

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: November 29, 2018

CAO File No. 0100-00144-0332

Council File No. 18-0997

Council District: All

To: The Mayor  
The Council

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

Reference: Transmittal from the Board of Fire Commissioners dated October 2, 2018

Subject: **ACCEPTANCE OF FISCAL YEAR 2017 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT AWARD TO CONTINUE THE DEVELOPMENT AND MAINTENANCE OF NATIONAL URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT**

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### RECOMMENDATIONS

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

1. Authorize the Los Angeles Fire Department (LAFD) 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 \$1,205,013 for the term October 1, 2017 through September 29, 2020, subject to the approval of the City Attorney as to form;
2. Authorize LAFD to deposit the FEMA grant funds received under this cooperative agreement into Fund 335, Department 38, account to be determined;
3. Authorize the Controller to transfer funds from Fund 335, Department 38, account to be determined, to various Fund 100 Department 38 salary accounts: Account 1012 (Salaries Sworn), Account 1010 (Salaries General), and Account 1098 (Variable Staffing), upon submission of proper documentation by the Fire Department of direct staff costs incurred during the grant performance period;
4. Authorize the Controller to transfer funds from Fund 335, Department 38, account to be determined, to Fund 100, Department 38, 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 up to \$380,898 from Fund No. 100, Department 38, Account 1012 (Salaries Sworn) to Fund No. 335, Department 38, 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, 2017 through September 29, 2020, and any extensions granted by FEMA;

6. 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 2017 FEMA Urban Search and Rescue Cooperative Agreement program through the end of the grant performance period, subject to approval of the City Administrative Officer;
7. 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), from October 1, 2017 through September 29, 2020, 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
1	1835-2	Storekeeper II

8. Authorize the Fire Department to negotiate and execute 15 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 (six contracts); Structural Engineering Specialist (six contracts); and Medical Cache Maintenance (one contract); and,
9. Authorize the Fire Department to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

## **SUMMARY**

On January 17, 2017, the Board of Fire Commissioners approved a Los Angeles Fire Department (LAFD) report relative to the acceptance of Federal Emergency Management Agency (FEMA) grant funds totaling \$1,205,013 to continue the development and maintenance of the Urban Search and Rescue (US&R) Response System resources. The FEMA grant performance period is October 1, 2017 through September 29, 2020 and does not require City matching funds. The grant provides for the purchase of equipment, uniforms, supplies, and training for program operations. The FEMA cooperative agreement provides for the acceptance and use of the grant funds including \$319,800 in personnel training costs, \$504,315 in LAFD personnel costs, and \$380,898 for contractual services, training, supplies, and equipment for the program.

Since 1993, the LAFD has been a sponsoring agency for one of 28 FEMA US&R Task Forces nationwide. 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. 13-1618; 15-0588; 16-0083; and 17-0068). The acceptance of the \$1,205,013 in grant funds will continue the financial support FEMA has provided LAFD 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.

The LAFD has requested an extension of the employment authority for the three existing positions. 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. This CAP rate was the current approved rate at the time of the grant award.

The LAFD requests authority to enter into personal services contracts that are included as a provision of the grant program and needed for specialized disciplines, including two Canine Search Specialists, six Medical Team Managers and six Structural Engineering Specialists. The Department also requests authority to enter into a sole source contract with Providence Health System – Southern California dba Providence Saint Joseph Medical Center to maintain medical supplies. Due to the intermittent and specialized nature of the services provided by the contractors, the LAFD requested authority to execute sole source agreements in accordance with Los Angeles Administrative Code Section 10.15(a)(2).

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).

A Charter Section 1022 Determination is not required as the Personnel Department has determined that the City does not currently employ personnel with the required knowledge and skills specified within the Canine Search Specialist and Medical Team manager professional services agreements. On November 19, 2018, the LAFD submitted a Notification of Intent to Contract to the Employee Relations Division.

Subsequent to the execution of the proposed no-match FEMA cooperative agreement, LAFD 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, the LAFD must first use its budgeted funds to pay for 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.

## **FISCAL IMPACT STATEMENT**

The recommended actions would not have a fiscal impact on the City's General Fund. The acceptance and use of the Federal Emergency Management Agency 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 Urban Search and Rescue Task Force.