

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: March 5, 2021

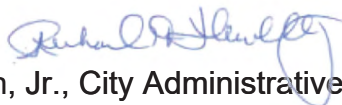
CAO File No. 0100-00144-0334

Council File No. 19-1430

Council District: All

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated November 18, 2020

Subject: **SUPPLEMENTAL FUNDING FOR THE 2018 FEDERAL EMERGENCY  
MANAGEMENT AGENCY (FEMA) GRANT AWARD FOR THE URBAN SEARCH  
AND RESCUE TASK FORCE**

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### RECOMMENDATIONS

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

1. Approve and authorize the Fire Chief, or designee, to accept supplemental funding in the amount of \$83,833 relative to the 2018 Federal Emergency Management Agency (FEMA) Cooperative Agreement grant award for the Urban Search and Rescue (US&R) Task Force, and execute any documents or agreements necessary to accept the grant, subject to the approval by the City Attorney as to form;
2. Authorize the Los Angeles Fire Department (LAFD) to deposit the 2018 FEMA grant funds received under this cooperative agreement into Fund 335 FEMA USR 2018, Department 38, Account 38018R;
3. Authorize the Controller to transfer \$83,833 from Fund 100, Department 38, Account 001012 Salaries Sworn to Fund 335, Department 38, Account 38018R, for the purchase of expense and equipment items, to be reimbursed by the FEMA grant;
4. Authorize the LAFD and Controller to transfer funds, as needed, between Fund 335, Department 38 and Fund 100, Department 38, for the implementation of the 2018 FEMA US&R cooperative agreement, based on the submissions to the City Administrative Officer (CAO) of grant budget modifications approved by FEMA, through the grant performance period from September 1, 2018 through August 31, 2021; and,
5. Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to the approval of the CAO, and authorize the Controller to implement the instructions.

## SUMMARY

In accordance with Executive Directive No. 3, the Los Angeles Fire Department (LAFD) submits the proposed request to accept \$83,833 in supplemental funding relative to the 2018 Federal Emergency Management Agency (FEMA) grant award. The proposed funding will increase the total grant award from \$1,191,990 to \$1,275,823. The original term for the Cooperative Agreement is three years beginning on September 1, 2018 through August 31, 2021.

At its meeting of October 20, 2020, the Board of Fire Commissioners (Board) approved a LAFD report relative to the acceptance of supplemental grant funds from the FEMA in the amount of \$83,833 for the purchase of equipment in support of the City's Urban Search and Rescue (US&R) Task Force. LAFD will use the funding for equipment upgrades and replacement of a box-truck vehicle. As part of the Board's report, the LAFD is requesting to transfer funds from the Salaries Sworn Account to the 2018 FEMA Account to front-fund the cost of the equipment, which will be reimbursed by the grant award following submission of supporting documentation. It should be noted that LAFD will be requesting a one-year extension of the performance period in a separate report to allow for the use of grant funds appropriated for travel and training that was suspended as a result of the pandemic.

On April 4, 1993, the City entered into a Memorandum of Agreement (MOA) with FEMA and the Governor's Office of Emergency Services, to establish the LAFD as one of 28 participating agencies of the FEMA US&R Task Force (C.F. 92-2021-S1). Under the terms of the MOA, the LAFD is responsible for organizing and administering the task force to include recruiting and training, designating a Program Manager, maintaining capability for 24-hour activation, and complying with financial, administrative, reimbursement, and reporting requirements. As a participating agency, the LAFD receives funding from FEMA for the equipment, supplies, training, and salaries in support of the US&R CA-TF1 Team. Upon request by the State or Federal government, the LAFD will mobilize US&R CA-TF1 for the purpose of locating, extricating, and providing initial medical treatment to trapped victims of structural collapses at a designated disaster site. On August 12, 2011, the Council approved an amendment to the MOA (C.F. 10-2283-S1) reflecting the transfer of FEMA to the Department of Homeland Security and the publication of the National Urban Search and Rescue Response System Regulations.

On July 1, 2020, the Council approved the Public Safety Committee report and Cooperative Agreement for the acceptance of the 2018 FEMA US&R grant award in the amount of \$1,191,990, for a three-year performance period beginning on September 1, 2018 through August 31, 2021 (C.F. 19-1430). Funds were programmed for the following:

- \$505,821 - Direct and indirect salary costs for the reimbursement of resolution authorities for one Fire Captain I and one Management Analyst (C.F. 08-2490), and one Storekeeper (C.F. 16-0600) to administer and manage the US&R program;
- \$191,230 - Funding for the Overtime Variable Staffing Account to backfill members assigned to specialized training on search and rescue activities; and,

- \$494,939 - Funding for the contracts, equipment, and related expenses for specialized personal services agreements relative to Canine Specialists, Medical Team Managers, Structural Engineering Specialists, equipment, supplies, and travel expenses in support of the program operations.

In accordance with Los Angeles Administrative Code (LAAC) Section 14.6, the LAFD is required to transmit grant applications for Mayor and Council approval before accepting and receiving the grant award. In addition, Mayor approval is required for any grant program amendments, subject to the approval of the City Attorney as to form and legality (LAAC 14.8).

## **FISCAL IMPACT STATEMENT**

Approval of the recommendations stated in this report will authorize the Los Angeles Fire Department (LAFD) to accept supplemental funding in the amount of \$83,833 for the purchase of equipment in support of the 2018 Federal Emergency Management Agency (FEMA) Urban Search and Rescue Task Force. The grant award will increase from \$1,191,990 to \$1,275,823. The Department has expended \$656,830 of the grant award to date, and has a remaining balance of \$618,993. The term of the cooperative agreement will remain unchanged from September 1, 2018 through August 31, 2021. The LAFD will front-fund the costs for the purchase of the equipment, subject to reimbursement by FEMA upon submission of documentation. The FEMA grant does not require matching funds by the City. There is no additional impact to the General Fund.

## **FINANCIAL POLICIES STATEMENT**

The recommendations stated in this report comply with the City's Financial Policies in that, to the extent possible, current operations will be funded by current revenues.

*RHL:DP:04210077c*

Attachments

APPROVED: *10/20/20*  
BOARD OF FIRE COMMISSIONERS  
BY: *[Signature]*  
COMMISSION EXECUTIVE ASSISTANT

OCTOBER 20, 2020

LOS ANGELES FIRE DEPARTMENT



RALPH TERRAZAS  
FIRE CHIEF

9/1/2020

BOARD OF FIRE COMMISSIONERS  
FILE NO. 20-080

TO: Board of Fire Commissioners

FROM: *[Signature]* Ralph M. Terrazas, Fire Chief

SUBJECT: ACCEPTANCE OF THE 2018 FEMA URBAN SEARCH AND RESCUE  
TASK FORCE COOPERATIVE AGREEMENT SUPPLEMENTAL  
FUNDING (C.F. 19-1430)

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

**SUMMARY**

On April 4, 1993, a Memorandum of Agreement (MOA) was executed between the City, the Governor's Office of Emergency Services and the Federal Emergency Management Agency (FEMA), establishing the Los Angeles Fire Department (LAFD) as a sponsoring agency of a FEMA Urban Search and Rescue (US&R) Task Force, California Task Force 1 (CA-TF1). An Amendment to the MOA was executed in 2011 (C.F. 10-2283-S1). Since 1993, the City has been awarded annual FEMA Cooperative Agreement grants to fund equipment, supplies, training, contractual services, and LAFD personnel to administer and manage the US&R CA-TF1 program.

LAFD was awarded an additional \$83,833 for the 2018 FEMA Cooperative Agreement Grant, with a period of performance from September 1, 2018 through August 31, 2021. No matching funds are required, but the grant is on a reimbursement basis requiring the LAFD to front-fund expenditures. Following submission of appropriate supporting documentation, FEMA reimburses the City for those expenditures.

The expenditure plan is as follows:

Equipment:

- \$83,833 - to fund the purchase of specific equipment, which will be provided in a subsequent Program Directive from the FEMA Branch Office.

**RECOMMENDATIONS**

That the Board:

1. Approve and transmit the report to the Mayor and the Office of the City Administrative Officer for Committee and City Council consideration.

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

2. Accept the 2018 FEMA Cooperative Agreement Supplemental Grant for the Urban Search and Rescue CA-TF1 in the amount of \$83,833 for the term of September 1, 2018 through August 31, 2021, and authorize the Fire Chief, or designee, to execute any documents or agreements necessary to accept the grant on the City's behalf.
3. Authorize the Fire Department to deposit 2018 FEMA grant funds received into Fund 335, Department 38, Account 38018R.
4. Authorize the Controller to transfer \$83,833 from Fund 100, Department 38, Account 001012 (Salaries Sworn) to Fund 335, Department 38, Account 38018R, for the purchase of expense and equipment items, to be reimbursed by the FEMA grant during the period of September 1, 2018 through August 31, 2021, and any extensions granted by FEMA.
5. Authorize the Fire Department to prepare Controller instructions for any technical adjustments, subject to approval of the City Administrative Officer (CAO), and instruct the Controller to implement the instructions.
6. Based on Fire Department submissions to the City Administrative Officer of grant budget modifications approved by FEMA, authorize the Fire Department and Controller to transfer funds, as needed, between Fund 335, Department 38 and Fund 100, Department 38 for implementation of the 2018 FEMA Urban Search and Rescue Cooperative Agreement program through the end of the grant performance period.

#### **FISCAL IMPACT**

There is no impact on the General Fund. The FEMA Urban Search and Rescue grant agreement does not require City matching funds. In accordance with grant guidelines, project funds are disbursed on a reimbursement basis.

Board report prepared by Victoria Rodriguez, Management Analyst, Emergency Operations Bureau.



**FEMA**

**US&R PROGRAM DIRECTIVE – 2020-012**

September 22, 2020

**FOR:** National Urban Search & Rescue Response System  
Task Force Representatives

**FROM:** Fred Endrikat, Chief  
Urban Search and Rescue Branch

**SUBJECT:** US&R Program Directive 2020-012 – US&R Readiness Cooperative Agreement  
FY2018 Supplemental Funding Award – Update

**Implementation Date:** September 22, 2020

**Expiration Date:** August 31, 2021

The purpose of this Program Directive is to provide the National Urban Search & Rescue (US&R) Response System (the System) with specific guidelines for spending the supplemental funding received in September 2019 as part of your FY2018 Readiness Cooperative Agreement award.

During the time period of September 27<sup>th</sup> through September 30<sup>th</sup>, 2019, each Sponsoring Agency received an amendment to their FY 2018 Readiness Cooperative Agreement in the amount of \$83,833. The supplemental funds were specifically designated for “recapitalization” (of the equipment cache). Sponsoring Agencies were required to await further guidance pertaining to the purchase of equipment. At the time, the funds were intended for the replacement of soon to be obsolete Scott 4.5 Self-Contained Breathing Apparatus (SCBA) backpack assemblies. At this point in time, the Scott 4.5 backpack assembly is still awaiting certification approvals and therefore the designated funds will now be made available for other equipment recapitalization purposes.

In a FY17 Report to Congress, the US&R Branch submitted the *National US&R Response System Equipment Plan*. The *Equipment Plan* detailed the need to recapitalize specific items that had become or were becoming obsolete. The *Equipment Plan* included a prioritization plan identifying only the equipment requiring recapitalization because it was expiring, not functional, or had become unsupported or obsolete. The *Equipment Plan* included a summarized list of equipment that required replacement (below) and an Appendix containing a detailed priority list of equipment, cache items and unit costs (attached).

Equipment Type	Per Task Force	28 Task Forces
Communications	\$1,159,985	\$32,479,583
Technical	\$59,454	\$1,664,711
Hazmat	\$12,999	\$363,972
Logistics	\$37,019	\$1,036,545
Rescue	\$101,896	\$2,853,087
Medical	\$383,556	\$10,739,555
Vehicles	\$250,000	\$7,000,000
<b>TOTALS</b>	<b>\$2,004,909</b>	<b>\$56,137,454*</b>

\*The equipment requiring recapitalization initially totaled \$56,137,454; to date the system has reduced the amount to \$51,487,946.24



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In addition to items on the specific cache list included in the *Equipment Plan*, System task forces may also use the current approved equipment cache list to determine items that have or are becoming obsolete since the *Equipment Plan* was submitted. Items in the *US&R Recapitalization Equipment Plan Appendix* can be purchased using FY18 supplemental funding without further authorization. Items on the current approved equipment cache list but not included on the original *US&R Recapitalization Equipment Plan Appendix* can be purchased using FY18 supplemental funding after a System task force submits additional documentation and receives written approval from the US&R Branch.

**REQUIRED ACTIONS**

The issue is approved for FEMA National US&R Response System implementation.

System task forces are authorized to spend their FY 2018 supplemental funding (\$83,833) to purchase items that are on the *US&R Recapitalization Equipment Plan Appendix*. The task force must be replacing an item that is expiring, not functional, or has become unsupported or obsolete. The funds are not authorized for the initial purchase of an item on the equipment cache list.

System task forces wishing to procure items on the current approved equipment cache list but not on the *US&R Recapitalization Equipment Plan Appendix* must submit a request in writing indicating a description and cache list number for the item to be purchased, a description of the item being replaced, funding source of the item being replaced, and a statement explaining how the item being replaced is expiring, not functional, or has become unsupported or obsolete. Written requests should be submitted to Bruce Neuhaus, US&R Branch, at [bruce.neuhaus@fema.dhs.gov](mailto:bruce.neuhaus@fema.dhs.gov).

System task forces are authorized to spend their FY 2018 supplemental funding (\$83,833) to purchase replacement pick-up trucks, Sport Utility Vehicles (SUVs), vans or prime mover vehicles (tractor-trailers and box trucks). The funds can be applied stand-alone or combined with another open Readiness Cooperative Agreement. Vehicles purchased with FY18 supplemental funding must be approved through current Vehicle Fleet Purchase, Replacement and Disposal Guidance. Obsolete vehicles must be disposed of per the Vehicle Fleet Purchase, Replacement and Disposal Guidance. Cooperative Agreement funds cannot be used to maintain the obsolete vehicle once replaced.

In summary, FY 2018 supplemental funds must be used to replace specified equipment that is expiring, is not functional, or has become unsupported or obsolete. The intent of the funding is recapitalization, not the initial purchase of an item.

As a reminder, the Period of Performance (POP) for the 2018 Readiness Cooperative Agreement ends on August 31, 2021.

Any questions concerning this PD may be directed to Buddy Ey at [elwood.ey-iii@fema.dhs.gov](mailto:elwood.ey-iii@fema.dhs.gov).

cc: US&R Strategic Group  
US&R Advisory Group  
US&R Branch Staff  
FEMA Regional/Federal/International ESF #9 Representatives  
US&R Task Force Grant Managers  
Tawana Mack, Grant Programs Directorate