



May 14, 2026

To: Administrative Control Board

From: Andy Garland, General Manager

Re: Fleet Maintenance

The **Interlocal Cooperation Agreement for Fleet Vehicle Maintenance** is a contract between the **Park City Fire Service District (PCFD)** and the **Mountain Regional Water Special Service District (Mountain Regional)**.

The primary purpose of the agreement is for PCFD to provide professional automotive maintenance and repair services for Mountain Regional's fleet of vehicles, as Mountain Regional does not employ its own mechanics.

Key Provisions

- **Scope of Services:**
 - **Preventative Maintenance:** Oil changes, inspections, and fluid/filter services.
 - **Mechanical & Electrical:** Repairs for engines, brakes, transmissions, and electrical systems.
 - **Specialty Services:** Emergency repairs (as available), minor bodywork, and auto glass replacement.
 - **Compliance:** Safety inspections and maintenance recordkeeping.
- **Financial Terms:**
 - **Labor Rate:** Mountain Regional will pay a flat rate of **\$140 per hour**.
 - **Billing Increments:** Labor is billed in 6-minute (0.1 hour) increments, with a minimum charge of 0.3 hour per job.
 - **Approval Threshold:** Any repair estimated to exceed **\$1,000** requires advance approval from Mountain Regional.
- **Term and Termination:**
 - The agreement is effective for **one year** starting May 2026.
 - It can be renewed in 6-month increments (up to a legal limit of 50 years).
 - Either party can terminate the agreement with **14 days' written notice**.
- **Responsibilities:**
 - **Mountain Regional:** Responsible for delivering clean vehicles, providing maintenance history, and ensuring vehicles are properly insured and licensed.

- o **PCFD:** Responsible for performing work to industry standards using qualified personnel and maintaining workers' compensation and premises insurance.

Purpose and Benefits

Mountain Regional intends to use this agreement to achieve **substantial savings** compared to the open market by leveraging the existing mechanical expertise and infrastructure of the Park City Fire District.