

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: October 18, 2024

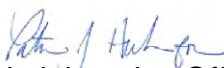
CAO File No. 0100-00144-0353

Council File No. 22-1423

Council District: Various

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 2022 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT AWARD FOR THE URBAN SEARCH AND RESCUE TASK FORCE IN FY 2024-25 – LOS ANGELES FIRE DEPARTMENT**

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### 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 38022R;
2. Authorize the Controller, to transfer 2022 FEMA US&R grant funds from Fund 335, Account 38022R, 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 2022 FEMA US&R grant funds from Fund 335, Account 38022R 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 \$424,843 in grant funding relative to the 2022 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) grant award and a grant performance period for beginning October 1, 2022 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 August 12, 2011, the Council approved an amendment to the MOA (C.F. 10-2283-S1) reflecting the transfer of FEMA to the Department of Homeland Security and the publication of the National Urban Search and Rescue Response System regulations.

On February 23, 2023, the Council approved and accepted the terms of the 2022 FEMA Cooperative Agreement Grant award totaling \$1,211,650 in support of the City's US&R Task Force with a grant performance period beginning October 1, 2022 through August 31, 2025 (C.F. 22-1423). On December 5, 2023, Council approved additional funding in the amount of \$158,477 for a total grant award of \$1,370,127. The supplemental funds were provided for the purpose of developing a comprehensive plan to prioritize and finance the replacement of equipment for the US&R Task Forces.

At its meeting on September 17, 2024, the Board of Fire Commissioners approved a LAFD report requesting to continue \$424,843 in funding from the 2022 FEMA US&R grant award appropriated for salaries, personnel training, contractual services, travel, supplies and the purchase of equipment for program operations. The remaining \$424,843 in funds will provide \$129,352 in funding for Overtime Variable Staffing hours and \$295,491 in funding for supplies, travel, contractual services, and equipment.

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 \$424,843 in funding that remains unexpended from the grant award total of \$1,370,127 provided by the 2022 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) Task Force Grant Award for the grant performance period beginning October 1, 2022 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:04250049*

# LOS ANGELES FIRE COMMISSION

BOARD OF  
FIRE COMMISSIONERS

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SHARON DELUGACH  
VICE PRESIDENT

CORINNE TAPIA BABCOCK  
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COMMISSION EXECUTIVE ASSISTANT II



**KAREN BASS**  
Mayor

TYLER IZEN  
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE  
200 NORTH MAIN STREET, SUITE 1840  
LOS ANGELES, CA 90012

(213) 978-3838 PHONE  
(213) 978-3814 FAX

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 24-078] – CONTINUANCE OF GRANT FUNDS FOR THE 2022 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT C.F. 22-1423 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 M. 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. 24-078

TO: Board of Fire Commissioners

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

SUBJECT: CONTINUATION OF GRANT FUNDS FOR THE 2022 FEMA URBAN  
SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT  
GRANT (C.F. 22-1423) 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 February 23, 2023, the Council accepted the 2022 FEMA Cooperative Agreement Grant (EMW-2022-CA-00050) in the amount of \$1,211,650, for a term of September 1, 2022 through August 31, 2025 (C.F. 22-1423). The Grant does not require a cost-share match from the City.

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, \$424,843 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 2022 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 38022R;

(b) Authorize the Controller, upon submission of proper documentation by the LAFD of direct staff costs incurred during the grant performance period, to transfer 2022 FEMA US&R grant funds from Fund 335, Account 38022R, 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 2022 FEMA US&R grant funds from Fund 335, Account 38022R 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 \$424,843 to enable continuation of the performance period of the 2022 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 \$1,211,650 of which \$424,843 remains available for salaries, travel, expenses and equipment in FY2024-25.

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