

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 30, 2025

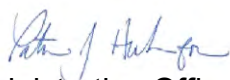
CAO File No. 0100-00144-0357

Council File No. --

Council District: --

To: The Mayor and Council

From: Matthew W. Szabo, City Administrative Officer



Reference: Transmittal from the Board of Fire Commissioners dated January 6, 2025

Subject: **ACCEPTANCE OF THE 2024 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) COOPERATIVE AGREEMENT GRANT AWARD FOR THE URBAN SEARCH AND RESCUE TASK FORCE – LOS ANGELES FIRE DEPARTMENT**

RECOMMENDATIONS

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

1. Authorize the Fire Chief, or designee, to accept the 2024 Federal Emergency Management Agency (FEMA) Cooperative Agreement Grant for the Urban Search and Rescue (US&R) Task Force in the amount of \$1,369,884 for the term of September 1, 2024 through August 31, 2027, and to 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 2024 FEMA grant funds received under this cooperative agreement into Fund 335, Department 38, Account to be determined;
3. Authorize the Controller, for reimbursement purposes, to transfer 2024 FEMA grant funds from Fund 335, Department 38, Account to be determined, to Fund 100, Department 38: 001010, Salaries General Account; 001012, Salaries Sworn Account; 001090, Overtime General Account; and, 001098, Overtime Variable Staffing Account, upon submission of proper documentation by the LAFD for direct staff costs incurred during the grant performance period;
4. Authorize the Controller to transfer 2024 FEMA grant funds from Fund 335, Department 38 to Fund 100, Department 38, Revenue Source Code 5346, Reimbursement of Grant Related Costs, for fringe benefits upon submission of proper documentation by the LAFD for costs incurred during the grant performance period;
5. Authorize the Controller to transfer \$498,438 from Fund 100, Department 38, Account 001012, Salaries Sworn, to Fund 335, Department 38, Account to be determined, for the

purchase of expense and equipment items, to be reimbursed by the FEMA grant during the period of September 1, 2024 through August 31, 2027, and any extensions granted by FEMA;

6. Authorize the LAFD and the Controller to transfer funds as needed between Fund 335, Department 38 and Fund 100, Department 38 for implementation of the 2024 FEMA US&R Cooperative Agreement program through the end of the performance period;
7. Authorize the Fire Chief to negotiate and execute contracts with the following service providers, each not to exceed \$99,000, for the 2024 FEMA grant performance period: Canine Search Specialist (three contracts); Medical Team Manager (eight contracts); Structural Engineering Specialist (eight contracts); Task Force Leader (five contracts); Safety Officer (two contracts); Plans Manager (two contracts); Rescue Manager (two contracts); and Hazardous Materials Manager (two contracts); and,
8. Authorize the LAFD 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.

SUMMARY

The Los Angeles Fire Department (LAFD) requests the authority to accept the 2024 Federal Emergency Management Agency (FEMA) Cooperative Agreement Grant for the Urban Search and Rescue (US&R) Task Force in the amount of \$1,369,884 with a performance period of September 1, 2024 through August 31, 2027. Matching funds are not required through this cooperative agreement; however, the LAFD is required to front-fund the necessary expenditures. The City will then receive the grant funds on a reimbursement basis, following submission of proper documentation.

BACKGROUND

On April 4, 1993, the City entered into a Memorandum of Agreement (MOA) with FEMA and the California Governor's Office of Emergency Services, to establish the LAFD as one of 28 participating agencies of the FEMA US&R Task Force. 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.

Under the terms of this 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 purposes 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.

Expenditure Plan

The 2024 FEMA US&R grant funds will be utilized to cover personnel expenses and administrative and operation expenses as outlined below:

Personnel Expenses

The 2024 FEMA US&R grant program will provide \$689,096 to the LAFD to fund one Fire Captain I, one Management Analyst, and one Storekeeper II, to administer and manage the US&R program. Responsibilities of the US&R CA-TF1 Team staffers include day-to-day Task Force activities, including grant management and administration, Task Force development and management, and collaboration with Task Force stakeholders. This amount includes \$420,000 for direct salary costs and \$269,096 for fringe benefits.

An amount of \$182,350 will be utilized for overtime costs for staff assigned to specialized training on search and rescue activities for emergency incidents. Funding will support time spent attending functional trainings and other FEMA-approved trainings.

Administrative and Operational Expenses

An amount of \$498,438 will be provided to fund various personal services contracts for specialized team members (\$71,140), storage and maintenance (\$59,500), travel expenses (\$96,100), training and supplies (\$121,698) and vehicular equipment (\$150,000) for program operations.

Sole source service contracts have been executed with two Canine Specialists; four Medical Team Managers; and four Structural Engineering Specialists; one Safety Officer; and one Plans Manager under the 2020 FEMA grant. The LAFD seeks authority to negotiate and execute contracts for one Canine Specialist; four Medical Team Managers; four Structural Engineering Specialist; three Task Force Leaders; one Safety Officer; one Plans Manager; two Rescue Managers; and two Hazardous Materials Managers. Due to the specialized nature of these services, the City Attorney has approved the use of sole source contracts, in accordance with City Charter Section 371(e)(2), which provides for exceptions to the City's competitive bidding process.

While each agreement will have a total maximum compensation of \$99,000, the LAFD reports that expenditures under each agreement will remain within the budgeted funding allocations; the higher contractual ceiling is needed to accommodate unanticipated FEMA deployments. Under these circumstances, FEMA will reimburse the City through another Federal funding source separate from the 2024 FEMA grant.

The LAFD's transmittal includes a recommendation to continue position authority for the Fire Captain I, Management Analyst, and Storekeeper II positions. As the 2024-25 Adopted Budget already includes approval of resolution authority for these positions, this recommendation will be

excluded. The continuation of these positions will also be included in the 2025-26 Personnel Authority Resolution. Subsequent year position continuation is subject to annual review during the budget development process to ensure funding is available to fully support the staff positions.

In accordance with Los Angeles Administrative Code Section 14.6, the LAFD is required to transmit grant applications for Mayor and Council approval before accepting and receiving the grant award.

FISCAL IMPACT STATEMENT

Approval of the recommendations included in this report will authorize the Los Angeles Fire Department (LAFD) to accept the 2024 Federal Emergency Management Agency (FEMA) Urban Search & Rescue (US&R) Cooperative Agreement Grant funding in the amount of \$1,369,884 effective from September 1, 2024 through August 31, 2027. The LAFD will front-fund all costs and will be reimbursed by FEMA upon submission of proper documentation. Matching funds by the City are not required. Funds will support the personnel and overtime costs for three positions: one Fire Captain I, one Management Analyst, and one Storekeeper II; office and equipment expenses; and, agreements for specialized services for the US&R CA-TF1 program. The 2024 FEMA grant budget for personnel will support the direct costs and fringe benefits of the three positions provided in this report. Resolution authority for the three positions are included in the 2024-25 Adopted Budget.

FINANCIAL POLICIES STATEMENT

The recommendations provided in this report are in compliance with the City's Financial Policies in that all grant funds will be utilized to the extent possible, to fund the grant program activities.

MWS:EFR:04250164

Attachment



KRISTIN M. CROWLEY
FIRE CHIEF

January 6, 2025

BOARD OF FIRE COMMISSIONERS
FILE NO. 25-002

TO: Board of Fire Commissioners

FROM:  Kristin M. Crowley, Fire Chief

SUBJECT: ACCEPTANCE OF FY 2024 FEMA URBAN SEARCH AND RESECUE
TASK FORCE COOPERATIVE AGREEMENT GRANT FUNDS

FINAL ACTION:	<input 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

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.

The LAFD was awarded \$1,369,884 for the 2024 FEMA US&R program, with a period of performance from September 1, 2024 through August 31, 2027. 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:

Personnel Costs:

- \$689,096 – (direct costs) to fund continuing resolution authorities for one Fire Captain I (C.F. 08-2490), one Management Analyst (C.F. 08-2490) and one Storekeeper II (C.F. 16-0600) to administer and manage the US&R program. Continued employment authority for these positions from July 1, 2024 through June 30, 2025 are included in the Personnel Authority Resolution (PAR) awaiting authorization by City Council (C.F. 24-1700, previous PAR authority C.F. 23-1700) in anticipation of continued grant funding. If FEMA grant funding

for the US&R program continues in subsequent years, employment authority for these three positions will continue to be effected through the PAR.

Personnel Training Costs:

- \$182,350 – to fund back-fill of members assigned to specialized training on search and rescue activities in responding to emergency incidents.

Contractual Services/Expenses/Equipment:

- \$498,438 – to fund various personal services contracts for specialized team members, travel expenses, supplies and equipment for program operations.

Sole source service contracts will be executed with three Canine Search Specialists, eight Medical Team Managers, eight Structural Engineering Specialists, five Task Force Leaders, two Safety Officers, two Rescue Managers, two Hazardous Material Managers, and two Plans Managers. The Canine Search Specialists, Medical Team Managers and Structural Engineering Specialist are currently contracted with the City under the 2022 FEMA grant.

Due to the specialized nature of the work performed in responding to emergency incidents, sole source contracts have been approved by the City Attorney as set forth under the City Charter Section 371(e)(2), which states that competitive bidding shall not apply to, "Contracts, as determined by the contracting authority, for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous."

It should be noted that while expenditures to these contractors related to the 2022 FEMA Cooperative Agreement grants will be within the funding allocations, each contract cites a maximum amount up to \$99,000. This higher limit is necessary because these contractors are also subject to deployment by FEMA to nationally declared disasters outside the City. Under these circumstances, the City would be reimbursed by FEMA through a federal funding source separate from the 2022 FEMA Cooperative Agreement grant.

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 2024 FEMA Cooperative Agreement Grant for the Urban Search and Rescue CA-TF1 in the amount of \$1,369,884 for the term of September 1, 2024 through August 31, 2027, 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 2024 FEMA grant funds received into Fund 335, Department 38, Account to be determined.
4. Authorize the Controller, for reimbursement purposes, to transfer 2024 FEMA grant funds from Fund 335, Department 38, Account to be determined, to various Fund 100, Department 38 salary accounts: Account 001012 (Salaries Sworn), Account 001010 (Salaries General), Account 001090 (Overtime General), and Account 001098 (Variable Staffing), upon submission of proper documentation by the Fire Department of direct staff costs incurred during the grant performance period.
5. Authorize the Controller to transfer 2024 FEMA grant funds from Fund 335, Department 38 to Fund 100, Department 38, Revenue Source 5346 (reimbursement of Grant Related Costs) for fringe benefits upon submission of proper documentation by the Fire Department of costs incurred during the grant performance period.
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 as indicated in the Personnel Authority Resolution (PAR), for the grant period, and include the authority in future PARs:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	2142-1	Fire Captain I
1	9184	Management Analyst
1	1825-2	Storekeeper II

7. Authorize the Controller to transfer \$498,438 from Fund 100, Department 38, Account 001012 (Salaries Sworn) to Fund 335, Department 38, Account to be determined, for the purchase of expense and equipment items, to be reimbursed by the FEMA grant during the period of September 1, 2024 through August 31, 2027, and any extensions granted by FEMA.
8. 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.
9. Based on the 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 2024 FEMA Urban Search and Rescue Cooperative Agreement program through the end of the grant performance period.
10. Authorize the Fire Chief to negotiate and execute contracts with the following service providers, each not to exceed \$99,000 for the 2024 FEMA grant performance period:

Canine Search Specialist (three contracts)

Deresa Kenney (Teller)

Jeffrey Neu

To be determined

Medical Team Manager (eight contracts)

Dr. Francine Vogler

Dr. Brian Wilbur

Dr. Michael Port

Dr. Peter Mikhail

Dr. Gabriel Campion

To be determined

To be determined

To be determined

Structural Engineering Specialist (eight contracts)

Essam Lobnan

Sean M. Hughes

Dorian Sulc

To be determined

To be determined

To be determined

To be determined

To be determined

Task Force Leader (five contracts)

Wade White

To be determined

To be determined

To be determined

To be determined

Safety Officer (two contracts)

To be determined

To be determined

Plans Manager (two contracts)

To be determined

To be determined

Rescue Manager (two contracts)

To be determined

To be determined

Hazardous Material Manager (two contracts)

To be determined

To be determined

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 the grant guidelines, project funds are disbursed on a reimbursement basis.

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