

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: April 12, 2022

CAO File No. 0100-00144-0343

Council File No. 20-1387

Council District: --

To: The Mayor
The City Council

From: Matthew W. Szabo, City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated November 16, 2021

Subject: **CONTINUATION OF THE 2020 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT AWARD FOR THE URBAN SEARCH AND RESCUE TASK FORCE – LOS ANGELES FIRE DEPARTMENT**

RECOMMENDATIONS

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

1. Authorize the Fire Chief, or designee, 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 38020R;
2. Authorize the Controller to transfer 2020 FEMA US&R grant funds from Fund 335, Department 38, Account 38020R, 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;
3. Authorize the Controller to transfer 2020 FEMA US&R grant funds from Fund 335, Department 38, Account 38020R 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,
4. Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer (CAO), and authorize the Controller to implement the instructions.

SUMMARY

In accordance with Executive Directive No. 3, the Los Angeles Fire Department (LAFD) requests to continue \$866,627 in funding relative to the 2020 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) grant award.

On April 21, 2021, the Council approved and accepted the terms of a grant award totaling \$1,180,631 in support of the City's US&R Task Force (C.F. 20-1387). The grant performance period for the 2020 FEMA US&R grant award is a three-year term that began on September 1, 2020 and expires on August 31, 2023. Funds were programmed for the following:

- \$536,624 - Personnel costs for one Fire Captain I, one Management Analyst, and one Storekeeper II to administer and manage the US&R program;
- \$130,650 - Funding for the Overtime Variable Account to backfill members assigned to specialized training on search and rescue activities;
- \$471,107 - 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; and,
- \$42,250 – Overtime costs for the inventory and maintenance of equipment.

On January 11, 2022, the Council approved the Public Safety Committee report for the acceptance of supplemental funding in the amount of \$47,918 increasing the grant award from \$1,180,631 to \$1,228,549. The grant performance period remained unchanged.

At its meeting of November 16, 2021, the Board of Fire Commissioners (Board) approved a LAFD report requesting to continue \$866,627 in funding from the 2020 FEMA US&R grant award. The LAFD reports that these funds were appropriated for salaries, personnel training, contractual services, travel, supplies and purchase of equipment for program operations.

The LAFD receives annual grant support from FEMA as a sponsoring agency of the US&R Task Force. 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 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. 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.

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 \$866,627 in funding that remains unexpended from the total grant award of \$1,228,549 relative to the 2020 Federal Emergency Management Agency (FEMA) Urban Search and Rescue (US&R) Task Force. The performance period will remain unchanged from September 1, 2020 through August 31, 2023. The LAFD will front-fund the costs for the purchase of the equipment, subject to reimbursement by FEMA upon submission of documentation. The FEMA grant does not require matching funds by the City. There is no additional impact to the General Fund.

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:04220092

Attachment

LOS ANGELES FIRE COMMISSION

Attachment

BOARD OF
FIRE COMMISSIONERS

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PRESIDENT

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SUE STENDEL
INDEPENDENT ASSESSOR

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

—
(213) 978-3838 PHONE
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November 16, 2021

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

[BFC 21-107] – CONTINUATION OF 2020 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT (C.F. 20-1387)

At its meeting of November 16, 2021, the Board of Fire Commissioners approved the report and its recommendations. The report is hereby transmitted to the Mayor for consideration and approval.

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

Sincerely,

Leticia Gomez
Commission Executive Assistant II

Attachment

cc: Fire Chief Ralph M. Terrazas (via email)


LOS ANGELES FIRE DEPARTMENT
RALPH TERRAZAS
 FIRE CHIEF

APPROVED: *11/16/2021*
BOARD OF FIRE COMMISSIONERS
BY: *[Signature]*
COMMISSION EXECUTIVE ASSISTANT

October 28, 2021

 BOARD OF FIRE COMMISSIONERS
 FILE NO. 21-107

TO: Board of Fire Commissioners

FROM: *RNT* Ralph Terrazas, Fire Chief

SUBJECT: CONTINUATION OF 2020 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT (C.F. 20-1387)

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, 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 April 21, 2021, the Council accepted the 2020 FEMA Cooperative Agreement Grant (EMW-2020-CA-00053) in the amount of \$1,180,631 for a term of September 1, 2020 through August 31, 2023 (C.F. 20-1387). The Grant does not require a cost-share match from the City.

The Agreement's funding mechanism uses a "draw-down" system with FY 2021-22 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, 2021, \$866,627 remained available for spending in FY 2021-22 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 2020 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 38020R;

(b) Authorize the Controller, upon submission of proper documentation by the LAFD of direct staff costs incurred during the grant performance period, to transfer 2020 FEMA US&R grant funds from Fund 335, Account 38020R, 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 2020 FEMA US&R grant funds from Fund 335, Account 38020R 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 2021-22 Los Angeles Fire Department General Fund Budget will front-fund \$866,627 to enable continuation of the performance period of the 2020 FEMA Cooperative Agreement Grant through August 31, 2023. 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 \$1,180,631 of which \$866,627 remains available for salaries, travel, expenses and equipment in FY2021-22.

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