

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: December 3, 2018

CAO File No. 0150-11264-0000

Council File No. 17-1434-S3

Council District: 15

To: The Mayor  
The City Council

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

Reference: Board of Fire Commissioners transmittal dated November 6, 2018

Subject: **FISCAL YEAR 2017 STAFFING FOR ADEQUATE FIRE AND EMERGENCY  
RESPONSE (SAFER) GRANT AWARD ACCEPTANCE**

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### RECOMMENDATIONS

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

1. Authorize the Fire Chief, or his designee, to:
  - a. Accept the Fiscal Year 2017 Staffing for Adequate Fire and Emergency Response (SAFER) grant award from the Federal Emergency Management Agency (FEMA), whereas the Federal share is \$4,620,082, for a three-year performance period beginning January 7, 2019 through January 6, 2022, to staff a Light Force deployment at the Wilmington Fire Station 38;
  - b. Execute any documents necessary to accept the FY17 SAFER grant or submit for reimbursements in accordance with the grant guidelines and deposit grant funds received into LAFD Grants Fund 335, Department 38;
2. Authorize the Los Angeles Fire Department (LAFD) to:
  - a. Spend up to the FY17 SAFER Grant total project cost of \$7,492,023 in accordance with the grant award agreement;
  - b. Submit grant reimbursement requests to FEMA and deposit grant funds received into LAFD Grants Fund 335, Department no. 38;
3. Authorize the Controller to:
  - a. Establish a grant receivable and appropriate up to \$4,620,082 to an appropriation account, number to be determined, in Fund 335/38 for the receipt and

disbursement of the FY17 SAFER grant funds;

- b. Transfer appropriations as needed from Fund 335/38, account number to be determined, to Fund 100/38, Account 001012, Salaries Sworn, or Account 001030, Sworn Bonuses, upon submission of proper documentation by LAFD, subject to approval of the City Administrative Officer (CAO), of direct costs incurred during the grant performance period;
  - c. Transfer FY17 SAFER grant funds from Fund 335/38, Revenue Source Code 5346, Reimbursement of Grant Related Costs, for fringe benefits and related costs upon submission of proper documentation by LAFD, subject to CAO approval of the related costs incurred during the grant performance period;
4. Authorize resolution authority for 21 Firefighter III positions, Class Code 2112-3, for the period beginning January 7, 2019 through June 30, 2019, upon allocation by the Civil Service Commission;
  5. Authorize LAFD to request the reallocation of nine Firefighter IIIs authorized by resolution authority, to Fire Captain, Class Code 2142-2 (three positions), Engineer of Fire Department, Class Code 2131-0 (three positions), and Apparatus Operator, Class Code 2121-0 (three positions);
  6. Instruct LAFD to report back to the Council for approval of any plans to modify the FY 17 SAFER Grant program to add resources or change the deployment of SAFER-funded position authorities;
  7. Authorize the LAFD and Controller, based on LAFD submissions to the CAO of grant budget modifications approved by FEMA, to transfer funds, as needed, between Fund 335/38 and Fund 100/38 for implementation of the FY 17 SAFER Grant; and,
  8. Authorize 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**

At its meeting of September 7, 2018, the Council approved a motion (Englander – Buscaino) authorizing the Los Angeles Fire Department (LAFD) to accept the Fiscal Year 2017 Staffing for Adequate Fire and Emergency Response (SAFER) grant award providing funds to staff a Light Force deployment, consisting of a Truck company and an Engine for the Wilmington Fire Station 38.

The Federal Emergency Management Agency (FEMA) offers grant programs to first responder agencies to build, sustain, and improve the preparedness, protection and response to all fire-related hazards. The SAFER grant was established to provide funding directly to fire departments and volunteer firefighter interest organizations to help increase the number of trained “frontline”

firefighters in their communities. The goal of the SAFER grant is to enhance the staffing, response and operational standards established by the National Fire Protection Association.

The LAFD has been a recent recipient of the FY16 SAFER grant award in an amount of \$15.5 million to restore four Engine companies at Lincoln Heights Fire Station 1, Echo Park Fire Station 20, Reseda Fire Station 73, and Mission Hills Fire Station 75.

In August 2018, the LAFD was notified that its application for the FY17 SAFER grant was approved. The total Federal grant award consists of \$4,620,082 for salaries and fringe benefit costs for 21 entry-level Firefighter III positions over a three-year period beginning on January 7, 2019 through January 6, 2022. The LAFD applied for the SAFER grant to reopen a Light Force deployment at Fire Station 38 in Wilmington that was subject to a resource reduction in 2011 due to the City's adverse fiscal condition. Fire Station 38 is located adjacent to the Port of Los Angeles and serves an industrial, maritime, and residential area of the City. The hazards within this area are significant due to the presence of oil refineries, tankers, container storage facilities, and expanding development throughout the area.

A Light Force is a six-member resource that staffs a Truck and an Engine, consisting of three Firefighters, one Engineer, one Apparatus Operator, and one Fire Captain for a total of 18 platoon duty positions. The LAFD grant request also includes authority for three additional Firefighter III positions to backfill vacancies, for a total of 21 positions. The terms for the FY17 SAFER grant include, but are not limited to, the following:

- Federal funding may not exceed 75-percent of the annual cost of a first-year firefighter in Year One and Two of the grant;
- Federal funding may not exceed 35-percent of the annual cost of a first-year firefighter in Year Three;
- Ineligible expenses include salaries for existing Firefighter positions at the time of the grant award; costs to fund promotions or pay increases; and costs for allowances that are not part of a standard expense for entry-level Firefighters;
- The City must agree to maintain an LAFD sworn staffing headcount of 2,846, which was the staffing level that existed at the time of the grant award, in addition to the 21 new SAFER-funded positions;
- The total project budget to accept the grant award is \$7,492,023, which includes a Federal share of \$4,620,082 and includes a conditional cost match by the City in the amount of \$2,871,941; and,
- The grant award for eligible cost reimbursements was adjusted by FEMA based on maintaining the annual Firefighter salary amount at the same level for the first two years of the program, which is calculated at \$118,921 for salaries (\$69,793) and benefits (\$49,128).

The LAFD reports that the total cost for staffing the Light Force is \$11,613,235 (Table 1). The SAFER grant award funds are limited to FEMA-reimbursable costs, which are salaries and fringe benefits. The total eligible cost for salaries and benefits is \$8,631,584. Although the total eligible Federal share portion would be \$5,178,771, FEMA made adjustments to maintain the annual salary and benefit costs at the same level for Year One and Year Two without any increases. Therefore, the LAFD grant award is \$4,620,082, which is less than the total amount eligible and will increase the City's cost share by \$558,689. The costs to staff the Light Force also include non-eligible grant expenses for Constant Staffing overtime and bonus pay, and costs associated to reallocate nine of the Firefighter III position authorities.

Table 1

Grant Requirement/ Cost Factor	SAFER Funding	City Cost (General Fund)	Total Cost
21 New Firefighter III positions	\$5,178,771	\$3,452,813	\$8,631,584
Grant Award Difference	(\$558,689)	\$558,689	
Constant Staffing and Bonus Cost		\$1,578,370	
Position Reallocation Costs		\$1,403,281	
<i>Subtotal Non-eligible costs</i>			\$2,981,651
<b>Total 3-Year Cost</b>	<b>\$4,620,082</b>	<b>\$6,993,153</b>	<b>\$11,613,235</b>

The LAFD request includes funding for 21 positions based on the staffing factor of having the required number employees to staff each of the six positions of a Light Force for 24-hours a day, 365 days per year. The LAFD will require a General Fund (GF) appropriation over the course of four fiscal years beginning in FY 2018-19 through FY 2021-22. Table 2 reflects the total funding required per fiscal year for the 21 new positions and to restore one Light Force:

Table 2

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
SAFER Salaries	\$454,795	\$1,062,547	\$901,827	\$306,253	\$2,725,422
GF Direct Costs	225,295	527,129	913,383	669,875	2,335,682
<b>Subtotal Direct Costs</b>	<b>680,090</b>	<b>1,589,676</b>	<b>1,815,210</b>	<b>976,128</b>	<b>5,061,104</b>
SAFER Benefits	181,078	800,839	684,283	228,460	1,894,660
GF Related Costs	89,187	394,443	684,282	507,908	1,675,820
<b>Subtotal Related Costs</b>	<b>270,265</b>	<b>1,195,282</b>	<b>1,368,565</b>	<b>736,368</b>	<b>3,570,480</b>
<b>Constant Staffing</b>	<b>31,193</b>	<b>560,361</b>	<b>641,598</b>	<b>345,218</b>	<b>1,578,370</b>
<b>Position Reallocation</b>	<b>25,603</b>	<b>456,141</b>	<b>569,090</b>	<b>352,447</b>	<b>1,403,281</b>
Total SAFER Funding	\$635,873	\$1,863,386	\$1,586,110	\$534,713	\$4,620,082
<i>Total GF Cost</i>	\$371,278	\$1,938,074	\$2,808,353	\$1,875,448	\$6,993,153
<b>Total Cost</b>	<b>\$1,007,151</b>	<b>\$3,801,460</b>	<b>\$4,394,463</b>	<b>\$2,410,161</b>	<b>\$11,613,235</b>

## **FISCAL IMPACT STATEMENT**

Approval of the recommendations in this report will authorize the Los Angeles Fire Department (LAFD) to accept the Fiscal Year 2017 Staffing for Adequate Fire and Emergency Response (SAFER) grant award of up to \$4,620,082 from the Federal Emergency Management Agency, for a three-year term beginning on January 7, 2019 through January 6, 2022. Acceptance of this award requires the City to commit a cost match of \$2,871,941. Funding and resources to restore one Light Force, consisting of a Truck company and an Engine, for the Wilmington Fire Station 38 will require an additional \$4,121,212 for a total three-year cost of \$11,613,235. The total General Fund impact over the three-year term is \$6,993,153, which includes salaries, benefits, reallocation costs, and constant overtime and bonus pay costs for 21 sworn positions. LAFD proposes to absorb the estimated cost for the current fiscal year in the amount of \$371,000 within budgeted funds. Subsequent years will require a General Fund appropriation to match the grant award. Current year reimbursements are expected to increase by \$200,000 and will be deposited into Revenue Source Code 5346 Reimbursement of Grant Related Costs for the FY 2018-19. Funding requirements beyond FY 2018-19 will be subject to the annual budget process.

*RHL:DP:04190063c*

Attachment



# FEMA

Ms. Drew Steinberg  
Los Angeles Fire Department  
200 North Main Street  
Los Angeles, California 90012-4110

Re: Award No. EMW-2017-FH-00122

Dear Ms. Steinberg:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$7,492,023.00. As a condition of this award, you are required to contribute a cost match in the amount of \$2,871,941.00 of non-Federal funds. The Federal share is \$4,620,082.00 of the approved total project cost of \$7,492,023.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your recruitment period has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Bridget Moran".