

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 11, 2015

CAO File No. 0100-00144-0328

Council File No. 15-0588

Council District: --

To: The Mayor and Council

From: Miguel A. Santana, City Administrative Officer *PJA
ASW*

Reference: Transmittal from the Board of Fire Commissioners dated May 12, 2015

Subject: **ACCEPTANCE OF THE 2014 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT AWARD TO CONTINUE THE DEVELOPMENT AND MAINTENANCE OF NATIONAL URBAN SEARCH AND RESCUE (US&R) RESPONSE SYSTEM RESOURCES – URBAN SEARCH AND RESCUE TASK FORCE**

SUMMARY

On May 5, 2015, the Board of Fire Commissioners approved a Los Angeles Fire Department (Fire) report dated April 21, 2015, relative to the acceptance of FEMA grant funds totaling \$1,174,631 to continue the development and maintenance of the Urban Search and Rescue (US&R) Response System resources. The FEMA grant, authorized for use during an 18-month period, September 1, 2014 through February 28, 2016, does not require City matching funds and provides for the purchase of needed equipment, uniforms, supplies, and training. The proposed FEMA cooperative agreement required for the acceptance and use of the \$1,174,631 in grant funds also provides \$562,593 (\$408,690 in FY 2014-15 and \$153,903 in FY 2015-16) in salary funding for program administration and training personnel consisting of three Fire Department positions (two sworn and one civilian). Accordingly, Fire has requested an extension of the employment authority for the three Fire US&R positions, two Fire Captain I and one Management Analyst II, through February 28, 2016. The cost for these three positions include salaries and fringe benefits based on the Cost Allocation Plan (CAP) 35 and will be paid directly from the Department's salary accounts and be reimbursed back into the respective salary accounts from which the expenses occurred.

Since 1993, Fire has been a sponsoring agency for one of 28 FEMA US&R Task Forces nationwide and from 1994 to date, Fire has received a number of no-match FEMA grants, in varying amounts, to assist in financing various US&R Task Force activities including salary and expense costs (C.F. 94-0082-S1; 97-1618; 02-2420; 05-0017; 08-2490, 09-2732; 10-2283; 11-1941; 12-1627; and 13-1618). The acceptance of the \$1,174,631 in grant funds will continue the financial support FEMA has provided Fire to develop and maintain the US&R Task Force. The 2013 FEMA grant provided \$1,251,154 in funding for the same purpose.

Personal services contracts are included as a provision of the grant program and are needed for eleven contractors with specialized disciplines, including two Canine Search Specialists, six Medical Team Managers and three Structural Engineering Specialists. Due to the intermittent and specialized

nature of the services provided by the contractors, the Department is requesting authority to execute sole source agreements in accordance with Los Angeles City Charter Section 371 (e)(2) and Administrative Code Section 10.15(a)(2).

The Department also requests authority for contractual services agreements for FEMA-required medical cache maintenance and for a supplier of snake anti-venom. Similarly, the Department requests authority for sole source agreements for these services under Administrative Code Section 10.15(a)(2).

Subsequent to the execution of the proposed no-match FEMA cooperative agreement, Fire staff will draw down FEMA grant funds three days 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, Fire must first use its budgeted funds to pay for any and all 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. Fire has requested a transfer of \$374,038 from its Fiscal Year 2014-15 budgeted funds (Account 1012, Sworn Salaries) to provide sufficient funding to finance expenses for the first several months of the program expenditure plan. 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 to fund one-time program expenses and to fully fund three resolution authority positions to support the continued development and maintenance of the US&R Task Force.

RECOMMENDATIONS

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

1. Authorize the Los Angeles Fire Department (Fire) 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 \$1,174,631 for the term September 1, 2014 through February 28, 2016, subject to the approval of the City Attorney as to form and legality;
2. Authorize the Controller to transfer \$374,038 from Fund No. 100, Department 38, Account 1012 to Department 38, Fund No. 335 (Fire Department Grants), 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 September 1, 2014 through February 28, 2016;
3. Authorize Fire to deposit the FEMA grant funds received under this cooperative agreement into Fund 335, Department 38, account to be determined;
4. Authorize the Controller to transfer FEMA grant funds from Fund 335/38 to Fund 100/38, Revenue Source 5346 for fringe benefits upon submission of proper documentation by Fire of actual costs incurred through February 28, 2016;
5. Authorize the Controller to transfer FEMA grant funds from Fund 335/38 to various salary accounts within Fund 100/38, upon submission of proper documentation by Fire of actual costs incurred from the continued development and maintenance of US&R Response System

resources through February 28, 2016, subject to the review and approval of the City Administrative Officer (CAO);

6. Find, in accordance with Los Angeles Administrative Code Section 4.133(a), that the following three positions will remain approved and authorized by Resolution, for the period September 1, 2014 through February 28, 2016:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
2	2142-1	Fire Captain I
1	9184-2	Management Analyst II

7. Authorize the Fire Chief to negotiate and execute eleven 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) and Structural Engineering Specialist (three contracts);
8. Authorize the Fire Chief to negotiate and execute a sole source contract with Providence Health System - Southern California, DBA Providence Saint Joseph Medical Center, not to exceed \$99,000, during the period of this Grant, for medical cache maintenance, as required by FEMA;
9. Authorize the Fire Chief to negotiate and execute a sole source contract with UCLA Medical Center, not to exceed \$99,000, during the period of this Grant, to purchase snake anti-venom upon deployment, as required by FEMA;
10. Instruct Fire to authorize payments for contracts delineated in Recommendations Seven (7) through Nine (9) in a total amount not to exceed \$374,038, unless a FEMA authorized deployment occurs; and
11. Authorize Fire 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.

FISCAL IMPACT STATEMENT

The recommended actions would 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 to fund one-time program expenses and to fully fund three resolution authority positions to support the continued development and maintenance of the US&R Task Force.