

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

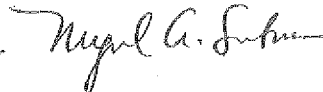
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Date: August 16, 2012

CAO File No. 0100-00144-0319  
Council File No. 11-1941  
Council District: ALL

To: The Mayor  
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Board of Fire Commissioners transmittal dated July 18, 2012

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

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### SUMMARY

On January 13, 2012, Council approved the 2011 Federal Emergency Management Agency (FEMA)/ Urban Search and Rescue (US&R) Task Force Readiness Cooperative Agreement Grant (C.F. 11-1941) in the amount of \$1,085,079 for the Los Angeles Fire Department (LAFD) to continue the development and maintenance of US&R Response System resources. The FEMA grant, authorized for use during an 18-month period, from 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.

This no-match reimbursement grant has a remaining unspent balance of \$345,000. As a host and sponsor of California Task Force 1 (CA-TF1) the LAFD advances funding from its General Fund budget, and 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.

### RECOMMENDATIONS

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

1. Transfer up to \$345,000 from Fund No. 100/38, Account No. 1012 (Sworn Salaries) to Fund No. 335/38, Account No. 38011R, 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 grant term of January 31, 2013;
4. Transfer the uncommitted balance of advanced funds as of February 1, 2013 from Fund No. 335/38, Appropriation Account No. 38011R to Fund No. 100/38, Account No. 1012 (Sworn Salaries) to meet payroll needs; and,
5. Authorize the Fire Department 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 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:04130011c*

Attachment

BOARD OF FIRE COMMISSIONERS

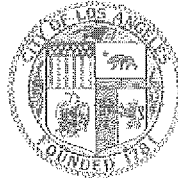
GENETHIA HUDLEY-HAYES  
PRESIDENT

CASIMIRO U. TOLENTINO  
VICE PRESIDENT

ANDREW FRIEDMAN  
JILL FURILLO  
ALAN J. SKOBIN

LETICIA GÓMEZ  
EXECUTIVE ASSISTANT

CITY OF LOS ANGELES  
CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

Attachment

FIRE DEPARTMENT

BRIAN L. CUMMINGS  
FIRE CHIEF

200 NORTH MAIN STREET  
LOS ANGELES, CA 90012

(213) 978-3838  
FAX: (213) 978-3814

<http://www.lafd.org>

July 18, 2012

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 12-104] – 2011 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT FUND TRANSFER REQUEST, COUNCIL FILE 11-1941

At its meeting of July 17, 2012, the Board of Fire Commissioners approved a fund transfer request to the 2011 FEMA Urban Search and Rescue Task Force Cooperative Agreement. The report is hereby transmitted concurrently to the Mayor and City Council 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: Board of Fire Commissioners  
Fire Chief Cummings

July 17, 2012

APPROVED: 7/17/12

BOARD OF FIRE COMMISSIONERS

BY: *[Signature]*

LOS ANGELES FIRE DEPARTMENT

COMMISSION EXECUTIVE ASSISTANT



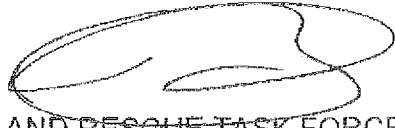
BRIAN L. CUMMINGS  
FIRE CHIEF

June 22, 2012

BOARD OF FIRE COMMISSIONERS  
FILE NO. 12-104

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief



SUBJECT: 2011 FEMA URBAN SEARCH AND RESCUE TASK FORCE  
COOPERATIVE AGREEMENT FUND TRANSFER REQUEST,  
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 \$345,000 from Department 38, Fund 100, Account 001012 (Salaries, Sworn) to Department 38, Fund 335, Account 38011R, 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 grant term of January 31, 2013.
5. Authorize the Controller to transfer the uncommitted balance of advanced funds as of February 1, 2013, from Department 38, Fund 335, Appropriation Account 38011R 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 (Attached) 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-TF 1's US&R program.

FEMA's ongoing method of supporting US&R Task Forces throughout the country is by funding Cooperative Agreement Grants to sponsoring agencies for necessary equipment, training, supplies, and program administration costs. On January 13, 2012, the Council accepted a FEMA Cooperative Agreement Grant (EMW-2011-CA-00049) in the amount of 1,085,079 for a period of August 1, 2011 through January 31, 2013. (C.F. 11-1941). As of June 8, 2012 a balance of \$579,940 remained unspent. The period of performance of this grant spans over two fiscal years, therefore a funds transfer is needed to complete the goals of this grant.

The amounts we spent this past Fiscal Year was primarily for the support of the resolution authorities, covering two (2) Captain I positions, and one (1) Management Analyst II position. Fringe benefits were covered for these positions as well. Our CA-TF 1 training was provided through the use of v-hours paid for by the 2011 FEMA Grant in order to maintain the skill levels from the rostered Task Force members. Travel expenses and the maintenance expense of cellular and satellite equipment were paid for out of these grant funds.

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 Department or City. All grant mandated expenditures shall be reimbursed from the FEMA US&R account in a timely, on-going basis, as expenditures are processed according to City procedures.

**Fiscal Impact:**

The Department needs to transfer \$345,000 from Department 38, Fund 100, Account 001012 (Salaries, Sworn) to Department 38, Fund 335, Account 38011R to support the expense and equipment purchases necessary for the programs operations in Fiscal Year 2012/2013. The remaining grant funds are salary expenses for the program administration and training personnel costs, these costs will come directly from the salary accounts and be reimbursed back into the salary accounts.

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