

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 18, 2024

CAO File No. 0100-00144-0352

Council File No. 21-1293

Council District: --

To: The Mayor and Council

From: Matthew W. Szabo, City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated September 17, 2024.

Subject: **CONTINUATION OF THE 2021 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT AWARD FOR THE URBAN SEARCH AND RESCUE TASK FORCE IN FY 2024-25 – LOS ANGELES FIRE DEPARTMENT**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Fire Chief, or designee, to deposit the Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) grant funds received under this Cooperative Agreement into Fund 335, Department 38, Account 38021R;
2. Authorize the Controller, to transfer 2021 FEMA US&R grant funds from Fund 335, Account 38021R, to various Fund 100, Department 38 salary accounts as follows: 001012, Salaries Sworn Account; 001010, Salaries General Account; 001090, Overtime General Account; and 001098, Overtime Variable Staffing Account, upon submission of proper documentation by the Los Angeles Fire Department (LAFD) for direct staff costs incurred during the grant performance period;
3. Authorize the Controller to transfer 2021 FEMA US&R grant funds from Fund 335, Account 38021R to Fund 100, Department 38, Revenue Source 5346, Reimbursement of Grant Related Costs, for fringe benefits upon submission of proper documentation by the LAFD during the grant performance period; and,
4. Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to the approval of the Office of the City Administrative Officer (CAO), and the authorize Controller to implement the instructions.

SUMMARY

The Los Angeles Fire Department (LAFD) requests authority to continue \$155,887 in grant funding relative to the 2021 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) grant award with an extended grant performance period beginning September 1, 2021 through August 31, 2025. Matching funds are not required through this cooperative agreement; however, the LAFD is required to front-fund the necessary expenditures. The City will then receive the grant funds on a reimbursement basis, following submission of proper documentation.

BACKGROUND

On April 4, 1993, the City entered into a Memorandum of Agreement (MOA) with FEMA and the Governor's Office of Emergency Services, to establish the LAFD as one of 28 participating agencies of the FEMA US&R Task Force (C.F. 92-2021-S1). Under the terms of the MOA, the LAFD is responsible for California Task Force 1 (CA-TF1) recruitment and training, designating a Program Manager, maintaining capability for 24-hour activation, and complying with financial, administrative, reimbursement, and reporting requirements. As a sponsoring agency of the US&R Task Force, the LAFD receives annual grant support from FEMA to support, maintain, and enhance CA-TF1. Upon request by the State or Federal government, the LAFD will mobilize US&R CA-TF1 for the purpose of locating, extricating, and providing initial medical treatment to trapped victims of structural collapses at a designated disaster site.

On May 20, 2022, the Council approved and accepted the terms of the 2021 FEMA Cooperative Agreement Grant award totaling \$1,238,878 in support of the City's US&R Task Force with a grant performance period beginning September 1, 2021 through August 31, 2024 (C.F. 21-1293). Funds were programmed to cover the following:

- \$577,951 - Personnel costs for one Fire Captain I, one Management Analyst, and one Storekeeper II to administer and manage the US&R program;
- \$179,400 - Funding for the Overtime Variable Staffing Account to backfill members assigned to specialized training on search and rescue activities; and,
- \$481,527 - Funding for contracts, equipment, and related expenses for specialized personal services relative to Canine Specialists, Medical Team Managers, Structural Engineering Specialists, equipment, supplies, and travel expenses.

On December 13, 2022, Council approved additional funding in the amount of \$181,350 for a total grant award of \$1,420,228. The supplemental funds were provided for the purchase of equipment in support of the City's Urban Search and Rescue (US&R) Task Force CA-TF1.

At its meeting on September 17, 2024, the Board of Fire Commissioners approved a LAFD report requesting to continue \$155,887 in funding from the 2021 FEMA US&R grant award appropriated for salaries, personnel training, contractual services, travel, supplies and the purchase of

equipment for program operations with an extended grant performance period through August 31, 2025. The remaining \$155,887 funds will provide \$15,001 in funding for Overtime Variable Staffing hours and \$140,886 in funding for supplies.

In accordance with Los Angeles Administrative Code (LAAC) Section 14.6, the LAFD is required to transmit grant applications for Mayor and Council approval before accepting and receiving the grant award. In addition, Mayoral approval is required for any grant program amendments, subject to the approval of the City Attorney as to form (LAAC 14.8).

FISCAL IMPACT STATEMENT

Approval of the recommendations stated in this report will authorize the Los Angeles Fire Department (LAFD) to continue \$155,887 in funding that remains unexpended from the grant award total of \$1,420,228 provided by the 2021 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) Task Force Grant Award for an extended grant performance period beginning September 1, 2021 through August 31, 2025. The LAFD will front-fund the costs to cover salaries, personnel training, contractual services, travel, supplies and equipment, subject to reimbursement by FEMA upon submission of proper documentation.

FINANCIAL POLICIES STATEMENT

These actions are in compliance with the City's Financial Policies in that all grant funds will be utilized to fund grant activities.

MWS:JNR:04230043

LOS ANGELES FIRE COMMISSION

BOARD OF
FIRE COMMISSIONERS

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PRESIDENT

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TYLER IZEN
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE
200 NORTH MAIN STREET, SUITE 1840
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September 17, 2024

Honorable Karen Bass
Mayor, City of Los Angeles
Room 303, City Hall
Attn: Legislative Coordinator

Honorable Members of the City Council
City of Los Angeles
City Hall
Attn: City Clerk

[BFC 24-079] – CONTINUATION OF GRANT FUNDS FOR THE 2021 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT C.F. 21-1293 IN FY 2024-25

At its meeting of September 17, 2024, the Board of Fire Commissioners approved the report and its recommendations. The report is hereby transmitted to the Mayor and City Council for consideration and approval.

Should you need additional information, please contact the Board of Fire Commissioners' office at 213-978-3838.

Sincerely,

Isela Iniguez
Acting Commission Executive Assistant II

Attachment

cc: via email
Fire Chief Kristin Crowley
Office of the Administrative Officer

SEPTEMBER 17, 2024

LOS ANGELES FIRE DEPARTMENT



KRISTIN M. CROWLEY
FIRE CHIEF

APPROVED: 9/17/2024
BOARD OF FIRE COMMISSIONERS
BY: *[Signature]*
COMMISSION EXECUTIVE ASSISTANT

August 5, 2024

BOARD OF FIRE COMMISSIONERS
FILE NO. 24-079

TO: Board of Fire Commissioners

FROM: *[Signature]* Kristin M. Crowley, Fire Chief

SUBJECT: CONTINUATION OF GRANT FUNDS FOR THE 2021 FEMA URBAN
SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT
GRANT (C.F. 21-1293) IN FY 2024-25

FINAL ACTION: ☒ Approved
☐ Denied

☐ Approved w/Corrections
☐ Received & Filed

☐ Withdrawn
☐ Other

SUMMARY

On April 4, 1993, the Mayor and City Council authorized the Los Angeles Fire Department (LAFD) to execute a Memorandum of Agreement (MOA) with the Governor's Office of Emergency Services and the Federal Emergency Management Agency (FEMA). These actions established LAFD as a sponsoring agency and host of a FEMA Urban Search and Rescue (US&R) Task Force, California Task Force 1 (CA-TF1). Through the MOA, FEMA supports CA-TF1 annually using a Cooperative Agreement (C-122495) to fund the program. The Agreement supports an equipment cache, CA-TF1 member training, and full-time personnel to manage the cache and administrate CA-TF1's US&R program.

FEMA's ongoing method of supporting US&R Task Forces throughout the country is by funding Cooperative Agreement Grants to sponsoring agencies for necessary equipment, training, supplies, and program administration costs. On May 31, 2022, the Council accepted the 2021 FEMA Cooperative Agreement Grant (EMW-2021-CA-00060) in the amount of \$1,238,878, for a term of September 1, 2021 through August 31, 2025 (C.F. 21-1293). On December 22, 2022, the Council accepted the 2021 Cooperative Agreement Grant (EMW-2021-CA-00060) supplemental funding in the amount of \$181,350 bringing the total to \$1,420,228. The Grant does not require a cost-share match from the City. Subsequently, FEMA extended the period of performance to August 31, 2025.

The Agreement's funding mechanism uses a "draw-down" system with FY 2024-2025 LAFD General Fund Budget front-funding CA-TF1 expenditures, and LAFD accounts

reimbursed by drawing down from the grant award. All grant mandated expenditures will be reimbursed from the FEMA US&R account in a timely, on- going basis, as expenditures are processed according to City procedures.

As of June 30, 2024, \$155,887 remained available for spending in FY 2024-25 to cover salaries, personnel training, contractual services, travel, supplies and purchase of necessary equipment for program operations.

RECOMMENDATIONS

That the Board:

1. Approve and transmit the report to the Mayor for approval and authority to expend the 2021 FEMA Urban Search and Rescue Task Force Cooperative Agreement Grant funding for salaries, equipment, training, supplies, and program administration costs.
2. Request that the Mayor:
 - (a) Authorize the Fire Chief, or his designee, to deposit the FEMA US&R grant funds received under this Cooperative Agreement into Fund 335, Department 38, Account 38021R;
 - (b) Authorize the Controller, upon submission of proper documentation by the LAFD of direct staff costs incurred during the grant performance period, to transfer 2021 FEMA US&R grant funds from Fund 335, Account 38021R, to various Fund 100, Department 38 salary accounts as follows:
 - i. Account 001012 (Salaries Sworn)
 - ii. Account 001010 (Salaries General)
 - iii. Account 001090 (Overtime General)
 - iv. Account 001098 (Variable Staffing)
 - (c) Authorize Controller, upon submission of proper documentation by the LAFD, to transfer 2021 FEMA US&R grant funds from Fund 335, Account 38021R to Fund 100, Department 38, Revenue Source 5346 (Reimbursement of Grant Related Costs) for fringe benefits.
 - (d) Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to approval of the CAO; and request the Controller to implement the instructions.

FISCAL IMPACT

The FY 2024-25 Los Angeles Fire Department General Fund Budget will front-fund \$155,887 to enable continuation of the performance period of the 2021 FEMA Cooperative Agreement Grant through August 31, 2025. The City will receive full reimbursement from the Grant.

CONCLUSION

As the sponsoring agency of a US&R Task Force, CA-TF1, the LAFD receives annual grants to support, maintain, and enhance CA-TF1's readiness. The report recommendations are necessary to ensure appropriate accounting and financial procedures are in place to allow the LAFD to expend the grant funds. This is a no match reimbursement grant of \$1,420,228 of which \$155,887 remains available for salaries, travel, expenses and equipment in FY2024-25.

Board report prepared by Victoria Rodriguez, Management Analyst, Emergency Operations Bureau.