

## PROFESSIONAL SERVICE INTERLOCAL AGREEMENT FOR FIRE APPARATUS SERVICE

Entered into between **NORTH KITSAP FIRE & RESCUE** hereafter referred to as “**NKF&R**” and **EAST JEFFERSON FIRE RESCUE** hereafter referred to as “**EJFR**”

### 1. PURPOSE

The purpose of this agreement is to provide the necessary maintenance and repair of emergency vehicles owned by and operated by **EJFR**. Certified Vehicle Repair Technicians employed by **NKF&R** currently perform these services. To allow for **NKF&R** to position a mechanic and resources in Jefferson County on a near daily basis, with the understanding by both parties from time to time all three mechanics will be working in Jefferson County, and from time to time all three mechanics will be working in Kitsap County.

### 2. DEFINITIONS

**Annual Service:** Includes the work listed on the Annual Vehicle Service and Maintenance Form SOG 710.5F. (Copy Attached)

**Emergency Repairs:** Any repairs for on the road or emergency call out outside normal working hours.

**Periodic Preventative Maintenance:** Maintenance provided either on location or at the **NKF&R** Maintenance Facility to include work listed on the Preventative Maintenance and Service Checklist. SOG 710.5F.

**Non-Routine Repairs:** Repairs not listed on SOG 710.5F to include valve repair, pump rebuild, minor body damage, engine repair or replacement.

**Out Sourced Repairs or Maintenance:** Repairs that are deemed by the Lead Mechanic as repairs beyond the capability of the **NKF&R** Maintenance Facility or for efficiency and time considerations as priority repairs. Examples: Heavy truck automatic transmission repairs, heavy truck major engine repairs. **NKF&R** will make every effort to avoid outsourcing work.

**Flat Rate Base Fee:** A composite fee for reimbursement of wages of **NKF&R** Maintenance Division personnel for services provided during normal business hours (Monday – Friday, 07:30 – 17:00).

**Hourly Rate:** A composite fee for reimbursement of wages of **NKF&R** Maintenance Division personnel (as scheduled in the Washington Chiefs Reimbursement Schedule Interagency Agreement) for those services provided outside of normal business hours.

### 3. NKF&R MAINTENANCE RESPONSIBILITIES

**NKF&R** shall be responsible for routine maintenance and repair of the vehicles covered under the terms of this agreement. "Routine Maintenance and Repair" means the items of work identified on SOG 710.5F.

Significant modifications/fabrications to apparatus or equipment and other repairs not listed in SOG 710.5F shall be performed only as time allows, maintenance and repairs shall be a higher priority for shop time over modifications, other than modifications that are required to place an essential apparatus back into service.

NKF&R shall provide Garageman's Insurance for vehicles while in its shop.

EJFR vehicles shall receive an annual service and inspection and one periodic service and inspection. In the event a significant expense (\$2,000.00) for any single repair order, the Lead Mechanic will notify a designee at EJFR of the specifics of the repair order for the purpose of direction and courtesy.

NKF&R shall coordinate one annual pump test through a third party certified to conduct pump testing. The charges for the third party pump testing shall be billed directly from the service provider to EJFR for payment. EJFR reserves the option of self conducting annual pump testing.

The Lead Mechanic will provide maintenance and repair reports to the EJFR on a twice a year basis or as requested by the Fire Chief of EJFR.

#### **4. EJFR RESPONSIBILITIES**

EJFR shall assign a person or person (s) to monitor the maintenance and repair. Repair orders shall be ordered through Emergency Reporting System.

EJFR shall establish vendor accounts to provide the ability to purchase the necessary parts and fluids to maintain the vehicle fleet. NKF&R's Lead Mechanic will coordinate with the EJFR secretary for the establishment of the necessary vendors.

EJFR shall direct employees to monitor vehicle mileage in order to insure vehicles do not exceed the recommended mileage benchmarks for routine vehicle maintenance. When a vehicle is near or over the posted mileage benchmark as noted in the windshield maintenance record sticker, EJFR employees shall notify NKF&R's Lead Mechanic through Emergency Reporting System the need for service or the designated EJFR contact person.

#### **5. CHARGES**

##### **Flat Rate**

The flat rate base fee for this agreement shall be FY 2009 \$67,942.01, FY2010 \$79,962.69, FY 2011 \$84,682.62. This fee covers all activity that occurs Monday through Friday 07:30 to 17:00 hours.

##### **Hourly Charges**

Emergency services performed outside regular hours shall be authorized by North Kitsap Fire & Rescue Battalion Chief or North Kitsap Fire & Rescue Assistant Chief prior to the work being conducted. After hour work shall be of a high priority and emergency in nature for the purpose providing essential emergency service. The hourly rate for these services shall be \$85.33.

**Annual Service and Routine Preventative Maintenance:** Provided during the hours of 07:30 and 17:00 Monday through Friday.

**Travel:**

Every effort will be made to avoid transporting vehicles to the NKF&R shop facility for routine maintenance and repairs. If transportation is necessary the NKF&R Lead Mechanic shall make every effort to provide such transportation. If NKF&R is unable to provide transportation it is the responsibility of EJFR to provide a driver or towing at its own expense.

The hours estimate (s) listed below are for illustration purposes.

**Ambulance:** Three (3) hours periodic maintenance, four (4) hours for annual service.

**Tender:** Four (4) hours periodic maintenance and eight (8) hours.

**Staff Vehicles:** Two (2) hours, four (4) for annual service.

**Pumper:** Four (4) hours for periodic maintenance and 8 hours for annual service.

**Ladder Truck:** Six (6) hours for periodic maintenance and twelve (12) hours for annual service.

**Brush Engine:** Three (3) hours for periodic maintenances and six (6) hours for annual service.

**Generators:** Two (2) hours

Parts and fluids for annual and periodic maintenance and services are supplied by EJFR.

## **5. BILLING**

Quarterly payments made pursuant to the NKF&R flat rate labor for maintenance and repair as stated in SOG 710.5F portion of this agreement shall be as follows with the same format being duplicated and payment amounts estimated for each proceeding year:

- 1- Payment \$16,985.51 due January 31, 2009
- 2- Payment \$16,985.50 due April 30, 2009
- 3- Payment \$16,985.50 due July 31, 2009
- 4- Payment \$16,985.50 due October 31, 2009

NKF&R shall bill other charges to EJFR within on week of completion including hourly charges should they occur. Payment to NKF&R shall be within two weeks after EJFR Board of Commissioner regular monthly meeting.

Any parts or fluids consumed from NKF&R inventory shall be billed at the estimated or actual cost with no mark-up.

All outsourced work charges shall be billed directly to EJFR.


## 6. SCHEDULES

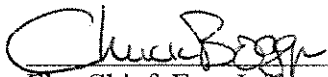
All repairs and maintenance shall be scheduled and performed at the discretion of NKF&R's Lead Mechanic based on need, priority and emergency concerns. All apparatus shall be treated equally between NKF&R and EJRR in the determination of first repaired.

Generally, the months of July and August will be the time (s) when annual service will be completed or as deemed necessary by NKF&R's Lead Mechanic.

## 7. TERM OF AGREEMENT

This agreement is effective January 1, 2009 to December 31 2011. Termination of this agreement shall be in writing with ninety (90) day notices and can be made by either party. Deliberate non-compliance to vehicle safety recommendations by NKF&R maintenance division shall cause NKF&R to terminate the maintenance and service agreement immediately.

  
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Fire Chief North Kitsap Fire & Rescue This day 12 Month Nov. 2008

  
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Fire Chief, East Jefferson Fire Rescue. This day 21 Month October 2008