

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: April 12, 2022

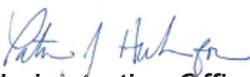
CAO File No. 0100-00144-0342

Council File No. 21-1293

Council District: Various

To: The Mayor  
The City Council

From: Matthew W. Szabo, City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated November 3, 2021

Subject: **ACCEPTANCE OF THE 2021 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 2021 Federal Emergency Management Agency (FEMA) Cooperative Agreement Grant for the Urban Search and Rescue (US&R) in the amount of \$1,238,878 for the term of September 1, 2021 through August 31, 2024, 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 2021 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 2021 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; 001090, Overtime General 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 2021 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; and,

5. Authorize the Controller to transfer \$481,527 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, 2021 through August 31, 2024, 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 2021 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 2021 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 2021 FEMA grant performance period; and,
9. 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 2021 Federal Emergency Management Agency (FEMA) Cooperative Agreement Grant for the Urban Search and Rescue (US&R) in the amount of \$1,238,878 for the term of September 1, 2021 through August 31, 2024. 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.

The breakdown of the 2021 FEMA US&R grant funds is outlined below.

### Personnel Expenses

The 2021 FEMA US&R grant program will provide \$577,951 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 \$353,500 for direct costs and \$224,451 for fringe benefits. It should be noted that the CAO report for the acceptance of the grant funds for the 2020 FEMA US&R grant program (C.F. 20-1387) included a recommendation instructing 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. Upon further communication with the grantor, it was determined that only fringe benefits are eligible to be funded through grant funds. The remaining indirect costs for central services and department and administration costs are estimated at \$213,612.

An amount of \$179,400 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.

### Administrative and Operational Expenses

An amount of \$481,527 will be provided for contractual services funding to 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 2021 FEMA grant.

The LAFD's transmittal includes a recommendation to continue position authority for the Fire Captain I, Management Analyst, and Storekeeper II. As the 2021-22 Adopted 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.

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 2021 Federal Emergency Management Agency (FEMA) Urban Search & Rescue (US&R) funding in the amount of \$1,238,878 through a cooperative agreement. The term of the cooperative agreement is effective from September 1, 2021 through August 31, 2024. 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 2021 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 \$213,612, are not covered and must be absorbed. Resolution authority for the three positions is included in the 2021-22 Adopted Budget.

### **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:LLE:04220090*