

NORTH KITSAP FIRE & RESCUE

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FIRE APPARATUS SERVICE INTERLOCAL AGREEMENT

Entered into between **NORTH KITSAP FIRE & RESCUE** hereafter referred to as “**NKF&R**” and **JEFFERSON FIRE PROTECTION DISTRICT NO. 5** hereafter referred to as **JCFD#5**.

1. PURPOSE

The purpose of this Agreement is to provide the necessary maintenance and repair of emergency vehicles owned and operated by **JCFD#5**. Certified Vehicle Repair Technicians employed by **NKF&R** will perform these services.

2. DEFINITIONS

Annual Service: Includes the work listed on the Annual Vehicle Service and Maintenance Form SOG 710.5F. In addition, each pumper shall receive an annual pump test at an additional charge.

Emergency Repairs: Immediate repairs done on the road or for emergency call out.

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.

Routine Repairs: Repairs not listed on either SOG 710.5F which may include valve repair, pump rebuild, minor body damage, engine repair or replacement.

Out sourced Repairs or Maintenance: Repairs that are deemed by **NKFR**'s 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.

3. NKF&R MAINTENANCE RESPONSIBILITIES: (CHARGES apply)

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, attached to this agreement.

Modifications to apparatus or equipment and other repairs shall be performed only as time allows and shall be based on an hourly rate of \$ 85.33 per hour. Maintenance and repair work are first priority.

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

JCFD#5 vehicles shall receive on 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 of **JCFD#5**, before repairs are performed, to communicate the specifics of the repair order for the purpose of direction and courtesy.

NKF&R shall coordinate one annual pump test through a certified third party. The charges for the third party pump testing shall be billed directly from the service provider to **JCFD#5** for payment. Additional pump tests will be conducted only as requested by the Fire Chief of **JCFD#5**. If additional pump tests are ordered third party charges will apply.

The NKFR Lead Mechanic will provide maintenance and repair reports to **JCFD#5** on a twice per year basis (**recommended**) or as requested by the Fire Chief of **JCFD#5**.

When work is outsourced, the third party charges will be billed directly to **JCFD#5**.

4. JCFD#5 RESPONSIBILITIES

JCFD#5 shall assign a person or person (s) to monitor the maintenance and repair activities. Repair orders shall be ordered through NKFR's Emergency Reporting System. **NKF&R** will provide access to its Emergency Reporting System to allow **JCFD#5** the ability to request repair orders.

JCFD#5 shall establish vendor accounts with various part and fluid vendors to provide the ability for the NKFR mechanics to purchase necessary parts and fluids for maintenance and repair of **JCFD#5**.

JCFD#5 shall direct their employees to monitor vehicle mileage in order to insure vehicles do not exceed the recommended mileage benchmarks for routine maintenance. When a vehicle is near or over the mileage benchmark **JCFD#5** will notify the NKFR Lead Mechanic through the Emergency Reporting System of the need for service.

5. CHARGES

NKF&R labor will be billed at actual hours worked at \$85.33 per hour for tasks performed during normal hours of operation (07:30 to 17:00 Monday through Friday), except holidays. Service outside normal hours shall be billed at time and one-half per hour

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NKF&R shall purchase through **JCFD#5** voucher system for motor oils, brake fluids, transmission fluids, antifreeze, gear oils, grease windshields, etc. at additional costs to **JCFD#5**. Other parts or fluids not covered by this agreement e.g. air and oil filters, belts, hoses, etc are also the responsibility of **JCFD#5** and **NKF&R** shall purchase through **JCFD#5** voucher system. Any supply used from **NKF&R** inventory will be billed to **JCFD#5** at the actual cost to **NKF&R** with a 10% markup.

JCFD#5 will provide a method for **NKF&R** mechanics to purchase parts from outside vendors in order to process the charges directly through **JCFD#5** voucher system.

Annual Service and Routine Preventative Maintenance: Provided during the hours of 07:30 to 17:00 Monday through Friday, except holidays. Service outside of those hours shall be billed at time and one-half per hour based on \$85.33 per hour as the regular hourly rate.

Travel: If a vehicle must be taken to **NKF&R** for repair and/or maintenance, it is the responsibility of **JCFD#5** to provide a driver or towing at its own expense. Every effort will be made to conduct maintenance and repair in **JCFD#5** to avoid transport of vehicles to the **NKF&R** Maintenance Facility.

The hours estimate (s) listed below are for illustration purposes and are intended to facilitate budget estimation.

Ambulance / Aid Car: Estimated 4 hours for periodic maintenance and 4 hours for annual service (plus parts and fluids as needed).

Tender: estimated 8 hours for periodic maintenance and 8 hours for annual service (plus parts and fluids as needed).

Staff Vehicles: estimate 4 hours periodic maintenance and 4 hours for annual service (plus parts and fluids as needed).

Pumpers: estimated 8 hours for periodic maintenance and 8 hours for annual service (plus parts and fluids as needed).

Ladder Truck: estimated 12 hours for periodic maintenance and 12 hours for annual service (plus parts and fluids as needed).

Brush Engine: estimated 6 hours for periodic maintenance and 6 hours for annual service (plus parts and fluids as needed).

Generators: estimated 3 hours (plus parts and fluids as needed).

Washington State Sales Tax: Sales tax shall be added to all fees for labor, parts and materials. Washington State sales tax is based on the current Jefferson or Kitsap County rates as applicable.

5. BILLING

NKF&R shall bill JCFD#5 within one week of completion of service for all maintenance, repairs, parts and any emergency call out time charges. Payments shall be made to NKF&R by JCFD#5 within two weeks after the regular monthly JCFD#5 Board of Commissioner meeting.

6. SCHEDULES

Annual service: Shall be performed at the discretion of the Lead Mechanic based on need and priority concerns for apparatus in-service status. Generally, the months of July and August will be when the annual service will be completed.

7. TERM OF AGREEMENT

This agreement is effective January 1, 2011 and shall automatically renew annually after review of the rate schedule by both parties. Adjustment to this agreement shall made no later than the last day of July of each year for the following year. JCFD#5 shall notify NKF&R no later than September 1st of each year of intent to continue to receive apparatus maintenance services under the terms and conditions of this agreement. Termination of the agreement shall be in writing with sixty (60) day notice and can be made by either party. Deliberate non-compliance to vehicle safety recommendations by NKF&R's maintenance division shall cause NKF&R to terminate the maintenance and service agreement immediately.

Dated this 11 day of June ~~200~~ 2010
JEFFERSON FIRE PROTECTION DISTRICT NO. 5

Wayne Kier
Operations Chief – Wayne Kier

Dated this 14 day of July 20010
North Kitsap Fire & Rescue

[Signature]
Fire Chief

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