



PROFESSIONAL SERVICE INTERLOCAL AGREEMENT FOR APPARATUS MAINTENANCE AND REPAIR

This Interlocal Agreement is entered into between **North Kitsap Fire & Rescue** hereafter referred to as "**NKF&R**" and **East Jefferson Fire & Rescue** hereafter referred to as "**EJF&R**".

1. PURPOSE

The purpose of this Agreement is to provide the necessary maintenance and repair of emergency vehicles owned and operated by EJF&R. 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 710.1F**, attached to this agreement.

Emergency Repairs: Immediate repairs that are done on the road or for emergency call out after normal shop hours of 07:00 - 17:00 Monday - Friday.

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 710.2F**, attached to this agreement.

Non-Routine Repairs: Repairs not listed on SOG 710.1F and repairs longer than two (2) hours. This may include valve repair, pump rebuild, minor body damage, engine repair, or replacement. See **Non-Routine Repairs SOG 710.14**, attached to this agreement.

Outsourced Repairs or Maintenance: Repairs that are deemed by the Fleet Services Supervisor as repairs beyond the capacity of the NKF&R maintenance facility, manufacture warranty, and/or time considerations for priority repairs. Examples may include heavy truck automatic transmission repairs or heavy truck major engine repairs. NKF&R will make every effort to avoid outsourcing work.

Flat Rate Annual Fee: An annual fee for apparatus maintenance and repair services provided by NKF&R Fleet Maintenance Division personnel. Outsourced repairs shall be billed directly to EJF&R by the vendor and shall not be included in the Flat Rate Base Fee.

Hourly Rate: A composite fee for reimbursement of wages of NKF&R Maintenance Division personnel for those services provided outside of "Routine Maintenance and Repair".

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 710.1F**.

Significant modifications/fabrications to apparatus or equipment shall be performed only as shop capacity and scheduling permits. Modifications and/or fabrications to apparatus or equipment not necessary to perform routine maintenance and repair shall be billed separately and not included in the Flat Rate Annual Fee.

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

EJF&R vehicles shall receive an annual service and inspection and one (1) periodic service and inspection. In the event a significant expense is greater than (\$2,000) for any single repair order, the Fleet Services Supervisor shall notify the EJF&R designee of the specifics of the needed repair for direction and courtesy.

NKF&R shall coordinate one (1) 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 EJF&R for payment. EJF&R reserves the option of self-conducting annual pump testing.

The Fleet Services Supervisor will provide maintenance and repair reports to EJF&R monthly and annually, or as requested by EJF&R Fire Chief or his/her designee.

The following monthly reports shall be provided;

- Work order report
- Summary of parts and labor report
- Spreadsheet to assist EJF&R in the preparation of vouchers and accounting

The following report will be provided annually;

- Summary of parts and labor

Outsourced work charges shall be directly billed to EJF&R.

4. EJF&R RESPONSIBILITIES

EJF&R shall assign a designee responsible to monitor the maintenance and repair of district-owned apparatus and equipment. Repair orders shall be initiated using the NKF&R Dossier Reporting System.

EJF&R shall implement a procedure where employees monitor vehicle mileage to ensure vehicles do not exceed the recommended mileage benchmarks for routine vehicle maintenance. When a vehicle is near or exceeds the posted mileage noted on the windshield maintenance sticker, (located drivers side windshield) EJF&R employees shall notify NKF&R Fleet Services of the need for maintenance using the NKF&R Dossier Reporting System.

Every effort must be made to schedule with the NKF&R Fleet Services Facility for routine maintenance. If transportation is necessary, NKF&R Fleet Services will make every effort to provide such transportation. If NKF&R is unable to provide transportation, it is the responsibility of EJF&R to provide a driver or towing service at its expense.

Apparatus Purchasing: When a purchase of new or used fire apparatus is to be explored, a representative from NKF&R's Maintenance Shop shall have an opportunity to inspect the apparatus with EJF&R. A worklist will be created during the inspection and presented to EJF&R for review. Any non-routine repairs will be highlighted and shall be repaired before adding the apparatus to EJF&R's fleet.

Current EJF&R Fleet: Attached

5. CHARGES

Flat Rate Annual Fee:

The flat-rate annual fee for this agreement shall be as follows;

FY 2021 - \$101,234.30

FY 2022 - \$104,271.33

FY 2023 - \$107,399.47

The flat-rate annual fee covers the labor cost for apparatus maintenance and repair services provided by NKF&R Fleet Maintenance Division personnel.

NKF&R shall bill other charges for services provided in addition to "Routine Maintenance & Repair" to EJF&R within one (1) week of completion including hourly charges should they occur. Payment of all charges due to NKF&R shall be made within 30 days of receipt of invoice.

Hourly Rate: The Hourly Rate for Non-Routine repairs per this agreement is **\$95.00** per hour.

Routine Preventative Maintenance and Repair: Shall be provided during normal business hours of 07:00 - 17:00 Monday - Friday. Service outside of normal business hours will be limited to emergency repairs and requires prior approval by the Fleet Services Supervisor.

Travel: If a vehicle must be taken to NKF&R for repair and/or maintenance, it is the responsibility of EJF&R to provide a driver or towing at its own expense.

The hour's estimate(s) listed below are for illustration purposes and are intended to facilitate budget estimation. See current history reporting for actual time.

Ambulance/ Aid Car: estimated three (3) hours for periodic maintenance and four (4) hours for annual service. Plus parts and fluids as needed.

Tender: estimated four (4) hours for periodic maintenance and eight (8) hours for an annual service. Plus parts and fluids as needed.

Staff Vehicles: estimated two (2) hours periodic maintenance and four (4) hours for annual service. Plus parts and fluids as needed.

Pumpers: estimated four (4) hours for periodic maintenance and eight (8) hours for annual service. Plus parts and fluids as needed.

Ladder Truck: estimated six (6) hours for periodic maintenance and 12 hours for annual service. Plus parts and fluids as needed.

Brush Engine: estimated three (3) hours for periodic maintenance and six (6) hours for annual service. Plus parts and fluids as needed.

Generators: estimated two (2) hours. Plus parts and fluids as needed.

Local Sales and Use Tax shall be added to all fees for labor, parts, and materials. The local rate shall be based on Kitsap County (1800) rate plus the State Tax rate of 0.65. Current sales and use tax rates may be obtained on the Department of Revenue Website at www.dor.wa.gov.

6. BILLING

NKF&R shall bill EJF&R in quarterly installments according to the NKF&R flat rate for labor as stated in Section 5, CHARGES of this Agreement.

NKF&R shall invoice EJF&R monthly for parts used from the NKF&R Maintenance Facility. Payments shall be made to NKF&R by EJF&R within 30 days following receipt of invoice.

NKF&R shall invoice EJF&R for other charges for services provided in addition to "Routine Maintenance & Repair" to EJF&R monthly following completion of work, to include hourly labor charges should they occur. Payments shall be made to NKF&R by EJF&R within 30 days following receipt of invoice.

7. SCHEDULES

Annual Service: Annual service will be completed on a priority schedule or by miles. It shall be performed at the discretion of the Fleet Services Supervisor based on need and priority concerns for apparatus in-service status.

8. TERMS OF AGREEMENT

This agreement shall be effective on January 1, 2021, through December 31, 2023.

Termination of this agreement shall be in writing with ninety 90 days' notice and can be made by either party. Deliberate non-compliance to vehicle safety recommendations by NKF&R Fleet Services Division shall cause NKF&R to terminate the maintenance and service agreement immediately.

North Kitsap Fire & Rescue (NKF&R)

<u>Dan Smith</u>	<u>10/26/2021</u>
Fire Chief	Date

East Jefferson Fire & Rescue (EJF&R)

<u>Bret Black</u>	<u>10/26/2021</u>
Fire Chief	Date