

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20590

Sponsor(s): Theresa Cass Galvin

Date: December 14, 2020

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: Transferring \$417,851 from existing appropriations in the Jackson County CARES Act Fund for use by the Central Jackson County Fire and Raytown Fire Protection District to reimburse for unanticipated COVID-19 costs and authorizing the County Executive to amend existing intergovernmental agreements on the use of those funds.</p>														
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$417,851</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">314,394</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$732,245</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM: <b>CARES Act Fund</b> 040-5140-57230 Non-Departmental – Other Operating Supplies</td> <td style="text-align: right; vertical-align: top;"><b>FROM ACCT:</b>  \$417,851</td> </tr> <tr> <td>TO: <b>CARES Act Fund</b> 040-1530-56070 Central Jackson County Fire – Intergovernmental Agreement 040-1531-56070 Raytown Fire – Intergovernmental Agreement</td> <td style="text-align: right; vertical-align: top;"><b>TO ACCT:</b> \$153,157 \$264,694</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right; border-top: 1px solid black;">\$417,851</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): N/A  Prior Year Actual Amount Spent (if applicable): N/A</p>	Amount authorized by this legislation this fiscal year:	\$417,851	Amount previously authorized this fiscal year:	314,394	Total amount authorized after this legislative action:	\$732,245	Amount budgeted for this item * (including transfers):	\$1,000,000	Source of funding (name of fund) and account code number: FROM: <b>CARES Act Fund</b> 040-5140-57230 Non-Departmental – Other Operating Supplies	<b>FROM ACCT:</b>  \$417,851	TO: <b>CARES Act Fund</b> 040-1530-56070 Central Jackson County Fire – Intergovernmental Agreement 040-1531-56070 Raytown Fire – Intergovernmental Agreement	<b>TO ACCT:</b> \$153,157 \$264,694	Total:	\$417,851
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PRIOR LEGISLATION	<p>Prior ordinances and (date): #5335 on May 11, 2020  Prior resolutions and (date): #20445 on June 15, 2020 and #20447 on June 22, 2020</p>														
CONTACT INFORMATION	<p>RLA drafted by Troy Schulte, County Administrator at 881-1079</p>														
REQUEST SUMMARY	<p>This resolution transfers \$417,851 in CARES Act funding previously allocated for first responders in Jackson County by Ordinance #5335 to the Central Jackson County Fire Protection District (\$153,157) and Raytown Fire Protection District (\$264,964) for the purpose of providing reimbursement funding for additional unanticipated COVID-19 costs from March 1, 2020 to December 30, 2020 such as the purchase of personal of protective equipment (PPE), employee backfill and testing, medical treatment, and virtual operations and any other costs deemed reasonable under CARES Act guidelines. Resolution #20445 previously allocated \$100,000 to Raytown Fire and Resolution #20447 allocated \$94,394 to Central Jackson County Fire. It further authorizes the County Executive to amend existing intergovernmental agreements with the Central Jackson County Fire and Raytown Fire Protection Districts as to the use of these CARES Act funds.</p>														
CLEARANCE															

	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: <i>Tracy M. Schutte</i>	Date: <i>12-10-2020</i>
	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>APPROVED</b>  <small>By Mark Lang at 12:24 pm, Dec 07, 2020</small> </div>
	Division Manager: <i>Whitford</i>	Date: <i>12/10/20</i>
	County Counselor's Office: <i>Bryan County</i>	Date: <i>12/10/20</i>

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #5335
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
040-5140-57230	CARES Act Fund- Non-Departmental – Other Operating supplies	\$417,851

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



# Central Jackson County Fire Protection District

Mr. Troy Shulte

Jackson County Administrator

11/30/2020

Dear Sir,

This Executive Summary outlines the expenses incurred by the Central Jackson County Fire Protection District since April 13, 2020 in our response to the COVID-19 crisis. The backfill figures outlined below are date ranged from 4/13/2020 – 10/18/2020. As per the previous Jackson County's relief payment of \$94,933.92 on 9/17/2020, the District has prepared a line item summary as submitted before. It is my goal and assurance to you that no funds have been requested in duplicate from the District's prior submission. I have highlighted below the expenses within the 5 functional areas outlined in the CARES ACT of 2020.

Virtual Government Operations	\$10,435.88	
Medical Treatment Cost of Emergency Workers	\$4,704.00	
Backfill Wage Expense	\$90,403.72	
Personal Protective Equipment (PPE)	\$31,337.35	
Cleaning & DECON		\$16,275.60
<b>Grand Total</b>	<b>\$153,156.55</b>	

The District's first submission to the County was followed with a 400-page detailed explanation of the cost which included payroll records, PO's, and receipts. For this submission, this documentation is being prepared as well and this documentation should be completed by December 15<sup>th</sup>. On behalf the Board of Directors of the Central Jackson County Fire Protection District, we appreciate the County's leadership in our region's fight against COVID-19. If there are any other steps, data, or procedures necessary for reimbursement, please do not hesitate to contact me directly.

**Jeff Grote**  
**Fire Chief**

805 N.E. Jefferson  
Blue Springs, MO 64014  
816-229-2522 Fax: 816-229-5110  
[www.cjcfpd.org](http://www.cjcfpd.org)

**CJCFPD**



# Raytown Fire Protection District

6020 Raytown Trafficway, Raytown, MO 64133

Phone: 816-737-6034 Fax: 816-737-6049 [www.raytownfire.com](http://www.raytownfire.com)

Mr. Troy Shulte  
Jackson County Administrator

Dear Sir,

The following funding request relates to incurred and anticipated costs due to COVID-19 for the Raytown Fire Protection District through the end of 2020. These expenses were developed with and compared to the funding eligibility guidance in the Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, as published and updated by the US Treasury. As you know, this document provides guidance related to the 2020 CARES ACT. Cost recovery/funding is requested for: transition & facilitation of remote operations, medical treatment costs for emergency responders exposed to COVID-19, PPE & DECON equipment & consumables, unbudgeted labor costs & staffing backfill costs due to quarantined emergency workers and startup funding for a community paramedicine program.

### Transition and Facilitation of Remote Operations

During the initial Jackson County and State of Missouri "Stay at Home" orders the Fire District incurred numerous costs associated with transitioning non-essential employees and District Directors to be able to perform their work remotely. We are planning to return to modified normal operations and in person meetings as Jackson County Phase 2 is implemented. However, this pandemic and the possibility of future flare ups has made it apparent that the District must be able to conduct some administrative and most governance remotely. The items below are integral to our ability to function in the new COVID-19 environment. We are now planning to maintain our ability to transition to remote operations in the future in a seamless manner.

Item	Number	Cost Each	Total Cost	Vendor
Laptops	3	\$900.00	\$2,700.00	MicroCenter
Laptops Bags	3	\$43.00	\$129.00	Amazon
Monitors	6	\$159.98	\$959.88	Tiger Direct
Monitor	1	\$256.41	\$256.41	Tiger Direct

Web Cams	3	\$199.99	\$599.97 Amazon
POE Injectors	5	\$18.74	\$93.70 Amazon
iPad Air 3rd Gen	5	\$779.99	\$3,899.95 BestBuy
iPad Keyboards	5	\$159.00	\$795.00 BestBuy
Fujitsu ScanSnap ix1500 Document Scanners	4	\$399.00	\$1,596.00 Amazon
Fortinet FortiGate-30E License 1 YR 24X7 FortiCare FC-100030E-247-02-12	1	\$86.64	\$86.64 Amazon
Fortinet FortiGate 30E Network Security/Firewall Appliance	1	\$248.56	\$248.56 Amazon
Configuring Firewall for remote service	1	521.00	521.00 BDS
Cables	3	\$14.99	\$44.97 Amazon
Zoom Monthly Fee 3/20-12/20	10	\$40.00	\$400.00 Zoom.us
55" All in Once Videoconference Board	1	\$5,809.00	\$5,809.00 Projected Purchase (CDW)
Total Costs			\$18,140.08

#### Medical Treatment Costs for Emergency Responders

To date, these costs have been low for the District. So far, we have been fortunate that no employees have tested positive for COVID-19. This is at least partially attributable to the early adoption of Stay at Home orders, PPE and District policies implemented to limit exposure. One employee had a documented exposure and was tested during a visit to St. Luke's Urgent Care for a total cost of \$109.00. We are projecting to have 10 more exposures that require testing for the remainder of 2020. Raytown Fire has joined the COVID-19 antibody study hosted by UMKC, KCFD and Jackson County. This study tests first responders for the presence of COVID-19 antibodies on four separate occasions over a 180-day timeframe.

Total Costs - \$1109.00

#### PPE, DECON and EMS Equipment

PPE utilization is driven by the number and type of incident responses. Prior to COVID-19 we employed a standard medical supply ordering system. While this was adequate for normal operations it was insufficient for COVID-19. The data below represents additional orders specifically to prepare for and mitigate COVID-19. Additionally, DECON supplies were purchased in preparation for the pandemic and updated DECON procedures were implemented in District facilities and vehicles. We have also provided DECON for first response and automatic aid partners. Raytown Fire has assisted the Raytown Police Department and the Kansas City Fire Department throughout the pandemic period by decontaminating prisoner holding cells, patrol cars and partner emergency response vehicles after potential or confirmed exposures. For example, we have decontaminated Raytown Police facilities three times a week since March 16, 2020 and plan to continue doing so throughout the remainder of 2020. Not included in the items below is the cost of supplies that are consumed during normal operations.

Item Description	Amount	Cost	Total Cost	Vendor
Installation of the Air Ionization Systems for 2 Fire Stations	10	\$1,082.79	\$10,827.90	AirTech Engineering
Surgical Masks	500		\$115.10	Mckesson
PPE Kits	50		\$439.60	Mckesson
Cavicide Spray	12		\$129.58	Mckesson
Cavicide Gallon	4		\$95.37	Mckesson
PPE Kits	50		\$436.60	Mckesson
BVM HEPA Filter	20		\$95.37	Mckesson
BVM HEPA Filter	20		\$85.44	Mckesson
Welch Allyn Digital Thermometer SureTemp® Plus 690	5	\$259.00	\$1,295.00	Ebay
Welch Allyn Digital Thermometer SureTemp Probe Covers	3000	\$450.00	\$450.00	Ebay
King LTS-D Supraglottic Airway Kit	1	\$735.00	\$735.00	Boundtree
King LTS-D Supraglottic Airway Kit	1	\$734.40	\$734.40	Boundtree
SUPER SANI-CLOTH X-LG WIPE Case of 12	3	\$182.12	\$546.37	Boundtree
Face Shields	150	\$4.50	\$675.00	H&H Color Lab
Disinfectant Towelettes, CaviWipes Case of 12	4	\$219.60	\$878.40	Boundtree
Vionex Soap with pump Case of 8	10	\$69.90	\$699.00	Mckesson
Bleach Wipes	8	\$18.50	\$148.00	Mckesson

Cavicide Gallon	6	\$129.00	\$774.00	Mckesson
Cavicide Spray	10	\$18.80	\$188.00	Mckesson
GOWN, ISO OPN ELASCUF LF YLW Case of 20	10	\$69.90	\$699.00	Mckesson
Surgical Masks	2000	\$0.87	\$1,740.00	Mckesson
N95 Masks 3M with Exhalation Port 200 Per Case	2	\$154.13	\$308.26	Mckesson
Scott 3M Twin Quarter Turn Adapter Assembly for N95 Filter	50	\$46.00	\$2,300.00	Feld Fire
Scott 3M Enclosure Cover/Retainer for N95 Filter	50	\$18.91	\$945.50	Feld Fire
Scott 3M N95 Filter	50		\$174.00	Feld Fire
Fogger Jr. & Liquid Disinfectant	2	\$296.20	\$592.40	Amazon
Trijet Micromist Fogger	2	\$650.00	\$1,300.00	Amazon
Oxivir Five 16 Concentrate Disinfectant, 2.5L, 2 ea	6	\$69.99	\$419.94	Ebay
Neogen DC Disinfectant (gallon) 4 ea	2	\$185.12	\$370.24	Amazon
Ambulance UV-C Air and Surface Sanitizer Units	5	\$1,870.00	\$9,350.00	Projected Purchase
Lifepack 15 12-lead Cardiac Monitor with End Tidal Capnography for third ambulance	1	\$37,800.00	\$37,800.00	Projected Purchase
Surgical Masks	5000	\$0.90	\$4,500.00	Projected Need
N95 Masks 3M with Exhalation Port 200 Per Case	10	\$165.00	\$1,650.00	Projected Need
GOWN, ISO OPN ELASCUF LF YLW Case of 20	50	\$69.90	\$3,495.00	Projected Need
Face Shields	300	\$4.50	\$1,350.00	Projected Need
Cavicide Gallon	10	\$129.00	\$1,290.00	Projected Need
Vionex Soap with pump Case of 8	5	\$69.90	\$349.50	Projected Need

SUPER SANI-CLOTH X-LG WIPE Case of 12	20	\$185.12	\$3,702.40	Projected Need
Welch Allyn SureTemp® Plus 690	2	\$259.00	\$518.00	Projected Need
Welch Allyn Digital Probe Covers	5000		\$650.00	Projected Need
PPE Kits	100		\$880.00	Projected Need
Total Costs			\$93,732.37	

#### Unbudgeted Labor Costs

The District has experienced significant unbudgeted labor costs since March 13, 2020 directly due to the COVID-19 pandemic, including staff time for hours spent setting up and configuring remote workstations, configuring new IT equipment and the increased work load on our EMS Chief for items such a supply procurement, personnel exposure tracking/testing, personnel antibody testing and coordination of our response modifications due to frequently changing Emergency Room patient receiving procedures. Additionally, we included a hazardous duty hourly stipend to mirror what our automatic-aid partner KCFD has provided their personnel. Stipends of this nature have been provided to many essential workers nationwide during the pandemic.

Item Description	Hours	Cost	Total Cost	Type
IT Staff Time For Setting Up Remote Workstations (Man hours)	30	\$49.32	\$1,479.60	Actual
It Staff Time For Removing Remote Workstations (Man hours)	15	\$49.32	\$739.80	Projected Expense
EMS Chief Overtime	130	\$42.14	\$5,478.20	Actual
EMS Chief Overtime	100	\$42.14	\$4,214.00	Projected Expense
Backfill Staffing Overtime Due to Personnel Quarantine (Man hours)10 employees 1 week each	560	\$38.50	\$21,560.00	Projected Expense
Hazardous Duty Pay at \$2.00/Hour for All Essential Personnel	37200	\$2.00	\$74,400.00	Actual
Hazardous Duty Pay at \$2.00/Hour for all Essential Personnel For the Remainder of 2020	71920	\$2.00	\$143,840.00	Projected Expense

Total Costs

\$251,711.60

Summary

Item Description	Total Cost
Transition to Remote Operations	\$18,140.08
Medical Treatment for Emergency Responders	\$1,109.00
PPE, DECON and EMS Equipment	\$93,732.37
Unbudgeted Labor Costs	\$251,711.60

Total Costs

\$364,693.05

On behalf the Board of Directors of the Raytown Fire Protection District, I would like to express the District's appreciation for the response Jackson County has taken in our region's response to the COVID-19 pandemic. The effects of this generational event have been substantially mitigated by your leadership. The District welcomes the opportunity to mitigate our incurred costs and strengthen our ability to provide future services to the community. Please don't hesitate to contact me if more information is needed or further steps need to be taken prior to funding.

Gratefully,



Matt Mace

Fire Chief