Village of Cottage Grove Notice of Public Meeting
Town of Cottage Grove

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

Monday, September 28, 2020 6:30 P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://zoom.us/j/93992446399

You can also participate via phone by dialing 1 312 626 6799 *and use Meeting ID:* 939 9244 6399# *When asked for your Participant ID, just press #*

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes From The July 27, 2020 Meeting.

   Documents:

   JOINT CG FIRE MINUTES 7-27-20.PDF

5. Updates
   a. Rapid Response Vehicle
   b. Meeting room and bay WIFI.
   c. Furnace repairs
   d. Washer and dryer replacement
   e. PFAS foam disposal and replacement
   f. Engine 3 future replacement
6. Discuss And Consider Engine 3 Future Replacement.
7. Discuss And Consider Proposed Fire Department Budget For 2021.

   Documents:

   BUDGET2_001.PDF
   BUDGET3_001.PDF
   BUDGET1_001.PDF

8. Discuss And Consider Emergency Services Building Budget For 2021.

   Documents:

   EMERGENCY SERVICES BUILD_001.PDF

9. Discuss And Consider Roof Repair And Future Roof Maintenance.

   Documents:

   CGESB- GREAT LAKES ROOFING ESTIMATE-1.PDF
   CGESB- NIR ROOF CARE- REVISED.PDF

10. Presentation Of Sign Design And Discuss And Consider Safer Grant Sign.

11. Chief's Report

12. Future Agenda Items.

13. Next Meeting Date-Potentially Monday, November 23 Or November 30.

14. Adjournment

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

TOWN OF COTTAGE GROVE **AMENDED**

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

Monday, July 27, 2020 **Via Zoom**
6:30 p.m.

AGENDA
Draft Minutes

1. Call to order, roll call and confirm that the meeting was properly posted. Meeting called to order by chair Melissa Ratcliff at 6:30 p.m. via zoom. Committee members attending were Melissa Ratcliff, Kris Hampton, Paul VanderVelde, Steve Anders, Jeff Lennberg, and Mike DuPlayee. Others present included Fire Chief Nick Archibald, Assistant Fire Chief April Hammond, and DGEMS Chief Eric Lang.

2. Public's opportunity to speak. None.

3. Consider approval of minutes of previous meeting on May 28, 2020. Mike DuPlayee made motion to approve, seconded by Kris Hampton. Motion passed 6-0-0.

4. Update on:
   A. Rapid Response Vehicle. Chief Archibald hoped the chassis would be completed in the next week and then it would be put together with the coach so hopeful for delivery in the next couple months.
   B. Discuss 2% fire dues. Will be looked at during the budget and discussed how to keep track of it in the future.
   C. Engine 3 future replacement. Issue with Engine 3 that is a 1996 vehicle and has been needing sporadic repairs that cause it to be out of service for weeks to months at a time while it is being repaired. Discussion on financing a new truck in 2021. Currently in plan to replace in 2022. Chief will have quotes on trucks at our next meeting.
   D. Meeting Room and Bay WI-FI. Previously discussed at a Joint Fire committee meeting and estimates were expensive. Estimate in packet from Horstman Networks totaling $1,367.99 for upgraded WI-FI in the meeting room and a hotspot in the Bay. Chief Lang indicated that this would qualify for reimbursement from the COVID-19 relief funds as the wi-fi was extremely important for their virtual meetings and education. Motion by Jeff Lennberg to approve spending $1,367.99 from the building repair fund for the Horstman Networks estimate for the WI-FI in the meeting room and bay and to be looked into for reimbursement from COVID-19 relief funds. Seconded by Paul VanderVelde. Motion approved 6-0-0.

5. Discuss and consider estimate for furnace repairs. Blower motor in furnace on second level was not functioning properly and discovered during maintenance. Estimate in packet from High Tech Heating & AC totaling $1,030.86. Motion by Kris Hampton

to approve the quote from High Tech for the blower motor replacement from the building repair fund totaling $1,030.86 and for possible rebate from Focus on Energy. Seconded by Jeff Lennberg. Motion approved 6-0-0.

6. Discuss and consider washer and dryer repairs/replacement and dryer vent cleaning. Current washer and dryer are approximately 15 years old. Since COVID-19 everyone was told to wash their clothes at the building so as not to take any possible contaminated clothing back to their homes. The dryer was having issues drying clothes. Chief Lang provided information on 2 sets of washers/dryers from Maytag and Whirlpool which cost approximately $900 per unit so a total of $1,800 per set. As the washer and dryer are required as a result of the pandemic, the funds could be reimbursed from COVID-19 relief funds. Motion by Paul VanderVelde to approve the purchase of a new washer and dryer up to $2,000 from the building repair funds and to be submitted for reimbursement from COVID-19 relief funds. Seconded by Jeff Lennberg. Motion approved 6-0-0.

7. PFAS Foam disposal and replacement. Two quotes provided in packet. Motion by Melissa Ratcliff to approve the quote from North Shore Environmental Constructions (NSEC) totaling up to $7,700.00 for PFAS removal and disposal with each municipality paying their equalized value portion with possible reimbursement in the future from the state, Clean Sweep or other entities. Seconded by Steve Anders. Motion passed 6-0-0.

8. Discuss fire agreements. Discussion regarding age of agreements between fire department, town and village and current practices that may be different than what the agreements indicate. Agreement by all to have village attorney review fire agreements to consolidate and update. Trustees Lennberg and VanderVelde noted it was good practice to have agreements reviewed at least annually, which the fire agreements have not been. Supervisor Anders indicated concern regarding length of time of village attorney to review agreements. Chair Ratcliff indicated that the agreements would hopefully be reviewed and brought back to the next joint fire commission meeting in September.

9. Discuss fire inspections and enhanced repeaters. New development in village, large cement buildings, causes fire department radios to not work effectively, thus the fire chief's recommendations that the builder/developer install an enhanced repeater. Chief Archibald noted he made these recommendations based on NFPA-1. Although they are recommendations, the fire department does not have the ability to enforce their recommendations. Discussion regarding municipalities roles.

10. Chief's Report. Staffing levels remain the same as last meeting. 129 calls for the year.

11. Future agenda items. Rapid response vehicle update; Engine 3 quotes; fire agreements; budget planning process update.

12. Discuss and consider next date of meeting. Monday, September 28, 2020, at 6:30 p.m. via Zoom.

13. Adjournment. Motion to adjourn by Mike DuPlayee, seconded by Steve Andres. Motion passed 6-0-0. Meeting adjourned at 7:55 p.m.

Budget 2

2020 Cottage Grove Fire Department Joint Operational Budget

	2019	2021
(A) Joint Owned Apparatus Expenses		
1- Maintenance (Major Apparatus failures not included)	$9,800	$9,800
2- Fuel	$3,900	$3,900
3- Insurance	$21,000	$21,000
Total	**$34,700**	**$34,700**
(B) Personnel Cost & Reimbursement		
1- Chiefs Pay	$6,000	$4,800
2-Officers Pay	$6,000	$7,200
3- Firefighters Training Pay	$16,000	16,000
4- Sunday Duty Pay	$4,800	$4,800
5- South WI & North IL/WI State FF Association Dues	$1,000	$1,000
Total	**$33,800**	**$33,800**
(C) Division Expenses		
1- Training/ Safety	$5,500	$5,500
2- Investigation	$300	$300
3- Personnel/ Records	$4,500	$4,500
4- Inspection Supplies	$300	$300
5- Chief	$650	$650
Total	**$11,250**	**$11,250**
(D) Maintenance Contracts & Certifications		
1-TNT Extrication Equipment	$900	$900
2- Scott Air Pack Hydrostatic Testing	$2,850	$2,850
3- Apparatus and Building Fire Extinguishers	$425	$425
4- Cascade Air Compressor Annual Maintenance	$600	$600
5- Pagers and Radios	$2,000	$2,000
6- Aerial Certification and Maintenance	$2,600	$2,600
7- Ground Ladder Certification	$500	$500
Total	**$9,875**	**$9,875**
(E) Phone		
1- Telephone (landline and internet)	$1,600	$1,600
Total	**$1,600**	**$1,600**
2% Dues Account Income fro annual 2% dues payment pays for this category		
(F) New Equipment and Supplies		
1- Firefighter Turn Out Gear	$6,600	$32,015
2- (3) 50 ft 1-3/4" NFT Hose	$360	$360
3- (3) 50 ft 2-1/2" NFT Hose	$525	$525
4- Foam	$300	$1,000
5- Bloodbourne Pathogens Supplies	$300	$300
6- Batteries	$750	$1,000
7- Handtools	$1,400	$1,400
8- Miscellaneous Supplies	$1,250	$1,250
9- Oil Dry	$150	$150
10- Hazardous Materials Supplies	$350	$350
11- Uniform Badges	$300	$500
12- Accountability Systems	$150	$150
Total	**$12,435**	**$39,000**
(G) Fire Inspection Pay		
Village Of Cottage Grove		$4,500
Town of Cottage Grove		$3,500
Total		**$8,000**
(H) Fire Prevention		
Fire Prevention	$2,500	$3,000
Total		**$3,000**
Budget Total	$106,160	$141,225
(T) Town Owned Apparatus Expenses	$3,100	$3,100
1- Maintenance (Major Apparatus failures not included)	$2,100	$2,100
2- Fuel	$1,800	$2,000
3- Insurance	**$7,000**	**$7,200**
Total		

Budget 3

2020 Cottage Grove Fire Department Joint Operational Budget

	2019	2021
(A) Joint Owned Apparatus Expenses		
1- Maintenance (Major Apparatus failures not included)	$9,800	$9,800
2- Fuel	$3,900	$3,900
3- Insurance	$21,000	$21,000
Total	**$34,700**	**$34,700**
(B) Personnel Cost & Reimbursement		
1- Chiefs Pay	$6,000	$4,800
2-Officers Pay	$6,000	$7,200
3- Firefighters Training Pay	$16,000	16,000
4- Sunday Duty Pay	$4,800	$4,800
5- South WI & North IL/WI State FF Association Dues	$1,000	$1,000
Total	**$33,800**	**$33,800**
(C) Division Expenses		
1- Training/ Safety	$5,500	$5,500
2- Investigation	$300	$300
3- Personnel/ Records	$4,500	$4,500
4- Inspection Supplies	$300	$300
5- Chief	$650	$650
Total	**$11,250**	**$11,250**
(D) Maintenance Contracts & Certifications		
1-TNT Extrication Equipment	$900	$900
2- Scott Air Pack Hydrostatic Testing	$2,850	$2,850
3- Apparatus and Building Fire Extinguishers	$425	$425
4- Cascade Air Compressor Annual Maintenance	$600	$600
5- Pagers and Radios	$2,000	$2,000
6- Aerial Certification and Maintenance	$2,600	$2,600
7- Ground Ladder Certification	$500	$500
Total	**$9,875**	**$9,875**
(E) Phone		
1- Telephone (landline and internet)	$1,600	$1,600
Total	**$1,600**	**$1,600**
2% Dues Account Income fro annual 2% dues payment pays for this category		
(F) New Equipment and Supplies		
1- Firefighter Turn Out Gear	$6,600	$14,000
2- (3) 50 ft 1-3/4" NFT Hose	$360	$360
3- (3) 50 ft 2-1/2" NFT Hose	$525	$525
4- Foam	$300	$1,000
5- Bloodbourne Pathogens Supplies	$300	$300
6- Batteries	$750	$1,000
7- Handtools	$1,400	$1,400
8- Miscellaneous Supplies	$1,250	$1,250
9- Oil Dry	$150	$150
10- Hazardous Materials Supplies	$350	$350
11- Uniform Badges	$300	$500
12- Accountability Systems	$150	$150
Total	**$12,435**	**$20,985**
(G) Fire Inspection Pay		
Village Of Cottage Grove		$4,500
Town of Cottage Grove		$3,500
Total		**$8,000**
(H) Fire Prevention		
Fire Prevention	$2,500	$3,000
Total		**$3,000**
Budget Total	$106,160	$123,210
(T) Town Owned Apparatus Expenses	$3,100	$3,100
1- Maintenance (Major Apparatus failures not included)	$2,100	$2,100
2- Fuel	$1,800	$2,000
3- Insurance	**$7,000**	**$7,200**
Total		
Village 2% Dues		
Savings Account for Vehicle Replacement (accumulates annually)		$10,000
(Approximated income from 2% dues will go into a savings account managed by the Village)		
Town 2% Dues		
Savings Account for Vehicle Replacement (accumulates annually)		$10,000
(Approximated income from 2% dues will go into a savings account managed by the Town)		

Budget 1

2020 Cottage Grove Fire Department Joint Operational Budget

	2019	2021
(A) Joint Owned Apparatus Expenses		
1- Maintenance (Major Apparatus failures not included)	$9,800	$9,800
2- Fuel	$3,900	$3,900
3- Insurance	$21,000	$21,000
Total	**$34,700**	**$34,700**
(B) Personnel Cost & Reimbursement		
1- Chiefs Pay	$6,000	$4,800
2-Officers Pay	$6,000	$7,200
3- Firefighters Training Pay	$16,000	16,000
4- Sunday Duty Pay	$4,800	$4,800
5- South WI & North IL/WI State FF Association Dues	$1,000	$1,000
Total	**$33,800**	**$33,800**
(C) Division Expenses		
1- Training/ Safety	$5,500	$5,500
2- Investigation	$300	$300
3- Prevention	$2,500	$3,000
4- Personnel/ Records	$4,500	$4,500
5- Inspection Supplies	$300	$300
6- Chief	$650	$650
Total	**$13,750**	**$14,250**
(D) Maintenance Contracts & Certifications		
1-TNT Extrication Equipment	$900	$900
2- Scott Air Pack Hydrostatic Testing	$2,850	$2,850
3- Apparatus and Building Fire Extinguishers	$425	$425
4- Cascade Air Compressor Annual Maintenance	$600	$600
5- Pagers and Radios	$2,000	$2,000
6- Aerial Certification and Maintenance	$2,600	$2,600
7- Ground Ladder Certification	$500	$500
Total	**$9,875**	**$9,875**
(E) Phone		
1- Telephone (landline and internet)	$1,600	$1,600
Total	**$1,600**	**$1,600**
(F) New Equipment and Supplies		
1- Firefighter Turn Out Gear	$6,600	$6,600
2- (3) 50 ft 1-3/4" NFT Hose	$360	$360
3- (3) 50 ft 2-1/2" NFT Hose	$525	$525
4- Foam	$300	$1,000
5- Bloodbourne Pathogens Supplies	$300	$300
6- Batteries	$750	$1,000
7- Handtools	$1,400	$1,400
8- Miscellaneous Supplies	$1,250	$1,250
9- Oil Dry	$150	$150
10- Hazardous Materials Supplies	$350	$350
11- Uniform Badges	$300	$500
12- Accountability Systems	$150	$150
Total	**$12,435**	**$13,585**
Budget Total	$106,160	$107,810
(T) Town Owned Apparatus Expenses		
1- Maintenance (Major Apparatus failures not included)	$3,100	$3,100
2- Fuel	$2,100	$2,100
3- Insurance	$1,800	$2,000
Total	**$7,000**	**$7,200**

Village 2% Dues

Savings Account for Vehicle Replacement $30,000

(Approximated income from 2% dues will go into a savings account managed by the Village)

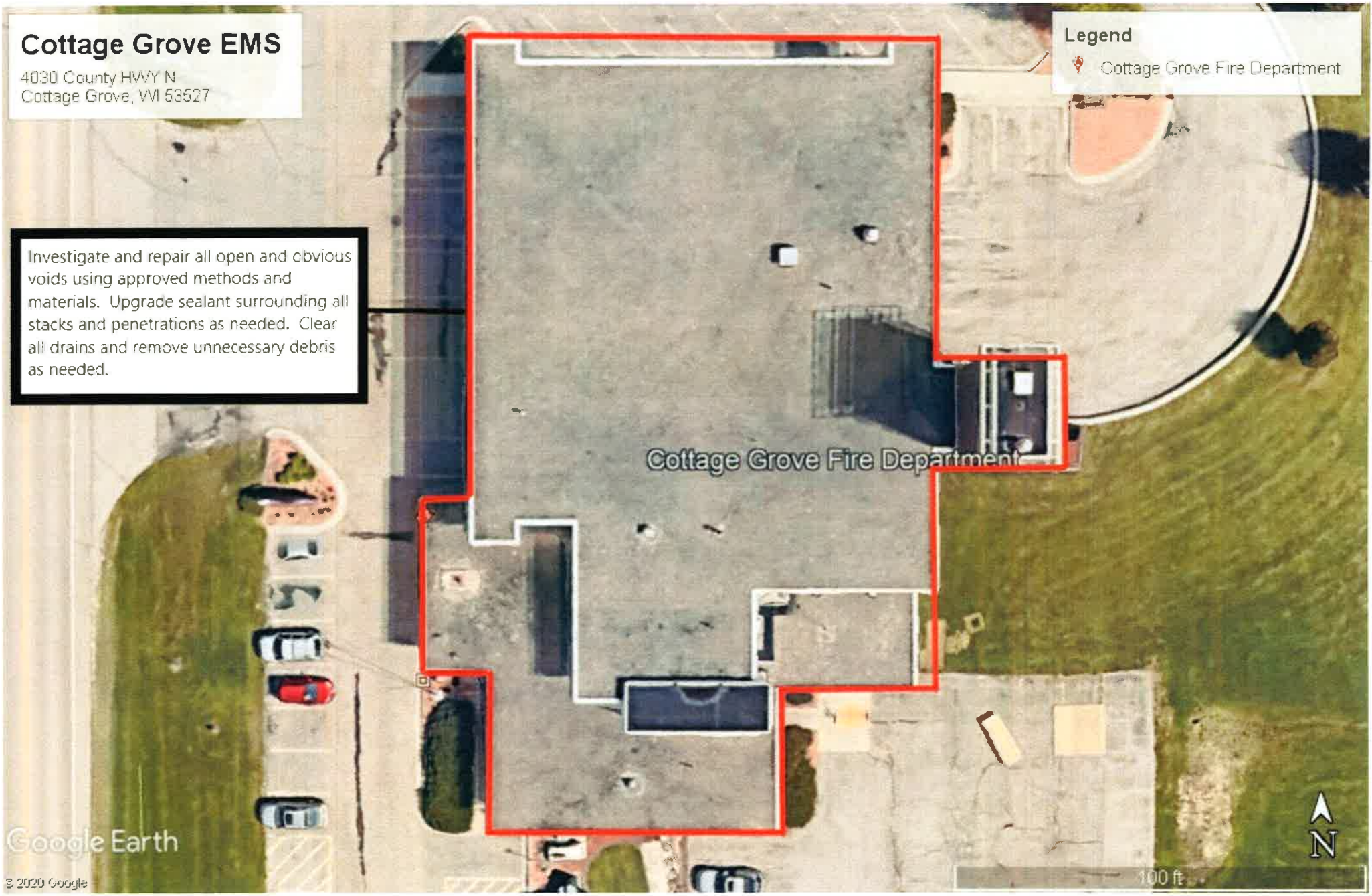
Town 2% Dues

Savings Account for Vehicle Replacement $17,000

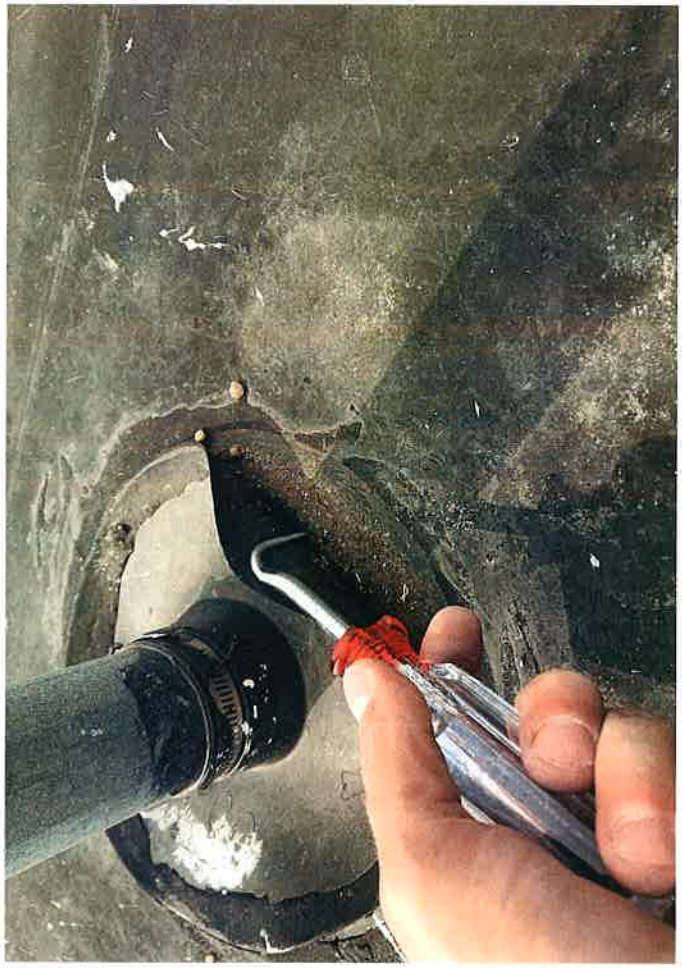
(Approximated income from 2% dues will go into a savings account managed by the Town)

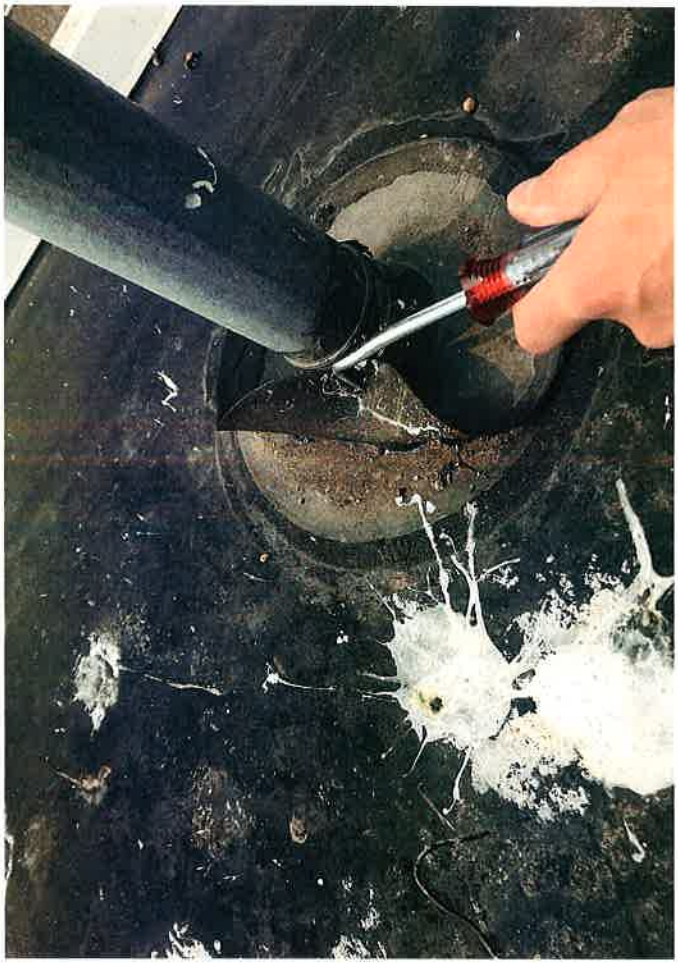
Emergency Service Building

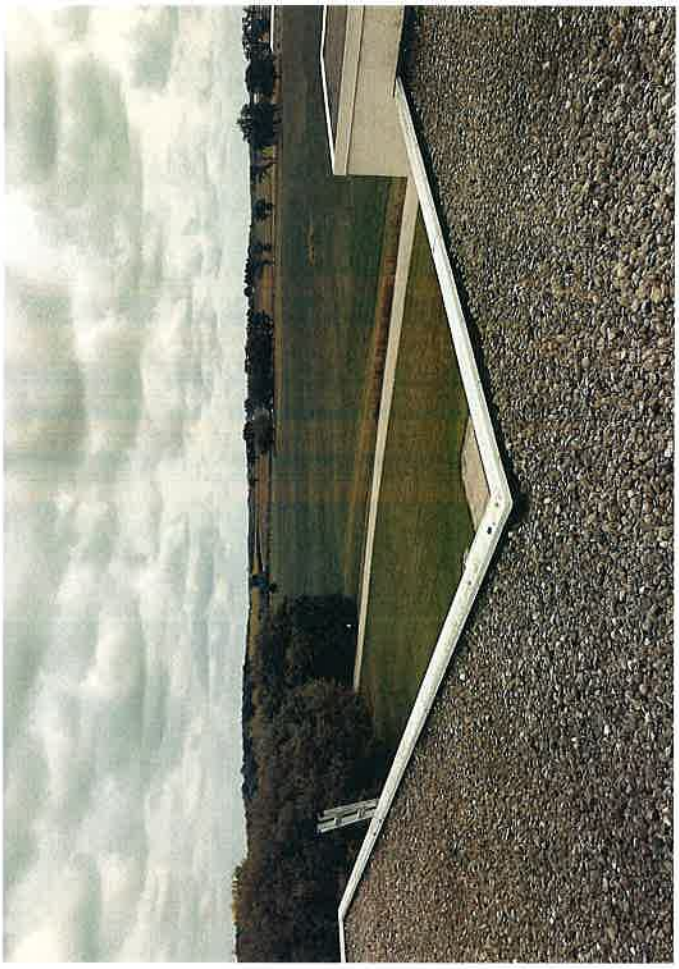
	2017 Budget	2018 Budget	2019 Budget	2019 Expenses	2020 Budget	2020 Expenses	2021 Budget
Gas/Electricity	26,000	26,000	20,000	18,798	20,000	11,431	
Water and Sewer	2,200	2,200	2,000	1,727	2,000	878	
HVAC Service	1,500	504	1,000	2,039	2,000	1,576	
Insurance	2,159	2,200	2,200	2,336	2,500	2,537	
Elevator Service / Telephone	2,500	2,000	2,500	2,300	2,000	815	
Generator Service	700		700	520	800		
Building Maintenance	6,200	2,000	5,400	1,453	5,400	5,330	
New Telephone System				1,859		1,859	
LED High Bay Fixtures				4,445		1,872	
WI-FI Upgrade (Submit to Covid-19 Relief Fund)						1,368	
Property Repair Fund	14,000	14,000	14,000	14,000	20,000	20,000	
Door Repair			150	6,491			
Cleaning Supplies	1,000	200	500	1,072	500		
Cleaning Services	3,150	3,100	2,500	2,460	2,500	1,845	
Furnace Installation						12,315	
TOTAL	$ 59,409	$ 52,204	$ 50,950	$ 59,500	$ 57,700	$ 61,826	$ -
Budget Amendment		$ 75,629	$ 8,246				
Adjusted Budget		$ 127,833	$ 59,196				
Insurance Recovery For Damaged Door				$ (1,942)			
ESB Property Repair Fund - LED High Bay Fixtures				(4,445)			
ESB Property Repair Fund - Telephone System Installation				(1,859)		$ (1,859)	
ESB Property Repair Fund - New Lights						$ (6,612)	
ESB Property Repair Fund - Furnace Installation						(12,315)	
WI-FI Upgrade (Submit to Covid-19 Relief Fund)						(1,368)	
Total Expense				$ 51,254		$ 39,672	
Town Portion 50%	$ 29,705	$ 34,112	$ 25,475	$ 25,315	$ 28,850	$ 19,836	$ -
Village Portion 50%	$ 29,705	$ 34,112	$ 25,475	$ 25,315	$ 28,850	$ 19,836	$ -
Repaving Funded By ESB Property Repair Fund		$ 59,609					

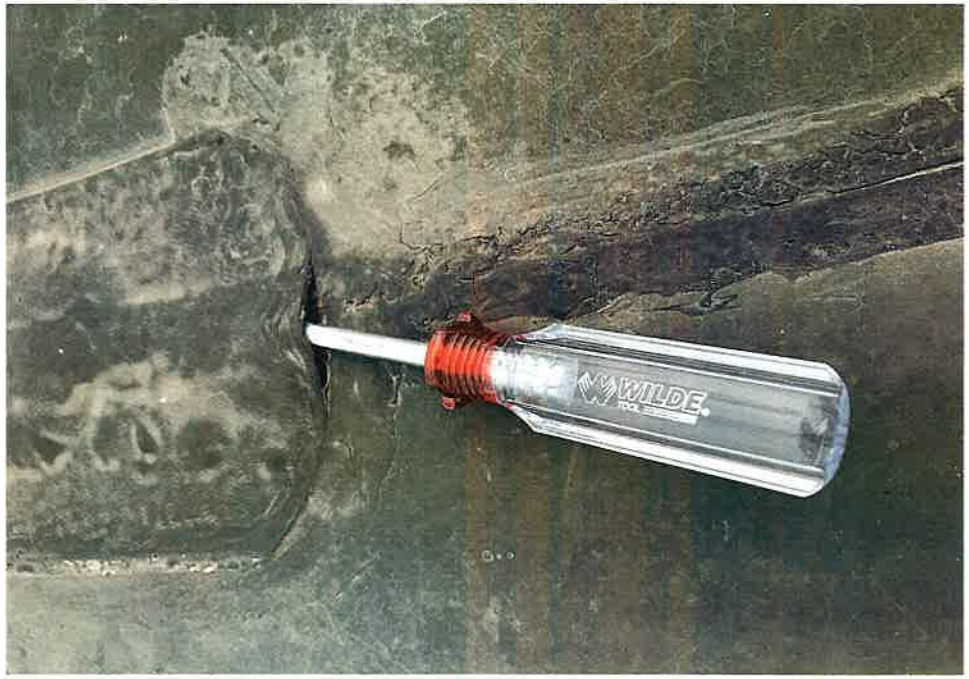


Investigate and repair all open and obvious voids using approved methods and materials. Upgrade sealant surrounding all stacks and penetrations as needed. Clear all drains and remove unnecessary debris as needed.





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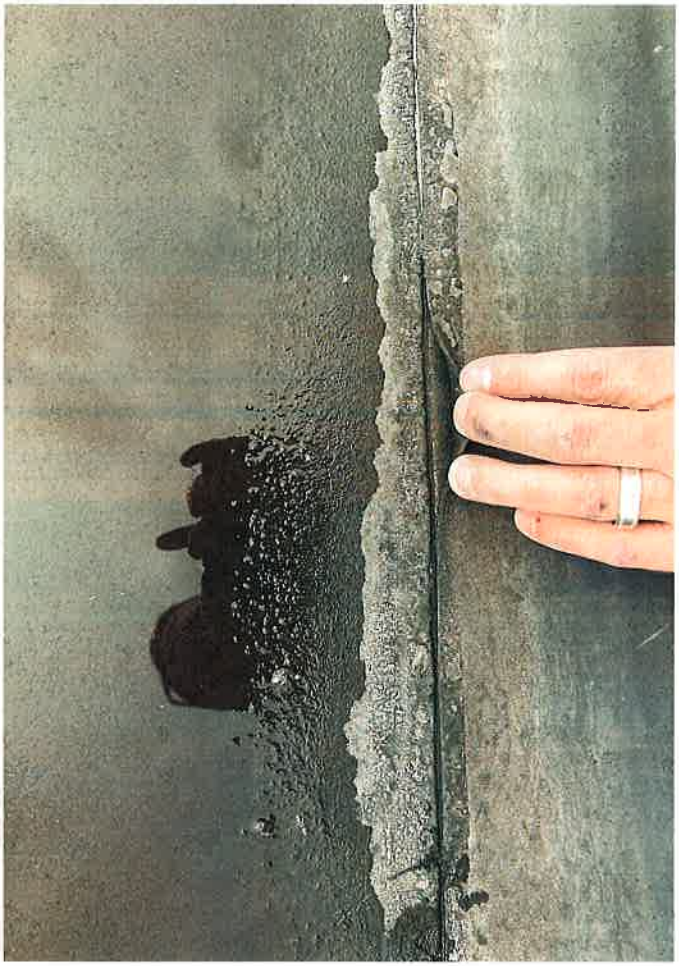

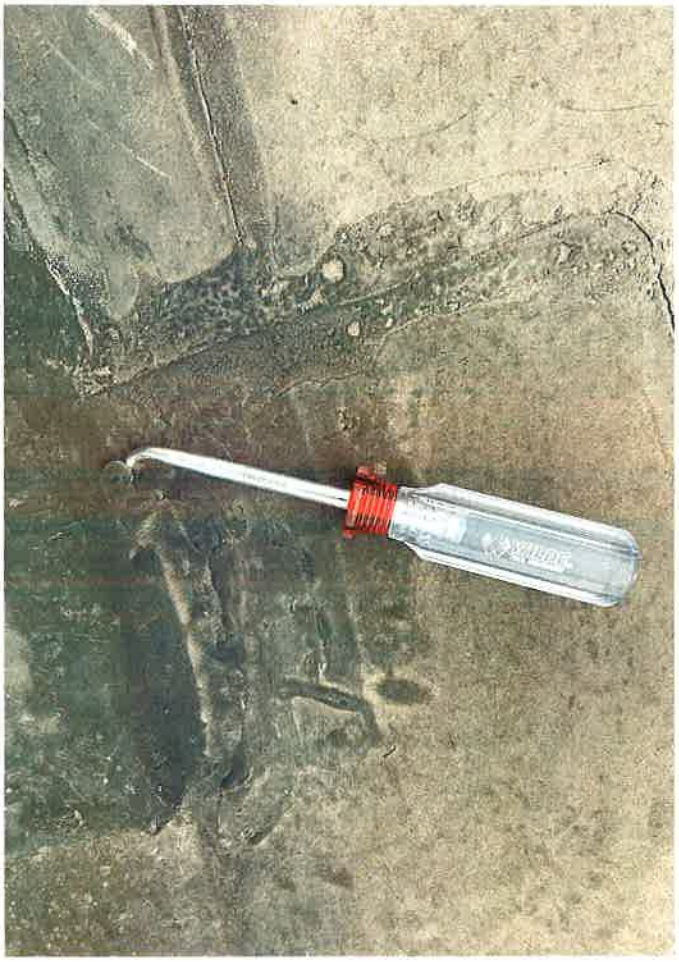

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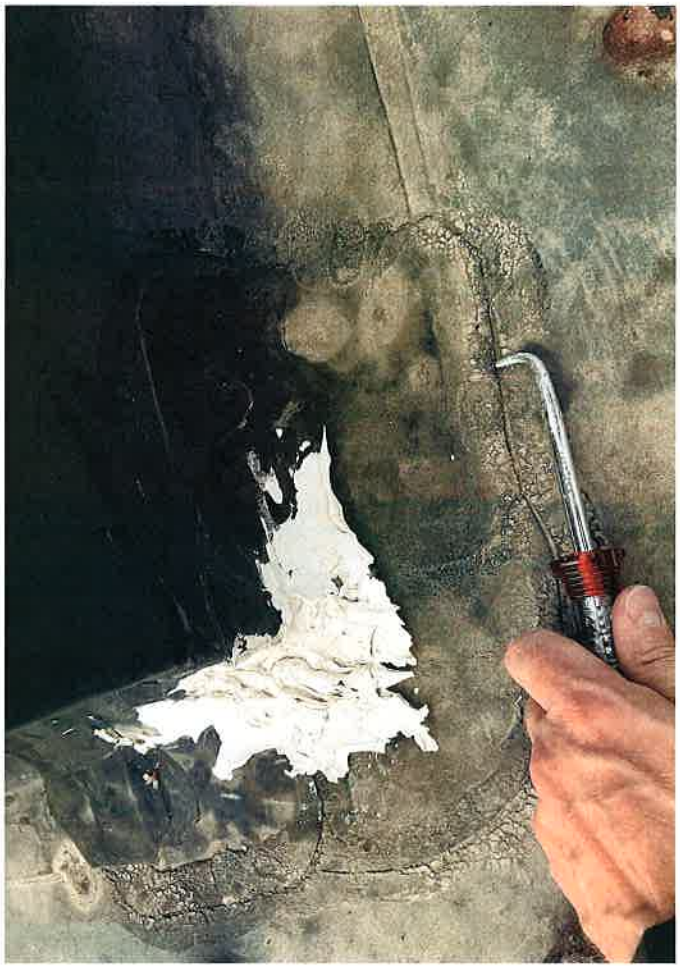
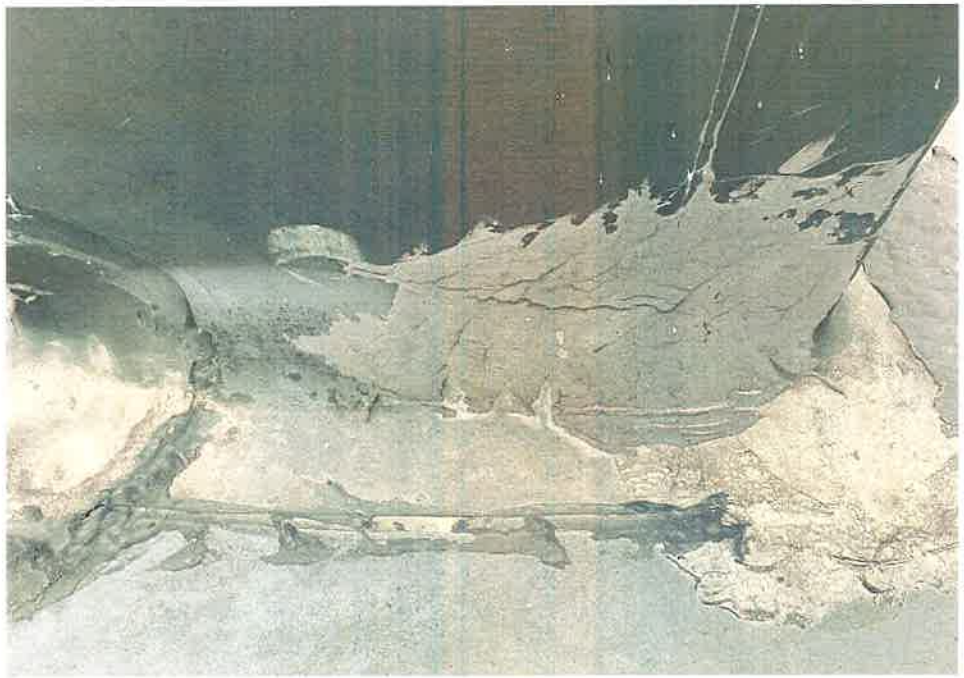
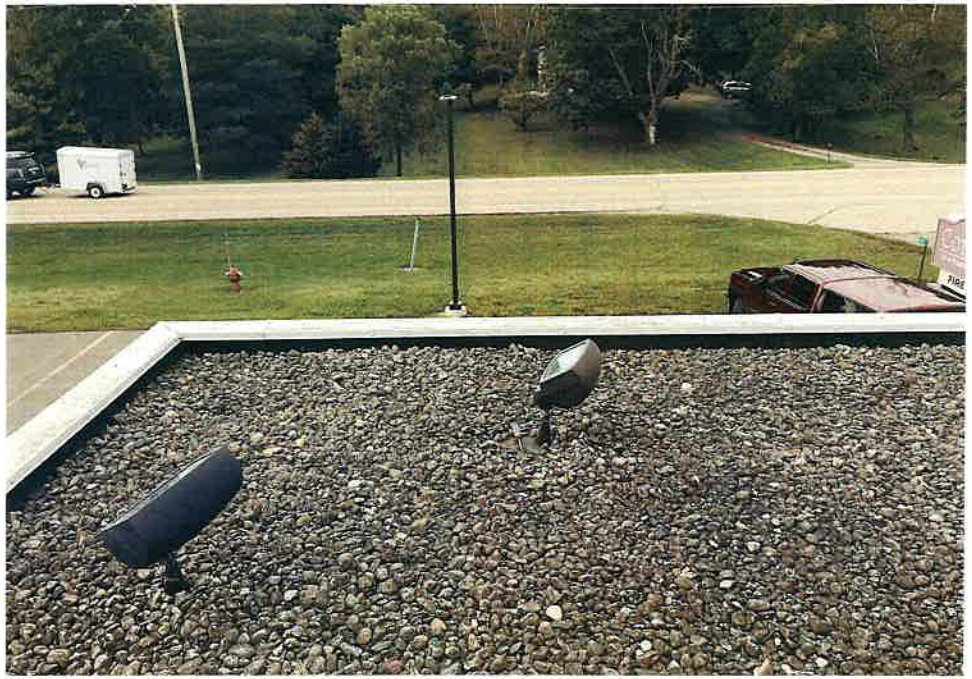
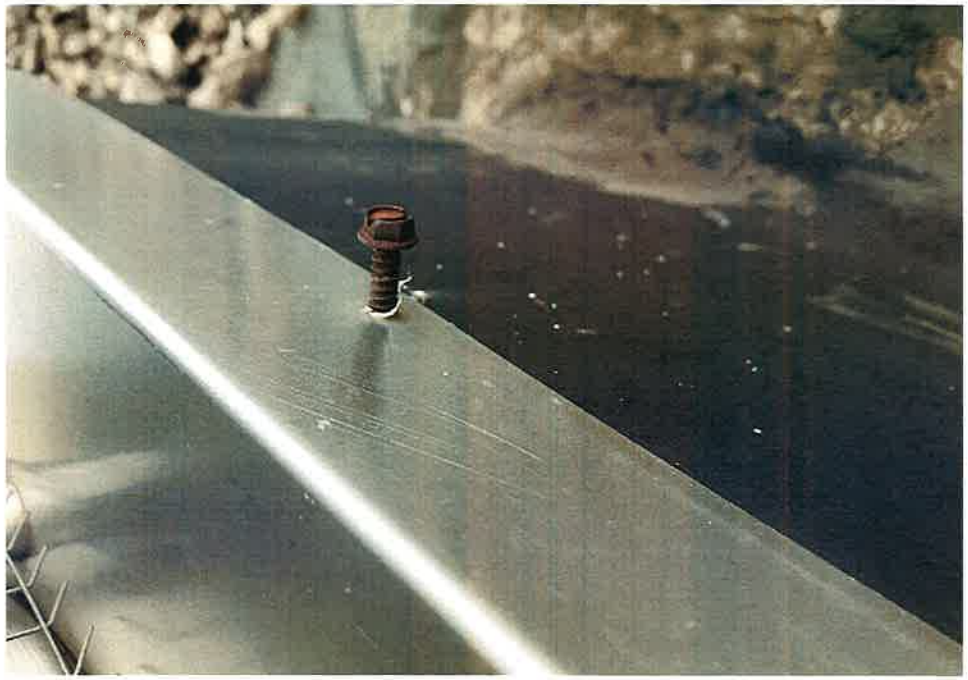








Germantown Office:
W194 N11055 Kleinmann Drive
Germantown WI 53022
262-253-9550 * 800-871-5151
Fax: 262-253-3664

Appleton Office:
1605 Drum Corps Drive
Menasha WI 54952
920-996-9550 * 800-871-5151
Fax: 920-968-1843

Madison Office:
4740 McFarland Court
McFarland WI 53558
608-838-9900 * 800-871-5151
Fax: 608-838-9381

Proposal No. _____ **Sheet No.** _____ **Date** September 16, 2020

Proposal Submitted To

Name Cottage Grove Emergency Services
Street 4030 County HWY N
City, State Cottage Grove, WI 53527
Telephone

Work To Be Performed At

Street 4030 County HWY N
City, State Cottage Grove, WI 53527
Date of Plans
Architect

_____Set up required safety equipment at site needed to comply with OSHA construction guidelines (i.e. approved barricades, safety lines, rubbish chutes, etc.).

_____Great Lakes Roofing Corporation's written HAZZ/COMM Program and SDS sheets will be on job site at all times.

_____Clean up project work area and dispose of our debris safety.

SCOPE OF WORK: INVESTIGATE AND REPAIR ALL OPEN AND OBVIOUS VOIDS USING APPROVED METHODS AND MATERIALS. UPGRADE SEALANT SURROUNDING ALL PENETRATIONS AND CURBS AS NEEDED. CLEAR DRAINS AND REMOVE DEBRIS AS NEEDED. COMPLETE ROOFING SYSTEM MAINTENANCE OVERHAUL. SEE OVERHEAD PHOTO.

* Rooftop needed equipment and materials to repair roofing system.

* Pull back gravel to expose roof system.

Push back gravel to cover roof.

* Clean up project area and dispose of our debris safely.

INVESTMENT: Work to be performed on a Time & Material Basis

Work estimated at: $6,250

Submitted by: Matthew Wurth

ACCEPTANCE

The undersigned hereby accepts this Proposal and, intending to be legally bound hereby, agrees that this writing shall be a binding contract and shall constitute the entire contract.

Any alteration or deviation from the above specifications involving extra costs and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work.

Owner/Customer: _____
By: _____
Title: _____
Date: _____

Great Lakes Roofing Corporation reserves the right to withdraw this scope of work

finance charge of 1.5% (18% annual) will be charged on all accounts past 10 days

Service Report

Roof Care®
Your Roof's Care Is Our Concern®

Account & Contact Information

Customer/Account	Village of Cottage Grove	Site Contact	Eric Lang
Site Phone	(608) 839-5813	Site Address	4030 County Hwy N Cottage Grove, WI 53527
Email		Site Phone	(608) 839-5658
Site Fax			
Billing Address	221 E. Cottage Grove Rd Cottage Grove, WI 53527		

Work Details

Work Order Number	RC00101318	P.O. Number	
Assigned Roof Care Specialist	Brady Boland	Date Completed	9/11/2020

Current Roof Summary

Site System	Ballasted	Service Interval	Semi-Annual
Site Deck		Service Level	Original
Square Feet	16344	Cost Per Visit	$600.00
New Overall Roof Condition Grade	C = 5-7 years of life expectancy	Annualized Original Plan Cost	$1,200
Roof Care Plan Needed	✓		

Inspection Report Information

Record Type	Description	Comments	Location	Quantity	Units
Base flashing				6	
Debris on roof				multiple	
Drain				8	
Pipe boot				2	
Field membrane				4	

27 Point Inspection Details

1. Reported Leak	Repair	15. Pitch Pan	ok
2. Wall Construction	ok	16. Skylight	N/A
3. Wall Flashing	ok	17. Expansion Joint	ok
4. Base Flashing	repair	18. Gravel Stop	ok
5. Counter Flashing	ok	19. Termination Bar	N/A
6. Field Membrane	repair	20. Coping	ok
7. Debris On The Roof	clean	21. Drain	clean
8. Roof Top Unit	ok	22. Scupper	ok
9. Fan/Vent	ok	23. Gutter	N/A
10. Soil Stack	ok	24. Drip Edge	ok

11. Flue Pipe	ok	25. Previous Patch	ok
12. Pipe Boots	repair	26. Portal	ok
13. Other	N/A	27. Roof Hatch	ok
14. Walkway Pads	OK		

Recommendations

Recommendations and Other Comments

This is a repair proposal and a quarterly maintenance program for this building.

Recommended Repairs will consist of

on roof system and checking all counter flashing and other flashes.

- Make repairs to all openings and seal all cracks sealants.
- Will also do a quarterly maintenance to keep up on all repairs and extend the life of the roof system.

Any questions or concerns please contact me at 224-769-1263 thank you

Cost for Repairs $2,910.00
Cost for Semi annually Roof Care Plan ..... $1,200 Annually
($600 Per Service Visit)

Total Cost of NIR Roof Care Plan $4,110.00
(Repairs & Service)

NIR Roof Care Plan

1. NIR Roof Care Plan® shall furnish and include:

a. A Certified NIR Roof Care Specialist® in their Mobile Service Unit (MSU) with the materials, tools and equipment necessary to perform a comprehensive, 27-point maintenance inspection and minor repairs on intervals of your choosing.

b. A detailed condition report and a minimum of three (3) photos will be submitted to the Building Owner/Representative following each service visit.

c. Services included during visit depending on your roof type:

- Cleaning of drains; inspect drain components and tighten drain bolts as needed
- Removal of miscellaneous roof debris.
- Repair minor deficiencies found on flashings, around roof penetrations and parapet walls, including soil stacks, skylights, curbs and vents
- Repair deficiencies found on field membrane
- Inspect mechanical equipment on roof & reporting observed deficiencies
- Provide a written report on the condition of the roof area
- Provide photographs of repairs made and other areas of concern
- Provide a written estimate for any repairs not covered in this agreement
- Identify any and all issues covered under existing roof warranty – if applicable
- Priority Emergency Services will be provided as a NIR Roof Care Plan® customer
- NIR Roof Care exclusive mobile Application accessible for customer portal, may be used for viewing

and requesting services.

d. All repairs required beyond minor maintenance items will be described on a NIR Roof Care Proposal and submitted to the Representative for authorization prior to work being performed.

e. Priority Emergency Services will be provided as a NIR Roof Care Plan® customer.

2. Termination of Agreement:

a. Notwithstanding anything in this Agreement to the contrary, the Representative of your company or NIR may terminate this Agreement by giving sixty (60) days written notice thereof to the other party, and may terminate immediately upon the sale of the property. Prior to this notification of cancellation, the Representative shall provide NIR with a fifteen (15) day cure period to resolve any issues or concerns.

3. Pricing Structure:

The term of this Agreement shall begin on the date authorized and expire one (1) year thereafter. Thereafter this Agreement shall automatically renew for additional one (1) year periods until terminated. A price adjustment may be made at the time of renewal based on the change in the Consumer Price Index, not exceeding 5% of the total value of this Agreement. The Agreement can be reviewed by the Representative of your company and NIR to restructure the overall pricing and service interval if both parties agree to terms. Notification shall be 60 days for amendment.

b. NIR reserves the right to suspend this contract in the event of non-payment by providing notification to the Representative of your company.

Contract Price by RCS	$2,910.00

This is your service report, not your invoice.
An invoice along with a copy of this report will be submitted to your AP contact on file.
For billing questions, contact accounting@nir.com

NIR Roof Care Plan Photos

Title	Image Thumbnail

Roof Care®
Your Roof's Care Is Our Concern®

Roof Care®
Your Roof's Care Is Our Concern®

Seal all openings

Seal openings
properly

Removal of debris

Seal all openings

Seal all openings

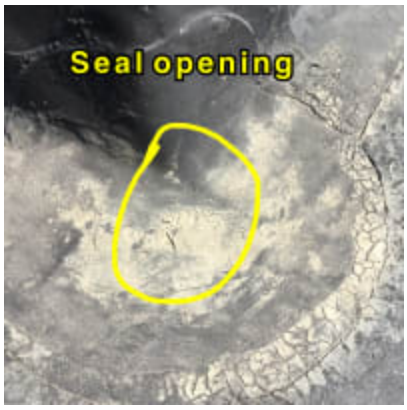
Tower roof
hatch and pipe
flashings

Tower roof
repair both
pipe flashings

Seal cracked
sealant

Strip in seam
with cover
tape

Seal opening


Seal opening

Seal opening

Service Report

"Your Roof's Care is our Concern"

Payment Policy: Payment due upon completion.

All prices are subject to change without notification at NIR's sole discretion based on materials and labor cost increases. The price changes will be reflected in the subsequent customer invoice.

We occasionally run promotion prices as incentives or limited time opportunities for qualifying purchases made during the promotional time period. Due to the time sensitive and promotional nature of these events, we are unable to offer price protection or retroactive discounts or refunds for previous purchases in the event of a price reduction or promotional offering.

We strive for great customer service! Tell us how we're doing and you could win in our monthly drawing! (http://nir.com/customer-satisfaction-survey)

The best compliment you can give us is a referral. Know who could use our expertise? Let us know here! (http://nir.com/referral/)

Customer Signature

Signature

Signed By

Date