

# LOS ANGELES FIRE DEPARTMENT



OCT 6 2009

MILLAGE PEAKS  
FIRE CHIEF

September 28, 2009

BOARD OF FIRE COMMISSIONERS  
FILE NO. 09-109

TO: Board of Fire Commissioners

FROM: Millage Peaks, Fire Chief *mp*

SUBJECT: DEPARTMENT OF HOMELAND SECURITY FELLOWSHIP PROGRAM  
NOMINEE CAPTAIN ALICIA WELCH AND REIMBURSEMENT TO THE  
LOS ANGELES FIRE DEPARTMENT BY THE CENTER FOR  
HOMELAND DEFENSE AND SECURITY

FOR INFORMATION ONLY:	<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 Withdrawn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

**Recommendations:** That the Board:

1. Instruct the Commission Executive Assistant II to forward this report to the Mayor, Office of the City Administrative Officer, Office of the Chief Legislative Analyst, and City Clerk for committee and City Council consideration in accordance with Los Angeles Administrative Code, Section 14.6.
2. Request that the Mayor and City Council authorize the Fire Chief to accept the reimbursement funds from the Center for Homeland Defense and Security (CHDS) for the one-year fellowship program of Captain Alicia Welch in the amount of \$181,404.04 for the term of September 23, 2009 and continue for a period of twelve months.
3. Request that the Mayor and City Council authorize the Fire Chief, or his designee, to receive CHDS funds under this award into the Los Angeles Fire Department (LAFD), Fund No. 100, Dept No 38, Revenue Source Code 3734.
4. Request that the Mayor and City Council authorize the Controller to re-appropriate funds of \$139,702.03 to Fund 100, Department 38, Account 1012 for full reimbursement of Captain Welch's salary, bonuses and benefits by CHDS in FY2009-10.
5. Request that the Mayor and City Council authorize the Controller and City Administrative Officer to make any necessary technical adjustments based on actual salaries and benefits paid and reimbursed to ensure full cost recovery.

**SUMMARY:**

In June 2009, the Center for Homeland Defense and Security ("CHDS") selected and awarded to Captain II Alicia Welch of the Los Angeles Fire Department the Distinguished Alumni Fellow ("Fellowship") which involves a one-year fellowship to study in Washington D.C. The CHDS program is sponsored by the Department of Homeland Security ("DHS") to provide executive and graduate level education to local, tribal, state and federal officials to advance the current and future leadership capabilities of the nation's homeland security and defense community. CHDS is a component of the United States Naval Postgraduate School operated by the United States Department of the Navy.

The one-year fellowship program is based in Washington, D.C., and assigns Captain Welch to the Department of Homeland Security. Captain Welch's assignment will be to the National Preparedness Directorate ("NPD") within the Federal Emergency Management Agency ("FEMA"). Her primary role will be performing in an advisory role.

The fellowship program is designed to benefit the Los Angeles Fire Department and DHS alike. On the one hand, the Department of Homeland Security (DHS) will benefit from the knowledge and experiences of Captain Welch on how local agencies respond to major disasters. On the other hand, Captain Welch is afforded the opportunity to learn from DHS the manners they have developed to respond to regional disasters and emergencies. The relationship between DHS and the LAFD provides an opportunity to establish best practices for responding to major catastrophic incidents.

The program also allows Captain Welch to benefit from the perspectives she learned during her graduate work in homeland security in NPS. The CHDS program has fielded six fellows since its inception in 2005. The other organizations that have taken part in the fellowship program are New York Port Authority, Seattle Fire Department, the Fire Department of New York, and the Montgomery County, MD Sheriff's Department. This fellowship certainly places Captain Welch in a very select and honorable group of individuals that will be looked upon in the future to provide leadership during times of great distress by local residents.

During this fellowship, Captain Welch will remain a member of the Los Angeles Fire Department and receive full salary and benefits by the LAFD while she is assigned to DHS, as outlined in the August 24, 2009 letter from CHDS (attached). CHDS through its vendor, VRC, Inc. will establish a reimbursement process to reimburse the LAFD the full costs associated with the fellowship to a maximum amount of \$181,404.04, subject to increase due to changes in the Memorandum of Understanding covering Captain Welch (MOU 23) for the current and future fiscal years.

**Conclusion:**

The Los Angeles Fire Department is honored to have this prestigious fellowship awarded to Captain Alicia Welch. This award further distinguishes Captain Welch's commitment to the Fire Service and dedication to protecting the residents of Los Angeles.

Further, this fellowship will greatly benefit the Department in allowing the best practices learned by Captain Welch to be shared with and across the department members, adding to the response capabilities of the Department.

CHDS will reimburse the LAFD Captain Welch's full salary, bonuses and benefits for the duration of the fellowship. There is no impact on the General Fund.

Board report prepared by: William Jones, Senior Management Analyst II, Bureau of Administrative Services.

Attachment



## CENTER FOR HOMELAND DEFENSE & SECURITY

The Nation's Homeland Security Educator



August 24, 2009

Mr. Bill Jones  
Sr. Management Analyst II  
Contracts and Grants Section Manager  
Los Angeles Fire Department

Dear Mr. Jones:

This letter confirms the designation of Ms. Alicia Welch, of The Los Angeles Fire Department (the "LAFD"), to assume a temporary assignment with the United States Department of Homeland Security ("DHS"). This assignment results from Ms. Welch's selection as a 2009 Homeland Security Center for Homeland Defense and Security ("CHDS") Distinguish Alumni Fellow (the "Fellowship"), and the LAFD should consider this Fellowship as an opportunity for Ms. Welch to further her development and career goals.

The CHDS is a component of the Naval Postgraduate School ("NPS"). NPS is a federal military installation and is a component of the United States Navy. The CHDS program is sponsored by the DHS to provide executive and graduate level education to local, tribal, state and federal officials to advance the current and future leadership capabilities of the nation's homeland security and defense community. The NPS/CHDS utilizes private sector contract companies to fulfill the requirements of its scope of work and its interagency agreement with the DHS.

The one-year Fellowship Program, based in Washington, D.C., allows the DHS to benefit from the perspectives Ms. Welch obtained during her graduate work in homeland security at NPS, and throughout her career in public safety. The Fellowship also provides an opportunity for the LAFD to benefit from the national perspective and DHS programmatic knowledge that she will bring back to your organization. This program has fielded six fellows since its inception in 2005. The other organizations who participated in these fellowships include the New York Port Authority, the Seattle Fire Department, the Fire Department of New York, and the Montgomery County, Maryland, Sheriff's Office.

I want to commend your agency for the decision to allow Ms. Welch to participate in this opportunity. The Fellowship provides DHS with expert input to the formulation and management of national-level policy and programs from a non-federal homeland security leader. At the same time, the Fellowship provides the individual and the LAFD the benefit of full exposure to the national homeland security landscape, thus returning the individual who is better able to guide the LAFD's preparedness programs. Ms. Welch's assignment will be with the National Preparedness Directorate ("NPD") within the Federal Emergency Management Agency ("FEMA") and her fellowship point-of-contact at DHS will be Mr. Andy Mitchell, the Director of Preparedness Coordination and Outreach, who will guide her work efforts and priorities while she serves at DHS. Ms. Welch will be performing in an advisory role while serving as a fellow and will not have signature or policy authority. Ms. Welch will not have supervisory authority over any employees or contractors



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at DHS, nor will she be in a position to set policy, regulation, or procedure. Ms. Welch's focus areas may change as the Fellowship progresses but not the utilization of her skills in terms of advisory efforts only.

In view of this opportunity for her further professional development and the benefits thereof to the LAFD, we appreciate that the LAFD agrees to assign Ms. Welch to the Homeland Security Fellowship for a period of twelve (12) months. This assignment may be terminated at any time on fifteen (15) days' notice by CHDS, the LAFD, or Ms. Welch. Ms. Welch's assignment with DHS will commence, subject to the terms of this letter, on September 23, 2009.

During the term of this Fellowship, Ms. Welch will remain a LAFD employee and will continue to receive salary and benefits directly from the LAFD. This assignment does not, nor is intended to; affect the employer-employee relationship that Ms. Welch enjoys with the LAFD. However, Ms. Welch's work, performance, and attendance at work locations to be designated by DHS are subject to supervision by DHS. It is expected that Mr. Andy Mitchell will consult with the LAFD regarding an evaluation of Ms. Welch's performance during this Fellowship.

As with other Fellowship Program opportunities and in concert with the financial and operational administration of the CHDS, CHDS will utilize its prime contractor, VRC Incorporated, to establish reimbursement processes and procedures with the LAPD. VRC Inc. is funded by the CHDS to manage this arrangement. The Project Manager for VRC Inc. is Mr. Bob Vaughan. It is understood that VRC will reimburse the LAFD as per the data shown in Annex A. (attached) Travel on behalf of Fellowship duties, temporary relocation expenses, and other reasonable costs will be directly reimbursed to Ms. Welch by VRC, which will be responsible for any appropriate tax reporting associated with such reimbursements.

Ms. Welch is expected to keep LAFD staff advised of her activities and her progress during the course of this Fellowship, no less often than every thirty (30) days.

Glen Woodbury  
Director  
Center for Homeland Defense and Security  
Naval Postgraduate School  
Monterey, CA 93943



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## ANNEX A - Cost Reimbursement

### DHS Fellowship - Alicia Welch

CHDS Reimbursement to LAFD	Bi-Weekly Rate	Annual Rate
Salary Base Rate: \$4,398.40*	\$ 4,398.40	\$ 114,798.24
Adds (Other Bonuses): \$480.20	\$ 480.20	\$ 12,533.22
Additional Uniform bonus = \$737.32 for a year.	\$ 28.25	\$ 737.32
Benefits: CAP31 46.46% Base	\$ 2,043.50	\$ 53,335.26
<b>Total Reimbursement To LAFD for Captain Alicia Welch</b>	<b>\$ 6,950.35</b>	<b>\$ 181,404.04</b>
*to include potential labor agreement changes		

### CHDS direct reimbursement to Participant

Travel, Lodging, Meals, Incidentals	\$ 2,085.04	\$ 54,211.00
Total Fellowship Budget-Alicia Welch		\$ 235,615.04