

MEMORANDUM OF UNDERSTANDING

**WASHINGTON TRAFFIC SAFETY COMMISSION
621 8th Ave SE , Suite 409
Olympia, WA 09504-0944**

**KITTITAS COUNTY SHERIFF'S OFFICE
KITTITAS COUNTY**

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NOV 10 2010

Traffic Safety

THIS AGREEMENT is made and entered into by and between:

The Kittitas County Sheriff's Office, hereinafter referred to as "Contractor" and the Washington Traffic Safety Commission, hereinafter referred to as "WTSC".

IT IS THE PURPOSE OF THIS AGREEMENT to secure the efforts of Sgt. Steve Panattoni to serve as a Law Enforcement Liaison (LEL) for the WTSC. His task is to increase the participation and effectiveness of law enforcement agencies and officers in Kittitas County to promote and participate in WTSC multi jurisdictional and High visibility enforcement mobilizations and promote the mission of Target Zero, for the period of **October 1, 2010 through September 30, 2011 (Federal Fiscal Year 2011)**. Funding for this project shall not exceed \$5,000.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. Contractor, using designated LEL, will solicit agencies to participate in the WTSC high visibility and multi-jurisdictional state wide mobilizations being conducted during federal fiscal year 2011.
2. Contractor, using designated LEL, will increase officer commitment and effectiveness during the state wide high visibility multijurisdictional mobilizations and other to be identified Target Zero enforcement activities.
3. Contractor, using designated LEL, will promote multi-agency task forces.
4. Contractor, using designated LEL, will assist the WTSC by providing the law enforcement perspective as we develop plans for programs to save lives and reduce serious injuries resulting from traffic crashes.
5. WTSC will reimburse Contractor for designated LEL's work as follows:
 - a. Overtime hours worked serving as WTSC's LEL - Reimbursement will be paid at the rate of not more than 1.5 times the officer's hourly rate plus Contractor's contributions to employee benefits including FICA, Medicare, Worker's Compensation, and unemployment.
 - b. Vehicle mileage is reimbursable at current state reimbursement rate.
 - c. Incidental costs such as copying, phone calls, equipment purchases, etc., must be approved in advance by WTSC.
6. WTSC will provide a training program for the LEL's and will reimburse for travel and training expenses as needed.

7. A monthly report will be submitted by designated LEL by the 10th day of following month on a form provided by WTSC.
8. **Contractor** must submit claims for reimbursement in a timely manner to **WTSC** for payment. Any request for reimbursement for activity conducted October 1, 2010 through June 30, 2011 must be received by WTSC no later than August 15, 2011. Reimbursement for activities occurring between July 1, 2011 and September 30, 2011 must be received by **WTSC** no later than October 31, 2011. Requests for reimbursement received after those dates may not be paid by **WTSC**. Claims for reimbursement must include:
- ♦ Invoice Voucher, A19-1A Form. Please note that we cannot accept a FAX. **(We must have your agency identified as the "Claimant", a Federal Tax ID # and an original signature of the agency head, command officer or contracting officer on the A-19 form.);**
 - ♦ Payroll support documents (signed overtime slips, payroll documents, etc.) and other supporting documents must be attached to ensure approved reimbursement.
9. Any dispute, disagreement or question of fact concerning this Agreement shall be decided by the Traffic Safety Task Force Program Manager of WTSC. The decision shall be in writing and shall be distributed to the parties concerned. If Contractor disagrees with the decision by the Traffic Safety Task Force Program Manager WTSC, the decision maybe appealed to the Director of the Washington Traffic Safety Commission. The appeal must be made in writing within 30 days of the WTSC decision and served by certified mail.
10. Either party may terminate this Agreement upon 30 days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination.

IN WITNESS WHEREOF, PARTIES HAVE EXECUTED THIS AGREEMENT.

Kittitas County Sheriff's Office

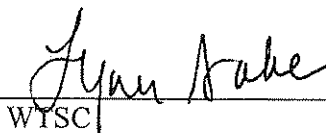
Contractor

Stephen Panattoni

Contracting Agent (print/type name)



Contracting Agent Signature


WTSC

11. 12-10

Effective Date