

**Kaufman County
9-1-1 Addressing Maintenance Plan**

HISTORY

- December 17, 1990: Our current 9-1-1 addressing standards were adopted by Commissioner's Court. Kaufman County Addressing Standards Order established addressing Standards for numbering property and naming public streets/roads within the unincorporated areas of the County of Kaufman
- 1994 - All rural routes were completely addressed in 1994 and Kaufman County has been performing maintenance since that date.
- November 15, 1999: The Kaufman County Commissioner's Court adopted a resolution expressing the County's desire to participate in an address maintenance plan to continue with our current 9-1-1 addressing standards
- September 15, 2000: Kaufman County 9-1-1 Addressing Maintenance Plan was signed, to ensure Kaufman County 9-1-1 addressing continues to comply with state and local objectives of the 9-1-1 system

PURPOSE

The purpose of this document is to replace, expand and correct the 911 Addressing Maintenance plan to comply with state and local objectives of the Emergency 911 System (E911)

Periodically updating the maintenance plan is necessary to ensuring standardization and growth. Ultimately these guidelines are to establish a uniform process of maintenance for the Kaufman County E911 system.

SEVERABILITY In case any one or more of the provisions contained in these guidelines is for any reason held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision hereof, and these guidelines will be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

DISCLAIMER All duties of the addressing coordinator are performed based on the information available in the Kaufman County 911 Addressing database. Any resulting address assignments, re-addressing, or other such resulting products of the addressing coordinator's duties, including maps and datasets showing information about roads and addresses, are provided by the Kaufman County 911 Addressing Coordinator with the information available in the Kaufman County 911 Addressing database. This data, however, is provided without guarantee of accuracy of data. It is not intended to imply property ownership. It is not intended to imply legal or contractual obligations in any respect; it is not an express or implied warranty. Furthermore, any maps or other products produced by the addressing coordinator or with data from the Kaufman County 911 Addressing database that may be construed to represent property boundaries are for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Such a map or other product does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

OBJECTIVE

The objective of the *Maintenance Plan* is to describe and document procedures that have been developed to update and maintain addresses and maps for the Kaufman County E911 system.

SCOPE

The scope of the *Maintenance Plan* pertains to duties required to maintain the current E911 addressing system for Kaufman County.

JURISDICTION

These guidelines are limited to the unincorporated areas in Kaufman County and/or any city that chooses to have the County conduct addressing and/or GIS on the City's behalf.

RESPONSIBILITY

The responsibility of the *Maintenance Plan* is to set forth a plan to assess and update information within the E911 addressing system for Kaufman County. This responsibility is shared by:

- the Kaufman County Addressing coordinator, to coordinate timely system updates
- County employees, to notify the Addressing coordinator of known changes (road maintenance changes, road material changes, road abandonment)
- Municipalities within the County jurisdiction to notify the Addressing Coordinator of boundary changes, potential street names, and confirm addressing prior to permits
- and the residents and businesses to post numeric assignments clearly

MAINTENANCE PROCEDURE SECTION

Addressing maintenance is an on-going process and involves:

- assignment of addresses to new structures
- numbering new subdivisions and developments
- reviewing requests for new street name assignments and changes
- maintaining an accurate geodatabase (i.e. digital maps, maps, database)
- solving address discrepancies and numbering problems
- providing addressing/street delineation maps and database information to other agencies for emergency service provision
- re-addressing streets or areas where inconsistencies in numbering cause problems for emergency service providers
- maintaining the integrity of the 9-1-1 database through verification and updates to the telephone company's Master Street Address Guide (MSAG); and
- developing and maintaining accurate maps and map books for distribution to emergency service providers

The coordinator shall coordinate GIS activities to develop and enhance the coverage required for mapped Automatic Location Identification (ALI).

The coordinator must develop, compile, and maintain current , seamless Countywide coverage for street centerlines, address points, and city limits in both the incorporated and unincorporated areas of the County. (and any other information necessary)

The coordinator shall exchange GIS data updates and addressing, database maintenance meeting NCT911 requirements in accordance with the approved plan

County shall comply with NENA and other State and local standards on current and all future addressing and map data.

County shall resolve conflicts and problems related to GIS data maintained by County.

The County shall resolve any discrepancies or errors that arise through NCT911 QA/QC checks.

Kaufman County has an ILA with NCT911 per Texas Administrative Code Part 12 Commission on State Emergency Communications Chapter 251, Rule 251.12 Commission and Regional Planning Commission Contracts for 9-1-1 Services

Texas Administrative Code Part 12 Commission on State Emergency Communications, Chapter 252 Administration

BOUNDARY MAINTENANCE SECTION

Kaufman County Address Coordinator recognizes political boundaries change. The information the county can display is only as current as the information that has been provided. Changes in boundaries should be provided as soon as available with the legal documentation of the change.

ANNEXATION / DISANNEXATION The Kaufman County 911 Address Coordinator must be notified by cities of all annexations and dis-annexations.

CITY UPDATES Cities within the Kaufman County limits are responsible for reporting any changes made within their jurisdiction to the Kaufman County 9-1-1 Address Coordinator. The Kaufman County 911 Address Coordinator must be notified of all city updates including addresses, road centerlines, and boundaries.

POLITICAL ENTITIES Political entities (ex. Water Districts, Tax Districts, School District) are responsible for providing Kaufman County 911 Address Coordinator with their legal boundary in a format that is usable by the technology of the time (ex. Currently Esri compatible spatial files or geo-rectified CAD files)

ADDRESSING ERRORS

Addresses that have been incorrectly assigned will be corrected as soon as they are discovered. The 911 Addressing Coordinator may make a site visit to the property to verify the error and ensure the address is corrected accurately. The corrected address will be assigned using the standards adopted by the Kaufman County Commissioner's Court. The address will be corrected in the mapping software

INFORMATION DISTRIBUTION PROCEDURES SECTION

Kaufman County Address Coordinator recognizes there are entities such as:

- Post Office
- Voter's Registration
- Volunteer Fire Department
- Sheriff's Department
- Emergency Medical Services
- North Central Texas Emergency Communications District 911 Database Coordinator
- Commissioner's Court Coordinator

that will need to have access to continually expanding address information.

This information will be made available to self-access at agreed intervals and formats. The addressing coordinator is also available to discuss specific data share process that may be needed.

SIGN MAINTENANCE:

Street signs are the responsibility of the road maintenance entity. Street signs for County maintained roads will be handled through the Commissioner Precinct.

DEFINITIONS

For the purposes of these guidelines, the following terms, phrases, words, and their derivations shall have the meaning ascribed herein, unless the context clearly indicates otherwise.

Address Coordinator: The local Entity, division or department of a local entity, authorized and delegated to assign and re-assign street addresses for the county.

ALI (Automatic Location Identification) is the automatic display at the PSAP of the caller's telephone number, the address/location of the telephone and supplementary emergency services information of the location from which a call originates

Emergency Service Number (ESN) Is a number designated to identify the correct emergency response agencies to the call center.

Emergency Service Zones (ESZ) Areas of law, fire and medic responses.

Kaufman County Appraisal District (CAD) – A separate entity from Kaufman County whose function is to administer the ad-valorem property tax system in Texas by way of property appraisals.

MSAG (Master Street Address Guide) – A database of street names and address ranges defining emergency service zones for 9-1-1 purposes

NENA (National Emergency Number Association, Inc): is the only non-profit organization solely focused on improving 9-1-1 by developing standards, training, thought leadership, outreach and advocacy.

North Central Texas 911 (NCT911): is a regional emergency Communications District and political subdivision of the State of Texas organized under the Texas Health and Safety Code, Subchapter H, Chapter 772, as amended.

By: Hal Richards
HAL RICHARDS, County Judge

Date: 11-2-2022

ATTEST:

By: Laura Hughes
LAURA HUGHES, County Clerk

