LOS ANGELES FIRE COMMISSION

BOARD OF
FIRE COMMISSIONERS'

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KAREN BASS
Mayor

VACANT
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE
200 NORTH MAIN STREET, SUITE 1840
LOS ANGELES, CA 90012

COMMISSION OFFICE
(213) 978-3838 PHONE
(213) 978-3814 FAX

July 21, 2026

Honorable Karen Bass
Mayor, City of Los Angeles
City Hall, Room 303
Attn: Legislative Coordinator

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

[BFC 26-033] – ACCEPTANCE OF CALOES SWIFT WATER FLOOD/SEARCH AND RESCUE TRAINING AGREEMENT #A231012696-A2 SUPPLEMENTAL AND EXTENSION (C.F. 24-1137)

At its meeting of July 21, 2026, the Board of Fire Commissioners approved the report and its recommendations. The report is hereby transmitted to the Mayor for consideration and the City Council for consideration and approval.

Should you need additional information, please contact the Board of Fire Commissioners' office at LAFDFireCommission@lacity.org.

Sincerely,

Neverly Ann Hill
Commission Executive Assistant II

Attachment

cc: Fire Chief Jaime E. Moore (via email)

LOS ANGELES FIRE DEPARTMENT

JAIME E. MOORE
FIRE CHIEF

APPROVED: 7/21/26
BOARD OF FIRE COMMISSIONERS
BY:
COMMISSION EXECUTIVE ASSISTANT

July 1, 2026

BOARD OF FIRE COMMISSIONERS
FILE NO. 26-033

TO: Board of Fire Commissioners

FROM: Jaime E. Moore, Fire Chief

SUBJECT: ACCEPTANCE OF CALOES SWIFT WATER FLOOD/SEARCH AND AND RESCUE TRAINING AGREEMENT #A231012696-A2 SUPPLEMENTAL AND EXTENSION (C.F. 24-1137)

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✓ Approved	Approved w/Corrections	Withdrawn	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

SUMMARY
The Governor's Office of Emergency Services (CalOES) has provided ongoing support of the Los Angeles City Fire Department (LAFD) through funding and training. At this time CalOES has extended an opportunity to provide funding to the LAFD for Swift Water Training.

On May 23, 2023, Standard Agreement # A231012696 was executed between the LAFD and CalOES to provide funding for swift water training. In support of the training, CalOES has forwarded Standard Agreement # A231012696 in the amount of $89,610.00 to the LAFD. The funding will reimburse the LAFD for training, development, and evaluation, including facility rental fees, equipment rental fees, consumables, travel expenses, instructor fees, backfill, overtime, and administration fees. The original period of performance for the Agreement shall be from January 1, 2024, or upon approval, whichever is later, through June 30, 2025. A period of performance and supplemental funding was awarded and approved by Council on May 18, 2026. The period of performance was extended to June 30, 2026 and bringing the total contract funding to $135,960.00.

The LAFD was given an additional extension to June 30, 2028 and awarded an additional $46,350.00, bringing the total contracted amount to $182,310.00. In addition to the total amount authorized under Standard Agreement for the Swift Water Flood/Search and Rescue Training, CalOES will be responsible for payment under this contract up to $182,310.00, pursuant to the reimbursement process established by CalOES. The City must advance payments, and then obtain reimbursement from CalOES.

FISCAL IMPACT
There is no impact on the General Fund in FY26/27. The LAFD will cover the expenditures up to $182,310.00 through the LAFD General Fund 100, Department 38, Account 006020 (Operating Supplies), Account 001012 (Salaries Sworn), Account 001098 (Variable Staffing) and Account 001090 (Overtime General). CalOES will reimburse the LAFD a total up to $182,310.00 (100%).

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 Standard Agreement in the amount of $182,310.00 for the performance period of January 1, 2024 through June 30, 2028 as granted by CalOES, and authorize the Fire Chief, or designee, to execute any documents or agreements necessary to accept the agreement on the City's behalf.

3. Authorize the Fire Department to deposit the Standard Agreement funds received into Fund 335, Department 38, Account to be determined.

4. Authorize the Fire Department to expend funds up to $182,310.00 from LAFD General Fund 100, Department 38, to various accounts such as Account 006020 (Operating Expense) for consumables and student certification fees; Account 002130 (Travel Expense); Account 001012 (Salaries Sworn), Account 001098 (Variable Staffing), in accordance with the CalOES US&R Training, for the performance period granted by CalOES; and authorize the Fire Chief or designee, to execute any documents necessary to accept the award on the City's behalf.

5. Authorize the Controller, for reimbursement purposes, to transfer the Standard Agreement funds from Fund 335, Department 38, Account to be determined, to various Fund 100, Department 38 accounts: Account 006020 (Operating Expense), Account 002130 (Travel Expense), Account 001012 (Salaries Sworn), Account 001098 (Variable Staffing), and Account 001090 (Overtime General), upon submission of proper documentation by the Fire Department of direct staff costs incurred during the agreement performance period.

6. 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.

SCO ID: 0690-A231012696-A2

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 14 PAGES

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
A231012696	02	GOES-0690

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
California Governor's Office of Emergency Services (CalOES)

CONTRACTOR NAME
Los Angeles City Fire Department

2. The term of this Agreement is:

START DATE
May 22, 2024

THROUGH END DATE
June 30, 2028

3. The maximum amount of this Agreement after this Amendment is:
$182,310.00
One Hundred Eighty Two Thousand, Three Hundred Ten Dollars and Zero Cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

I. Pursuant to Exhibit A, Statement of Work, Section 2. Term/Period Performance, Cal OES extends the term end date from June 30, 2026 to June 30, 2028.
Current Term: 05/22/2024-06/30/2026
New Term: 05/22/2024-06/30/2028

II. Pursuant to Exhibit A, Statement of Work, Section 3, Budgeted Amount, Cal OES hereby increases the budgeted amount by $46,350.00, increasing the total budgeted amount from $135,960.00 to $182,310.00
Previous contract value: $135,960.00
New contract value: $182,310.00

III. Remove and Replace Attachment 1, Sample Invoice, and make various updates to Exhibit A, Statement of Work (SOW), Exhibit B, Budget Detail and Payment Provisions, Exhibit B-1, Cost Sheet and Exhibit C, General Terms and Conditions, as indicated in red in the attached documents.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
Los Angeles City Fire Department

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
200 N. Main Street Room 1800	Los Angeles	CA	90012

PRINTED NAME OF PERSON SIGNING	TITLE
Jaime E. Moore	Fire Chief

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
Jaime E. Moore	6/4/2026

SCO ID: 0690-A231012696-A2

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 14 PAGES

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
A231012696	02	GOES-0690

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME: California Governor's Office of Emergency Services (CalOES)			
CONTRACTING AGENCY ADDRESS: 10391 Peter McCuen Blvd	CITY: Mather	STATE: CA	ZIP: 95655
PRINTED NAME OF PERSON SIGNING: Mary Rucker	TITLE: Assistant Director, Administrative Services		
CONTRACTING AGENCY AUTHORIZED SIGNATURE: DocuSigned by: Mary Rucker	DATE SIGNED: 6/15/2026		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

APPROVED
JUN 22 2026
NB:abs
OFFICE OF LEGAL SERVICES
DEPT. OF GENERAL SERVICES

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EXHIBIT A
STATEMENT OF WORK (SOW)

SWIFTWATER FLOOD/SEARCH AND RESCUE TRAINING REIMBURSEMENT TEAM ONE (1)

1. OBJECTIVE

The California Governor's Office of Emergency Services, hereinafter referred to as "Cal OES" requires the Los Angeles City Fire Department, hereinafter referred to as "Fire Agency", to govern the reimbursements for the Fire Agency's cost of providing training, exercises, backfilling of positions, overtime, and travel costs to allow Fire Agency staff to attend and complete Swiftwater Flood/Search and Rescue (SF/S&R) training and exercises as required by Cal OES and specifically related to the SF/S&R program. ~~The staff attending the training and exercises will help ensure that the Fire Agency is prepared to respond to larger or more complex SF/S&R events within the State of California.~~

Cal OES and the Fire Agency shall use the most cost-effective means ~~for providing funding for~~ to fund team training, exercises, backfilling of positions, overtime, and related travel costs. The intent is to provide reimbursement for the least extraordinary costs incurred to deliver, host or send fire agency staff ~~Cal OES Swiftwater Flood/Search and Rescue (SF/S&R) team members~~ to SF/S&R response training and exercises.

2. TERM/PERIOD OF PERFORMANCE

A. The period of performance for the Agreement shall be ~~March 1~~May 22, 2024, ~~or upon approval by the Department of General Services (DGS), whichever is later,~~ through June 30, 202~~6~~8. ~~with the option to extend~~.

B. The Fire Agency shall not be authorized to deliver or commence the performance of services as described in this SOW until the Agreement has been approved. Any delivery or performance of service that is commenced prior to the approval of the Agreement shall be considered voluntary on the part of the Fire Agency and non-compensable.

C. Consistent with the terms and conditions of the original solicitation, and upon mutual consent, Cal OES and the Fire Agency may execute written amendments to alter the method, price, or schedule of the work, subject to the limitations set forth by California Public Contract Code, section 100 et seq, and the California State Contracting Manual.

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3. BUDGETED AMOUNT

The initial award of this Agreement shall not exceed ~~$135,960.00~~ $182,310.00, and there is no obligation on Cal OES' part to utilize the entire amount. Any increases in the budgeted amount will be at the rates evaluated and considered herein.

4. PROJECT TASKS AND DELIVERABLES

The Fire Agency must perform project tasks and/or deliverables, including, but not limited to, the following:

A. The Fire Agency shall schedule SF/S&R training and exercises upon approval of the Cal OES Contract Manager. The courses should provide initial training for new team members and continual education for existing personnel to maintain competency and prepare for emergency readiness. Attendees must be a rostered or probationary member of the Cal OES SF/S&R~~-1~~ team

B. The Fire Agency shall ensure members of the SF/S&R team complete the required training pertinent to SF/S&R~~-1~~ team certification and in compliance with Firefighting Resources of California Organized for Potential Emergencies Incident Command System, ~~(~~FIRESCOPE~~)~~ Incident Command System (ICS) 162 requirements, National Fire Protection Agency (NFPA) 1670 – Standard for Technical Rescue Personnel Qualifications, NFPA 1006 – Technical Rescue Personnel Professional, ~~National Fire Protection Agency (NFPA) 1670 –, and NFPA 1006 – Standard for Technical Rescue Personnel Qualifications (2021),~~ and/or mutually agreed upon SF/S&R training program or other acceptable training that meets Cal OES requirements/standards and is approved by the Cal OES Contract Manager. These training courses include, but are not limited to:

i. Open Water Rescuer Basic

ii. Water Rescue Technician

iii. Watercraft Rescue Technician

iv. Non-Motorized Watercraft Rescue Technician

v. Motorized Watercraft Rescue Technician

vi. Personal Rescue Watercraft Rescue Technician

vii. Water Rescue Awareness and Operations

viii. Additional SF/S&R training and exercises as approved by the Cal OES Contract Manager

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

C. Upon the Cal OES Contract Manager's approval, the Fire Agency shall conduct and host the training and exercises described in Section B, and will be reimbursed for labor, materials, travel, backfilling positions, overtime, instructor fees, instructor backfill and overtime (when an instructor is a Fire Agency employee), facility rental fees, equipment rental fees, certificates of completion or certification through the issuing training program administrator, consumables related to training and exercises, including training materials, print outs, office supplies, and fuel; and additional items not listed, upon request and approval of the Cal OES Contract Manager.

D. The Fire Agency shall ensure the members of the SF/S&R ~~1~~ team are receiving continual educational opportunities and/or refresher training to maintain competency utilizing the certified training required by FIRESCOPE ICS 162 requirements and NFPA 1006 Standard for Technical Rescue Personnel Qualifications (2021) or any other training approved by Cal OES Contract Manager.

E. The Fire Agency shall submit team training certifications that reflect the completion of training courses included in the above sections (B, C, and D), upon request by the Cal OES Contract Manager.

5. ACCEPTANCE OF SERVICES

Payment for services performed under this Agreement shall be in accordance with the Cost Sheet, Exhibit B-1. The approval process is outlined in the Performance Section of this SOW. Acceptance criteria shall consist of the following:

A. The Fire Agency is responsible for obtaining approval from the Cal OES Contract Manager before beginning any services.

B. The Fire Agency shall meet all timelines and deliverables due dates as described herein.

C. It shall be Cal OES' sole determination as to whether services have been successfully completed and are acceptable.

D. The Fire Agency's costs related to reworking unacceptable work products shall be costs of the Fire Agency and shall not be billed to Cal OES.

6. FIRE AGENCY RESPONSIBILITIES

A. This serves as a notice under Executive Order N-6-22 that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the Executive Order and the sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions). Failure to comply may result in the termination of contracts or grants, as applicable.

B. The Fire Agency shall designate a primary contact person to whom all project communications may be addressed and who has the authority to act on all aspects of the services.

C. The Fire Agency shall pay civilian personnel, not otherwise covered by the California Fire Assistance Agreement (CFAA), at the rate and method formally negotiated and agreed upon prior to the training or exercise between the Fire Agency and the Civilians rostered for the training or exercise in those positions.

D. If a Fire Agency employee is unable to perform due to illness, resignation, or other factors beyond the Fire Agency's control, the Fire Agency shall provide qualified and suitable substitute personnel at cost to the Fire Agency.

7. CAL OES RESPONSIBILITIES

A. Cal OES shall designate a person to whom all Fire Agency communication will be addressed, and who has the authority to act on all aspects of the services. This person will review the SOW and associated documents with the Fire Agency to ensure understanding of the responsibilities of both parties.

B. Cal OES shall provide access to department staff and management, offices, and operation areas, as required, to complete the tasks and activities defined under this Agreement.

8. PERFORMANCE

Cal OES will be the sole judge of the acceptability of all work performed and all work products produced by the Fire Agency as a result of this SOW. Should the work performed, or the products produced by the Fire Agency fail to meet Cal OES' conditions, requirements, specifications, guidelines, or other applicable standards, the following resolution process will be employed, except as superseded by other binding processes:

A. Cal OES will notify the Fire Agency of any problems in writing within five (5) business days of identifying the problem.

B. The Fire Agency must respond to Cal OES within five (5) business days after initial problem notification. The response shall include a corrective action plan and a detailed explanation of how the Fire Agency plans to mitigate the issue.

i. Failure by the Fire Agency to respond to Cal OES' initial problem notification within the required time limit may result in immediate termination of the Contract.

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

~~In the event of such Termination, CalOES shall pay all amounts due the Fire Agency for all work accepted prior to termination.~~

C. Cal OES will, within five (5) business days after receipt of the Fire Agency's corrective action plan, notify the Fire Agency in writing whether it accepts or rejects the plan.

   i. If Cal OES rejects the corrective action plan, the Fire Agency will submit a revised plan within three (3) business days. Failure by the Fire Agency to respond to Cal OES's notification may result in immediate termination of the Agreement.

D. Upon receipt of the revised corrective action plan, Cal OES will notify the Fire Agency in writing whether it accepts or rejects the revised plan within three (3) business days.

   i. Rejection of the revised corrective action plan will result in immediate termination of the Agreement.

E. In the event of Agreement termination, Cal OES shall pay all amounts due to the Fire Agency for all work accepted prior to termination.

9. PROBLEM ESCALATION

The parties acknowledge and agree that certain technical and project-related problems or issues may arise, and that such matters shall be brought to Cal OES' attention. There may be instances where the severity of the problem(s) justifies escalated reporting. To this extent, the Fire Agency will determine the level of severity and notify the appropriate Cal OES personnel. Cal OES personnel notified, and the time period taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The relevant Cal OES personnel include, but are not limited to, the following:

First level:	Jack Fry, Deputy Chief 916-628-7015 Jack.Fry@CalOES.ca.gov
Second level:	Larry Collins, Deputy Chief 916-845-8636 Larry.Collins@CalOES.ca.gov
Third level:	Lori Nezhura, Deputy Director 916-261-4535 Lori.Nezhura@CalOES.ca.gov

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

10. TERMINATION OF AGREEMENT

Cal OES reserves the right to terminate this Agreement, subject to thirty (30) days written notice to the Fire Agency. In the event of termination, Cal OES shall pay all amounts due the Fire Agency for all services rendered and accepted prior to termination.

Additional conditions for termination include, but are not limited to, the following:

A. This Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Fire Agency fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on Cal OES' notification to the Fire Agency.

B. This Agreement may be suspended or cancelled without notice, at the option of the Fire Agency, if the Fire Agency or Cal OES' premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Fire Agency is unable to render service as a result of any action by any governmental authority.

C. Cal OES may terminate performance of work under this Agreement for its convenience in whole or, from time to time, in part, if Cal OES determines that a termination is in the State's interest.

   i. Cal OES shall terminate by delivering to the Fire Agency a Notice of Termination specifying the extent of termination and the effective date thereof. The parties agree that, as to the terminated portion of the Agreement, the Agreement shall be deemed to remain in effect until such time as the termination settlement, if any, is concluded and the Agreement shall not be void.

   ii. After receipt of a Notice of Termination, and except as directed by Cal OES, the Fire Agency shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause. The Fire Agency shall:

      a) Stop work as specified in the Notice of Termination.

      b) Place no further subcontracts for materials, services, or facilities, except as necessary to complete the continued portion of the Contract.

      c) Terminate all subcontracts to the extent they relate to the work terminated.

      d) Settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; the approval or ratification of which will be final for purposes of this clause.

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

~~D. The Fire Agency may submit a written request to terminate this Agreement only if Cal OES should substantially fail to perform its responsibilities as provided herein.~~

11. SUBCONTRACTING PROVISIONS

A. The Fire Agency will act as prime contractor under this Agreement. In addition to identifying all personnel proposed to work under this Agreement, the Fire Agency shall also identify its subcontractor affiliation, as applicable.

B. Cal OES reserves the right to approve all subcontractors prior to the performance of any work by the subcontractor.

C. Nothing contained in this Agreement shall create any contractual relationship between Cal OES and any subcontractors, and no subcontract shall relieve the Fire Agency of its responsibilities and obligations hereunder. The Fire Agency is fully responsible to Cal OES for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them.

D. If a subcontractor is a California Certified Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE), then those amounts paid to certified subcontractors shall be identified on the Fire Agency's invoice(s).

E. The Fire Agency~~'s~~ obligation to pay its subcontractors is an independent obligation from Cal OES' obligation to make payments to the Fire Agency. As a result, Cal OES shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

F. The services may be subcontracted without limitation only when the primary agreement is a subvention agreement or the total of all subcontracts does not exceed $50,000 or 25% of the total Agreement amount, whichever is less, and that subcontracting is not done for the purpose of circumventing competitive bidding requirements; or all subcontracts are with one of the following entities:

   i. A California State agency, State college or State university

   ii. A state agency, state college or state university from another state

   iii. A local governmental entity, including those created as a Joint Powers Authority (JPA), and including local government entities from other states.

   iv. An auxiliary organization of the CSU, or a California community college.

   v. The Federal Government

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

vi. A foundation organized to support the Board of Governors of the California Community Colleges

vii. An auxiliary organization of the Student Aid Commission established under Education Code § 69522.

G. If the total of all subcontracts exceeds $50,000 or 25% of the total Agreement amount, whichever is less, then higher levels of subcontracting are permissible if the subcontract is justified and not for the purpose of circumventing state contracting requirements, and:

i. Certification by the Fire Agency that the subcontractor has been selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders; or

ii. Approval by the Cal OES' Director explaining the reason the subcontract(s) are included in this Agreement rather than being separately bid and contracted for by Cal OES and attesting that the selection of the subcontractor(s) without competitive bidding was necessary to promote the Cal OES' needs and was not done for the purpose of circumventing competitive bidding or other state contracting requirements.

12. AUTHORIZED REPRESENTATIVES

The authorized representatives during the term of this Agreement are identified in the tables below. Changes to the Authorized Representatives are allowed without contract amendment via written notice to the representatives identified below.

For service-related inquiries:

The California Governor's Office of Emergency Services		**Los Angeles City Fire Department**	
NAME:	Contract Manager, Kelly Rogers, Emergency Management Coordinator Instructor II	**NAME:**	Battalion Chief, Adam Knabe

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

ADDRESS:	10391 Peter A. McCuen Mather, CA 95655	**ADDRESS:**	~~5021 Sepulveda Blvd.~~ ~~Sherman Oaks, CA 91403~~ Los Angeles City Fire Department 200 N. Main Street, Room 1800 Los Angeles, CA 90012
PHONE:	~~(916) 826-~~8117 (916) 612-2436	**PHONE:**	(818) 756-9677
EMAIL:	Kelly.Rogers@CalOES.ca.gov	**EMAIL:**	Adam.knabe@lacity.org

For Agreement administrative inquiries:

The California Governor's Office of Emergency Services		**Los Angeles City Fire Department**	
NAME:	~~Barbara Filipowski,~~ Carrie Koch, Contract Analyst	**NAME:**	Management Analyst, Victoria Rodriguez
ADDRESS:	10391 Peter A McCuen Blvd Mather, CA 95655	**ADDRESS:**	~~5021 Sepulveda Blvd.~~ ~~Sherman Oaks, CA 91403~~ Los Angeles City Fire Department 200 N. Main Street, Room 1800 Los Angeles, CA 90012
PHONE:	~~(916) 364-4567~~ (916) 369-4258	**PHONE:**	(818) 756-9677
EMAIL:	~~Barbara.Filipowski@caloes.ca.gov~~ Carrie.Koch@CalOES.ca.gov	**EMAIL:**	Victoria.rodriguez@lacity.org

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment for services performed under this Agreement shall be in accordance with the Cost Sheet, Exhibit B-1. It shall be Cal OES' sole determination as to whether a service has been successfully completed and is acceptable.

2. Invoices shall be submitted after services are rendered and shall include the following information:

   A. Invoice indicates Cal OES as the recipient of charges (billed to).

   B. Agreement Number / Contract Number.

   C. Fire Agency Name.

   D. Team name and team number.

   E. Invoice Number.

   F. Invoice Date.

   G. Point of contact and contact information.

   H. The complete address where the reimbursement is to be mailed.

   I. Itemized costs.

   J. Description of services provided.

   K. Total reimbursement amount.

   Invoices shall be due and payable, and payment shall be made, only after the Cal OES Contract Manager's acceptance of services.

3. The Fire Agency will be reimbursed for actual incurred travel expenses based on the per diem rates used for State employees, on receipt and approval of an itemized invoice. Travel reimbursement rates and applicable restrictions are identified on the Employee/Travel Reimbursement section of the California Department of Human Resources (Cal HR) website:

   http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx Travel reimbursement rates as identified by Cal HR can vary from year to year. Rates for future years will conform to Cal HR Rates for the corresponding contract year.

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

4. Submit invoices to:

California Governor's Office of Emergency Services
Accounting Unit
Csti-fr-training@caloes.ca.gov

5. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, Cal OES shall have no liability to pay any funds whatsoever to the Fire Agency or to furnish any other considerations under this Agreement, and the Fire Agency shall not be obligated to perform any provisions of this Agreement.

6. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, Cal OES shall have the option to either cancel this Agreement with no liability occurring to Cal OES or offer an amendment to the Fire Agency to reflect the reduced amount.

7. All payments will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

8. The Fire Agency understands that in order to ensure final payment for work performed as part of this agreement, the Cal OES Contract Manager must receive all final closeout invoices no later than June 30, ~~2026,~~ 2028.

9. Invoices shall be submitted as needed utilizing the Cal OES Fire and Rescue Training Unit Reimbursement documents, provided in Attachment 1, and attachments, identifying staff by name, classification, period of service, and cost per category as shown on Exhibit B-1, Cost Worksheet.

Docusign Envelope ID: FF77342E-EA6B-8143-80B7-5555C32A057E

EXHIBIT B-1
COST SHEET

The Fire Agency shall provide all labor, materials, equipment, and every other item of expense, direct or indirect (including any applicable taxes), necessary to complete the services in accordance with the specifications described in the Statement of Work, Exhibit A, at the rates specified below. Cal OES makes no guarantee, expressed or implied, on the number of services/hours that shall be required for this Agreement, and reserves the right to omit portions or quantities of work, as may be deemed necessary. Payment for service performed under this Agreement shall be for actual expenditures incurred. The rates referenced below shall be binding for the term of the Agreement.

ITEM NO.	DESCRIPTION	EXTENDED PRICE
1	Reimbursement for training and exercises described in Exhibit A, Section 4, paragraph B, and associated travel to and from training and exercise locations*.	~~$132,000.00~~ $177,000.00
2	Additional 3% administrative fee. **	Not to exceed ~~$3,960.00~~ $5,310.00
	Grand Total	~~$135,960.00~~ $182,310.00

The allowable cost for reimbursement under this Agreement are tuition, travel (as applicable and specified by Cal HR on their website: http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx), backfill and overtime, instructor fees to include instructor backfill and overtime, facility rental fees, equipment rental fees, training materials, certification through issuing and consumables costs. All reimbursable costs must be supported by itemized invoices. The Fire Agency shall provide receipts for the expenditures related to training and exercise delivery to include tuition, travel, backfill, and overtime, instructor fees to include backfill and overtime, facility rentals, equipment rentals, training materials, consumables, and certificates of completion through the issuing training program administrator. Backfill and overtime costs will be reimbursed based on the staff's classification levels utilized at the Fire Agency, according to the rates specified in the California Fire Assistance Agreement (CFAA):

https://www.caloes.ca.gov/office-of-the-director/operations/response-operations/fire-rescue/administration-reimbursement/

**The Fire Agency is approved to add a 3% administrative fee for processing invoices for reimbursement not to exceed ~~$3,960.00~~ $5,310.00 in total.

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EXHIBIT C
GENERAL TERMS AND CONDITIONS

The General Terms and Conditions (GTCs) are hereby incorporated by reference and can be accessed by visiting the following links:

None-IT Services General Terms and Conditions (02/2025):

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-Updates/GTC-225-February-2025.pdf

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ATTACHMENT 1
SAMPLE INVOICE

STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SAMPLE INVOICE

PLANNING, PREPAREDNESS, PREVENTION
CALIFORNIA SPECIALIZED TRAINING INSTITUTE
FIRE AND RESCUE TRAINING UNIT

SAMPLE INVOICE

1. Fire Agency Name
2. Team Name & Number
3. Billed to:
   Cal OES
   3650 Schriever Ave
   Mather, CA 95655
   CSTI-fr-training@caloes.ca.gov
4. Invoice #:
5. Invoice Date:
6. For: Project/Service Name
   (Example: Water Rescue Technician Training)
7. Contract #:

8. Description of Services: Class name, date, location, # of students	Amount:
9. Itemization of Costs:	
-Lodging	$XX.XX
-Tuition	$XX.XX
-Travel	$XX.XX
-Course Materials	$XX.XX
-Certificates	$XX.XX
10. 3% Admin Fee	$XX.XX
11. Total	$XX.XX

12. Make checks payable to:
    Team#/Fire Agency Name
13. Mail checks to:
    Location and mailing address
14. If you have any questions concerning this invoice, contact:
    Name | Phone | Email