

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: March 10, 2021

CAO File No. 0100-00144-0336

Council File No. 20-1387

Council District: Various

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr.,  City Administrative Officer

Reference: Transmittal from the Board of Fire Commissioners dated October 21, 2020

Subject: **ACCEPTANCE OF THE 2020 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT AWARD FOR THE URBAN SEARCH AND RESCUE TASK FORCE**

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### RECOMMENDATIONS

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

1. Authorize the Fire Chief, or designee, to accept the 2020 Federal Emergency Management Agency (FEMA) Cooperative Agreement Grant for the Urban Search and Rescue (US&R) in the amount of \$1,180,631 for the term of September 1, 2020 through August 31, 2023, and to execute any documents or agreements necessary to accept the grant, subject to the approval by the City Attorney as to form;
2. Authorize the Los Angeles Fire Department (LAFD) to deposit the 2020 FEMA grant funds received under this cooperative agreement into Fund 335, Department 38, Account to be determined;
3. Authorize the Controller, for reimbursement purposes, to transfer 2020 FEMA grant funds from Fund 335, Department 38, Account to be determined, to Fund 100, Department 38: 001010, Salaries General Account; 001012, Salaries Sworn Account; and, 001098, Overtime Variable Staffing Account, upon submission of proper documentation by the LAFD for direct staff costs incurred during the grant performance period;
4. Authorize the Controller to transfer 2020 FEMA grant funds from Fund 335, Department 38 to Fund 100, Department 38, Revenue Source Code 5346, Reimbursement of Grant Related Costs, for fringe benefits upon submission of proper documentation by the LAFD for costs incurred during the grant performance period;
5. Authorize the Controller to transfer \$471,107 from Fund 100, Department 38, Account 001012, Salaries Sworn, to Fund 335, Department 38, Account to be determined, for the purchase of equipment items, to be reimbursed by the FEMA grant during the period of

September 1, 2020 through August 31, 2023, and any extensions granted by FEMA.

6. Authorize the LAFD and the Controller to transfer funds as needed between Fund 335, Department 38 and Fund 100, Department 38 for implementation of the 2020 FEMA US&R Cooperative Agreement program through the end of the performance period.
7. Authorize the Fire Chief to negotiate and execute contracts with the following service providers, each not to exceed \$99,000 for the 2020 FEMA grant performance period: Canine Search Specialist (three contracts), Medical Team Manager (eight contracts), Structural Engineering Specialist (eight contracts);
8. Authorize the Fire Chief to negotiate and execute contracts for Pyxis™ medicine automated dispensing, not to exceed \$99,000, for the 2020 FEMA grant performance period;
9. Instruct the LAFD to modify the grant budget and funding allocations, in accordance with 2020 FEMA grant guidelines and Council approval procedures, as necessary, to reflect the appropriate source of funding to support the existing City employee Pharmacist position and for overtime as it relates to LAFD employee time spent on equipment and inventory maintenance;
10. Instruct the LAFD to reprogram available grant funding within the 2020 FEMA grant budget to support unbudgeted indirect costs, in accordance with 2020 FEMA grant guidelines and Council approval procedures, as necessary, and request and submit for full indirect cost funding in future FEMA US&R grants; and,
11. Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to the approval of the CAO, and authorize the Controller to implement the instructions.

## **SUMMARY**

The Los Angeles Fire Department (LAFD) requests the authority to accept the 2020 Federal Emergency Management Agency (FEMA) Cooperative Agreement Grant for the Urban Search and Rescue (US&R) in the amount of \$1,180,631 for the term of September 1, 2020 through August 31, 2023. The City will receive grant funds on a reimbursement basis, following City submission of appropriate documentation. Matching funds are not required through this cooperative agreement.

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. As a participating agency, the LAFD receives funding from FEMA for the equipment, supplies, training, and salaries in support of the US&R CA-TF1 Team. Under the terms of this MOA, the LAFD is responsible for organizing and administering the task force to include recruiting and training, designating a Program Manager, maintaining capability

for 24-hour activation, and complying with financial, administrative, reimbursement, and reporting requirements. As a participating agency, the LAFD receives funding from FEMA for the equipment, supplies, training, and salaries in support of the US&R CA-TF1 Team. Upon request by the State or Federal government, the LAFD will mobilize US&R CA-TF1 for the purposes 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.

Outlined below is the breakdown the 2020 FEMA US&R grant funds.

### Personnel Expenses

The 2020 FEMA US&R grant program will provide \$536,624 to the LAFD to fund one Fire Captain I, one Management Analyst, and one Storekeeper II to administer and manage the US&R program. Responsibilities of the US&R CA-TF1 Team staffers include day-to-day Task Force activities, including grant management and administration, Task Force development and management, and collaboration with Task Force stakeholders. This amount includes \$326,147 for direct costs and \$210,477 for fringe benefits. It should be noted that the grant funding is insufficient to support the remaining indirect costs for central services and department and administration costs, which is estimated at \$203,094. Although these indirect costs are allowable under the grant terms, at the time of the grant application, the LAFD inadvertently excluded these calculations. The LAFD should factor in these costs wherever possible for the 2020 FEMA grant and subsequent grant awards.

An amount of \$130,650 will be utilized for overtime costs for staff assigned to specialized training on search and rescue activities for emergency incidents. Funding will support time spent attending function trainings and other FEMA-approved trainings. An additional \$42,250 will be allocated for overtime costs to maintain equipment and inventory during cache rehabilitation days.

### Administrative and Operational Expenses

A total of \$471,107 will be allocated for operational expenses, including travel (\$77,710), equipment (\$278,470), supplies (\$23,157), and contractual services (\$91,770). Funding for contractual services will support multiple expert services: three Canine Specialists, eight Medical Team Managers, eight Structural Engineering Specialists, and a vendor to maintain medical supplies in a Pyxis™ machine (an automated medication-dispensing system). Due to the specialized nature of these services, the City Attorney has approved the use of sole source contracts, in accordance with Charter Section 371(e)(2).

While each agreement will have a total maximum compensation of \$99,000, the LAFD reports that expenditures under each agreement will remain within the budgeted funding allocations; the higher contractual ceiling is needed to accommodate unanticipated FEMA deployments. Under these circumstances, FEMA will reimburse the City through another federal funding source separate from the 2020 FEMA grant. It should be noted that, in the LAFD's transmittal, the LAFD requests authority to execute an agreement with a contract Pharmacist, who will monitor the Pyxis™

machine. After review by this Office, it has been determined that the agreement with the Pharmacist is no longer necessary, as the LAFD hired a City employee to perform this function. The LAFD will be instructed to reprogram grant funding initially allocated towards the contract to the direct costs of the City Pharmacist's salary expenses.

The LAFD's transmittal includes a recommendation to continue position authority for the Fire Captain I, Management Analyst, and Storekeeper II. As the 2020-21 City Budget already includes approval of resolution authority for these positions, this recommendation will be excluded. The continuation of these positions is subject to annual review to ensure funding is available to fully support staff.

This report also includes an adjustment to the LAFD's transmittal (shown as Recommendation No. 5 of this report), to reflect overtime costs for inventory maintenance that were initially categorized as program administrative expenses and should be treated as staffing costs. For departmental accounting purposes, the LAFD's requested transfer amount of \$513,357 has been reduced to \$471,107.

The LAFD concurs with the modifications included in this report.

In accordance with Los Angeles Administrative Code Section 14.6, the LAFD is required to transmit grant applications for Mayor and Council approval before accepting and receiving the grant award.

## **FISCAL IMPACT STATEMENT**

Approval of the recommendations included in this report will authorize the Los Angeles Fire Department (LAFD) to accept the 2020 Federal Emergency Management Agency (FEMA) Urban Search & Rescue (US&R) funding in the amount of \$1,180,631 through a cooperative agreement. The term of the cooperative agreement is effective from September 1, 2020 through August 31, 2023. The LAFD will front-fund all costs and will be reimbursed by FEMA, upon submission of documentation. Matching funds by the City are not required. Funds will support the personnel and overtime costs for one Fire Captain I, one Management Analyst, and one Storekeeper II; office and equipment expenses; and, agreements for specialized services for the US&R CA-TF1 program. The 2020 FEMA grant budget for personnel will support the direct costs and fringe benefits of the three positions in this report; other indirect costs, including central services and department and administration costs, estimated at \$203,094, are not covered and must be absorbed. Resolution authority for the three positions is included in the 2020-21 City Budget.

## **FINANCIAL POLICIES STATEMENT**

The recommendations stated in this report comply with the City's Financial Policies in that current operations will be funded by current revenues.

*RHL:SJ:04210078*

Attachment

# LOS ANGELES FIRE COMMISSION

BOARD OF  
FIRE COMMISSIONERS

DELIA IBARRA  
PRESIDENT

ANDREW GLAZIER  
VICE PRESIDENT

JIMMY H. HARA, M.D.  
REBECCA NINBURG  
JIMMIE WOODS-GRAY

LETICIA GOMEZ  
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI  
Mayor

SUE STENDEL  
INDEPENDENT ASSESSOR

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

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

October 21, 2020

Honorable Members of the City Council  
City of Los Angeles  
City Hall, Room 395  
Attn: City Clerk

Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall  
Attn: Legislative Coordinator

[BFC 20-079] – ACCEPTANCE OF FY 2020 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT

At its special meeting of October 20, 2020, the Board of Fire Commissioners approved the report and its recommendations. The report is hereby transmitted concurrently 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,

Commission Executive Assistant II

Attachments

cc: Board of Fire Commissioners (without attachments)  
Fire Chief Ralph M. Terrazas (without attachments)  
Office of the City Administrative Officer (without attachments)

APPROVED: *[Signature]*  
BOARD OF FIRE COMMISSIONERS  
BY: *[Signature]*  
COMMISSION EXECUTIVE ASSISTANT

OCTOBER 20, 2020



LOS ANGELES FIRE DEPARTMENT

RALPH TERRAZAS  
FIRE CHIEF

September 1, 2020

BOARD OF FIRE COMMISSIONERS  
FILE NO. 20-079

TO: Board of Fire Commissioners

FROM: *RMT* Ralph M. Terrazas, Fire Chief

SUBJECT: ACCEPTANCE OF FY 2020 FEMA URBAN SEARCH AND RESCUE  
TASK FORCE COOPERATIVE AGREEMENT GRANT

FINAL ACTION:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

**SUMMARY**

On April 4, 1993, a Memorandum of Agreement (MOA) was executed between the City, the Governor's Office of Emergency Services and the Federal Emergency Management Agency (FEMA), establishing the Los Angeles Fire Department (LAFD) as a sponsoring agency of a FEMA Urban Search and Rescue (US&R) Task Force, California Task Force 1 (CA-TF1). An Amendment to the MOA was executed in 2011 (C.F. 10-2283-S1). Since 1993, the City has been awarded annual FEMA Cooperative Agreement grants to fund equipment, supplies, training, contractual services, and LAFD personnel to administer and manage the US&R CA-TF1 program.

The LAFD was awarded \$1,180,631 for the 2020 FEMA US&R program, with a period of performance from September 1, 2020 through August 31, 2023. No matching funds are required, but the grant is on a reimbursement basis requiring the LAFD to front-fund expenditures. Following submission of appropriate supporting documentation, FEMA reimburses the City for those expenditures.

The expenditure plan is as follows:

Personnel Costs:

- \$536,624 - (direct and indirect costs) to fund continuing resolution authorities for one Fire Captain I (C.F. 08-2490), one Management Analyst (C.F. 08-2490) and one Storekeeper II (C.F. 16-0600) to administer and manage the US&R program. Continued employment authority for these positions from July 1, 2020 through July 1, 2021 are included in the Personnel Authority Resolution (PAR) awaiting authorization by City Council (C.F. # to be determined, previous PAR authority C.F. 19-1700) in anticipation of continued grant funding. If FEMA grant funding for the US&R program continues in subsequent years, employment authority for these three positions will continue to be effected through the PAR.

Personnel Training Costs:

- \$130,650 - to fund back-fill of members assigned to specialized training on search and rescue activities in responding to emergency incidents.

Contractual Services/Expenses/Equipment:

- \$513,357 - to fund contracts for specialized personal services (Canine Specialists, Medical Team Managers, Structural Engineering Specialists, maintenance of medical supplies through a Pyxis machine and a Pharmacist), travel expenses, supplies and equipment for program operations.

Sole source service contracts will be executed with three Canine Search Specialists, eight Medical Team Managers, and eight Structural Engineering Specialists. The above service providers are currently contracted with the City under the 2017 FEMA grant. However, because grant funds from different years must be maintained separately, new agreements with these providers will be executed for the 2020 FEMA grant.

Due to the specialized nature of the work performed in responding to emergency incidents, sole source contracts have been approved by the City Attorney as set forth under City Charter Section 371(e)(2), which states that competitive bidding shall not apply to, "Contracts, as determined by the contracting authority, for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous."

It should be noted that while expenditures to these contractors related to the 2020 FEMA Cooperative Agreement grant will be within the funding allocations, each contract cites a maximum amount up to \$99,000. This higher limit is necessary because these contractors are also subject to deployment by FEMA to nationally declared disasters outside the City. Under these circumstances, the City would be reimbursed by FEMA through a federal funding source separate from the 2020 FEMA Cooperative Agreement grant.

A contract has been executed with Carefusion Solutions, LLC dba BD for a Pyxis medicine automated dispensing system, which will be monitored by the LAFD Pharmacist. The machine will provide a locked and secure storage for the CA-TF1 medical cache.

**RECOMMENDATIONS**

That the Board:

1. Approve and transmit the report to the Mayor and the Office of the City Administrative Officer (CAO) for Committee and City Council consideration.

It is also recommended the Board request that the Mayor and City Council:

2. Accept the 2020 FEMA Cooperative Agreement Grant for the Urban Search and Rescue CA-TF1 in the amount of \$1,180,631 for the term of September 1, 2020 through August 31, 2023, and authorize the Fire Chief, or designee, to execute any documents or agreements necessary to accept the grant on the City's behalf.

3. Authorize the Fire Department to deposit 2020 FEMA grant funds received into Fund 335, Department 38, Account to be determined.
4. Authorize the Controller, for reimbursement purposes, to transfer 2020 FEMA grant funds from Fund 335, Department 38, Account to be determined, to various Fund 100, Department 38 salary accounts: Account 001012 (Salaries Sworn), Account 001010 (Salaries General), and Account 001098 (Variable Staffing), upon submission of proper documentation by the Fire Department of direct staff costs incurred during the grant performance period.
5. Authorize the Controller to transfer 2020 FEMA grant funds from Fund 335, Department 38 to Fund 100, Department 38, Revenue Source 5346 (Reimbursement of Grant Related Costs) for fringe benefits upon submission of proper documentation by the Fire Department of costs incurred during the grant performance period.
6. Find, in accordance with Los Angeles Administrative Code Section 4.133(a), that the following three positions will remain approved and authorized by Resolution as indicated in the Personnel Authority Resolution (PAR), for the grant period, and include the authority in future PARs:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	2142-1	Fire Captain I
1	9184	Management Analyst
1	1825-2	Storekeeper II

7. Authorize the Controller to transfer \$513,357 from Fund 100, Department 38, Account 001012 (Salaries Sworn) to Fund 335, Department 38, Account to be determined, for the purchase of expense and equipment items, to be reimbursed by the FEMA grant during the period of September 1, 2020 through August 31, 2023, and any extensions granted by FEMA.
8. Authorize the Fire Department to prepare Controller instructions for any technical adjustments, subject to approval of the City Administrative Officer (CAO), and instruct the Controller to implement the instructions.
9. Based on Fire Department submissions to the City Administrative Officer of grant budget modifications approved by FEMA, authorize the Fire Department and Controller to transfer funds, as needed, between Fund 335, Department 38 and Fund 100, Department 38 for implementation of the 2020 FEMA Urban Search and Rescue Cooperative Agreement program through the end of the grant performance period.
10. Authorize the Fire Chief to negotiate and execute contracts with the following service providers, each not to exceed \$99,000 for the 2020 FEMA grant performance period:

Canine Search Specialist (three contracts)  
Deresa Kenney (Teller)

Jeffrey Neu  
To be determine

Medical Team Manager (eight contracts)

Dr. Francine Vogler  
Dr. Eric Ley  
Dr. Brian Wilbur  
Dr. Claudia Martinez  
Dr. Michael Port  
To be determined  
To be determined  
To be determined

Structural Engineering Specialist (eight contracts)

Neville Peirera  
Essam Lobnan  
Sean M. Hughes  
Dorian Sulc  
To be determined  
To be determined  
To be determined  
To be determined

11. Authorize the Fire Chief to negotiate and execute contracts for Pyxis medicine automated dispensing system and Pharmacist with the following service providers, not to exceed \$99,000 for the 2020 FEMA grant performance period:

Pyxis Vendor  
Carefusion Solutions, LLC dba BD

Pharmacist  
John Cassara, LAFD Pharmacist I

**FISCAL IMPACT**

There is no impact on the General Fund. The FEMA Urban Search and Rescue grant agreement does not require City matching funds. In accordance with grant guidelines, project funds are disbursed on a reimbursement basis.

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