



City and Borough of Wrangell
2020-12-18 Special Borough Assembly Meeting
AGENDA

Friday, December 18, 2020
4:00 PM

Location: Teleconference

Resolution No. 10-20-1547 allows for the temporary suspension of in-person Assembly Meetings and allows for teleconference meetings, due to COVID-19, until December 31, 2020 unless terminated before that date.

If you wish to call into the meeting to speak under Persons to be Heard, please contact the Borough Clerk at 907-874-2381 or email: clerk@wrangell.com no later than Friday, December 18th at 3:00 p.m.

Written comments received prior 12:00 PM December 17, 2020 have been included in the Special Assembly Meeting packet. Written comments received after 12:00 PM, December 17, 2020 have been emailed directly to all Borough Assembly members.

To Join by Computer:

<https://zoom.us/j/9078742381?pwd=MTNqSEdncjRyakh2UCtMVUNxMndYUT09>

And Enter the Meeting ID: 907 874 2381

Then Enter Password: 99929

Please note that if letters are received for public comment on any items on this Special Assembly meeting Agenda, no later than 12:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PERSONS TO BE HEARD

4. WRITTEN COMMENTS (CORRESPONDENCE)

5. AMENDMENTS TO THE AGENDA

6. CONFLICT OF INTEREST

7. NEW BUSINESS

- a. Potential Presentation: Dr. Anne Zink (Invited), COVID-19 Statewide Update
- b. Approval of MOU with the IBEW to Adopt Bi-Weekly Payroll Beginning January 1, 2021
- c. Approval of Amendment to City & Borough of Wrangell Personnel Policies Section 402 Pay Days
- d. Approval of CARES Act Grant Funding Final Spending Plan
- e. Approval of Contract with CURTIS in an Amount up to \$301,519.03 for SCBAs
- f. Approval of Contract with NC Machinery in an Amount up to \$46,514 for a 60KW Generator for Back-Up Power for the Airport Runway Lights

g. RESOLUTION No. 12-20-1556 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE GENERAL AND COVID-19 PANDEMIC FUNDS TRANSFERRING UP TO \$15,000 FROM GENERAL FUND RESERVES TO THE COVID-19 PANDEMIC FUND FOR THE PURPOSE OF COVERING COVID-19 RELATED EXPENSES FOR DECEMBER 31, 2020 THROUGH JANUARY 31, 2021 AND AUTHORIZING ITS EXPENDITURE FOLLOWING EXPENDITURE AND EXPIRATION OF CARES ACT GRANT FUNDING AND PRIOR TO NEW FEDERAL RELIEF FUNDING

8. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

Potential Presentation: Dr. Anne Zink (Invited), COVID-19 Statewide Update

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX	
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Account Number(s):

	XXXXXX XXX XXXX	
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Account Name(s):

	Enter Text Here	
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX	
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: None

RECOMMENDATION MOTION:

None. Potential presentation only.

SUMMARY STATEMENT:

The EOC has invited Dr. Zink to provide a Statewide COVID-19 update to the Assembly. At the time writing this Dr. Zink had not yet confirmed her ability to attend the meeting. If she is unable to attend this item will be pulled from the agenda.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

Approval of MOU with the IBEW to Adopt Bi-Weekly Payroll Beginning January 1, 2021

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
--	----------------

Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: None

RECOMMENDATION MOTION:

Move to approve MOU with the IBEW to Adopt Bi-Weekly Payroll Beginning January 1, 2021.

SUMMARY STATEMENT:

The City & Borough of Wrangell is currently in the midst of collective bargaining with the IBEW. An area of mutual agreement is changing the current payroll periods from monthly to bi-weekly. This would change the number of annual pay periods from 12 to 26. Though it may seem like this creates more work for the Borough it is of mutual benefit to both employees and the CBW.

- Employees are paid more frequently
- Eliminates the need for processing of a mid-month draw for several employees
- Eliminates estimating month-end time by hourly employees; especially if they get called in to work
- Eliminates special check runs for unanticipated month-end time

The best time to implement this change is at the beginning of the new calendar year. Both the Borough and the IBEW are trying to get this change approved prior to January 1st. As the parties are still in active negotiations, the best way to handle an amendment to this one section of the Collective Bargaining Agreement is with an MOU. At the time of writing this, the Borough had not yet received confirmation from the IBEW of approval by their membership. To be prepared if approval does come through the item is being left on the agenda. It will be pulled from the agenda on Tuesday if the IBEW does not ratify the change prior to the meeting. We expect to receive documentation from the IBEW, and that is what will be used to draft the MOU. At this time, no document exists. It will be provided as soon as it is available.

Currently the Collective Bargaining Agreement states the following regarding pay periods:

18.11 All employees are paid on the 5th day of the month. For the months of June and December, employees will be paid on the last working day of those months. All employees under this agreement shall be allowed a mid-month draw and may be allowed additional draws based on personal need. If payday falls on a holiday or weekend, the preceding business day shall be the payday. With the exception of any mid-month draws, each paycheck shall be accompanied by a statement showing the number of hours worked at straight-time, the number of hours worked at overtime, and all deductions. Annual statements shall be furnished to each employee showing gross earnings, total deductions made, and total vacation and sick leave time accumulated. No unauthorized deductions or accrued earnings shall be withheld from an employee's earnings. Electronic deposits will be made upon written request by the employee.

The language being proposed is as follows:

~~18.11 All employees are paid on the 5th day of the month. For the months of June and December, employees will be paid on the last working day of those months. All employees under this agreement shall be allowed a mid-month draw and may be allowed additional draws based on personal need. If payday falls on a holiday or weekend, the preceding business day shall be the payday. With the exception of any mid-month draws, Payroll will be issued every two weeks beginning January 1, 2021. Employees will normally be paid on Friday on a bi-weekly basis. If the regular payday occurs on a holiday employees will be paid on the last working day prior to the regular payday.~~ Each paycheck shall be accompanied by a statement showing the number of hours worked at straight-time, the number of hours worked at overtime, and all deductions. Annual statements shall be furnished to each employee showing gross earnings, total deductions made, and total vacation and sick leave time accumulated. No unauthorized deductions or accrued earnings shall be withheld from an employee's earnings. Electronic deposits will be made upon written request by the employee.

The Personnel Regulations also stipulate a monthly pay day. The next item on the agenda amends the Personnel Regulations to adopt bi-weekly payroll. The next agenda item also includes a table of each pay period and payday for the 2021 calendar year.

Administration recommends approval of this item.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

Approval of Amendment to City & Borough of Wrangell Personnel Regulations Section 402 Pay Days

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXXX XXX XXXX
--	-----------------

Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	IBEW
Name(s)	
<input checked="" type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: None

RECOMMENDATION MOTION:

Move to Approve Amendment to the City & Borough of Wrangell Personnel Regulations Section 402 Pay Days.

SUMMARY STATEMENT:

Action to amend the Personnel Regulations is necessary in order to facilitate the change from monthly to bi-weekly payroll.

Currently the personnel regulations have the following provisions for pay days under Section 402:

402 Paydays

All employees are paid monthly on the fifth day of the month. If the fifth day of the month falls on a weekend or holiday, employees will be paid on the first working day prior. For the months of June and December employees will be paid on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Eligible employees may choose to participate in a mid-month draw program, in which a check will be issued on the twentieth of the month. Employees who choose to participate in the draw program will be limited to no more than 50% of their normal monthly net pay. Employees should review their paycheck to be sure all wages and deductions are correct. If an employee has any questions concerning their paycheck, they should contact the Finance Department. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation. Eligible employees may have paychecks directly deposited into their bank accounts if they provide advance written authorization to the City and Borough of Wrangell. Employees will receive an itemized statement of wages and deductions when the City and Borough of Wrangell makes direct deposits.

Proposed revision to Section 402:

~~All employees are paid monthly on the fifth day of the month. If the fifth day of the month falls on a weekend or holiday, employees will be paid on the first working day prior. For the months of June and December employees will be paid on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Eligible employees may choose to participate in a mid-month draw program, in which a check will be issued on the twentieth of the month. Employees who choose to participate in the draw program will be limited to no more than 50% of their normal monthly net pay. Employees should review their paycheck to be sure all wages and deductions are correct. If an employee has any questions concerning their paycheck, they should contact the Finance Department. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.~~ Payroll will be issued every two weeks beginning January 1, 2021. Employees will normally be paid on Friday on a bi-weekly basis. If the regular payday occurs on a holiday employees will be paid on the last working day prior to the regular payday. Each paycheck shall be accompanied by a statement showing the number of hours worked at straight-time, the number of hours worked at overtime, and all deductions. Annual statements shall be furnished to each employee showing gross earnings, total deductions made, and total vacation and sick leave time accumulated. No unauthorized deductions or accrued earnings shall be withheld from an employee's earnings. Eligible employees may have paychecks directly deposited into their bank accounts if they provide advance written authorization to the City and Borough of Wrangell.

Here is what the schedule will look like to start:

Friday January 1-Saturday January 9 will constitute the first pay period (albeit short)

Timesheets will be due Tuesday, January 12th by noon

Employees will be paid Friday January 15th

The full calendar will be as follows:

	Pay Period	Pay Day
1	January 1-January 9	January 15
2	January 10-January 23	January 29
3	January 24-Feb 6	February 12
4	February 7-20	February 26
5	February 21-March 6	March 12
6	March 7-20	March 26
7	March 21-Aprril 3	April 9
8	April 4-April 17	April 23
9	April 18-May 1	May 7
10	May 2-May 15	May 21
11	May 16-29	June 4
12	May 30-June12	June18
13	June 13-June 26	July 2
14	June 27-July 10	July 16
15	July 11-July 24	July 30
16	July 25-August 7	August 13
17	August 8-August 21	August 28
18	August 22-September 4	September 10
19	September 5- September 18	September 24
20	September 19-October 2	October 8
21	October 3-October 16	October 22
22	October 17-October 30	November 5
23	October 31-November 13	November 19
24	November 14-November 27	December 3
25	November 28-December 11	December 17
26	December 12-December 25	December 31

This item will also be pulled from the agenda if the IBEW is unable to ratify the proposed amendment prior to the meeting.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

Approval of CARES Act Grant Funding Final Spending Plan

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: ~\$310,560 Total

FY 20: \$	FY 21: ~\$310,560	FY22: \$
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Amount Budgeted:

FY21 ~\$310,560

Account Number(s):

11219 000 7519 00 32021

Account Name(s):

COVID-19 Contractual

Unencumbered Balance(s) (prior to expenditure):

\$310,560

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. November CARES Act Grant Report; 2. December Early Estimated CARES Act Grant Report

RECOMMENDATION MOTION:

Move to Approve CARES Act Grant Funding Final Spending Plan.

SUMMARY STATEMENT:

CARES Act Grant Funds are required to be expended or under contract (and received within 60 days) by December 30th. Congress continues to be gridlocked on passing a new COVID relief package, although they seem to be moving closer. What we do know is that if something passes by

the December break it will not include SALT (State, Local, Tribal) funding. That will hopefully be addressed sometime in January. There is fairly high confidence that the bill will include an extension for the use of existing CARES funding. As we are 2.5 weeks away from year end, it is just not a chance we can take.

A copy of the November CARES Act Grant report is attached for reference. The unspent grant funds as of November 30 were \$788,921. Finance Director Mason also compiled an “early estimate” of known and anticipated items for December leaving an estimated unspent balance of \$595,244.01.

Below is a list of expenditures we are obligated to cover that are in the pipeline to be paid, that are not included in Director Mason’s figure. Those items total \$284,684.37.

Outstanding WPS Payments	\$ 106,929.47
SEARHC - Sea Level Testing	\$ 22,750.00
Axion Body Cameras	\$ 34,401.90
Spawn - Branding	\$ 41,790.00
Visitor Guide - Photography	\$ 4,200.00
Visitor Guide - Design	\$ 3,800.00
Visitor Guide - Printing	\$ 3,546.00
Collective Marketing, etc.	\$ 18,840.00
Outstanding Community Grants	\$ 9,285.00
Outstanding Touchless Fixtures	\$ 15,814.00
Airport Generator Engineering	\$ 8,240.00
Email Migration	\$ 8,000.00
Power Cot Installation	\$ 7,088.00
	\$ 284,684.37

That leaves an estimated balance of unspent funds in the amount of \$310,559.64. We have \$383,033 in legitimate spending requests.

SCBAs	\$ 301,519.00
Airport Generator	\$ 46,514.00
WPD Server	\$ 20,000.00
Pool Resuscitation Tr. Equip.	\$ 3,000.00
FD Garage Door Opener	\$ 10,000.00
COVID Legal Expenses	\$ 2,000.00
	\$ 383,033.00

The SCBAs are the breathing apparatus for the Fire Department and Water/WW Departments that are in need of replacement due to obsolescence. There is specific language in the Act authorizing use of funds on SCBA’s. This eligible expense offsets a future expense that would have to be borne by the Borough.

The airport generator provides emergency back-up power for the runway lights. This is necessary as we have already experienced a power failure while on generators with COVID-related medivacs taking place. This also solves a long-standing issue for the community.

The server at the Police Department is in desperate need of being replaced and CARES Act funding provides for this. This is an expense the Borough will need to undertake if it is not covered.

Parks & Rec has requested to purchase resuscitation training equipment to more safely provide lifeguard training.

Capital Facilities has requested \$10,000 to replace a garage door opener at the Fire Department to avoid the need to manually open the door to the garage bay where the new ambulance is kept.

Finally, \$2,000 is an estimate of COVID-related legal assistance through the end of the month. We will be obligated to pay these legal fees.

The staff wages estimated for December by Director Mason may turn out to be high leaving some additional funding available. Administration is requesting approval to spend the remaining CARES Act funds on the items listed above – without exceeding available grant funds. This will require Administration to set some things up appropriately. For instance, the next item on the agenda is approval to purchase the SCBA's. The approval is for an amount "up to" because we may need to decrease the total amount of units ordered to meet funding availability. Admittedly this is a bit of a Tetris puzzle here at the end.

The two most important items to fund are the airport generator and the SCBAs.

City & Borough of Wrangell
 CARES ACT Expenditures
 11/1/2020

CARES Funding	\$ 3,851,103.41
Prior Reported Expenditures	(2,300,274.94)
Funds Available	1,550,828.47

Public Assistance

Grants to local business & local fishermen	\$ 142,293.26	
School (Oct Inv)	\$ 18,070.53	
October Grants	\$ 44,725.00	
Total		\$ 205,088.79

Wages

Police Wages & Benefits	68,758.36	
Dispatchers Wages & Benefits	39,391.99	
Fire & EMS Wages & Benefits	29,725.65	137,876.00
Borough Manager	3,233.09	
City Clerk	2,462.97	
Economic Development Director & Mkt Help	7,811.97	
Finance Director	715.95	
Librarian	403.91	
Parks & Recreation Staff	242.81	
Power & Light Staff	740.77	
Nolan Center Staff		
Harbormaster		
Capital Facilities	1,159.59	16,771.06
Total Wages		154,647.06

Supplies

Temporary Isolation Site Phone & Internet	115.00		
Temporary Isolation Site Rent & Utilities Oct & Nov)	11,319.00	11,434.00	housing
Fire Department Cell Phone	680.00	3,763.99	telework
Masks		349,697.17	medical
Supplies		37,235.45	Public health
Website	484.92	402,130.61	
Nolan Center laptops	2,500.00		556,817.67
Tourism rebranding	25,294.91		
Touchless bathroom fixtures	346,695.60		
Sewer Pump	3,190.54		
Zoom	99.07		
Ambulance Tires	3,001.57		
Nolan Center Touchless shelves	8,750.00		
Total		402,130.61	
Legal Fees	40.00	40.00	
Total		761,906.46	

Funds Remaining

\$ 788,921.76

City & Borough of Wrangell
 CARES ACT Expenditures
 12/30/2020

CARES Funding	\$ 3,851,103.41
Prior Reported Expenditures	(3,062,181.40)
Funds Available	788,922.01
Public Assistance	

Grants to local business & local fishermen	\$ 24,815.69	\$ 24,815.69
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Wages

Police Wages & Benefits	68,758.36	
Dispatchers Wages & Benefits	39,391.99	
Fire & EMS Wages & Benefits	29,725.65	137,876.00
Borough Manager	3,233.09	
City Clerk		
Economic Development Director & Mkt Help	7,811.97	
Finance Director	715.95	
Librarian	403.91	
Parks & Recreation Staff	242.81	
Power & Light Staff	740.77	
Nolan Center Staff		
Harbormaster		
Capital Facilities	1,159.59	14,308.09
Total Wages		152,184.09

Supplies

Temporary Isolation Site Phone & Internet	115.00		
Temporary Isolation Site Rent & Utilities	5,964.00	6,079.00	housing
Fire Department Cell Phone	680.00	680.00	telework
Masks		-	medical
Supplies		-	Public health
Website		6,759.00	
Tourism rebranding			
Tourism rebranding - Spawn (Sept inv)	3,190.00		
Touchless bathroom fixtures			
Zoom			
Total		9,949.00	

Legal Fees	6,728.97	6,728.97
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Total	193,677.75
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Funds Remaining	\$ 595,244.01
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CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

Approval of Contract with CURTIS in an Amount up to \$301,519.03 for SCBAs

SUBMITTED BY:

Lisa Von Barga, Borough Manager

FISCAL NOTE:

Expenditure Required: \$301,519.03 Total

FY 20: \$	FY 21: \$301,519.03	FY22: \$
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Amount Budgeted:

FY21 \$0

Account Number(s):

11219 000 7519 00

Account Name(s):

COVID-19 Contractual

Unencumbered Balance(s) (prior to expenditure):

~\$310,560

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Curtis Quote; 2. CARES Act Funding Eligibility Email; 3. Request from Chief Bunes

RECOMMENDATION MOTION:

Move to Approve Sole Source Contract in Conformance with Wrangell Municipal Code Section 5.10.050 I for the Purchase of SCBAs from Curtis up to the Amount of \$301,519.03.

SUMMARY STATEMENT:

The SCBAs in the Fire Department and Water/WW Departments have reached obsolescence and need to be replaced. The CARES Act provides a specific provision for the acquisition of SCBAs in

order that fire response personnel do not have to share equipment – potentially passing the COVID virus between responders. Please see the attached email outlining this from staff in Senator Sullivan's office.

The Fire Department has obtained a quote from Curtis under the Houston-Galveston Area Contracting (HGAC) competitive bid for replacement of the SCBAs. This allows the CBW to sole source this purchase under WMC Section 5.10.050 I.

This quote includes:

- 27 SCBAs (23 for the FD and 4 for Water/WW)
- 6 CBA with thermal imaging capability
- 20 additional facemasks
- 29 additional cylinders (to be NFPA compliant each SCBA must have an extra cylinder)

The total potential purchase is \$301,519.03. As explained in the CARES Act Final Spending Plan we have more funding requests than estimated remaining funds. This purchase may have to be reduced to meet available funds. That is why the authorization asks to fund "up to" the full amount of the quote.

The CARES Act allows up to 60 days to receive items if they are under contract by December 30th.

Purchasing the SCBAs with CARES funding eliminates the future cost to the Borough.

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 DUNS#: 00-922-4163



Northwest L Item e.
 6507 South 208th Street
 Kent, WA. 98032
www.LNCURTIS.com
 Quotation No. 173985

Quotation

CUSTOMER:
 Wrangell City Fire Department
 PO Box 531
 Wrangell AK 99929

SHIP TO:
 Wrangell City
 205 Brueger Street
 Wrangell AK 99929

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
173985	12/15/2020	02/13/2021

SALESPERSON	CUSTOMER SERVICE REP
Robert Briggs rbriggs@lncurtis.com 907-483-0117	Michael Duncan mduncan@lncurtis.com 206-596-7904

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Dorianne Sprehe	C30755	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
DEST	Standard Shipping	

SPECIAL INSTRUCTIONS

LN Curtis H-GAC MSA Contract Number EE08-17

NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	27	EA	G1 4500 SCBA MSA CUSTOM	ATO: A-G1FS-444MD2COLAA	\$7,370.17	\$198,994.59
2	6	EA	G1 4500 SCBA MSA CUSTOM	ATO: A-G1FS-444MD2C0LEA	\$8,560.57	\$51,363.42
3	20	EA	10156459 MSA	ATO: A-G1FP-FM1M401	\$398.74	\$7,974.80
4	29	EA	10175709 MSA	PN# 10175709	\$1,489.18	\$43,186.22

DUNS NUMBER: 009224163
 SIC CODE: 5099
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 02/13/2021. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
DUNS#: 00-922-4163



Northwest L

Item e.

6507 South 208th Street
Kent, WA. 98032
www.LNCURTIS.com
Quotation No. 173985

Subtotal	\$301,519.03
Tax Total	\$0.00
Transportation	\$0.00
Total	\$301,519.03
View Terms of Sale and Return Policy	

Begin forwarded message:

From: "Mason, Sharai (Sullivan)" <Sharai_Mason@sullivan.senate.gov>
Subject: Cares Act PPE Standard Self Contained Breathing Apparatus Clarification
Date: September 23, 2020 at 8:19:14 AM AKDT
To: "david.bachrach@gmail.com" <david.bachrach@gmail.com>

Good morning Mr. Bachrach,

The Senator's office received official guidance from the CDC legal team for SCBA Cares Act PPE eligibility. Their guidance is state below:

"Standard self-contained breathing apparatus (SCBA) do qualify as PPE under the CARES act as stated in Section 3103 of the legislation.

SEC. 3103. TREATMENT OF RESPIRATORY PROTECTIVE DEVICES AS COVERED COUNTERMEASURES. Section 319F–3(i)(1)(D) of the Public Health Service Act (42 U.S.C. 247d–6d(i)(1)(D)) is amended to read as follows: “(D) a respiratory protective device that is approved by the National Institute for Occupational Safety and Health under part 84 of title 42, Code of Federal Regulations (or any successor regulations), and that the Secretary determines to be a priority for use during a public health emergency declared under section 319.”.

For additional information, CDC recommends that the constituent review the NIOSH Guide to Atmosphere-Supplying Respirators <https://www.cdc.gov/niosh/docs/2019-174/default.html>. CDC also recommends ensuring the SCBA is a NIOSH approved product which can be found on the NIOSH Certified Equipment list by searching Schedule 13F <https://wwwn.cdc.gov/niosh-cel/>."

Thank you for your patience. Please reach out to the office if you have any additional questions.

Best,

Sharai



Sharai Mason

Staff Assistant & Intern Recruiter

U.S. Senator Daniel S. Sullivan – Alaska

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Ask me about our [Internship Program](#)!

WRANGELL VOLUNTEER FIRE DEPARTMENT

PHONE: (907) 874.3223 FAX: (907) 874.3939 EMAIL: wrgfd@wrangell.com
P.O Box 794 Wrangell, Alaska 99929

December 14, 2020

City Manager Von Bargaen.

It is the request of the Fire Chief for the City Assembly to consider using CARES ACT Funding to support the purchases of MSA G-1 SCBA units for the Fire Department.

During the SARS CoV2 Pandemic the emphasis was and continues to be respiratory protection. The MSA G-1 SCBA offers high-level respiratory protection and reduces cross contamination with its design. The wearer exhales through the mask rather than into the respirator. With SCBA shared amongst the volunteers, the chance for contamination is high. We are driven to protect those first responders and continue to offer safe care for the community.

With this in mind I reached out to other Fire Departments that worked on using CARES Funding for this purchase and I received the following information.

McKinley Village purchased MSA G-1 Air packs with the exact same respiratory emphasis in mind as this meets the need "provides protection to First Responders." They are also a volunteer department and cannot issue an SCBA to just one person, they are shared amongst responders. The Chief, Dave DeCaro knew "it was the right thing to do for the protection of his crew."

I also reached out to Chief Ciccarello in Kachemak Bay, who said that initially the Assembly stated that they didn't know if this purchase was eligible. He had his finance people look further into this and they moved it up to the state CARES funding lawyers and onto the Federal CARES Funding for answers and they agreed that this purchase met the requirements to "protect first responders and limit community transmission."

The SCBA for respiratory protection specifically are eligible under the CARES ACT as stated in Section 3103 of the legislation.

(I have included the response from Sharai Mason from Senator Dan Sullivan's office.)

Having the discussion with these two Chiefs, I encourage the Assembly to move forward with the request to purchase MSA G-1 SCBA for respiratory protection and reduced potential for community transmission within our First Responders.

To further ensure that we minimize our exposures, we have included a request for additional face masks to assign to our Fire Fighter I responders.

WRANGELL VOLUNTEER FIRE DEPARTMENT

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P.O Box 794 Wrangell, Alaska 99929

Preliminary costs are listed below, for a total of \$272,038.35 a firm quote will be available Tuesday December 15th.

Our request is as follows:

- 23 – MSA G-1 4500# fire service SCBA units W/O TIC = \$203,765.05
23 complete units w/additional air cylinders (as required by NFPA)
- 6 – MSA G-1 4500# fire service SCBA W/TIC = \$60,298.50
6 complete units w/ additional air cylinders (as required by NFPA)
- 20 – Facepiece = \$7,974.80

Below is the itemized cost per unit with and without thermal image camera.

MSA G-1 4500# fire service SCBA \$5,482.25	MSA G-1 4500# fire service SCBA \$6,672.65
Facepiece \$398.74	Facepiece \$398.74
<u>45min 4500# cylinders \$1,489.18</u>	<u>45min 4500# cylinders \$1,489.18</u>
\$ 8,859.35	\$10,049.75

Should this project be funded, this would ensure that each firefighter has safe, reliable life safety equipment available to them, helping to address the ongoing public health emergency. These harnesses and facemasks offer high level respiratory protection, which will not only aid in the protection of our first responders but also provide safety and protection to those we respond to.

Thank you for considering this proposal.

Sincerely;

Chief Tim Buness

CC: Mayor S. Prysunka

WRANGELL VOLUNTEER FIRE DEPARTMENT

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P.O Box 794 Wrangell, Alaska 99929

From: "Mason, Sharai (Sullivan)" <Sharai_Mason@sullivan.senate.gov>
Subject: Cares Act PPE Standard Self Contained Breathing Apparatus Clarification
Date: September 23, 2020 at 8:19:14 AM AKDT
To: "david.bachrach@gmail.com" <david.bachrach@gmail.com>

Good morning Mr. Bachrach,

The Senator's office received official guidance from the CDC legal team for SCBA Cares Act PPE eligibility. Their guidance is state below:

"Standard self-contained breathing apparatus (SCBA) do qualify as PPE under the CARES act as stated in Section 3103 of the legislation.

*SEC. 3103. TREATMENT OF RESPIRATORY PROTECTIVE DEVICES AS COVERED COUNTERMEASURES.
Section 319F–3(i)(1)(D) of the Public Health Service Act (42 U.S.C. 247d–6d(i)(1)(D)) is amended to read as follows: “(D) a respiratory protective device that is approved by the National Institute for Occupational Safety and Health under part 84 of title 42, Code of Federal Regulations (or any successor regulations), and that the Secretary determines to be a priority for use during a public health emergency declared under section 319.”.*

For additional information, CDC recommends that the constituent review the NIOSH Guide to Atmosphere-Supplying Respirators <https://www.cdc.gov/niosh/docs/2019-174/default.html>. CDC also recommends ensuring the SCBA is a NIOSH approved product which can be found on the NIOSH Certified Equipment list by searching Schedule 13F <https://wwwn.cdc.gov/niosh-cel/>."

Thank you for your patience. Please reach out to the office if you have any additional questions.

Best,

Sharai



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CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

Approval of Contract with NC Machinery in an Amount up to \$46,514 for a 60KW Generator for Back-Up Power for the Airport Runway Lights

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$45,514 Total

FY 20: \$	FY 21: \$45,514	FY22: \$
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Amount Budgeted:

FY21 \$0

Account Number(s):

11219 000 7519 00

Account Name(s):

COVID-19 Contractual

Unencumbered Balance(s) (prior to expenditure):

~\$310,560

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. October 13, 2020 Airport Generator Report

RECOMMENDATION MOTION:

Move to Approve Sole Source Contract in Conformance with Wrangell Municipal Code Sections 5.10.050 B and F for the Purchase of a 60KW Generator from NC Machinery up to the Amount of \$46,514.

SUMMARY STATEMENT:

In mid-October Administration provided the Assembly with a report regarding the eligibility of using CARES Act funds for the acquisition of the back-up generator for the airport runway lights. What makes this CARES eligible is the need to medivac out all COVID positive patients requiring hospitalization. Wrangell had a near miss earlier this fall when the power went out while Wrangell was operating on generator power only with the need for a COVID medivac.

The CBW has entered into a contract for the electrical engineering for this project, also covered by CARES funding. This request is to purchase a 60KW trailered generator to serve as the back-up power supply for the runway lights. In discussions with ADOT it is necessary the generator be on a trailer and hooked up only when necessary, as opposed to being installed on site. There are far greater complications associated with obtaining approval through ADOT to have the generator on-site, than having it mobile. However, this increased the cost of the purchase by about \$10,000.

The quote was emailed, and the appropriate accompanying paperwork is en route, which is why it is not attached to the agenda statement.

The Borough will need to cover the cost of the switch gear and connections installation by an electrician.

As with the purchase of the SCBAs, the requests for critical items exceeds the estimated available grant funds. Administration will ensure expenditures do not exceed available funds.

This purchase is an allowable sole source under the procurement code because NC Machinery is the only distributor of CAT equipment in the state (Section B). CAT distributors in other states will not competitively quote against our local distributor. The CBW purchases CAT generators to ensure compatibility across our existing equipment (Section F).

Again, the CARES Act allows up to 60 days for arrival of equipment if it is under contract by December 30th.

October 13, 2020

To: Mayor Prysunka & Assembly Members
From: Lisa Von Bargen, Borough Manager
Re: Airport Back-up Generator Report

The DOT-managed runway lights at the Wrangell Airport have no back-up power in the event of a power outage. The Back-Up Generator at the Airport (or lack thereof) has been an issue for many years. It has been a State Legislative Priority the past three years. We actually removed it from the list last year because we were told by an ADOT representative in Anchorage that a temporary lighting system could be relocated to Wrangell. We then found out that is not accurate. That was late February of this year. Then COVID hit.

This need has a new sense of urgency given a real world scenario that occurred about four weeks ago. We were in the midst of our Annual Diesel Run. For anyone reading this who may not know, that means hydro power over the transmission line is not available as Southeast Alaska Power Agency (SEAPA) has taken things offline for maintenance. During the Annual Diesel Run Wrangell Municipal Light and Power is providing 100% of Wrangell's power needs with our diesel generators. Late in the afternoon on September 10th, we had a failure in one of our generators that required the entire system be shut down. Wrangell was entirely without power for just over an hour. Had the failure been worse, the outage could have been much longer. We had two medievac flights that afternoon. As luck would have it they arrived shortly before the outage. Had the timing of the flights or the power outage been a little different in either direction it is possible the medievac flights would not have been able to land. As all of us understand that is not an acceptable situation for the community.

One of these medievac flights was for a COVID positive patient being transported to Sitka. The SEARHC Wrangell Medical Center protocol is that any COVID positive patient requiring hospitalization is transferred to Mt Edgecombe to avoid our local healthcare capacity from becoming overwhelmed. Moving into the darkest time of the year, the inability to get a medievac into or out of Wrangell because of no runway lights, needs to be addressed, even more so now with COVID-19 as an additional need for emergency transport off the island.

The Borough had an electrician conduct an inspection of the needs for powering the runway lights. We can get by with a 40KW-50KW generator as the lights require 35KW to run at full brilliance. The cost to install the appropriate switch gear for a generator is about \$5,000. The Assembly just approved the purchase of a 50KW CAT generator (for a pump station) at a little over \$25,000. The Finance Director has confirmed that the purchase of the back-up generator for the airport and the installation of the appropriate connections and switch gear is an allowable expense under the CARES Act, specifically because it relates to the transportation of COVID positive patients off the island to a higher level of care. Chief Buiness is currently working to obtain quotes from Electrical Engineers to design the system so it can submitted to ADOT for review.

On September 25th the Borough reached out to the ADOT Southcoast Region Manager (Lance Mearig) formally requesting permission to work with a contractor to have the appropriate connection and switch gear installed so a generator can be hooked up in the event of an emergency. Mr. Mearig responded on the 28th expressing that ADOT is “eager to help” facilitate the Borough coming up with a solution. He outlined the following items in an email as necessary to move through the process:

- Can the borough provide a schematic of the electrical components for review by DOT&PF's electrical engineer? I don't believe we need full engineered drawings at this point, but those may be needed in the future. It would help to have a site plan showing where the borough would park the portable unit when needed, and where on the light control building the connection would be located.
- We'll need to clear this with the leasing unit at our Statewide Aviation section. I don't expect any difficulties here, but we don't always know what arrangements exist with other lease holders that may cause conflicts.
- We'll also need to clear this with the security officer at Statewide Aviation to make certain we comply with airport access requirements by whomever is bringing the generator onto the airport when needed.
- I forgot to mention this on the phone, but we've learned it is always a good idea to inform or get clearance from FAA and TSA for activities on the airport.

As indicated above, we are working on the design/schematic. In the near future staff will be coming to the Assembly for approval of the purchase of the generator (and a trailer) and all the connection work – funded with CARES Act funds. What Mr. Mearig did not outline in the email is that this process is far easier if the generator is mobile and just hooked in when there is an emergency. If we want to install it on ADOT property there are many more hoops.

The good news is, it looks like we have solved this years-long concern and should have everything ready to go before the end of the calendar year.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	December 18, 2020
	<u>Agenda Section</u>	6

RESOLUTION No. 12-20-1556 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE GENERAL AND COVID-19 PANDEMIC FUNDS TRANSFERRING UP TO \$15,000 FROM GENERAL FUND RESERVES TO THE COVID-19 PANDEMIC FUND FOR THE PURPOSE OF COVERING COVID-19 RELATED EXPENSES FOR DECEMBER 31, 2020 THROUGH JANUARY 31, 2021 AND AUTHORIZING ITS EXPENDITURE FOLLOWING EXPENDITURE AND EXPIRATION OF CARES ACT GRANT FUNDING AND PRIOR TO NEW FEDERAL RELIEF FUNDING

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$15,000 Total

FY 20: \$	FY 21: \$15,000	FY22: \$
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Amount Budgeted:

FY21 \$15,000

Account Number(s):

11219 000 (7519) 00

Account Name(s):

COVID-19 PANDEMIC

Unencumbered Balance(s) (prior to expenditure):

\$15,000 (after approval)

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution 12-20-1556

RECOMMENDATION MOTION:

Move to Approve Resolution 12-20-1556.

SUMMARY STATEMENT:

CARES Act Funding will be exhausted and “expired” as of December 30, 2020. It appears Congress is going to pass another COVID relief package, but it will not include assistance for state and local

governments, or Tribal entities (SALT). That will come later, hopefully in January. The current bill is expected to have an extension for the use of CARES Act funding but as of today the report from our federal lobbyist is there is no specific language yet.

Chief Sprehe is working diligently on the package for the CBW to take advantage of FEMA public assistance funds but that will cover a small portion of the expenses moving forward. For instance, public assistance funding only covers overtime, not regular time for personnel who have been reassigned to COVID-related work.

In order to maintain continuity of our COVID efforts this resolution is before the Assembly to transfer \$15,000 to fund operations for December 31, 2020-January 31, 2021. If the public assistance funding comes through hopefully we can be reimbursed for a portion of it. Also, the hope is that Congress will be able to address state and local funding by the end of January and our expenses (not covered by public assistance) will be retroactively covered in the new bill.

The \$15,000 which covers the average monthly expenses for the Alternate Isolation Site (\$6,000), wages and benefits for EOC staff (\$7,000), EOC expense reimbursements (\$500), estimated legal fees (\$1,000), and contingency (\$500). Only the amount needed will be transferred, which is why the resolution title has the language "up to" in it.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 12-20-1556

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2021 BUDGET IN THE GENERAL AND COVID-19 PANDEMIC FUNDS TRANSFERRING UP TO \$15,000 FROM GENERAL FUND RESERVES TO THE COVID-19 PANDEMIC FUND FOR THE PURPOSE OF COVERING COVID-19 RELATED EXPENSES FOR DECEMBER 31, 2020 THROUGH JANUARY 31, 2021 AND AUTHORIZING ITS EXPENDITURE FOLLOWING EXPENDITURE AND EXPIRATION OF CARES ACT GRANT FUNDING AND PRIOR TO NEW FEDERAL RELIEF FUNDING

WHEREAS, Resolution No. 06-20-1530 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2020-2021; and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, CARES Act Grant Funding is sunsetting as of December 30, 2020; and

WHEREAS, it is necessary to maintain the continuity of COVID-19 PANDEMIC related operations; and

WHEREAS, Congress will not be passing a relief package that includes state and local governments prior to the sunset of CARES Act funding.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

Section 1: The FY 2021 Budget General and COVID-19 Pandemic Funds is amended by transferring funds up to the amount of \$15,000 from General Fund Reserves (11000 000 8900 00 00000) to the COVID-19 Pandemic Fund (11219 000 4900 000 00000).

Section 2: The FY 2021 Budget in the COVID-19 Pandemic Fund is amended to increase the authorized expenditures in the amount of \$15,000.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 18TH DAY OF DECEMBER, 2020.

CITY & BOROUGH OF WRANGELL, ALASKA

Steve Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk