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

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

November 19, 2019

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 19-124] – ACCEPTANCE OF FY 2019 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT

At its meeting of November 19, 2019, 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,

Isela Iñiguez
Acting Commission Executive Assistant

Attachment

cc: Board of Fire Commissioners (without attachments)
Fire Chief Ralph M. Terrazas (without attachments)

November 5, 2019

LOS ANGELES FIRE DEPARTMENT



RALPH TERRAZAS
FIRE CHIEF

APPROVED: 11-19-2019
BOARD OF FIRE COMMISSIONERS
BY:
COMMISSION EXECUTIVE ASSISTANT

August 28, 2019

BOARD OF FIRE COMMISSIONERS
FILE NO. 19-124

TO: Board of Fire Commissioners

FROM: Ralph M. Terrazas, Fire Chief

SUBJECT: ACCEPTANCE OF FY 2019 FEMA URBAN SEARCH AND RESCUE
TASK FORCE COOPERATIVE AGREEMENT GRANT

FINAL ACTION:	<input 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 Withdrawn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 \$1,149,104 for the 2019 FEMA US&R program, with a period of performance from September 30, 2019 through September 29, 2022. 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:

- \$529,959 - (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, 2019 through July 1, 2020 are included in the Personnel Authority Resolution (PAR) awaiting authorization by City Council (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.

- \$154,583 - (direct and indirect costs) to fund one new Management Analyst. The new Management Analyst position will support CA-TF1 as the Travel/Contract Coordinator and serve as a backup to the Grant Manager. In line with best practices from other similar national US&R teams, the work load carried by the Grant Manager is usually conducted by a team of 2-4 personnel. Disaster Response Section presently consist of sworn members on special assignment with two full-time civilians. The additional civilian would allow for redundancy in the unit as a contingency plan. In 2014, the Grant Manager position remained vacant for 8 months, which negatively impacted the result of that year's FEMA Administrative Readiness Evaluation. FEMA has approved funding to hire new staff along with position description. Employment authority for this new position will also continue to be effected through the PAR with the continuation of FEMA grant funding.

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:

- \$488,495 - to fund contracts for specialized personal services (Canine Specialists, Medical Team Managers, Structural Engineering Specialists, maintenance of medical supplies through hospital or Pyxis and 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. In addition, a sole source contract will be executed with Providence Health System - Southern California dba Providence Saint Joseph Medical Center (Providence) to maintain medical supplies. Currently, Providence is the regional cache center, since it carries enough supplies to support 10 hospitals in case of an emergency, and is able to provide a locked and secure refrigerated storage for the CA-TF1 medical cache. 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 2017 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 2019 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 2019 FEMA Cooperative Agreement grant.

As an option, in line with best practices established within the FEMA Urban Search and Rescue System, CA-TF1 will also be seeking to contract a Pyxis medicine automated dispensing system and Pharmacist to monitor system.

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.

RECOMMENDATIONS

That the Board:

1. Approve and transmit the report to the Mayor and City Council for consideration and approval.

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

2. Accept the 2019 FEMA Cooperative Agreement Grant for the Urban Search and Rescue CA-TF1 in the amount of \$1,149,104 for the term of September 30, 2019 through September 29, 2022, 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 2019 FEMA grant funds received into Fund 335, Department 38, Account to be determined.
4. Authorize the Controller, for reimbursement purposes, to transfer 2019 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 2019 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 employment approval by Resolution for the following new position, for the grant period, and include the authority in future PARs:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	9184	Management Analyst

8. Authorize the Controller to transfer \$488,495 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 30, 2019 through September 29, 2022, and any extensions granted by FEMA.
9. 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.
10. 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 2019 FEMA Urban Search and Rescue Cooperative Agreement program through the end of the grant performance period.
11. Authorize the Fire Chief to negotiate and execute contracts with the following service providers, each not to exceed \$99,000 for the 2018 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
To be determined
To be determined
To be determined

Medical Cache Maintenance

Providence Health System – Southern California dba Providence Saint
Joseph Medical Center

12. 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 2019 FEMA grant performance period:

Pyxis Vendor
To be determined

Pharmacist
To be determined

Board report prepared by Antonio Muro, Management Analyst, Emergency Operations Bureau.