NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.

5. Consider Approval of the Minutes of April 7, 2015.

6. Consider Payment of Claims.

7. Old Business:
   A. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.
   B. Discuss E.M.S. Northwest Quadrant / Tustin Station.
   C. Discuss Sheriff Office Renovation and Addition.

8. New Business:
   A. Discuss E.M.S. Various Items – Jeremy Beebe:
      1. Third Party Clearinghouse.
      2. Reed City Station 1 Roof Project.
      3. Reed City Station 1 Dormer Project.
   B. Discuss Sheriff USDA Grants & Setting Public Hearing Date – Justin Halladay.
   C. Discuss C.O.A. 2016 Funding Request for AAA – Scott Schryer.
   D. Discuss E.M.D. 2nd Quarter EMPG Work Agreement – Mark Watkins.

9. Other Business:

10. Employee/Board Comments.

11. Extended Public Comments (Six Minute Limit).


Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
Meeting was called to order at 9:35 a.m. by Chairman Emig.

Present: Commissioners Tiedt, Wayne, Elkins, Halladay, Nehmer, Gregory and Emig.

Also present: Justin Halladay- Undersheriff, Dan Massy-Community Developer, Susan Vander Pol-County Coordinator, Courtney Causey-Deputy Clerk, and a few members of the public.

Discussion of release of a housing lien was added to the agenda.

**Motion by Commissioner Tiedt, supported by Commissioner Nehmer, to approve the agenda as amended. Motion carried.**

Brief public comment: None.

Employee/Board comment: None.

Moved by Commissioner Gregory, supported by Commissioner Halladay, to approve the minutes of March 17, 2015. Motion carried.

**Recommended by Commissioner Tiedt, supported by Commissioner Gregory, to approve the current claims of the County in the amount of $90,862.64. Recommendation was unanimously supported.**

**County Christmas Party**
Susan Vander Pol, County Coordinator, gave insight on the responses she had received on the emails sent to Department Heads about the annual Christmas party. Having an evening event would not bring in a big crowd. It was decided that the timing of the event will remain the same. Commissioners Halladay, Elkins and Emig will continue working further on the project.

**Journal Register**
Commissioner Tiedt presented the Treasurer's Journal Register for February.

**Recommended by Commissioner Tiedt, supported by Commissioner Nehmer, to accept the February Journal Register Report from the County Treasurer. Recommendation was unanimously supported.**

**E.M.S. Northwest Quadrant/Tustin Station**
Susan Vander Pol, County Coordinator, gave information on the ongoing E.M.S. site. Bids are due April 30, 2015, at 2 p.m. Susan stated that the Department of Environmental Quality is requesting additional information and the Landmark Design Group is working to obtain information for them. Discussion was held.

**Sheriff's Department Addition**
Justin Halladay, Undersheriff, provided further detail on the upcoming construction at the Sheriff's Department. Construction will begin on April 13, 2015. The estimated date of completion given by the contractor is July 2015. Discussion followed.
Change in Employee Status for Temporary Period
Justin Halladay, Undersheriff, spoke about the new employee that was hired to work as a corrections officer. Due to a member of the staff that is on a leave of absence, there is a need for increased staffing in the Sheriff's Department. Justin requested the new hire, who is currently part-time, be temporarily moved to full-time status. This would allow the new hire to be able to work part-time as a corrections officer and the remainder of the time would be spent completing data entry. Discussion was held.

Recommended by Commissioner Tiedt, supported by Commissioner Gregory, to approve a temporary full-time position for the Sheriff's Department to cover a clerical position's leave of absence and to be utilized through the remainder of the 2015 budget year if additional leaves of absence are necessitated. Recommendation was unanimously supported.

Corrections Department Vehicle
Justin Halladay, Undersheriff, gave insight on the current opportunity to purchase a new vehicle for the transport of inmates. He explained that if the car is purchased, the Ford Fusion that is currently used for transporting can be provided to another program for use. Funding for this opportunity is available and would eliminate the need for a purchase of a new vehicle next year. Discussion followed.

Recommended by Commissioner Gregory, supported by Commissioner Nehmer, to approve the purchase of a 2014 Dodge Charger through MiDeal for the Sheriff's Department with payment to be determined from allocated Sheriff's Department funds and the 245 Fund. Recommendation was unanimously supported.

Third Party Admin for MSHDA
Dan Massy, Community Developer, explained that the housing program is in need of a third party administrator. He states that Lindsey Hager is interested in the position and would like the Board’s approval. Discussion was held and it was agreed there could be approval made only after Dan gains more information from Mr. Hager and the Board reviews it.

Mortgage Loan
Dan Massy, Community Developer, provided information on a mortgage that is paid off. He requested that the Board authorize the release of the lien on the property. Discussion was held.

Recommended by Commissioner Nehmer, supported by Commissioner Halladay, to discharge a mortgage as presented by Dan Massy and authorize the Chairman to sign. Recommendation was unanimously supported.

MSHN SUDOPB Intergovernmental Agreement Addendum
Commissioner Emig explained the MSHN SUDOPB Intergovernmental Agreement has some changes and needs to be approved.

Recommended by Commissioner Elkins, supported by Commissioner Nehmer, to approve the MSHN SUDOPB Intergovernmental Agreement Addendum as presented and authorize the Chairman to sign. Recommendation was unanimously supported.

Supporting Passage of Proposal 1 of 2015 to Fund the Repair of Michigan Roads
The Commissioners held discussion on the State proposal for safer roads.

Recommended by Commissioner Elkins, supported by Commissioner Tiedt, to approve the resolution “Proposal 1 for Safer Roads” as presented.
Committee of the Whole
Minutes-Page 3
April 7, 2015

After further discussion on the recommendation supporting Proposal 1 of 2015, it was agreed that while many support the proposal, it ultimately comes down to personal choice. Discussion continued.

**Recommendation was not approved with Commissioners Emig, Elkins and Nehmer voting yes and Commissioners Tiedt, Wayne, Gregory and Halladay voting no.**

Extended Public Comment: None.

Employee/Board Comment: None.

**Motion by Commissioner Elkins, supported by Commissioner Gregory, to adjourn at 11:01 a.m. Motion was unanimously supported.**

______________________________  ________________________________
Courtney Causey, Deputy Clerk      Larry Emig, Chairman
County of Osceola

BUDGET AMENDMENT

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

FUND: General ( ) 245 Capital ( ) Special Revenue ( )
Debt Service ( ) Other ________ ( )

REVENUE:

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<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
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<td>Op FB</td>
<td>295,000,699.00</td>
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<td>Trans En</td>
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EXPENSES:

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<td>Vehicle Sheriff</td>
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TOTAL $(44,486) $(44,486)

Department

Staff and Jail Operations

Department Head Signature

4-13-15 Date

EXPLANATION:
COUNTY OF OSCEOLA

AUTHORIZATION TO TRANSFER FUNDS

The County Treasurer is hereby directed to transfer funds in the following manner:

<table>
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<th>BUDGETED</th>
<th>TRANSFER</th>
<th>REMAINING</th>
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<td>FROM: 295</td>
<td>$</td>
<td>$22,243</td>
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<tr>
<td>TO: 245</td>
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COMMENTS:

The above transfer has been appropriated by the Board of Commissioners by previous resolution and may be less than the full amount appropriated in the source fund. The appropriating action was by:

( ) Appropriation Act
( ) Budget Resolution
(✓) Transfer Resolution

The County Treasurer is to complete the transfer within three business days following the date of this authorization order. A copy of the executed transfer is to be issued to the County Clerk. Should the County Treasurer be unable to complete the transfer, in whole or in part, within the time prescribed, a statement will be sent to the authorizing party within the same time limit, giving reason why the transfer can not be completed.

(✓) By direction of the Board
( ) By direction of the Finance Committee

Date: 4-13 2015

Chairman

Finance Chairperson
### JOURNAL REGISTER FOR OSCEOLA COUNTY

**Post Dates: 03/01/2015 to 03/31/2015**

**Posted and Unposted Journal Entries**

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</tbody>
</table>
April 21, 2015

To: Osceola County Board of Commissioners

RE: Osceola County EMS Third Party Billing Clearinghouse

Medicare has created an unfunded mandate with a deadline of 2015 for all billing claims to go through a third party clearinghouse. The purpose of a clearinghouse is to check every billing claim for errors before it is submitted to the insurance company.

The other purpose of the clearinghouse is to reconcile the patient’s responsibility of the cost of the claim after the insurance company has paid their portion. The clearinghouse will submit statements directly to the patient. This process helps reduce billing errors of incorrectly crediting a patient account and also adds an additional layer of protection from billing fraud.

The local billing specialist is responsible for obtaining the correct patient information, coding the diagnosis and procedure, and submitting the information to the clearinghouse. The main difference for the billing specialist is submission to only one location, instead of submitting claims to each individual insurance carrier.

The vast majority of claims will be electronically submitted through the clearinghouse. There will still be certain claims that will need to be submitted through other means. Medicare has not stated exactly when the deadline is, only that the deadline will be some time in 2015.

There are advantages to using a clearinghouse. Being able to submit claims to one location will save time for the Billing Specialist. The turnaround time to receive payment from the insurance companies is also reduced. Currently the turnaround time to receive payment is approximately 4-6 weeks after a claim is submitted. Using a clearinghouse the turnaround time to receive payment should be 1-3 weeks.

There is also a savings from not having to print and mail patient statements. The cost in postage, printing supplies, and the billing specialist’s time to print, fold, and send statements would be saved with using the clearinghouse. In fact, through our research we anticipate saving approximately $1,000-$1,500 per year by using a clearinghouse.

The EMS Department researched two third party Clearinghouse vendors, Trizetto and Emdeon One. Trizetto was the vendor which was recommended to us by our billing software vendor. Trizetto is compatible with our billing software. The cost for Trizetto is a $100 annual fee. Trizetto charges $78.00 for the first 200 claims and an additional .39 for each additional claim. The EMS Department averages 215 claims per month for an estimated monthly cost of $83.85. There is also the cost of preparing patient statements. The cost is $.65 per statement which includes postage, the statement, and a return envelope which the EMS Department currently does not provide.

Emdeon One is another vendor which was researched. This vendor does not charge an annual fee, but does charge a set-up fee of $299. Emdeon charges a flat fee of $210 per month for up to 250 claims. The cost of preparing patient statements is $.64 per statement which includes postage, the statement, and a return envelope.

The EMS Department is requesting approval of Trizetto as the third party clearinghouse vendor with signature of the annual contract by the Board Chair. A sample patient statement and the Trizetto contract have been attached.

Respectfully Submitted,

Jeremy Beebe  
EMS Director

[Signature]

Jamie Cornelius  
Billing Specialist

[Signature]
PLAUN PATIENT
123 MAIN STREET
ANYTOWN, US 55555

STATEMENT

<table>
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<tr>
<th>Date</th>
<th>Description</th>
<th>Charge</th>
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<th>Balance</th>
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<td>07-09-2009</td>
<td>BCBS KC Adjustment</td>
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<tr>
<td>07-09-2009</td>
<td>Your balance due on these services...</td>
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</tbody>
</table>

This is a statement for professional services rendered by your physician. You may receive a separate bill from the hospital for its services.

For all billing questions, please call: 800-000-0000
Patient Name: Paul Patient

STATEMENT
SEE REVERSE SIDE FOR IMPORTANT BILLING INFORMATION
# PURCHASE ORDER - EDI SERVICES AGREEMENT

## CLIENT CONTACT INFORMATION
- **Company:** Osceola County EMS
- **Contact:** Jamie Cornelius
- **Phone #:** (231)832-6152
- **Fax #:** (231)832-6192
- **Email:** JCORNELIUS@OC-EMS.COM
- **Address:** 306 North Patterson
  Reed City, MI 49677

## TRIZETTO CONTACT INFORMATION
- **Sales Rep:** Jessica Ramsey
- **Phone #:** (800)969-3666 ext.
- **Fax #:** (314)802-6822
- **Email:**
- **Address:** 501 North Broadway
  St. Louis, MO 63102

## EDI SERVICE PACKAGES
Please check the box next to the desired package.

### ELECTRONIC CLAIMS
- Includes:
  - Unlimited Claim Status Inquiry for Participating Payers thereafter
  - (Non-participating payers will be charged at $0.25 per inquiry)
  - Unlimited Individual Eligibility Inquiries for Participating Payers
  - (Non-participating payers will be charged at $0.25 per inquiry)

- **Monthly Fee:**
  - $78 for up to **200** Claims
  - $0.39 per claim

## ANCILLARY EDI SERVICES
Please check the box next to the desired ancillary services below.

- **Paper Claims**
  - **Monthly Fee:** $0.54 per Claim

- **Electronic Remittance Advice**
  - **Monthly Fee:** $25.00 per 200 Claims

- **Secondary Claims**
  - Options: COB Pass Through Secondaries
    - **Monthly Fee:** $0.75 per Claim

- **Patient Communications Bundle**
  - **Monthly Fee:**
    - $0.73 per Statement*
    - $0.16 per additional Page
      - $0.65 per Letter
      - $15.00 per Month**
  - $0.22 per Statement

---

* $0.16 for each additional page, NCOA fee of $0.50, and CASS fee of $0.05 may be incurred.
**Patient Exchange is FREE when 2 or more of the above services in the bundle are utilized.
Patient Exchange Web Portal $15.00 per Month
  o Service requires a Merchant Agreement between Provider Practice and TransFirst. Standard Online payment Fees, billed and collected by TransFirst Health Services, Inc. include:
    ▪ $9.95 Per Month Merchant ID Fee
    ▪ 2.5% Card Not Present Rate
    ▪ $0.35 Per ACH Transaction
    ▪ $0.25 Per Credit Card/Debit Card Transaction

Patient Statements $0.65 per Statement
  o $0.16 for each additional page, $0.50 NCOA fast-forward fee per encounter, $0.05 CASS fee may be incurred, $20.00 Patient Statement Minimum Charge

Recall Letters $0.61 per Letter
  o $0.14 for each additional page

E-Statements $0.15 per Transaction
  o Fee in lieu of paper statement fee when elected by patient via Patient Exchange

Batch Eligibility/Web Services $29.00 for 400 Inquiries
  $0.07 per Inquiry thereafter

Advanced Coding Edits $25.00 per 200 Claims

Claim Status Inquiry $10.00 for 200 Inquiries
  $0.05 per Inquiry thereafter

Timely Filing/Appeal Letters $10.00 per Month

Credit Card Services
  o Please check mark if you are interested in receiving more information regarding TriZetto Provider Solutions Credit Card Services from TransFirst

ADDITIONAL FEES
Initial Set-up Fee $0
Provider Add On Fee $50
Annual Renewal Fee $100

*1 Month Free for Electronic Claims if client selects two or more ancillary services*

NOTES
1. Invoicing shall begin 30 days after the later of: (i) the Effective Date below: or (ii) the Go-Live date of _______. If no Go-Live date is listed, then invoicing shall begin 30 days after the Effective Date.

ACKNOWLEDGEMENT

This Purchase Order, together with the Terms of Service (attached as Appendix "A"), the Automatic Payment Authorization form (Appendix "B"), the Credit Card Authorization form (Appendix "C"), and the Transfer Authorization form (Appendix "D") constitute the EDI Services Agreement, all of which are incorporated herein by reference, constitute the EDI Services Agreement (the "Agreement"), and contain the terms and conditions under which TriZetto Provider Solutions, LLC, formerly Gateway EDI, LLC, ("TriZetto") will provide the EDI Services, as defined in Appendix "A", to Client. TriZetto and Client are each a “Party” and together the “Parties”. The Agreement is effective as of the date TriZetto begins providing the Services to Client (the "Effective Date") and such action shall also serve as TriZetto’s acceptance of the Agreement. The Agreement supersedes any previous agreements and understandings between the Parties regarding the EDI Services.

CLIENT ACCEPTANCE
By signing below, Client agrees that Client has read and agrees to the Terms of Service and the Business Associate Agreement found at: [http://www.trizetto.com/Provider-Solutions/Business-Associate-Agreement/](http://www.trizetto.com/Provider-Solutions/Business-Associate-Agreement/). The person signing below further represents that he/she is duly authorized to execute the Agreement on Client's behalf.

Signature: ____________________________

Printed Name: _________________________

Title: _________________________________

Date: ________________________________

Scan, fax, or mail the signed Purchase Order to: 

**ATTN: Sales**

TriZetto Provider Solutions, LLC
501 N Broadway
St. Louis, MO 63102
1-800-969-3666
Fax: 314-802-6822

physiciansales@trizetto.com
APPENDIX A - EDI SERVICES AGREEMENT

Terms of Service

1. DEFINITIONS. In the Agreement, the following words shall have the following meanings:
   "Agreement" means the EDI Services Agreement which consists of the Purchase Order, Terms of Service (Appendix "A"), Automatic Payment Authorization (Appendix "B"), Credit Card Authorization (Appendix "C") and Transfer Authorization (Appendix "D") and any amendments thereto.
   "Approved Payer List" means the list of Payers found at http://payers.gatewayedi.com/.
   "Claim(s)" mean healthcare transaction(s) between Client and government agencies, insurance carriers and other companies.
   "Client" means entity identified on the Purchase Order to the EDI Services Agreement.
   "Client Data" means data that originates from Client and Client provides to TriZetto for processing or storage in the performance of the EDI Services.
   "Documentation" means the written, electronic, or online user manuals, content and help materials related to the EDI Services that describe how to use the features and functions of the item.
   "Enhancement" means a modification, enhancement, adaptation, improvement, change, or customization of or to the System and or the EDI Services that is created by TriZetto in the performance of the EDI Services.
   "Non-Participating Payer" means a Payer that has elected not to subsidize any portion of the costs associated with translating, editing, processing and reporting of electronic claims and other transactions on behalf of its contracted Providers.
   "Participating Payer" means a Payer which is either contracted directly with TriZetto or has elected to subsidize a portion of the costs associated with translating, editing, processing and reporting of electronic Claims and other transactions on behalf of its contracted Providers.
   "Party(ies)" means, individually, a party to the Agreement, and, collectively, the parties to the Agreement, as set forth on the Purchase Order.
   "Payer" means an entity other than the patient that finances or reimburses the cost of health services, for example, insurance carriers, other third-party payers, or health plan sponsors (employers or unions).
   "Provider" means any person that renders a service to a patient in a capacity that generates a Claim.
   "Purchase Order" means the TriZetto document that lists the services TriZetto will provide to Client and the fees that Client agrees to pay for the services.
   "System" means TriZetto' electronic data interchange system.
   "Territory" means the United States of America and the Commonwealth of Puerto Rico or any other geography as agreed to in writing by the parties.
   "TriZetto" means TriZetto Provider Solutions, LLC.

2. RIGHTS and RESPONSIBILITIES.

2.1. Grant of Rights. Subject to the other provisions of the Agreement, TriZetto hereby grants Client a right to access the System and use the Services in the Territory in accordance with this Agreement and for its internal business operations. Rights granted hereunder will be for the Term of this Agreement subject to the termination provisions of this Agreement.

2.2. Responsibilities. Client shall limit access to the System and use of the Services to Authorized Users and for Authorized Use only. Client is responsible for computer servers, workstations, printers, routers, modems and other related communications equipment used by Client to access the Services. Client accepts responsibility for and acknowledges that Client will exercise independent judgment in its use of the Services and shall be solely responsible for such independent judgment. Client acknowledges that the Services are in no way intended to intervene in the rendering of healthcare services. Client may translate information from the Services into other internal software applications or manual work processes for purposes directly related to Authorized Use of the Services. However, Client may not translate, disclose, or create any derivative work products from the Services for any commercial purposes or for distribution to another entity.

2.3. Restrictions. Except to the extent the Agreement expressly provides otherwise, Client shall not, and shall not permit any other entity to: (i) sell, resell, lease, license, sublicense, rent, distribute, disclose or encumber the Services; (ii) decompile, disassemble, reverse engineer or otherwise attempt to decrypt, discover or use the source code for the Services; (iii) make unauthorized copies of Services; (iv) use the Services to provide service bureau, business process outsourcing, administrative, application support, timesharing, SaaS, or similar services to any entity; (v) modify any Service, or the structure or schema of any database used by any of the foregoing, except to the extent that applicable law grants Client a right to do so and
the right cannot be waived by contract; and (vi) remove, modify, or obscure any proprietary rights notices contained on or in the Services.

2.4. Acknowledgements. Client acknowledges that (i) the EDI Services are controlled by TriZetto and Client has no right to receive a copy of the object code, source code or content used to provide any EDI Service; (ii) TriZetto will update the EDI Services from time to time, which means that the EDI Services will evolve and some changes will occur automatically while others may require Client to schedule and implement the changes; and (iii) the System and the EDI Services may be protected by license keys, authentication procedures or other security mechanisms designed to protect them from unauthorized access or use.

3. SERVICES. These Terms of Service set forth the terms and conditions under which TriZetto shall provide the services selected on the Purchase Order and the activities specified in this Section 3 (together, the "EDI Services"). The term includes any and all Enhancements to the EDI Services.

3.1. Operations. TriZetto shall support file transfer protocol or website processing of Claims between Client and Providers by either electronic or paper means. Details regarding System operations, processing times and customer support are available at http://www.trizetto.com/Provider-Solutions/Operations/. Upon notice to Client, TriZetto may revise such details from time to time so long as such revisions do not materially diminish the functionality of the EDI Services.

3.2. Training. TriZetto shall provide training for Claim transmission and data management reports to Client via telephone or the internet.

4. WARRANTY. TriZetto shall lower Client's Claim rejection rate within the first 90 days following the date that Client first submits Claims to TriZetto ("Warranty Period"). If TriZetto has not lowered Client's rejection rate within the Warranty Period, then, upon notice from Client, TriZetto shall: (i) refund to Client the fees it paid for electronic claims services during the Warranty Period (excluding all applicable postage, patient statement and eligibility transaction costs) and (ii) pay Client's documented initial set-up fee with another clearinghouse up to a maximum of $500.00. This remedy shall be Client's sole and exclusive remedy for this warranty.

5. DISCLAIMER. SECTION 4 SETS FORTH TRIZETTO'S ONLY EXPRESS WARRANTIES. THESE EXPRESS WARRANTIES ARE MADE IN LIEU OF ALL OTHER WARRANTIES, CONDITIONS AND REPRESENTATIONS, EXPRESS OR IMPLIED, ALL OF WHICH ARE EXPRESSLY DISCLAIMED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, AND OF NONINFRINGEMENT. TRIZETTO SPECIFICALLY DISCLAIMS ANY WARRANTY ARISING UNDER STATUTE, COURSE OF DEALING, COURSE OF PERFORMANCE, OR USAGE OF TRADE. TRIZETTO DOES NOT WARRANT THAT EDI SERVICES WILL OPERATE ERROR-FREE OR ON AN UNINTERRUPTED BASIS.

6. FEES AND TAXES.

6.1. Initial Set-Up Fee. Client shall pay to TriZetto an Initial Setup Fee to establish Client in the System. The Initial Setup Fee shall be due and payable on the Effective Date and is non-refundable.

6.2. Provider Add On Fee. For each new Provider employed or retained by Client after initial setup is completed, Client shall pay to TriZetto a Provider Add On Fee.

6.3. Annual Renewal Fee. Client shall pay to TriZetto an Annual Renewal Fee for each renewal of the Agreement.

6.4. Pricing. Client shall pay to TriZetto the applicable monthly fees for the EDI Services. The fees are fixed for a period of one year from the Effective Date. Thereafter, TriZetto reserves the right to modify the fees upon 30 days prior written notice to Client. TriZetto also reserves the right to adjust pricing to reflect any future changes in postal rates.

6.5. Invoicing.

(a) Timing. For the EDI Services billed on a 'flat or fixed fee' basis, TriZetto will invoice Client on the first day of each month for the EDI Services that are to be provided during that month. For any EDI Services billed on a ‘per transaction’ basis, TriZetto will invoice Client on the first day of each month for transactions incurred during the prior month. Invoicing shall begin as noted on the Purchase Order.

(b) Payment. Client shall pay all undisputed invoices amounts to TriZetto within 15 days of the receipt of the invoice. If Client fails to submit payment to TriZetto within such period, Client shall be responsible for paying, in addition to the undisputed invoice amount, a 1.5% per month late fee, or the maximum rate permitted by applicable law if less, for each month or any portion thereof, such payment is late, with a minimum late fee of $5.00. Failure to make payment within 120 days may result in Client's account being turned over to a collection agency and Client shall also be responsible for all charges associated with collections on Client's account.

(c) Invoice Dispute. Prior to the payment due date, Client may dispute an incorrect invoice by notifying TriZetto in writing of the disputed amount and the reason for the dispute in reasonable detail. If Client fails to provide such notice, then Client shall have waived any right to dispute the payment obligation. Disputed invoices shall be resolved pursuant to Section 12.

(d) Suspension. TriZetto shall be entitled to suspend or terminate the EDI Services during any period in which undisputed amounts are past due, without incurring any liability to Client.

(e) Billing Contact. Client shall provide TriZetto with a billing contact name, e-mail address, business mailing address, and contact phone number for receipt of invoices and correspondence related to payment. Client shall notify TriZetto in writing of any updates or changes to billing
contact information no later than five business days from the date of the change.

6.6. Taxes. All fees are stated exclusive of taxes. TriZetto may charge Client for, and Client shall pay, all taxes, assessments, charges, duties or levies imposed by any taxing authority relating to the Agreement or the delivery of the EDI Services. Applicable taxes include sales, goods and services, use, lease, excise, consumption, stamp duty, value added, and gross receipts taxes. Client is not required to pay or reimburse TriZetto for any of TriZetto’s employment taxes or any taxes imposed on or measured by TriZetto’s net or gross income or property ownership. If Client is exempt from any taxes, Client shall provide TriZetto appropriate exemption documentation prior to the Effective Date of the Agreement.

7. Client’s Obligations.

7.1. Data. Client is responsible for the completeness and accuracy of all Client Data submitted to TriZetto. Client acknowledges that TriZetto has no input with respect to such Client Data. Client shall provide TriZetto with all technical data and all other information TriZetto may reasonably request from time to time to allow TriZetto to supply the EDI Services to Client. Information supplied by Client shall be complete, accurate, and given in good faith, and such information shall be treated as Confidential Information under the terms of the Agreement.

7.2. Cancellation. Client shall provide written notice to TriZetto of any Providers or EDI Services that require termination from the System. Until such time, TriZetto shall continue to invoice Client for such Providers or EDI Services, and any amounts paid for these Providers or EDI Services are non-refundable.

7.3. Authorization. Client shall cooperate with TriZetto and shall execute and deliver such documents (for example, Transfer Authorization - Appendix "D") and take such other actions as TriZetto may reasonably request for the purposes of completing any electronic data interchange insurance plan enrollment and registration forms that may be required by a Payer. In order to provide EDI Services, Client authorizes TriZetto to receive EDI transactions from Client. EDI transactions shall be provided to TriZetto in a mutually acceptable form and manner.

8. Confidentiality.

8.1. Confidential Information. The term “Confidential Information” means the business or technical information disclosed by a party (the “Discloser”) to the other party (the “Recipient”) that is identified as being confidential at the time of disclosure or disclosed under circumstances that would lead a reasonable person to believe such information is confidential. The terms of the Agreement and any user identification and password that affects Client’s access to or use of the EDI Services are also considered Confidential Information. Excluded from the definition of Confidential Information is information that: (i) is or becomes generally known or available to the public (unless due to a breach of the Agreement by Recipient); (ii) was known by Recipient without restriction as to use or disclosure before receipt of the information from Discloser; (iii) is acquired by Recipient from a third party who has the right to disclose it without restriction as to use or disclosure; or (iv) is independently developed by Recipient without using any Confidential Information of Discloser or violating Discloser’s intellectual property rights. For clarity, a compilation of public information in a form not publicly known is considered Confidential Information of Discloser notwithstanding the public availability of the information before compilation.

8.2. Use and Disclosure. Each Party acknowledges that during the term of the Agreement, Recipient may have access to the other Party’s Confidential Information. The Recipient agrees that such Confidential Information is proprietary to the Discloser and shall remain the sole property of the Discloser. Except as expressly permitted by this Section 8, Recipient shall (i) not disclose or use Discloser’s Confidential Information; (ii) use the same level of care to prevent unauthorized disclosure or use of Discloser’s Confidential Information as Recipient uses with its own similar information, but no less than a commercially-reasonable level of care; (iii) use Confidential Information only for the purposes described in the Agreement; (iv) immediately notify Discloser upon discovery of any loss or unauthorized disclosure of the Discloser’s Confidential Information; and (v) to return or destroy all Confidential Information upon termination of the Agreement pursuant to Section 8.3 below. Notwithstanding the foregoing, the Recipient shall be allowed to disclose Confidential Information of the Discloser to the extent that such disclosure is required by law or by the order of a court or similar judicial or administrative body. These nondisclosure and nonuse obligations survive for a period of five years following the return or destruction of the Confidential Information.

8.3. Return or Destruction of Confidential Information. Upon termination or expiration of the Agreement, Recipient shall return or destroy all originals and copies of Confidential Information. The obligation to return or destroy Confidential Information shall not apply to archival copies of Client Data that TriZetto creates in the performance of EDI Services if the copies are maintained at a secure TriZetto facility or the secure facility of a reputable third party data backup services provider, provided TriZetto does not access the Client Data for any unauthorized purpose. If requested by Discloser, Recipient shall certify that it has met its obligations under this Section 8.3.

9. Term and Termination. The term of the Agreement shall begin on the Effective Date and continue for a period of one year and shall automatically renew for successive one year terms. The Agreement can be terminated by either Party for any reason by giving the other Party 30 days’ prior written notice. However, if Client is in breach of any restriction in Section 2.3,
TriZetto reserves the right to terminate the EDI Services immediately upon notice to Client.

10. INDEMNITY OBLIGATION.

10.1. IP Indemnification. If an unaffiliated third party brings a claim in the United States against Client because its authorized use of the EDI Services infringed, violated or misappropriated, or is alleged to have infringed, violated or misappropriated, the third party’s Intellectual Property Rights (a “Third-Party IP Claim”), then TriZetto shall defend the claim, pay all defense costs, pay any settlement amount negotiated by TriZetto, and pay all damages awarded by a court after all appeals have concluded. If a Third-Party IP Claim will bar Client’s use of the applicable EDI Service, then TriZetto shall at its cost and in its sole discretion undertake commercially reasonable efforts to (i) modify the EDI Service to make it noninfringing; (ii) procure any license necessary to permit Client to exercise the rights granted under the Agreement; (iii) replace the affected EDI Service with one that is functionally comparable and noninfringing; or (iv) terminate this Agreement.

10.2. Exceptions. TriZetto has no obligations for any Third-Party IP Claim to the extent that it arises or results from (i) use or combination with hardware or software items other than those indicated as being compatible in applicable the Documentation; (ii) a modification or enhancement made by any entity other than TriZetto or its authorized agents or contractors; (iii) use not contemplated by the Agreement or Documentation; (iv) TriZetto’s compliance with instructions, designs, specifications, directions or technical information provided by Client.

10.3. Procedure. TriZetto’s indemnity obligations in this Section 10 are conditioned on the Client (i) promptly notifying TriZetto of any claim subject to or potentially subject to an indemnification obligation; (ii) cooperating with the TriZetto in the defense of the claim; and (iii) granting TriZetto sole control of the defense and settlement of the claim. Client may monitor the defense undertaken by TriZetto at the Client’s expense and with counsel of its choosing.

10.4. Sole and Exclusive. This Section 10 states the sole and exclusive obligations and liabilities of TriZetto for any Third-Party IP Claims.

11. LIABILITY

11.1. Limitations of Liability.

(a) Exclusion of Certain Damages. EXCEPT AS EXPRESSLY PROVIDED OTHERWISE IN THE AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER, OR TO ANY OTHER PERSON, FOR ANY CONSEQUENTIAL, SPECIAL, EXEMPLARY, INCIDENTAL, PUNITIVE, INDIRECT OR SIMILAR DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, ANTICIPATED SAVINGS, OR GOODWILL.

(b) Cap on Liability. TriZetto’s entire liability for all losses, liabilities and damages arising out of, or related in any way to the Agreement, is limited to the amount paid by Client for the EDI Services, but in no event shall TriZetto’s liability in the aggregate for all claims and causes of action under the Agreement exceed the total of all payments received by TriZetto from Client in the 12-month period immediately preceding the first claim brought by Client under the Agreement.

11.2. Application. To the maximum extent permitted by law, Section 11.1 Limitations of Liability applies (i) regardless of the form of action or theory of liability (including breach, negligence, misrepresentation, strict liability or other contract or tort claim), and (ii) whether or not the Party was advised of the possibility of damages and whether or not the damages were reasonably foreseeable. TriZetto’s cap on liability defines the maximum amount for which TriZetto is responsible.

11.3. Exceptions. Section 11.1 shall not apply to (i) claims related to any default of a confidentiality obligation; (ii) indemnity obligation under Section 10; (iii) claims by TriZetto for infringement, violation, or misappropriation of intellectual property rights; or (iv) any failure by a Party to pay any amounts due to the other Party.

12. DISPUTE RESOLUTION. Subject to each Party’s right to seek injunctive or equitable relief for any default under the Agreement, in the event of any dispute or claim that arises under or relates in any way to the Agreement ("Dispute"), the Parties shall follow the procedures in this Section 12. Either Party shall notify the other Party in writing of the Dispute ("Dispute Notice"). Within 10 business days after receiving a Dispute Notice, each Party’s designated representatives shall meet (in person, telephonically, or by video conference) and shall attempt to negotiate a resolution within 10 business days. If the representatives are unable to resolve the Dispute within such period, or any additional extension of time that is mutually agreed upon in writing, such Dispute shall be settled by binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. Any actions taken under this Section 12 shall remain confidential and be treated as compromise and settlement negotiations for purposes of Rule 408 of the Federal Rules of Evidence and any comparable state provision.

13. DATA ANALYTICS. Client hires and authorizes TriZetto to extract Client Data from any existing database and to de-identify the Client Data in accordance with the HIPAA Rules to create a de-identified data set. Client grants TriZetto a nonexclusive, worldwide, paid-up, royalty-free, perpetual and irrevocable right and license to create derivative works of the data set and to use, copy, process, analyze, execute, reproduce, display, perform, transfer, distribute, and sublicense the data set and such derivative works in any technology now existing or later developed. Subject to Client’s sole continuing ownership of Client Data, TriZetto shall own all such data sets, and all products, solutions and services that it creates using the data sets, and all of the intellectual property rights embodied in and related to the data sets and such products, solutions and services.
14. LEGAL COMPLIANCE.
14.1. Compliance with Laws. Each Party shall comply in all material respects with laws applicable to its business and to its performance, receipt, and use of the EDI Services. Each Party shall identify and procure any permits required to conduct its business and perform its obligations under the Agreement.
14.2. HIPAA. This Agreement contemplates the exchange of 'protected health information' between the Parties. To meet the applicable requirements of the HIPAA Rules, the Parties agree to be bound by the terms of the business associate agreement found at: http://www.trizetto.com/Provider-Solutions/Business-Associate-Agreement/

15. GENERAL PROVISIONS.
15.1. Governing Law. The Agreement is governed by and shall be interpreted in accordance with the laws of the State of Colorado, excluding its conflicts of laws provisions that might require the application of laws of another jurisdiction.
15.2. Assignment. All assignments of the Agreement require TriZetto’s prior written consent. Any attempted assignment without this consent is void.
15.3. Notice. All notices required in the Agreement shall be in writing. Notices are effective (i) upon actual delivery, if the notice is delivered personally by a Party, if the notice is delivered by a nationally-recognized delivery service that can confirm the date of delivery, or if the delivery is made by the U.S. Postal Service as certified or registered mail and the return receipt confirms the date of delivery, or (ii) when the receiving Party confirms receipt, if the notice is delivered electronically by facsimile or e-mail. Each Party may change its address for receiving notices by notice to the other Party. Each Party’s address for notice is listed on the Purchase Order.
15.4. Medical Disclaimer. The EDI Services provided under the Agreement are not medical devices and are not intended to be used in the diagnosis or treatment of medical conditions. TriZetto and the EDI Services are not intended as sources of medical or legal advice.
15.5. Relationship. The Parties are independent contractors. The Agreement does not establish any relationship of partnership, joint venture, or agency between Client and TriZetto.
15.7. Severability. If an arbitrator or a court with jurisdiction finds a provision of the Agreement to be invalid or unenforceable, that provision shall be enforced to the maximum extent permissible, the other provisions of the Agreement shall remain in full force and effect, and the invalid or unenforceable provision shall be revised by the arbitrator or court to most closely reflect the original intent of the Parties while remaining valid and enforceable.
15.8. Waiver. A waiver of any provision of the Agreement is enforceable only if it is signed by the waiving Party.
15.9. Force Majeure. If a Party is delayed or prevented from performing a non-payment obligation due to a cause beyond its reasonable control then the delay or non-performance will be excused until the cause is removed and the period of performance will be extended for a reasonable period of time after the cause is removed. Force majeure events include natural disasters, labor or civil unrest or dispute, embargoes, blockages, work stoppages, lockouts, inability to obtain energy, war, terrorism, riots, protests, telecommunications outages, and acts or omissions of the other Party or third parties.
15.10. Survival of Terms. Any provisions of the Agreement that require or contemplate performance or application after termination are enforceable against the other Party and its respective successors and assignees notwithstanding termination.
15.11. Entire Agreement. The Agreement, along with any appendices and/or exhibits, is the entire agreement between the Parties and supersedes all prior discussions, understandings and agreements between the Parties regarding its subject matter. Handwritten interlineations to the Agreement are void. The Agreement may be modified only by a written amendment to the Agreement, or a new agreement, signed by an authorized representative of each Party.
Company: Osceola County EMS  
Sales Rep: Jessica Ramsey

Automatic Payment Authorization

TriZetto Provider Solutions ("TriZetto") offers a free automated payment service ("Automatic Payment") through an automated clearinghouse ("ACH"). With Automatic Payment, Client's monthly invoices will be paid from Client's bank account. Client will continue to receive invoices but instead of writing a check, Automatic Payment deducts the invoiced amount from Client's bank account and deposits the payment into Client's account. Client's bank statement will reflect these payments as separate transactions, so Client will have a payment record. There are no late fees or lost checks and Client's payments are made precisely on an agreed upon date. To activate Automatic Payment, complete the information below. For assistance with Automatic Payment, please call 800-969-3666 and ask for Sales.

(name of financial institution)

___ Monthly (payment to be taken out the 20th of each month)

___ One-time transaction for payment of Initial Set-up Fee as set forth on the Purchase Order upon receipt by TriZetto.

Bank Account Owner  
Bank Account Number  
ABA/Routing Number

Authorized Signature  
Printed Name  
Date

Scan, fax, or mail this form along with a voided check to:

ATTN: Sales
TriZetto Provider Solutions, LLC
501 N. Broadway
St. Louis, MO 63102
Fax: 314-802-6822
physiciansales@trizetto.com

TRIZETTO CONFIDENTIAL/TRADE SECRET
APPENDIX D - EDI SERVICES AGREEMENT

TRANSFER AUTHORIZATION

Client Name: Osceola County EMS       Site No.(Admin use only): _______________________

By signing below, the Provider/Client's authorized person named below hereby authorizes TriZetto Provider Solutions, LLC ("TriZetto") to execute, print, copy, duplicate or otherwise affix Provider/Client's name to any electronic data interchange insurance plan enrollment and or registration forms that may be required by a Payer and for no other purpose. Provider/Client shall provide TriZetto with all necessary information (for example, NPI numbers, tax id numbers, etc.) for the limited purpose of TriZetto completing the forms. Provider/Client acknowledges that TriZetto will rely on the accuracy of the provided information.

The individual signing below on behalf of Provider/Client personally represents that, to the best of his or her knowledge, he or she has been duly authorized to sign this Authorization on behalf of the Client and the Providers listed below.

Provider/Client's Authorized Signature ____________________________
Jeremy Beebe
Printed Name

Director
Title

Date 4-21-2015

Please list the names of the Authorized Signers and Payer(s) they sign for below:

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<th>Name</th>
<th>Email</th>
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<tr>
<td>Jeremy Beebe</td>
<td><a href="mailto:jbeebe@oc-ems.com">jbeebe@oc-ems.com</a></td>
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<tr>
<td>Jamie Cornelius</td>
<td><a href="mailto:jcornelius@oc-ems.com">jcornelius@oc-ems.com</a></td>
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Scan, fax, or mail this form: ATTN: Provider Enrollment
TriZetto Provider Solutions, LLC
501 N. Broadway
St. Louis, MO 63102
Fax: 314-802-6822
physiciansales@trizetto.com
Osceola County is actively accepting sealed bids to remove and replace roofing at the EMS Station located at 306 N. Patterson Road in Reed City, Michigan. Osceola County is requesting perspective bidders to provide a bid for roof replacement with asphalt shingles or a new standing seam metal roof system. Perspective bidders may choose to provide a bid for either or both types of roof system.

**Sealed Bids:** Perspective bidders will deliver two (2) copies (the original and one (1) copy) in a sealed envelope to the following address:

Susan M. Vander Pol  
Osceola County Coordinator’s Office  
301 West Upton Ave.  
Reed City, Michigan 49677

**Due Date:** May 21, 2015 at 2:00 p.m., when they will be publicly opened and read

Bids received after the above cited time will be considered a late bid and are not acceptable unless waived by the County Coordinator.

- Please use an envelope clearly marked "RFB for Roof Replacement of Reed City EMS Station"
- To schedule an appointment to view the facility or for technical questions regarding this RFB contact Jeremy Beebe, EMS Director, at (231) 832-6152 or jbeebe@oc-ems.com
- Please direct procedural questions regarding this RFB to Susan Vander Pol, County Coordinator at (231) 832-6196 or oscadmin@osceolacountymi.com

**Project Schedule:**

- Issuance of RFB- April 24, 2015
- RFB Due to County- May 21, 2015 before 2:00 p.m.
- Proposed Selection of Winning Bidder- June 2, 2015 by the Osceola County Board of Commissioners
- Expected Project Completion Date- 45 days after award of bid, unless mutually agreed to in writing.

Thank you for your interest.
Osceola County Reed City Station Roof Replacement Specifications
April 24, 2015

Scope of Work:

Based on Bids received, the County will choose replacement of the existing roofing material with either asphalt shingles or a standing seam metal roofing system. Contractors may choose to bid on either or both roofing options.

Contractors are responsible for removal of all waste. Any permits/approvals and associated costs are the responsibility of the contractor.

a) Asphalt Shingle Option:

The Contractor shall provide all necessary materials, labor and equipment to complete installation of new asphalt shingles according to the following scope:

Strip roof to bare plywood on the entire building.
Remove 2 existing skylights and replace with plywood
Renail, repair, replace any existing plywood or other boards where needed.
Install self-adhesive, self-sealing, ice and water barrier as required by membrane manufacturer. Install ice and water barrier along eaves and gable ends around roof perimeter and up valleys to a point 24 inches inside the exterior walls.
Install 1 layer of high performance roof felt paper over remaining roof deck.
Remove and replace all existing boot seals.
Install new drip edge around entire roof perimeter.
Install GAF Lifetime Timberline Ultra HD asphalt shingles as recommended by manufacturer and ARMA Asphalt Roofing Manual for a closed cut valley. Color of shingle to be Williamsburg Slate.
Install GAF Cobra Rigid Vent to roof as recommended by manufacturer.
Renail, repair, replace any fascia boards where needed.
Install aluminum fascia over fascia boards. Color to be white.
Contractor shall keep work area neat at the end of each work day and contained throughout the duration of the job.

b) Standing Seam Metal Roof Option:

The Contractor shall provide all necessary materials, labor and equipment to complete installation of a new standing seam metal roof according to the following scope:

Strip roof to bare plywood on the entire building.
Remove 2 existing skylights and replace with plywood.
Renail, repair, replace any existing plywood or other boards where needed.
Install self-adhesive, self-sealing, ice and water barrier as required by membrane manufacturer. Install ice and water barrier along eaves and gable ends around roof perimeter and up valleys to a point 24 inches inside the exterior walls.
Install 1 layer of high performance roof felt paper over remaining roof deck.
Remove and replace all existing boot seals.
Metal roofing system including trim, flashings, clips, gaskets, and miscellaneous accessories shall be the
product of a single manufacturer. Metal gages shall be of thickness required for structural performance, but not less than manufacturer’s minimums for profiles and applications indicated, and not less than .032” thick. Roof panel and system components shall be Kynar 500 finished. Color to be dark blue or gray. Contractor shall include adequate roof ventilation. Install metal roofing system and any necessary underlayment in accordance with manufacturer’s installation requirements. Entire metal roofing system shall be installed plumb, level, and true to line. Roofing system shall be installed in continuous length unless there is a change in direction or slope. Roofing system shall be fastened with concealed fasteners and anchor clips designed to allow for thermal movement, except where specific fixed points are required. Panels must be fully interlocked with its adjacent panel. Sealants to be applied as necessary at flashing details to achieve a weather tight system. Fit trim and flashing tight in place. Make corners square, surfaces true and straight in planes, and lines accurate to profiles. Secure trim and flashing in place using concealed fasteners. Lap and seal all metal joints watertight. Trim to match roof color. Touch-up only minor scratches and abrasions. Any other damaged materials shall be replaced. Renail, repair, replace any fascia boards where needed. Install aluminum fascia over fascia boards. Color to be white. Contractor shall keep work area neat at the end of each work day and contained through the duration of the job.

Additional Requirements:

The bidder shall be held to have examined the site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their bid. The bidders shall also acquaint themselves with the character and extent of Osceola County EMS operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the Contractor’s activities. It shall be expressly understood that Osceola County EMS operations will take precedence over any other activity.

The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work.

The bidder’s signature on the Osceola County “Request for Bid (RFB)” is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude Osceola County from obtaining the lowest possible competitive price.

The Contractor certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity.

The Contractor and any persons employed by the Contractor shall be required to adhere to all OSHA/MIOSHA requirements and regulations that apply while performing any part of the work listed under the title “Scope of Work.” The Contractor and any persons employed by the Contractor shall be required to wear appropriate safety items as required by OSHA/MIOSHA regulations while performing any part of the work listed under the title “Scope of Work.” Contractor is responsible for proper site prep to ensure site safety as necessary.
Insurance Coverage:

During the term of the contract, the Contractor shall provide insurance that will provide at a minimum the following coverage and limits:

Workers Compensation- The contractor shall provide and maintain Worker’s Compensation Insurance as required by the laws of Michigan, as well as employer’s liability coverage with minimum limits of $150,000 for bodily injury per accident.

General Liability- The contractor shall provide and maintain General Liability Coverage at a rate no less than $250,000 per occurrence for bodily injury, personal injury and property damage.

Copies of insurance certificates are required to be submitted within 10 days of receipt of bid award.

Selection Process:

Osceola County, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on “BEST VALUE.” “BEST VALUE” will allow Osceola County to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. “BEST VALUE” will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Contractor does not mean that the other bids lacked merit. Award of the contract signifies that after all factors have been considered, the selected bid was deemed most advantageous to Osceola County.
The following bid is submitted to Osceola County for the removal and replacement of the Reed City EMS Station roof located at 306 N. Patterson Road, Reed City, Michigan 49677. If bidding on both Asphalt Shingle and Standing Seam Metal Roof, please make sure bid submission is clear and writing is legible. The vendor has reviewed the specification sheets and submits the following bid:

<table>
<thead>
<tr>
<th>Type of Roofing:</th>
<th>ASPHALT SHINGLE</th>
<th>STANDING SEAM METAL ROOF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Cost</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Labor Cost</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Additional Cost</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>(including permits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bid Total</strong></td>
<td>_______________</td>
<td>_______________</td>
</tr>
</tbody>
</table>

No vendor may withdraw a bid within 60 days of the bid due date.

Osceola County reserves the right to accept or reject any or all bids, in whole or in part, and to waive irregularities in any bid in the interest of the County.

Company Name: ________________________________

Contact Person: ______________________________

Address: ____________________________________

Telephone: _________________________________

Email Address: ______________________________

Date: _______________________________________

Authorized Signature: ________________________
April 21, 2015

To: Osceola County Board of Commissioners

RE: Osceola County EMS Station 1 Dormer and Roof Project

The shingled roof at the Reed City EMS station is in need of replacement. The roof was installed in approximately 1998. The south facing roof has many damaged shingles and has the potential of leaking. I am concerned that this roof may not make it through the next winter without causing a leak. I believe the cause of the premature wear of the shingles is due to the lack of roof ventilation. There appears to be no roof ventilation other than vented soffit. There are no roof vents or ridge vent installed on the current roof.

The 2015 EMS budget includes funds to replace the roof at the Reed City EMS Station. A RFP has been included for your review. The RFP includes the installation of a properly vented asphalt shingled roof or an alternate standing seam metal roof. The RFP also includes repair and/or replacement of the wooden fascia boards with aluminum fascia.

The EMS Department requests approval to issue the RFP for replacement of the roof at the Reed City EMS Station.

While we were researching the roof at the EMS station in Reed City it was noted that it would be an ideal time to add a dormer to the rear employee entrance door. The rear employee entrance door frequently has ice build-up and is a slip and fall hazard due to water run-off. With the addition of the dormer, vinyl siding would need to be removed to tie into the existing building. An additional bid was requested to repair previously damaged siding. With the replacement of the roof, a dormer could be added prior to the roof replacement which would allow the dormer to have the new roofing added.

Local contractors were contacted to submit an estimate for this small project. Three contractors inspected the project and two contractors submitted bids. Gerber Construction submitted a bid of $2,254 for the dormer and $308 for siding repair for a total bid of $2,562. GE Johnson Construction submitted a total bid of $3,251.

The EMS Department requests awarding the bid for siding repair and dormer addition to Gerber Construction in the amount of $2,562.

I have included pictures of the roof, siding damage, and requested dormer placement location.

Respectfully Submitted,

[Signature]

Jeremy Beebe
EMS Director
BID SUBMISSION FORM
Reed City EMS Station

The following bid is submitted to Osceola County for the addition of a dormer over the back entry door on each side of the Reed City EMS Station located at 306 N. Patterson Road. There are also six locations where the vinyl siding needs to be replaced or repaired. The six locations will be designated in the walk-through. Two bid submission forms are required one for siding repair and the second for the dormer edition. The vendor has reviewed the specification sheets and submits the following bid:

Type of Project (Circle One):  Siding Repair  Dormer Addition

Materials Cost

$500.00

Labor Cost

$1,604.00

Additional Cost

$90.00 (PERMIT)

Bid Total

$2,254.00

No vendor may withdraw a bid within 60 days of the bid due date.

Osceola County reserves the right to accept or reject any or all bids, in whole or in part, and to waive irregularities in any bid in the interest of the County.

Company Name: GERBER CONSTRUCTION Co.

Contact Person: KTH ZARZAKOWSKI

Address:

915 S. Morse St

REED CITY, MI 49677

Telephone: 231.832.2792

Email Address: KTH@GERBERCONSTRUCTIONCO.COM

Date: 4.9.15

Authorized Signature: [Signature]
BID SUBMISSION FORM
Reed City EMS Station

The following bid is submitted to Osceola County for the addition of a dormer over the back entry door on each side of the Reed City EMS Station located at 306 N. Patterson Road. There are also six locations where the vinyl siding needs to be replaced or repaired. The six locations will be designated in the walk-through. Two bid submission forms are required one for siding repair and the second for the dormer addition. The vendor has reviewed the specification sheets and submits the following bid:

Type of Project (Circle One): [ ] Siding Repair [ ] Dormer Addition

Materials Cost: $100.00

Labor Cost: $208.00

Additional Cost: NA

Bid Total: $308.00

No vendor may withdraw a bid within 60 days of the bid due date.

Osceola County reserves the right to accept or reject any or all bids, in whole or in part, and to waive irregularities in any bid in the interest of the County.

Company Name: Gerber Construction
Contact Person: Kitt Jarzabkowski
Address: 415 S. Morse St.
Reed City, MI 49677
Telephone: 231.832.2792
Email Address: Kitt@GerberConstructionCo.com
Date: 4.9.15
Authorized Signature: [Signature]

Page 4 of 4
BID SUBMISSION FORM
Reed City EMS Station

The following bid is submitted to Osceola County for the addition of a dormer over the back entry door on each side of the Reed City EMS Station located at 306 N. Patterson Road. There are also six locations where the vinyl siding needs to be replaced or repaired. The six locations will be designated in the walk-through. Two bid submission forms are required one for siding repair and the second for the dormer edition. The vendor has reviewed the specification sheets and submits the following bid:

<table>
<thead>
<tr>
<th>Type of Project (Circle One):</th>
<th>Siding Repair</th>
<th>Dormer Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bid Total</strong></td>
<td></td>
<td>$3251.00</td>
</tr>
</tbody>
</table>

No vendor may withdraw a bid within 60 days of the bid due date.

Osceola County reserves the right to accept or reject any or all bids, in whole or in part, and to waive irregularities in any bid in the interest of the County.

Company Name: ____________________________

Contact Person: __________________________

Address: _________________________________

Telephone: _______________________________

Email Address: ___________________________

Date: ___________________________

Authorized Signature: ___________________
(1) ADMINISTRATION & FINANCE

The EMC shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their EM activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

**Planned Activities**

- Verify that the jurisdiction has submitted the quarterly EMPG reports and financial documentation with original signatures by 4/17/15.

**Action Taken (Local EM Status Report)**

- EMPG reports were submitted: Yes
- Financial documents were submitted: Yes

(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws, regulations, and have a local Emergency Management (EM) resolution.

**Planned Activities**

- Attend quarterly district EM meetings held between 1/1/15-3/31/15.
- Report attendance at other EM related meetings held between 1/1/15-3/31/15.

**Action Taken (Local EMC Status Report)**

- Quarterly meeting attended: Yes (1/26)

  *Meeting Type/Number of Meetings Attended:*

  District: 1
### (3) HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for vulnerable hazards to consider the impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and, infrastructure; the environment; the economic condition of the jurisdiction and public confidence in the jurisdictions governance.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2nd</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td> Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/15-3/31/15.</td>
<td><em>Type of Risk Assessment/Number Completed:</em> None</td>
<td></td>
</tr>
</tbody>
</table>

### (4) HAZARD MITIGATION

The EMC should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds then the EMC shall ensure that the jurisdiction’s hazard mitigation plan is developed and updated every 5 years.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>2nd</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td> Document progress on hazard mitigation plan updates that occurred between 1/1/15-3/31/15.</td>
<td><em>Percent Completed:</em> 80%</td>
<td></td>
</tr>
</tbody>
</table>

### (5) PREVENTION

The jurisdiction should have processes in place that work to prevent incidents based on information from hazard identification and risk assessments, intelligence activities, alert networks, and surveillance programs. Prevention activities should be coordinated to monitor threats and hazards.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>2nd</strong></td>
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<td></td>
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</tbody>
</table>
(6) OPERATIONAL PLANNING

The EMC shall ensure the jurisdiction is compliant with P.A. 390 of 1976 as amended by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976 as amended by maintaining an emergency support plan. The local emergency manager must verify that the EOP or EAG and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction’s current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Attend or host four LEPC meetings by 9/30/2015.</td>
<td>Attend/Hosted 3 LEPC meetings.</td>
<td></td>
</tr>
<tr>
<td>▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO forward contact information to DC.</td>
<td>EOP/EAG CEO signature is current: Yes</td>
<td></td>
</tr>
<tr>
<td>▪ Identify EOP/EAG annexes that were updated between 1/1/15 - 3/31/15. Ensure that any section/annex updates are submitted with a Pub 201a.</td>
<td>Current CEO contact information was sent to DC: Yes</td>
<td></td>
</tr>
<tr>
<td>▪ Report participation in EM activities with school officials that took place between 1/1/15-3/31/15.</td>
<td>Total Annexes: 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annexes Updated: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Activities/Number of Activities:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Planning: 3</td>
</tr>
</tbody>
</table>

(7) INCIDENT MANAGEMENT

The EMP shall comply with Homeland Security Presidential Directive/HSGP-5 and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction’s Emergency Operations Center (EOC).

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Update EOC call list and submit a copy to the DC by 3/31/15, only if changes have been made.</td>
<td>Changes have been made: No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Changes have been sent to the DC: N/A</td>
</tr>
</tbody>
</table>
**RESOURCE MANAGEMENT, LOGISTICS & MUTUAL AID**

The EMC shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including: identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS type resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC only)</th>
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<tbody>
<tr>
<td>2nd</td>
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</table>

**COMMUNICATIONS & WARNING**

The EMC shall ensure that the jurisdiction communicates both internally and externally with all EMP stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Participate in district and/or statewide radio testing between 1/1/15-3/31/15.</td>
<td>Radio Test Type/Number of Radio Tests: District: 1</td>
<td></td>
</tr>
<tr>
<td>▪ Participate in district and/or statewide MI CIMS drills between 1/1/15-3/31/15.</td>
<td>MI CIMS Drill Type/Number of MI CIMS Drills: None</td>
<td></td>
</tr>
<tr>
<td>▪ Document the jurisdiction’s participation in any additional communication drills between 1/1/15-3/31/15.</td>
<td>Communication Drill Type/Number of Communication Drills: None</td>
<td></td>
</tr>
</tbody>
</table>
**OPERATIONS AND PROCEDURES & FACILITIES**

The EMC shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The EMP shall have a primary facility (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>Ensure that procedures for declaring a local “State of Emergency” and requesting a Governor’s Emergency or disaster declaration and state assistance are reviewed with the jurisdiction’s public officials by 3/31/15.</td>
<td>Procedures have been reviewed with public officials: Yes Major updates have been made: No Major updates have been sent to DC: N/A</td>
</tr>
<tr>
<td></td>
<td>Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/15-3/31/15.</td>
<td></td>
</tr>
</tbody>
</table>

**TRAINING**

The EMC shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, DA and NIMS training courses. The completion of PDS and NIMS courses should be tracked in the Quarterly Training Reports (QTR) and submitted to the MSP/EMHSD. The local emergency manager shall also promote available EM training for all personnel, including EOC staff, specific to their responsibilities.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>Document DA training or refresher courses provided between 1/1/15-3/31/15.</td>
<td>DA Training Type/Number of DA Trainings: None</td>
</tr>
<tr>
<td></td>
<td>Document MI CIMS training or refresher courses provided between 1/1/15-3/31/15.</td>
<td>MI CIMS Training Type/Number of MI CIMS Trainings: None</td>
</tr>
<tr>
<td></td>
<td>Submit QTR by 4/10/15.</td>
<td>The QTR has been submitted: Yes</td>
</tr>
</tbody>
</table>
### (12) EXERCISES, EVALUATIONS & CORRECTIVE ACTIONS

The EMP shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP).

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Document participation by EMPG funded personnel in a minimum of three exercises using HSEEP guidance by 9/30/15.</td>
<td>Participated in 1 exercise using HSEEP guidance.</td>
<td></td>
</tr>
<tr>
<td>▪ Complete AAR, submit to HSEEP NEXS and provide copy to MSP EMHSD exercise officer and the DC for any exercise completed during 1/1/15-3/31/15.</td>
<td>AAR has been completed and submitted to EMHSD: No</td>
<td></td>
</tr>
<tr>
<td>▪ Submit QER by 4/10/15.</td>
<td>The QER has been submitted: Yes</td>
<td></td>
</tr>
</tbody>
</table>

### (13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION & INFORMATION

The EMP provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats including protective actions, updating the public website and promoting hazard awareness weeks and campaigns such as Do 1 thing.

<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>Action Taken (Local EM Status Report)</th>
<th>Comments (DC only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| ▪ Document efforts to educate the public about preparedness activities occurring between 1/1/15-3/31/15. Report the data presented and the media by which this was accomplished. | *Data Presented/Type of Media:*  
Awareness Weeks: April 12-18  
Media: Social media  
*Citizen Corp Activity Type/Number of Citizen Corp Activities:*  
Training: 3  
Disaster Assistance: 0 |                    |
| ▪ Document any Citizen Corps activity that occurred between 1/1/15-3/31/15. |  |                    |
### (14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the above 13 EM Objectives.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Action Taken</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td></td>
<td></td>
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</tbody>
</table>