

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE INDIAN NATIONS COUNCIL OF GOVERNMENT (INCOG) & BROKEN  
ARROW**

This Memorandum of Understanding outlines the duties of INCOG and Broken Arrow to maintain the NG9-1-1 electronic map street layer, address point layer, ESN, Fire, Law, Ambulance, Public Service Answering Point (PSAP) boundaries, and the master street and address guide (MSAG).

Broken Arrow desires to maintain the accuracy of its street layer used in its 9-1-1 center for locating callers and directing emergency personnel to the correct location, to update and maintain the MSAG, which is the database containing the address information necessary to locate a 9-1-1 caller and plot the call on the electronic map, and to verify the correct routing of wireless cell towers to its jurisdiction.

INCOG desires to assist Broken Arrow by performing the following tasks:

1. INCOG will acquire all newly platted subdivisions, new streets, street closures and any alterations of the PSAP, fire, law, and ambulance boundaries promptly upon approval by the governing body.
2. Using the information acquired, INCOG will:
  - a. Update and maintain an accurate emergency services number (ESN) map layer, according to the State of Oklahoma Geographic Information NG9-1-1 and Addressing Standard.
  - b. Update and maintain accurate street files based on the updated ESN layer, according to the State of Oklahoma Geographic Information NG9-1-1 and Addressing Standard.
  - c. Update and maintain an accurate address point layer based upon the updated ESN layer, according to the State of Oklahoma Geographic Information NG9-1-1 and Addressing Standard.
  - d. Create associated 911 GIS data and perform any changes to the MSAG to accommodate newly platted subdivisions and newly assigned unplatted addresses.
  - e. Perform MSAG, street, address point, and boundary layer (fire, law, ambulance, ESZ and PSAP) validations as a part of the Oklahoma NG9-1-1 GIS Toolkit
    - (i) Identifying and correcting street mapping errors
    - (ii) Identifying and correcting address point mapping errors
    - (iii) Identifying and correcting boundary layer (fire, law, ambulance, ESZ and PSAP) mapping errors, and
    - (iv) Identifying and correcting MSAG errors.
  - f. Provide quarterly the newly updated street and address point file to the Broken Arrow 9-1-1 center.

3. INCOG will acquire annually the geo-coded location of all cell phone towers for wireless service providers that have deployed Phase II wireless service in the Broken Arrow PSAP boundary.
4. Using the information acquired, INCOG will:
  - a. Place the cell tower location on the map,
  - b. Calculate the footprint of the tower based on data provided by the wireless service provider,
  - c. Establish or verify the routing for each tower to the correct PSAP and send corrections for routing back to the cell phone provider, and
  - d. Verify new tower locations and routing upon request of wireless providers.

Broken Arrow agrees to pay INCOG \$28,710 for the performance of its duties outlined in this agreement. Payments shall be made in twelve (12) equal amounts upon receipt of an invoice each month from INCOG.

This Memorandum of Understanding shall become effective July 1, 2024, and continue until June 30, 2025. This MOU may be extended in time or amended upon written agreement of the parties.

**INDIAN NATIONS COUNCIL OF  
GOVERNMENTS**

**CITY OF BROKEN ARROW**

  
Chair of the Board

\_\_\_\_\_  
(Name)  
(Title)

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(Clerk)  
(seal)

Broken Arrow also desires to assign new addresses for Broken Arrow consistent with the MSAG and map protocols.

1. INCOG will perform the following addressing responsibilities:
  - a. Assign addresses to new plats, lot splits, commercial tenant spaces, and unplatted lots,
  - b. Assign addresses for utility connections in right of way – including water taps, gas, irrigation, traffic signals, school crossings, Cox and Windstream cabinets as required for permitting,
  - c. Respond to inquiries and system errors with regards to addresses including but not limited to Code Enforcement, permit counter, Fire Department, USPS, US Census Bureau, Tulsa and Wagoner County Assessors, realtors, and property owners,
  - d. Work with Broken Arrow city staff on complex addressing issues and provide guidance on possible solutions,
  - e. Address verifications for title companies, and
  - f. Notification to agencies of new address assignments

Broken Arrow agrees to pay INCOG \$20,985 for the performance of its duties outlined in this agreement. Payments shall be made in 12 equal amounts upon receipt of an invoice each month from INCOG.

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**INDIAN NATIONS COUNCIL OF  
GOVERNMENTS**



Chair of the Board

**CITY OF BROKEN ARROW**

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