues with number assignment, considering making address changes, as needed, cooperating in good faith with the Board's addressing contractor to identify intersection address ranges and other required attributes for all streets and roads, completing 911 database requirements with the appropriate local telephone exchange carrier, and establishing an address maintenance system;

3.3.g. Such participating public agencies, if address changes are made, shall follow established notification procedures with the U.S. Postal Service and the appropriate local telephone exchange carrier, and notify property owners of any new addresses; and

3.3.h. Such participating public agencies have all other rights and responsibilities as provided for by law.

3.4. Rights and Responsibilities of Public Agencies Without City-type Addresses.

Participating public agencies without city-type addresses have the following rights and responsibilities:

3.4.a. Such participating public agencies will receive the right to use, at no cost, all maps, compilations and other works created as a result of the Project, subject to present or future licensing rights of the Board and its assigns under these rules, and subject to the emergency or legislative rules establishing the conditions and requirements for the distribution of such works, to be filed by the Board, pursuant to W. Va. Code §24E-1-9(b);

3.4.b. Such participating agencies may make proposals to the Board for the modification of the Statewide Addressing and Mapping System, on a localized basis, in order to tailor it to meet localized concerns;

3.4.c. Such participating public agencies shall cooperate in good faith with the Board, and shall appoint an employee or official as an addressing manager or officer who will work with the Board, its project manager, authorized agents and designated contractors;

3.4.d. Such participating public agencies shall make all reasonable efforts to enact any and all ordinances necessary to comply with the Statewide Addressing and Mapping System and complete the Project;

3.4.e. Such participating public agencies shall cooperate in good faith with the Board to update the maps, compilations and other works of the Statewide Addressing and Mapping System;

3.4.f. Such participating public agencies shall comply with the West Virginia 911 Addressing Handbook, First Edition, April 2003, which necessarily requires more extensive participation, including, but not necessarily limited to, reviewing and updating current tax database mailing addresses, reviewing addressing issues with other public

agencies, reviewing road names and soliciting input on potential road names, establishing city style addresses for all identifiable structures based on the West Virginia 911 Addressing Standards, completing 911 database requirements with the appropriate local exchange telephone carrier, and establishing an address maintenance system;

3.4.g. Such participating public agencies, if address changes are made, shall follow established notification procedures with the U.S. Postal Service and the appropriate local telephone exchange carrier, and notify property owners of any new addresses; and

3.4.h. Such participating public agencies have all other rights and responsibilities as provided for by law.

3.5. Participation by Public Agencies.

Any county commission and municipality is entitled to participate in the Project by notifying the Board, in writing, no later than December 31, 2004 of its intention to participate in the Project in accordance with these rules. Any other public agency, including county commissions and municipalities electing to participate after that date, may participate in the Project only upon the approval of the Board at a regularly scheduled or special meeting.

3.6. Contracts and Financial Arrangements.

3.6.a. The Board may enter into contracts, including financial arrangements, with public agencies or other entities, public or private, in order to accomplish the purposes of W. Va. Code §24E-1 et seq. Such contracts may, without limitation, include intergovernmental agreements or private contracts related to any aspect of the Project, including without limitation (1) data storage, data distribution, systems administration or any other function necessary or convenient to the Project, or (2) the creation of supplemental, modified or additional works.

3.6.b. No entity, other than a public agency, may participate in the creation of the Statewide Addressing and Mapping System without such a contract with the Board. All such contracts must be reduced to writing and approved by the Board in accordance with law.

3.6.c. The rights and obligations of any private entity participating in the Project, or of any federal, state or local agency participating in the Project, other than a public agency, are governed by its contract with the Board.

3.6.d. The rights and obligations of any public agency with a contract with the Board are governed by 3.3 and 3.4 above, whichever is applicable, and by the public agency's contract with the Board. In the event of a conflict between specified rights and obligations under these rules and under a contract with the Board, the specific rights and obligations under the contract are to prevail.

3.6.e. No contracts entered into under these rules may be construed to grant rights to third parties beyond the limitations of W. Va. Code §24E-1-8.

3.6.f. Such contracts may include provisions regarding the licensing of maps, compilations or other works created as a result of the Project. No such maps, compilations or other works may be distributed, however, except under any conditions imposed by the Board to protect reasonable expectations of privacy, if any, of the information in those works, consistent with the West Virginia Freedom of Information Act, W. Va. Code §29B-1 et seq., and consistent with W. Va. Code §24E-1-9(b).

3.7. Reimbursement of Public Agencies.

3.7.a. Standards for Reimbursement. -- The Board may consider applications of participating public agencies, including without limitation, county commissions and municipalities, for reimbursement from the Board's fund. Because the Board's funding is limited, however, reimbursement may occur only under exceptional circumstances. In deciding whether to grant reimbursement, the Board may consider the following factors:

3.7.a.1. Whether the activities for which reimbursement is sought will reduce the overall cost of the Project;

3.7.a.2. Whether the Board may equitably reimburse the public agency without also reimbursing other public agencies for similar or other activities;

3.7.a.3. Whether the Board may still accomplish the purposes of the Project by making the reimbursement in combination with like, but equitable reimbursements of other public agencies;

3.7.a.4. Whether the activities comply with the Board's rules and standards;

3.7.a.5. Whether, by making the reimbursement, the Board can still meet its obligations to its project manager and other vendors by making the reimbursement, keeping in mind the possibility of like, but equitable reimbursements of other public agencies;

3.7.a.6. Whether the activities for which reimbursement is sought are in addition to those activities that may be reasonably expected of all participating public agencies as a part of their emergency services mission;

3.7.a.7. Whether the activities for which reimbursement is sought are good and satisfactory consideration for the reimbursement;

3.7.a.8. The relative size of the participating agency and whether it may reasonably be expected to absorb the expense;

3.7.a.9. Whether the activities for which reimbursement is sought were already paid for, or are subject to reimbursement from, federal, state or other non-public agency funds; and

3.7.a.10. Any other relevant factors.

The Board specifically expects public agencies to show the spirit of volunteerism that has long characterized the provision of emergency services in West Virginia and elsewhere in the United States, and encourages public agencies to submit only those applications that are consistent with that spirit, and that add significant value to the Project beyond the activities that may be reasonably expected of all public agencies as a part of their emergency services mission.

3.7.b. Conditions of Reimbursement. -- The Board may impose conditions on reimbursement, including requiring an otherwise exempt public agency to comply with the standards in these rules as a condition of receiving reimbursement. Any such conditions must be stated in writing. No disbursement may be made from the Board's fund unless the public agency agrees to such conditions in writing.

3.7.c. Form of Application for Reimbursement. -- Any application for reimbursement must be substantially in the form prescribed by the Board, SAMB Form # 1, "Application of Public Agency for Reimbursement."

§169-2-4. Protection of Privacy, Homeland Security and Distribution of Works.

4.1. Protection of Privacy.

4.1.a. Except as otherwise specified in these rules, no person may distribute any maps, compilations or other works created as a result of the Project without the express written permission of the Board, and then, only under conditions imposed by the Board to protect reasonable expectations of privacy of the information in those works, consistent

with the West Virginia Freedom of Information Act, W. Va. Code §29B-1 et seq, and consistent with W. Va. Code §24E-1-9(b).

4.1.b. The following standards apply to the distribution of maps, compilations or other works under these rules:

4.1.b.1. Any such works may be distributed for emergency services purposes to public agencies, local exchange telephone companies and other persons with a legitimate need to know for such purposes. Except as otherwise permitted by the Board or these rules, such public agencies, local exchange telephone companies and other persons may use such works solely for emergency services purposes.

4.1.b.2. Except as otherwise specified in these rules, maps and mapping works may be distributed to any person paying the applicable fees to be established by the Board. The Board explicitly finds that there is no reasonable expectation of privacy by individual citizens in such maps or mapping data, and that the distribution of such works is consistent with the legislature's declaration of policy under W. Va. Code §29B-1-1.

4.1.b.3. Addresses and other non-mapping works may be distributed at the sole discretion of the board, to the postal service, utilities and other entities with a legitimate need to know as determined by the Board. Other than the distribution of such works to the postal service, the Board may establish fees, terms and conditions for the distribution of such works, including without limitation such restrictions, if any, on the further distribution of such works to protect reasonable expectations of privacy.

4.2. Homeland Security.

No portion of any map, mapping work, address or other work may be distributed to any person or entity if the Board determines that the distribution of such portion of the work may have a likelihood of harm to homeland security. In making that determination, the Board may consult with any affected agencies of the state or federal governments. In such consultations, certain areas may be deemed sensitive by federal, state or local agencies responsible for homeland security. Where the responsible agency has done so, the Board will accept the judgment of the responsible agency. Areas adjacent to secure areas may also not be divulged so as not to divulge the exact location of the secure areas, as determined by the Board after any consultation with the agency or agencies responsible for homeland security.

4.3 Procedure.

Except for the distributions of works under 4.1.b.1, any requests for the distribution of a work related to the Project must be made, in the first instance, to the Project manager. The Project manager shall make recommendations to the Board as to the requested distribution, and may consult with the Board's counsel prior to making such recommendation. No such works may be distributed (except for the distribution of works under 4.1.b.1) without the approval of the Board under these rules.

8.0 CONTACT NAMES AND NUMBERS

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