

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: April 5, 2013

CAO File No. 0100-00144-0322

Council File No. 11-1941

Council District: --

To: The Public Safety Committee

From: Miguel A. Santana, City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated March 6, 2013

Subject: **2011 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) / URBAN SEARCH AND RESCUE (US&R) TASK FORCE READINESS COOPERATIVE AGREEMENT GRANT EXTENSION**

SUMMARY

On January 13, 2012, Council approved the 2011 FEMA/US&R Task Force Readiness Cooperative Agreement Grant (C.F. 11-1941) in the amount of \$1,085,078 for the Los Angeles Fire Department (LAFD) to continue the development and maintenance of Urban Search and Rescue (US&R) Response System resources. The FEMA grant, authorized for use during the performance period of August 1, 2011 through January 31, 2013, did not require City matching funds and provided for the purchase of needed equipment, uniforms, supplies, and training. On January 9, 2013, FEMA authorized the extension of the performance period to January 31, 2014.

Since 1993, the LAFD has been a sponsoring agency as one of the 28 FEMA US&R Task Forces nationwide. Since 1994, the LAFD has received several no-match FEMA grants, in varying amounts, to assist in financing various US&R Task Force activities including salary (with benefits and related costs included) and expense costs (C.F. 94-0082-S1; 97-1618; 02-2420; 05-0017; 07-2550; 08-2490; 09-2732 and 10-2283-S2). The 2011 Grant of \$1,085,078 continues the financial support FEMA has provided the LAFD to develop and maintain the US&R Task Force. The 2010 FEMA grant of \$1,074,071 also funded US&R Task Force salaries and expenses.

This is a reimbursement grant. As such, the City advanced funding for California Task Force 1 (CA-TF1) operations from the LAFD's General Fund budget. As costs are incurred, the Department's FEMA grant manager validates expenditures according to FEMA financial guidelines. Once expenditures are approved, funds are drawn down to reimburse the LAFD General Fund accounts. All expenditures are reimbursed by the FEMA grant on an on-going basis, as expenditures are processed according to City procedures.

The extension to the Cooperative Agreement provides LAFD additional time to expend the remaining balance of the grant funds. Currently, this no-match reimbursement grant of \$1,085,078 has an \$181,173 remaining balance to be spent.

RECOMMENDATIONS

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

1. Transfer \$75,000 from Fund No. 100/38, Account No. 1012 (Salaries, Sworn) to, Fund No. 335/38, Account No. 011R, to support the necessary expense and purchase of equipment items that will be reimbursed by the FEMA grant;
2. Authorize the Fire Chief, or designee, to deposit the FEMA grant funds received under this cooperative agreement into Fund No. 335 (Fire Department Grants), Department No. 38;
3. Transfer FEMA grant funds, from Fund No. 335/38 to Fund No. 100/38, Account 1012 (Sworn Salaries), based on Fire Department submissions to the City Administrative Officer (CAO) documenting actual costs incurred for this FEMA Urban Search and Rescue no-match Cooperative Agreement Program through the end of the extended grant term of January 31, 2014; and,
4. Transfer the uncommitted balance of advanced funds as of June 1, 2013 from Fund No. 335/38, Appropriation Account No. 011R to Fund No. 100/38, Account No. 1012 (Sworn Salaries) to meet payroll needs.

FISCAL IMPACT STATEMENT

The recommended actions will 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 for one-time expenses to support the continued development and maintenance of the US&R Task Force.

MAS:MCD:04130101c

Attachment

Attachment

BOARD OF FIRE COMMISSIONERS

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PRESIDENT

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BRIAN L. CUMMINGS
FIRE CHIEF

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<http://www.lafd.org>

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)

March 5, 2013

APPROVED: 3/5/13
WORLD OF FIRE ADMINISTRATION
Erica Long




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: Approved Approved w/Corrections Withdrawn
 Denied Received & Filed 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.

