

REPORT FROM

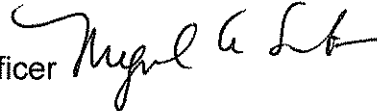
OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 11, 2013

CAO File No. 0100-00144-0324
Council File No. 12-1627
Council District: ALL

To: The Mayor
The City Council

From: Miguel A. Santana, City Administrative Officer



Reference: Board of Fire Commissioners transmittal dated September 18, 2013

Subject: **FUND TRANSFER - 2012 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) / URBAN SEARCH AND RESCUE (US&R) TASK FORCE READINESS COOPERATIVE AGREEMENT**

SUMMARY

On January 29, 2013, the City Council approved the 2012 Federal Emergency Management Agency (FEMA)/ Urban Search and Rescue (US&R) Task Force Readiness Cooperative Agreement Grant (C.F. 12-1627) in the amount of \$1,276,608 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, 2012 through January 31, 2014, did not require City matching funds and provided for the purchase of needed equipment, uniforms, supplies, and training. On May 7, 2013, FEMA extended this agreement to January 31, 2015 in order to complete the grant expenditures as part of the 2012 Statement of Work.

This no-match reimbursement grant has a remaining unspent balance of \$539,782. Since the term of this agreement has been extended, a fund transfer in this amount is now required to fulfill the program initiatives. 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 \$285,000 from Fund No. 100/38, Account No. 1012 (Sworn Salaries) to Fund No. 335/38, Account No. 38012R, 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 335/38 to Fund 100/38, Account 4681 for fringe benefits upon submission of proper documentation by Fire of actual costs incurred through June 1, 2014;
4. Transfer FEMA grant funds up to \$244,782, from Fund No. 335/38 Account 38012R to Fund No. 100/38, Account 1012 (Sworn Salaries), Account 1010 (Salaries General) and Account 1098 (Variable Staffing Overtime) 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, 2015;
5. Transfer the uncommitted balance of advanced funds as of June 1, 2014 from Fund No. 335/38, Appropriation Account No. 38012R to Fund No. 100/38, Account No. 1012 (Sworn Salaries) to meet payroll needs; and,
6. 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:04140037c

Attachment

Attachment

BOARD OF FIRE COMMISSIONERS

DELIA IBARRA
PRESIDENT
ANDREW GLAZIER
VICE PRESIDENT
STEVEN R. FAZIO
JIMMY H. HARA, M.D.
JIMMIE WOODS-GRAY
LETICIA GOMEZ
EXECUTIVE ASSISTANT II

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

FIRE DEPARTMENT

BRIAN L. CUMMINGS
FIRE CHIEF
200 NORTH MAIN STREET, RM. 1840
LOS ANGELES, CA 90012
(213) 978-3838
FAX: (213) 978-3814
<http://www.lafd.org>

September 18, 2013

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

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
Attention: Mandy Morales, Legislative Coordinator

[BFC 13-107] – 2012 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT FUND TRANSFER REQUEST, COUNCIL FILE 12-1627.

At its meeting of September 17, 2013, the Board of Fire Commissioners approved a fund transfer request to the 2012 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

September 17, 2013

APPROVED: 9/17/13
BOARD OF FIRE COMMISSIONERS
BY: *[Signature]*
COMMISSION EXECUTIVE ASSISTANT



LOS ANGELES FIRE DEPARTMENT

BRIAN L. CUMMINGS
FIRE CHIEF

September 2, 2013

BOARD OF FIRE COMMISSIONERS
FILE NO. 13-107

TO: Board of Fire Commissioners
FROM: Brian L. Cummings, Fire Chief
SUBJECT: 2012 FEMA URBAN SEARCH AND RESCUE TASK FORCE
COOPERATIVE AGREEMENT FUND TRANSFER REQUEST,
COUNCIL FILE 12-1627

FINAL ACTION: Approved Approved w/Corrections Withdrawn
 Denied Received & Filed Other

SUMMARY

On April 4, 1993, the Mayor and City Council authorized the Los Angeles Fire Department (LAFD) to execute a Memorandum of Agreement (MOA) with the Governor's Office of Emergency Services and the Federal Emergency Management Agency (FEMA). These actions established LAFD as a sponsoring agency and host of a FEMA Urban Search and Rescue (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 29, 2013, the Council accepted a FEMA Cooperative Agreement Grant (EMW-2012-CA-K00016) in the amount of \$1,276,608 for a period of August 1, 2012 through January 31, 2014. (C.F. 12-1627). On May 7, 2013, FEMA extended this Agreement until January 31, 2015 in order to complete the grant expenditures as part of the 2012 Statement of Work. As of July 30, 2013 a balance of \$539,782 remained unspent. The period of performance of this grant spans over three fiscal years, therefore a funds transfer is needed to complete the goals of this grant.

The amount spent this past Fiscal Year was primarily to cover the salaries for 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 2012 FEMA Grant in order to maintain the skill levels of the rostered Task Force members. Travel expenses and the procurement and maintenance expenses of the Task Force equipment cache were also paid 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.

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 \$285,000 from Department 38, Fund 100, Account 001012 (Salaries Sworn) to Department 38, Fund 335, Account 38012R, to support the necessary expense and purchase of equipment items that will be reimbursed by the 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, Account to be determined (Fire Department Grants) and reappropriate back to Department 38, Fund 100, Account 001012 (Salaries Sworn) as reimbursements are received.
4. Authorize the Controller to transfer FEMA grant funds up to \$244,782, from Department 38, Fund 335, Account 38012R to Department 38, Fund 100, Account 001012 (Salaries Sworn), Account 001010 (Salaries General), and Account 001098 (Variable Staffing) based on the LAFD submissions to the Office of the City Administrative Officer (CAO) documenting actual costs incurred for this FEMA US&R no-match Cooperative Agreement Program through the end of the extended grant term of January 31, 2015.
5. Authorize the Fire Chief, or his designee, to deposit FEMA grant funds received under this grant into Department 38, Fund 100, Account 004681 for fringe benefits upon submission of proper documentation by the Los Angeles Fire Department of actual costs incurred from the continued development and maintenance of US&R Response System resources through June 1, 2014.

6. Authorize the Controller to transfer the uncommitted balance of advanced funds as of June 1, 2014, from Department 38, Fund 335, Appropriation Account 38012R to Department 38, Fund 100, Account 001012 (Salaries Sworn) to meet payroll needs.

FISCAL IMPACT

The Department needs to transfer \$285,000 from Department 38, Fund 100, Account 001012 (Salaries Sworn) to Department 38, Fund 335, Account 38012R to support the expense and equipment purchases necessary for the programs operations in Fiscal Year 2013/2014. The remaining grant funds are salary expenses for program administration and training personnel costs, these costs will come directly from the salary accounts and be reimbursed back into the salary accounts.

The 2012 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 \$1,276,608 of which \$285,000 remains available for expense and equipment.

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

Attachment

