

**LOS ANGELES FIRE DEPARTMENT**

**KRISTIN M. CROWLEY**  
FIRE CHIEF

September 18, 2023

BOARD OF FIRE COMMISSIONERS  
FILE NO. 23-095

TO: Board of Fire Commissioners

FROM: *KMC* Kristin M. Crowley, Fire Chief

SUBJECT: CONTINUATION OF GRANT FUNDS FOR THE 2022 FEMA URBAN SEARCH AND RESCUE TASK FORCE COOPERATIVE AGREEMENT GRANT (C.F. 22-1423) IN FY 2023-24

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 Withdrawn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, 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-TF1). Through the MOA, FEMA supports CA-TF1 annually using a Cooperative Agreement (C-122495) to fund the program. The Agreement supports an equipment cache, CA-TF1 member training, and full-time personnel to manage the cache and administrate CA-TF1'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 February 23, 2023, the Council accepted the 2022 FEMA Cooperative Agreement Grant (EMW-2022-CA-00050) in the amount of \$1,211,650, for a term of September 1, 2022 through August 31, 2025 (C.F. 22-1423). The Grant does not require a cost-share match from the City.

The Agreement's funding mechanism uses a "draw-down" system with FY 2023-2024 LAFD General Fund Budget front-funding CA-TF1 expenditures, and LAFD accounts reimbursed by drawing down from the grant award. All grant mandated expenditures will be reimbursed from the FEMA US&R account in a timely, on-going basis, as expenditures are processed according to City procedures.

As of June 30, 2023, \$723,884 remained available for spending in FY 2023-24 to cover salaries, personnel training, contractual services, travel, supplies and purchase of necessary equipment for program operations.

## **RECOMMENDATIONS**

That the Board:

1. Approve and transmit the report to the Mayor for approval and authority to expend the 2022 FEMA Urban Search and Rescue Task Force Cooperative Agreement Grant funding for salaries, equipment, training, supplies, and program administration costs.

2. Request that the Mayor:

(a) Authorize the Fire Chief, or his designee, to deposit the FEMA US&R grant funds received under this Cooperative Agreement into Fund 335, Department 38, Account 38022R;

(b) Authorize the Controller, upon submission of proper documentation by the LAFD of direct staff costs incurred during the grant performance period, to transfer 2022 FEMA US&R grant funds from Fund 335, Account 38022R, to various Fund 100, Department 38 salary accounts as follows:

- i. Account 001012 (Salaries Sworn)
- ii. Account 001010 (Salaries General)
- iii. Account 001090 (Overtime General)
- iv. Account 001098 (Variable Staffing)

(c) Authorize Controller, upon submission of proper documentation by the LAFD, to transfer 2022 FEMA US&R grant funds from Fund 335, Account 38022R to Fund 100, Department 38, Revenue Source 5346 (Reimbursement of Grant Related Costs) for fringe benefits.

(d) Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to approval of the CAO; and request the Controller to implement the instructions.

## **FISCAL IMPACT**

The FY 2023-24 Los Angeles Fire Department General Fund Budget will front-fund \$723,884 to enable continuation of the performance period of the 2022 FEMA Cooperative Agreement Grant through August 31, 2025. The City will receive full reimbursement from the Grant.

**CONCLUSION**

As the sponsoring agency of a US&R Task Force, CA-TF1, the LAFD receives annual grants to support, maintain, and enhance CA-TF1'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 \$1,211,650 of which \$723,884 remains available for salaries, travel, expenses and equipment in FY2023-24.

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