

November 6, 2012

LOS ANGELES FIRE DEPARTMENT



BRIAN L. CUMMINGS
FIRE CHIEF

October 16, 2012

BOARD OF FIRE COMMISSIONERS
FILE NO. 12-173

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief

SUBJECT: **IN-KIND DONATION FOR HOMELAND SECURITY DIVISION,
GRANTS SECTION**

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 Withdrawn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

Recommendation: That the Board:

1. Accept a donation from the LAFD Foundation for the Homeland Security Division, Grants Section.

Summary: The LAFD Foundation has donated a Dell Latitude Laptop, Microsoft Office and Home Business 2010-Windows, and Microsoft Project 2010 Software for the Grants Section. This equipment and software will allow the Grants Section Battalion Chief to travel with up to date information on projects and funding, which is regularly updated on the laptop. The combined monetary value of the aforementioned items is \$3,714.09. Pursuant to the Los Angeles Administrative Code, Article 12, Section 5.111.4(a), "Receipt of Gifts and Bequests of Personal Property by the Fire Department," provides the authority to the Fire Commission to accept or reject bequests of personal property not exceeding \$5,000 in market value.

Fiscal Impact: There is no fiscal impact to the Los Angeles Fire Department's budget in the acceptance of this donation. The Homeland Security Division, Grants Section shall be solely responsible to maintain, repair and/or replace these donated items.

Conclusion: The Los Angeles Fire Department benefits tremendously from gracious donations such as that received from the LAFD Foundation. The Community Liaison Office would like to acknowledge the LAFD Foundation for their generous donation.

Board report prepared by the Community Liaison Office.

Attachments

LOS ANGELES FIRE DEPARTMENT



OFFICE OF THE
FIRE CHIEF

2012 SEP 27 AM 8:07

BRIAN L. CUMMINGS
FIRE CHIEF

September 26, 2012

APPROVED

TO: Brian L. Cummings, Fire Chief
FROM: Cori Tipton, Battalion Chief
Homeland Security Division, Grants Section
SUBJECT: FIRE FOUNDATION GRANT REQUEST

SEP 27 2012

Fire Chief


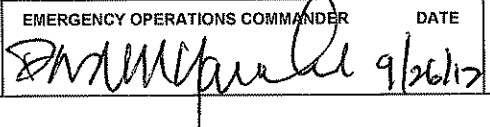
SUMMARY

The Homeland Security Division Grants Section is currently facilitating numerous grants worth millions of dollars. The project management of all of these dollars requires updated project tracking and management software for all members of the section. Based on the allocated budget for the Grants Section, this request was sent to the Fire Foundation for funding.

FINDINGS

Due to the decrease in the operating budget for the Fire Department, this equipment purchase is being requested through the Fire Foundation. The Grants Section needs updated Microsoft Office software and a project management tool (Microsoft Project 2010) to be able to manage all of the grants currently funded. Most of the funding we receive is allocated towards the prevention of, protection from, mitigation of, response to, and recovery from terrorist attacks or other catastrophic incidents. The management and administration funds allocated for these grants are not accessible for the Fire Department to use. This makes it very difficult for the Grants Section to upgrade our computers and operating systems.

The Battalion Chief in charge of grants needs to be mobile. Currently, the Grants Section has 89 projects, all multi-faceted, located across the greater Los Angeles region. The staff is required to be in different locations and multiple meetings to update and facilitate the grant process. A portion of the staff is located at one address; the other portion is located a few miles away. The very nature of grants warrants an up-to-date laptop computer and tracking programs for the Grants Section and office support staff.

COMPANY/STATION/UNIT COMMANDER	DATE	EMS BATTALION CAPTAIN	DATE	BATTALION COMMANDER	DATE	DIVISION COMMANDER	DATE
							
BUREAU COMMANDER		DATE	EMERGENCY OPERATIONS COMMANDER		DATE	ADMINISTRATIVE OPERATIONS COMMANDER	
					9/26/12		

This request is for:

Dell Latitude Laptop **\$1,607.25**

- . Intel Core i7-3720Q Processor Laptop Model: E6530
- . 750 GB Hard Drive – 8GB DDR3 Memory
- . Windows 7 Home Premium /3 Year hardware support
- . Dell Executive 16" Leather carrying case

Microsoft Office and Home Business 2010 – Windows **\$721.08**

- . SKU: G94418 Part 021-09744 (CompuCom)
- . 3 Licenses

Microsoft Project 2010 **\$1,385.76**

- . SKU: G94418 Part 076-04709 (CompuCom)
- . 4 Licenses

Item	Cost
Dell Latitude Laptop E6530	\$1,607.25
Microsoft Office 2010 (3)	\$721.08
Microsoft Project 2010 (4)	\$1,385.76
TOTAL	\$3,714.09

The purchase of the Dell Latitude laptop and Microsoft Office 2010 will allow the Grants Section Battalion Chief to be mobile. Most of the Fire Department is Microsoft based, and the ability to use Microsoft Excel is imperative in the grant section. The Grants Section will have the capability to travel with up-to-date information on projects and funding, which is regularly updated on the laptop. The additional licenses are to upgrade the support staff in the Section.

Microsoft Project is a project tracking and management program. This will be a new addition to the Grants Section. Currently, Microsoft Excel is the only system used for tracking the grants management. Microsoft Project 2010 will enhance the Grants Section's productivity and assist the section in completing projects. It offers flexibility and choice by providing tailored work-management solutions, and will allow the Section to strategically plan for the future, as grant funding continues to diminish in this economy. The four licenses will update the entire Section and give access to all personnel working on grants.

The quote for the Dell Latitude Laptop is as of September 28, 2012, from Dell Online Store. The quote for the software is from Los Angeles City's approved vendor and was obtained through Management Information Systems.

CONCLUSION

This request will allow the Grants Section to have access to up-to-date information regarding the multiple projects funded through grants. As federal funding decreases, the Grants Section will be able to strategize the process and make sure the Fire Department is prepared for the future.

A handwritten signature in black ink, appearing to read 'Cori Tipton', is written over a horizontal line.

Cori Tipton, Battalion Chief
Homeland Security Division, Grants Section

Attachments



**LOS ANGELES FIRE
DEPARTMENT FOUNDATION
Grant Request Form**

Date: August 15, 2012

Amount Requested: \$3,714.09

Contact Name: Cori Tipton, Battalion Chief **Phone:** (213) 202-9955

E-mail: Corinne.tipton@lacity.org

Type of funding request (name of program or equipment): Request for one laptop, one Microsoft office package (2010) and one Microsoft Project software package (2010).

Provide a brief description and the need for the program/equipment/service (use attachment if needed): See attached

Is there a fiscal impact to approving this request? (maintenance costs, monthly service cost, extra equipment or services etc.). Please describe: Yes. The Fire Department receives millions of dollars in grant funding every year. As this Federal source of funding decreases with each year, the organization and tracking of the grant process will allow the Battalion Chief to access other sources of funding.

Has this program/equipment/service previously been requested through the city budget? Yes

If yes, list the most recent date of submission and the result: The most recent date was a verbal conversation with Kurt Sato, MIS. I was informed the request would not be approved because of funding. There is an older software package that is available, but the 2003 version will not keep up with current Grant Management demands. Mr. Sato provided the quotes for the laptop and software in this request.

If no, explain the reason why it was not submitted:

What objectives will be accomplished if the funding is granted?

The purchase of the Dell Latitude laptop and Microsoft Office 2010 will allow the Battalion Chief in charge of grants to be mobile. Most of the Fire Department is Microsoft based, and the ability to use Microsoft Excel is imperative in the grant section. All of the information for the grant's section will be updated regularly on the laptop, and be available for team members to travel with up-to-date information on projects and funding.

Microsoft Project is a project tracking and management program. This will be a new addition to the grants section. Currently, there is not a tracking system used in the grants section. Project 2010 will enhance the Grants Section's productivity and assist the section in completing projects. It offers flexibility and choice by providing tailored work-management solutions, and will allow the Section to strategically plan for the future, as grant funding continues to diminish in this economy. The additional licenses for the software are to update the entire grant management team to the same versions of the software.

Please attach an itemized list for expenses or a quote from the equipment manufacturer on the vendor's letterhead including model numbers and total units needed. Upon approval, the foundation will pay the vendor directly. See attached.

Fire Station Commander's signature _____
"A" Platoon _____
"B" Platoon _____
"C" Platoon _____

Unit or Section Commander's signature _____

Division Commander's signature _____

Bureau Commander's signature _____

Fire Chief's signature _____
(Any signature of a higher rank will imply approval from the lower ranks)

If applicable:
Building Administrative Section: _____ Date _____

Management Information Systems: _____ Date _____

Any questions regarding Foundation procedures can be directed to the Los Angeles Fire Department Foundation at 310-552-4139. Once the grant request has been approved by the foundation, the Community Liaison Office will forward the paperwork for appropriate Fire Department processing.

You may submit your request by e-mail to Karen@supportlafd.org, by fax to 310-552-9052.

Print Summary



Latitude E6530 - Fully Customizable

Price **\$1,607.25**

Preliminary Ship Date: 9/28/2012

My Selections **All Options**

• Latitude E6530 - Fully Customizable

Date	9/20/2012 3:04:08 PM Central Standard Time				
Catalog Number	84 Retail rc956963				
Catalog Number / Description	Product Code	Qty	SKU	Id	
Processor: 3rd gen Intel® Core™ i7-3720QM Processor (2.6GHz, 6M cache, Upgradable to Intel® vPro™ technology)	I73720Q	1	[317-9436]	2	
Operating Systems: Windows 7 Professional, No Media, 64-bit, English	W7PN61E	1	[330-6322][421-8067][421-8718]	11	
Latitude E6530: Dell Latitude E6530	E6530	1	[225-2672]	1	
Energy Star & EPEAT: Energy Star 5.2 Enabled / EPEAT	ESTAR	1	[331-6213]	40	
LCDs: 15.6" HD (1366x768) Anti-Glare WLED-backlit	HD	1	[320-3066]	10	
Graphics: NVIDIA® NVS™ 5200M (GDDR5 1GB) Discrete Graphic with Optimus	N520M	1	[318-1745]	6	
Memory: 8.0GB, DDR3-1600MHz SDRAM, 2 DIMMS	8G2D6	1	[319-0038]	3	
Internal Keyboard: Internal English Dual Pointing Keyboard	ENGDP	1	[331-1233][331-2169][331-5825]	4	
Camera/Microphone: Light Sensitive Webcam and Noise Cancelling Digital Array Mic	CAMMIC	1	[318-1867][421-1201]	17	
Systems Management: Intel vPro™ Technology's Advanced Management Features	VPRO	1	[331-5881]	21	
Primary Storage: 750GB 7200rpm Hard Drive	750G72	1	[342-4224]	8	
E-Modular Primary Optical Device: 8X DVD+-RW	DR	1	[318-0466][318-1732][318-2231]	16	
System Recovery: Dell Back-up and Recovery Manager for Windows 7, Multiple Language	DBRM71	1	[331-3300]	47	

Wireless LAN (802.11):					
Intel® Centrino® Advanced-N 6205 802.11n 2x2 Half Mini Card	IW6205	1	[430-4632]	19	
Modem:					
No Modem	NOMODEM	1	[313-9606][331-5834]	14	
Primary Battery:					
6-cell (60WH) Primary Lithium Ion Battery, (2.8Ah) ExpressCharge Capable	6C	1	[312-1318]	27	
AC Adapter:					
90W A/C Adapter (3-pin)	90AC3P	1	[330-4016][331-5829]	15	
Productivity Software:					
No Productivity Software	NOPSW	1	[421-3872]	22	
Security Hardware:					
No Dell ControlVault, No Fingerprint Reader, No Smartcard Reader and No Contactless Smartcard Reader	NOFR	1	[331-5877]	9	
Carrying Cases:					
Dell Executive 16" Leather Attaché	ATCL16	1	[318-1400]	28	
Processor Branding:					
Intel Core i7 vPro Label	I7VNBR	1	[331-1639]	749	
Hardware Support Services:					
3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis	U3OS	1	[993-8341][993-9141][994-0681][994-0921]	29	



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snFG06

CompuCom

The Leading IT Outsourcing Specialist

Client Assistance Center
7171 Forest Lane
Dallas, TX 75230

Quote No : 105629487

Quoted by : Amy

Date : 08/29/12

Email : statesore@compucom.com

Fax : (800) 366-9994

Sold To: 001352693

Ship to:

LOS ANGELES FIRE DEPARTMENT
ATTN. TO: KATRINA M. REYES

SKU #	MFG Part No	Description	MFG Code	Qty	Unit Price	Ext Price
G94418	021-09744	OfficeStd 2010 SNGL MVL	MSO	3	\$ 240.36	\$ 721.08
010286	FREIGHT	FREIGHT	FRT	1	\$ -	\$ -

Sub Total: \$ 721.08

Estimated Tax: \$ -

PURCHASE ORDER MUST STATE "ELECTRONIC DELIVERY ONLY"

Total : \$ 721.08

Pricing and availability subject to change without notice.

I thank you for considering CompuCom for your technology products and services. So we may serve you quickly and accurately, please use quoted pricing for all purchases. Your purchase order should include an accurate bill-to and ship-to address as well as a clearly identifiable PO number. To avoid confusion and delays, each line should indicate a manufacture part number or sku, product description, quantity and price. So we may quickly contact the appropriate recipient for clarification, please provide a contact name and number as well as an email address.

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The Leading IT Outsourcing Specialist

Client Assistance Center
7171 Forest Lane
Dallas, TX 75230

Quote No : 105624258

Quoted by : Amy

Date : 08/27/12

Email : statesstore@compucom.com

Fax : (800) 366-9994

Sold To: 001352693

Ship to:

LOS ANGELES FIRE DEPARTMENT
ATTN. TO: KATRINA M. REYES

SKU #	MFG Part No	Description	MFG Code	Qty	Unit Price	Ext Price
G94418	076-04709	Pjct 2010 SNGL MVL	MSO	4	\$ 346.44	\$ 1,385.76
010286	FREIGHT	FREIGHT	FRT	1	\$ -	\$ -

PURCHASE ORDER MUST STATE "ELECTRONIC DELIVERY ONLY"

Sub Total: \$ 1,385.76
Estimated Tax: \$ -
Tax Rate 0.00%
Total : \$ 1,385.76

Pricing and availability subject to change without notice.

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