



# MARIPOSA COUNTY

Fire • (209) 966-4330



## **RESOLUTION - ACTION REQUESTED 2013-54**

MEETING: February 19, 2013

TO: The Board of Supervisors

FROM: Jim Wilson, County Fire Chief

RE: Authorize Fire Chief to Accept FEMA SAFER Recruitment & Retention Grant

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### **RECOMMENDATION AND JUSTIFICATION:**

Accept the Federal Emergency Management Agency Staffing for Adequate Fire and Emergency Response (FEMA-SAFER) Grant to Provide for Continuation of the Current \$10 Stipend for Volunteer Emergency Response and Training, the Re-Hiring of Extra-Help Volunteer Coordinators, and to Purchase Four Computer Work Stations to Facilitate On-Line Training; Approve Budget Action Increasing Revenue and Appropriations in the Fire - SAFER Grant Budget to Allow for Use of Grant Funds through the Remainder of the Fiscal Year (\$8,150). As with most volunteer fire service agencies, Mariposa County Fire Department (MCFD) continues to experience recruitment and retention difficulties. This grant will provide for continuation of the current \$10 stipend for volunteer emergency response and training. It will also provide for the re-hiring of Extra-Help volunteer coordinators and for the purchase of four computer work stations to facilitate on-line training as well as Internet access. Total amount of the grant is \$564,023 for four years. There is no local match required. A Budget Action Form has been attached to provide revenue and appropriations for the balance of the 2012/13 budget year for the hiring of the Extra-Help Volunteer Coordinators. The remaining grant funds will be included in the Fiscal Year 2013-14 Requested Budget.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

MCFD was awarded a similar grant in 2008 and it was primarily responsible for increasing the roster from 83 members to approximately 200. The last SAFER grant proved beneficial and productive. In addition, MCFD staff learned many lessons. We learned what works well and what does not work so well. Consequently, the positive results from this new grant should develop sooner and be even more effective than the last one.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Forego an opportunity to continue providing a stipend to offset out-of-pocket expenses on behalf of MCFD's volunteer members. Doing so could be demoralizing to our members.

**FINANCIAL IMPACT:**

Grant revenue offsets expenses. There is no impact to the General Fund. This grant will fund volunteer recruitment and retention activities as outlined in the grant budget for four years. Total amount of the grant is \$564,023 and has no local match requirement. Increase account 001-0268-306-7307 (Fire SAFER Grant) in the amount of \$8,150.00; and Increase account 001-0268-545-0201 (Volunteer Coordinator) in the amount of \$8,050.00; and Increase account 001-0268-545-0311 (Medicare) in the amount of \$100.00.


02/19/13	001-0268-306-7307 · Fire SAFER Grant	\$8,150.00
02/19/13	001-0268-545-0201 · Volunteer Coordinator	\$8,050.00
02/19/13	001-0268-545-0311 · Medicare	\$100.00
Total:		\$16,300.00

**ATTACHMENTS:**

KMBT20020130208085731 (PDF)  
KMBT20020130208085801 (PDF)  
Budget Action Form midyear 2012-13 Safer(XLS)

**CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrative Officer

**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]  
**MOVER:** Janet Bibby, District III Supervisor  
**SECONDER:** Merlin Jones, District II Supervisor  
**AYES:** Stetson, Bibby, Cann, Carrier, Jones

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0268	306.73-07	Fire- Safer grant	CF71	(8,150)	
001	0268	545.02-01	Volunteer Coordinator	CF71	8,050	
001	0268	545.03-11	Medicare	CF71	100	
TOTALS					0	0

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS						

ACTION REQUESTED: (Check all that apply)

- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or transferring appropriation from Contingencies
- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION

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DEPT HEAD SIGNATURE  DATE 2/19/2013

APPROVED BY RES NO. 13-54 CLERK Rene LaRoch DATE 2-20-13

DEPARTMENT \_\_\_\_\_

AUDITOR'S USE ONLY  
 BA # \_\_\_\_\_

**Budget Item**

\* Item Name

\* Select Object Class:

If you selected Other, above, please specify:

Stipend for Mandatory Training

Travel

\*Cost

At least one box must have a value greater than zero.

First 12-Month Period of Your Grant \$ 45750

Second 12-Month Period of Your Grant \$ 50250

Third 12-Month Period of Your Grant \$ 55500

Fourth 12-Month Period of Your Grant \$ 60750

\* Description

The space to the right must be used to provide further clarification on the costs being requested. The cost estimates should include a description of what is included (i.e. personnel costs: number of hours and rate; member incentives: type of incentive and how the members will qualify to receive the incentive, etc.), the quantity being requested (if applicable), and a budget plan for each 12-month period. Additional budget justification should be included in the project narrative.

It should not cost a volunteer to participate in mandated training. This item will provide a \$10 stipend to attend mandatory weekly training. The stipend will cover fuel, child care, and misc. expenses associated with out-of-pocket expenses by our volunteer member. It is not calculated to compensate for an hourly wage. The first year base for stipend is calculated to reflect current member count plus 25% of the projected increase in recruitment. Each succeeding 12 month number builds on the projected increase to equal a membership of 300 at the grant conclusion. Stipend award for each member will be based on the training roster submitted and validated by the company officer for each company-level event.

**Budget Item**

\* Item Name

\* Select Object Class:

If you selected Other, above, please specify:

Volunteer Coordinator

Personnel

\*Cost

At least one box must have a value greater than zero.

First 12-Month Period of Your Grant \$ 36368

Second 12-Month Period of Your Grant \$ 37459

Third 12-Month Period of Your Grant \$ 38957

Fourth 12-Month Period of Your Grant \$ 40516

The key to a successful R & R program is to have a dedicated Volunteer Coordinator (VC) available to address important issues and resolve them before they become a

\* Description

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disincentive to current and new members. A VC is also necessary to alleviate problems that may arise with initial and ongoing training for new members. An employee dedicated solely to serving the needs of our volunteer members is more than a "nice feature." Without a volunteer advocate to ensure issues don't fall "between the cracks" new members may leave before they can understand the process and current members may become disincentivized unnecessarily. It is incumbent on MCFD to accommodate members and not the other way around. The projected costs are based on the County's Labor MOU and include benefits plus an annual raise.

**Budget Item**

\* Item Name

Stipend for Emergency Response

\* Select Object Class:

Travel

If you selected Other, above, please specify:

\*Cost

At least one box must have a value greater than zero.

First 12-Month Period of Your Grant	\$ 41250
Second 12-Month Period of Your Grant	\$ 45380
Third 12-Month Period of Your Grant	\$ 50250
Fourth 12-Month Period of Your Grant	\$ 55500

\* Description

The space to the right must be used to provide further clarification on the costs being requested. The cost estimates should include a description of what is included (i.e. personnel costs: number of hours and rate; member incentives: type of incentive and how the members will qualify to receive the incentive, etc.), the quantity being requested (if applicable), and a budget plan for each 12-month period. Additional budget justification should be included in the project narrative.

It should not cost a volunteer to respond to emergency events in their community. This item will provide a \$10 stipend for each response to the station. The stipend will cover fuel, child care, and misc. expenses associated with out-of-pocket expenses by our volunteer member. It is not calculated to compensate for an hourly wage. The first year base for stipend is calculated to reflect current member count plus 25% of the projected increase in recruitment. Each succeeding 12 month number builds on the projected increase to equal a membership of 300 at the grant conclusion. Stipend award for each member will be based on the response roster submitted and validated by the company officer for each company-level call-for-service.

**Budget Item**

\* Item Name

Computer Work Stations

\* Select Object Class:

Equipment

If you selected Other, above, please specify:

\*Cost

First 12-Month Period of Your Grant	\$ 4040
Second 12-Month Period of Your Grant	\$ 0
Third 12-Month Period of Your Grant	\$ 0
Fourth 12-Month Period of Your Grant	\$ 0

At least one box must have a value greater than zero.

\* Description

The space to the right must be used to provide further clarification on the costs being requested. The cost estimates should include a description of what is included (i.e. personnel costs: number of hours and rate; member incentives: type of incentive and how the members will qualify to receive the incentive, etc.), the quantity being requested (if applicable), and a budget plan for each 12-month period. Additional budget justification should be included in the project narrative.

This is a one-time purchase of four computer work stations equipped with operating system and appropriate software to facilitate Internet-based training. The prices are based on the County's State Bid contract price for combined hardware and software for basic work stations. MCFD already owns the desks, chairs and cubicle dividers to complete the four work stations. The training center is wired for plug and play set-up.

**Budget Item**

\* Item Name

Internet Access in Training Center

\* Select Object Class:

Contractual

If you selected Other, above, please specify:

\*Cost

First 12-Month Period of Your Grant	\$ 480
Second 12-Month Period of Your Grant	\$ 499
Third 12-Month Period of Your Grant	\$ 524
Fourth 12-Month Period of Your Grant	\$ 550

At least one box must have a value greater than zero.

\* Description

The space to the right must be used to provide further clarification on the costs being requested. The cost estimates should include a description of what is included (i.e. personnel costs: number of hours and rate; member incentives: type of incentive and how the members will qualify to receive the incentive, etc.), the quantity being requested (if applicable), and a budget plan for each 12-month period. Additional budget justification should be included in the project narrative.

Retention of a volunteer member is directly connected to training demands placed on members. Much of MCFD's basic training and continuing education could be converted to on-line, self-paced curricula. With the addition of computer work stations in the training center, a substantial amount of training could be completed at the member's convenience and at their pace. MCFD needs to move away from "cookie cutter" scheduled training when possible. It should be at the member's convenience, not the system. The costs are calculated at \$40 per month for Broadband access to the internet. The increase for each succeeding year is calculated at 4.5% based on Sierra Telephone's (service provider) projections.

**Budget**

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**Recruitment and Retention of Volunteer Firefighters:**

There is no local match requirement for this activity and there are no maximum Federal share limits. Therefore, any items requested under Recruitment and Retention will be 100% Federally funded.

Please review the budget information below. If you need to change any of the budget amounts on the matrix, you will need to change the budget information on the previous Request Details screen.

Using the information you entered for your item's please enter and review the budget information below. Include totals in the right hand column and bottom row.

	First 12-Month Period	Second 12-Month Period	Third 12-Month Period	Fourth 12-Month Period	Total
<u>Personnel</u>	36,368	37,459	38,957	40,516	<b>153,300</b>
<u>Fringe Benefits</u>	0	0	0	0	<b>0</b>
<u>Travel</u>	87,000	95,630	105,750	116,250	<b>404,630</b>
<u>Equipment</u>	4,040	0	0	0	<b>4,040</b>
<u>Supplies</u>	0	0	0	0	<b>0</b>
<u>Contractual</u>	480	499	524	550	<b>2,053</b>
<u>Other</u>	0	0	0	0	<b>0</b>
<u>Indirect Charges</u>	0	0	0	0	<b>0</b>
Federal Share	127,888	133,588	145,231	157,316	<b>564,023</b>
Applicant Share	0	0	0	0	<b>0</b>
<b>Total:</b>	<b>127,888</b>	<b>133,588</b>	<b>145,231</b>	<b>157,316</b>	<b>564,023</b>

U.S. Department of Homeland Security  
Washington, D.C. 20472



# FEMA

Mr. Jim Wilson  
Mariposa County Fire Department  
PO Box 162  
Mariposa, California 95338-0162

Re: Grant No.EMW-2012-FF-00117

Dear Mr. Wilson:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2012 Staffing for Adequate Fire and Emergency Response (SAFER) grants has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$564,023.00. The Federal share is \$564,023.00 of the approved amount and your share of the costs is \$0.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you formally receive the award through the AFG online system.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval, via an amendment request, from FEMA.

Once your period of performance has begun, and if your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the process to request your grant funds, please call 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Manning".

Timothy W. Manning  
Deputy Administrator for National Preparedness and Protection



Agreement Articles



**FEMA**

U.S. Department of Homeland Security  
Washington, D.C. 20472

**AGREEMENT ARTICLES**

**STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE - Recruitment program**

**GRANTEE:** Mariposa County Fire Department

**PROGRAM:** Staffing for Adequate Fire and Emergency Response (SAFER) - Recruitment

**AGREEMENT NUMBER:** EMW-2012-FF-00117

**AMENDMENT NUMBER:**

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**Article I - Project Description**

The purpose of the Staffing for Adequate Fire and Emergency Response program is to provide funding directly to fire departments and volunteer firefighter interest organizations in order to help them increase or maintain the number of trained, "front line" firefighters available in their communities.

After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via an amendment request, from FEMA.

**Article II - Grantee Concurrence**

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the

documents identified below. Grantees agree that they will use the funds provided through the Fiscal Year 2012 Staffing for Adequate Fire and Emergency Response grant in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2012 Staffing for Adequate Fire and Emergency Response program guidance. All documents submitted as part of the original grant application are made a part of this agreement by reference.

#### **Article III - Period of Performance**

The period of performance shall be from **01-MAY-13 to 30-APR-17**.

#### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus applicable grantee match):

Personnel:	\$153,300.00
Fringe Benefits	\$0.00
Travel	\$404,630.00
Equipment	\$4,040.00
Supplies	\$0.00
Contractual	\$2,053.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$564,023.00

#### **NEGOTIATION COMMENTS IF APPLICABLE** (max 4000 characters)

#### **Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

##### *A. Administrative Requirements*

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

##### *B. Cost Principles*

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

##### *C. Audit Requirements*

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

**Article VI - Prohibition on Using Federal Funds**

The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

**Article VII - GPD Allocations**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2012 Staffing for Adequate Fire and Emergency Response Program Guidance.

**Article VIII - Financial Reporting**

Recipients of a SAFER grant will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425 (SF-425). The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit an FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

**Article IX - FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical and programmatic monitoring of the stages of work and performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant please call the AFG help desk at 866-274-0960 to be directed to a specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**Grants Management Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**Article X - Central Contractor Registration (CCR)**

Recipients of an AFG grant are required Central Contractor Registration (CCR) in the SAM.gov system. Active registration in the Central Contractor Registry ensures grantees are compliant with Federal regulations under Federal Financial Accountability and Transparency Act (FFATA). CCR registration is free, and may take up to 5 to 10 business days to process. For help with registering in the CCR, please visit SAM.gov for more information.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE)** (max 4000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Earl Davis, Earl.Davis@dhs.gov.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1. AGREEMENT NO. EMW-2012-FF-00117	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000880	4. TYPE OF ACTION AWARD	5. CONTROL NO. W497229N
6. RECIPIENT NAME AND ADDRESS Mariposa County Fire Department 5082 Bullion Street Mariposa California, 95338-0162	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Walter Pickett 202-786-9524	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Jim Wilson	PHONE NO. 2099664330	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 01-MAY-13	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:01-MAY-13 To:30-APR-17  Budget Period From:01-NOV-12 To:30-SEP-13	

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.044	2013-1C-C211-P4000000-4101-D	\$0.00	\$564,023.00	\$564,023.00	\$0.00
TOTALS			\$0.00	\$564,023.00	\$564,023.00	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Rosalie Vega

DATE  
30-JAN-13

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