

BOARD OF FIRE COMMISSIONERS

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FIRE DEPARTMENT

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March 6, 2013

Honorable Members of the City Council  
City of Los Angeles  
City Hall, Room 395  
Attention: City Clerk

Honorable Antonio R. Villaraigosa  
Mayor, City of Los Angeles  
Room 303, City Hall  
Attention: Mandy Morales, Legislative Coordinator

[BFC 13-030] – 2011 COOPERATIVE AGREEMENT EXTENSION REQUEST – FEMA URBAN SEARCH AND RESCUE TASK FORCE, COUNCIL FILE 11-1941

At its meeting of March 5, 2013, the Board of Fire Commissioners approved the Fire Department's report dated March 5, 2013, requesting that the Mayor and City Council authorize the Controller to transfer \$75,000 from Department 38, Fund 100, Account 001012 (Salaries, Sworn) to Department 38, Fund 335, Account 38-011R, to support the necessary expense and purchase of equipment items that will be reimbursed by the Federal Emergency Management Agency (FEMA) grant. Also authorize the Fire Chief, or his designee, to deposit the FEMA grant funds received under this cooperative agreement into Department 38, Fund 335 (Fire Department Grants), and authorize the Controller to transfer FEMA grant funds, from Department 38, Fund 335 to Department 38, Fund 100, Account 001012 (Sworn Salaries), based on the Los Angeles Fire Department (LAFD) submissions to the Office of the City Administrative Officer (CAO) documenting actual costs incurred for this FEMA Urban Search and Rescue (US&R) no-match Cooperative Agreement Program through the end of the extended grant term of January 31, 2014. The 2011 Cooperative Agreement is a fully reimbursable "draw-down" grant with no cost-share. There is no long-term fiscal impact.

The report is herewith transmitted concurrently to the City Council and the Mayor for review and approval. Should you need additional information, please contact the Board of Fire Commission Office at 213-978-3838.

Sincerely,

Leticia Gómez  
Commission Executive Assistant

Attachment

cc: Miguel A. Santana, City Administrative Officer (without attachment)  
Board of Fire Commissioners  
Brian L. Cummings, Fire Chief (without attachment)

3/5/13

*John King*

**LOS ANGELES FIRE DEPARTMENT**



**BRIAN L. CUMMINGS**  
FIRE CHIEF

March 5, 2013

BOARD OF FIRE COMMISSIONERS  
FILE NO. 13-030

TO: Board of Fire Commissioners  
FROM: Brian L. Cummings, Fire Chief  
SUBJECT: 2011 COOPERATIVE AGREEMENT EXTENSION REQUEST - FEMA  
URBAN SEARCH AND RESCUE TASK FORCE, COUNCIL FILE  
11-1941

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

**Recommendations:** That the Board:

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

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

2. Authorize the Controller to transfer \$75,000 from Department 38, Fund 100, Account 001012 (Salaries, Sworn) to Department 38, Fund 335, Account 38-011R, to support the necessary expense and purchase of equipment items that will be reimbursed by the Federal Emergency Management Agency (FEMA) grant.
3. Authorize the Fire Chief, or his designee, to deposit the FEMA grant funds received under this cooperative agreement into Department 38, Fund 335 (Fire Department Grants).
4. Authorize the Controller to transfer FEMA grant funds, from Department 38, Fund 335 to Department 38, Fund 100, Account 001012 (Sworn Salaries), based on the Los Angeles Fire Department (LAFD) submissions to the Office of the City Administrative Officer (CAO) documenting actual costs incurred for this FEMA Urban Search and Rescue (US&R) no-match Cooperative Agreement Program through the end of the extended grant term of January 31, 2014.
5. Authorize the Controller to transfer the uncommitted balance of advanced funds as of June 1, 2013, from Department 38, Fund 335, Appropriation Account 38-011R to Department 38, Fund 100, Account 001012 (Sworn Salaries) to meet payroll needs.

**Summary:**

On April 4, 1993, the Mayor and City Council authorized the LAFD to execute a Memorandum of Agreement (MOA) with the Governor's Office of Emergency Services and the FEMA. These actions established LAFD as a sponsoring agency and host of a FEMA US&R Task Force, California Task Force 1 (CA-TF 1). Through the MOA, FEMA supports CA-TF 1 annually using a Cooperative Agreement (Agreement) to fund the program. The Agreement supports an equipment cache, CA-TF 1 member training, and full-time personnel to manage the cache and administrate CA-TF1's US&R program.

The Agreement's funding mechanism uses a "draw-down" system where the LAFD loans funds from its existing general fund accounts for CA-TF 1 expenditures, which is reimbursed by drawing down from the grant award and reimbursing LAFD accounts. The Agreement does not require a cost-share by either the LAFD or City.

On January 13, 2012, Council accepted a FEMA Cooperative Agreement Grant (EMW-2011-CA-K00049) in the amount of \$1,085,078 for the Performance Period of August 1, 2011 through January 31, 2013 (C.F. 11-1941). On January 9, 2013, FEMA extended this Agreement until January 31, 2014 in order to complete the grant expenditures as part of the 2011 Statement of Work.

**Fiscal Impact:**

The 2011 Cooperative Agreement is a fully reimbursable, "draw-down" grant with no cost-share. There is no long-term fiscal impact.

**Conclusion:**

As the sponsoring agency of a US&R Task Force, CA-TF 1, the LAFD receives annual grants to support, maintain, and enhance CA-TF 1'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 \$1,085,078 of which \$181,173 remains available for expense and equipment. The LAFD is asking for use of \$75,000 within this Fiscal Year 2012/2013 and will request the remaining funds in the next fiscal year.

Board report prepared by Mary Reuschel, Management Analyst II, Emergency Services Bureau.

