

Subject: Public Safety Co-Location

Date Issued or Revised: September 9, 2014

Date Review:

4.1.7 MPSCS Member and Non-Member Co-Location Procedure

I. Subject and Purpose

The purpose of this policy is to provide general guidelines for co-location of Member or Non-Member Public Safety communications equipment using Michigan's Public Safety Communications System (MPSCS) towers and infrastructure.

II. Procedures and Guidelines

A co-location request shall be submitted in writing to the MPSCS Director.

Application Guidelines for Member and Non-Member

1. All co-location agreements must be approved by the State Ad Board and if required also by the State Building Authority.
2. Top 50 feet of MPSCS towers are reserved for MPSCS.
3. In most cases a Valmont tower structure analysis will be required for all co-located antennas.
4. An interference analysis study may be required prior to locating any fixture on an MPSCS facility.
5. Co-locations must be for purposes of enhancing public safety.
6. All tower co-locations require updated VISIO or AutoCAD as built drawings in format to reflect changes made to MPSCS facilities.
7. New co-location equipment must comply with local, state, federal regulations, building codes and laws.
8. All co-located equipment shall be installed to MPSCS's grounding specifications (Motorola R56).
9. All co-located agencies on MPSCS infrastructure must complete a Co-location Agreement.
10. All costs associated with co-location on MPSCS infrastructure must be funded by requesting agency.

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11. All co-located equipment installations must comply with MPSCS standards.
12. Member and Non-Members must obtain and maintain their own FCC licenses.
13. NCC shall be notified of all site access, and entry/exit procedures shall be followed.
14. All tower contractors for co-location work must meet the minimum requirements as reflected in the MPSCS checklist for qualified vendors.
15. MPSCS Members and Non-MPSCS Members may co-locate approved equipment at established rates in the Tower Usage Fee policy.
16. MPSCS members may apply for a waiver of established rates in the Tower Usage Fee Policy for secondary communications systems.
17. FCC license and agency contact information must be posted in a visible location on co-location equipment or shelter.
18. Other equipment enhancing public safety will be considered on a case-by-case basis.

Project responsibility matrix

Responsibility	Action
Requestor	1. Submit request for co-location to MPSCS Director or Manager.
MPSCS	1. Project submitted to Project Manager for coordination.
Project Manager	<ol style="list-style-type: none"> 1. Obtain project plan to determine if it enhances Public Safety. If it appears eligible, obtain Part 1 and Part 2 application form. 2. Develop project charter to summarize project. 3. Bring Part 1 and Part 2 and project charter to Project coordination meeting for review.

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Responsibility	Action
Infrastructure Services Engineering Project Manager	1. Reviews design.
Kickoff Meeting/Conference call with requesting agency	1. Final confirmation of co-location design.
Requestor	1. Obtains all necessary permitting and licensing e.g. FCC, Building Permits, Zoning compliance. 2. Coordinates and funds all site work as prescribed from MPSCS review process.
Project Manager	1. Completes paperwork and obtains signatures. 2. Coordinates implementation with Infrastructure Services Manager or appointee.
Project Manager	1. Initiate billing.

III. Responsible Parties
Michigan's Public Safety Communications System
ATTN: MPSCS – Billing
4000 Collins Rd.
P.O. Box 30631
Lansing, MI 48909
(517) 336-6240
E-mail: mppscs@michigan.gov

IV. Applicable Forms
Part I and Part II

V. Termination or Review Responsibility
The MPSCS Director is responsible for the review and update of this policy.

VI. Linkages to Other Relevant Data