

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 26, 2016

CAO File No. 0100-00144-0330

Council File No. 16-0083

Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer *DH
TW*

Reference: Transmittal from the Board of Fire Commissioners dated January 19, 2016

Subject: **ACCEPTANCE OF 2015 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
GRANT AWARD TO CONTINUE THE DEVELOPMENT AND MAINTENANCE OF
NATIONAL URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE
AGREEMENT GRANT**

SUMMARY

On January 19, 2016, the Board of Fire Commissioners approved a Los Angeles Fire Department (Fire) report dated December 7, 2015, relative to the acceptance of FEMA grant funds totaling \$1,154,582 to continue the development and maintenance of the Urban Search and Rescue (US&R) Response System resources. The FEMA grant, authorized for use from October 1, 2015 through September 30, 2018, does not require City matching funds and provides for the purchase of needed equipment, uniforms, supplies, and training for program operations. The proposed FEMA cooperative agreement required for the acceptance and use of the grant funds also provides \$263,000 in personnel training costs (\$200,000 in FY 2015-16 and \$63,000 in FY 2016-17), \$466,256 in LAFD personnel costs (\$349,692 in FY 2015-16 and \$116,564 in FY 2016-17), and \$425,326 for contractual services, training, supplies, and equipment for the program.

Since 1993, LAFD has been a sponsoring agency for one of 28 FEMA US&R Task Forces nationwide and from 1994 to date, the Department has received a number of no-match FEMA grants to assist in financing various US&R Task Force activities including salary and expense costs (C.F. 97-1618; 02-2420; 05-0017; 08-2490, 09-2732; 10-2283; and 11-1941, 12-1627, 13-1618, 15-0588). The acceptance of the \$1,154,582 in grant funds will continue the financial support FEMA has provided Fire to develop and maintain the US&R Task Force. In recent years the Council has accepted no-match US&R grant cooperative agreements from FEMA ranging from \$632,915 to \$1,276,608.

Prior cooperative agreements included funding for two resolution authority Captain I positions and one Management Analyst II position to manage the program. In order to maximize return on investment, the US&R Task Force will replace one Captain I position with one Storekeeper II position. Fire has requested an extension of the employment authority for the two existing positions and a new resolution authority for the Storekeeper II position for the grant performance period. The cost for these three positions include salaries and fringe benefits based on the Cost Allocation Plan (CAP) 37 and will be paid directly from the Department's salary accounts and reimbursed back into the respective salary accounts from which the expenses occurred.

Personal services contracts are included as a provision of the grant program and are needed for nine specialized disciplines, including two Canine Search Specialists, four Medical Team Managers and three Structural Engineering Specialists. Due to the intermittent and specialized nature of the services provided by the contractors, the Department is requesting authority to execute sole source agreements in accordance with Los Angeles Administrative Code Section 10.15(a)(2).

The Department also requests authority for contractual services agreements for FEMA-required medical cache maintenance, medical examinations, and for a supplier of snake anti-venom. Similarly, the Department requests authority for sole source agreements for these services under Administrative Code Section 10.15(a)(2).

Subsequent to the execution of the proposed no-match FEMA cooperative agreement, Fire staff will draw down FEMA grant funds after a payment for eligible expenses has been completed. It should be noted that because FEMA grant funds are drawn down on a reimbursement basis, Fire must first use its budgeted funds to pay for any and all US&R related expenses. The front-funding of program expenses will be transferred from the Department's Fund 100 operating budget to Fund 335, (Fire Department Grants), and will be subsequently reimbursed by the FEMA grant funds. Fire has requested a transfer of up to \$425,326 from its Fiscal Year 2015-16 budgeted funds (Account 1012, Sworn Salaries) to support the expense and equipment purchase necessary for the program's operations during the grant performance period. The acceptance and use of the FEMA grant funds is consistent with the City's Financial Policies in that Federal grant funds will be used to fund one-time program expenses and to fully fund three resolution authority positions to support the continued development and maintenance of the US&R Task Force.

RECOMMENDATIONS

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

1. Authorize the Los Angeles Fire Department (Fire) to accept the grant award from the Federal Emergency Management Agency (FEMA) for the Urban Search and Rescue (US&R) Task Force and execute a no-match cooperative agreement in the amount of \$1,154,582 for the term October 1, 2015 through September 30, 2018, subject to the approval of the City Attorney as to form;
2. Authorize the Controller to transfer up to \$425,326 from Department 38, Fund No. 100, Account 1012 (Salaries Sworn) to Department 38, Fund No. 335 (Fire Department Grants), account to be determined, to support the purchase of necessary expense and equipment items that will be reimbursed by the FEMA grant for the period of October 1, 2015 through September 30, 2018, and any extensions granted by FEMA;
3. Authorize Fire Department to deposit the FEMA grant funds received under this cooperative agreement into Fund 335, Department 38, account to be determined;
4. Authorize the Controller to transfer FEMA grant funds received under this grant into Department 38, Fund 100, Revenue Source 5346 for fringe benefits upon submission of proper documentation by LAFD of actual costs incurred during the grant performance period;

5. Authorize the Controller to transfer funds from Fund 335/38, account to be determined to various salary accounts; Account 1012 (Salaries Sworn), Account 1010 (Salaries General), and Account 1098 (Variable Staffing), upon submission of proper documentation by Fire of actual costs incurred from the continued development and maintenance of US&R Response System resources during the grant performance period, subject to the review and approval of the Office of the City Administrative Officer (CAO);
6. Find, in accordance with Los Angeles Administrative Code Section 4.133(a), that the following two positions will remain approved and authorized by Resolution as indicated in the Personnel Authority Resolution (PAR), from October 1, 2015 through June 30, 2016, and include the authority in future PARs:

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

7. Authorize the employment approval by Resolution for the following position, for the period of October 1, 2015 through June 30, 2016, and include the authority in future PARs;

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	1825-2	Storekeeper II

8. Authorize the Fire Department to negotiate and execute nine sole source, personal services contracts, each with a sum not to exceed \$99,000 during the period of this grant, for specialized services required by FEMA, as follows: Canine Search Specialist (two contracts), Medical Team Managers (four contracts) and Structural Engineering Specialist (three contracts);
9. Authorize and approve the Fire Department to release a Request For Qualifications (RFQ) to solicit the personal services of Canine Search Specialist, Medical Team Manager, and Structural Engineering Specialist to create a pool of reserve candidates in the event of a vacancy on the FEMA Urban Search and Rescue team, subject to the approval of the City Attorney;
10. Authorize the Fire Department to enter into two additional contracts from the reserve pool created by the RFQ, and other on-going recruitment efforts, or by sole source if no additional persons meet the criteria, subject to City Attorney approval as to form;
11. Authorize the Fire Department to negotiate and execute a sole source contract with Providence Health System - Southern California, DBA Providence Saint Joseph Medical Center, not to exceed \$99,000, during the period of this Grant, for medical cache maintenance, as required by FEMA;
12. Authorize Fire to negotiate and execute a sole source contract with UCLA Medical Center, not to exceed \$99,000, during the period of this Grant, to purchase snake anti-venom upon deployment, as required by FEMA;

13. Authorize Fire to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

FISCAL IMPACT STATEMENT

The recommended actions would not have a fiscal impact on the City's General Fund. The acceptance and use of the FEMA grant funds is consistent with the City's Financial Policies in that Federal grant funds will be used to fund one-time program expenses and to fully fund three resolution authority positions to support the continued development and maintenance of the US&R Task Force.

MAS:MFC:0460078c