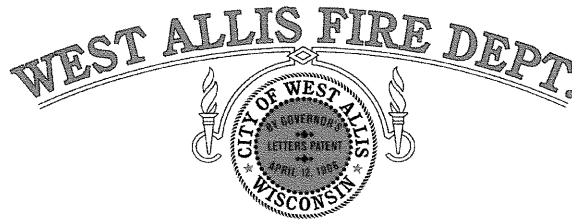





STEVEN J. HOOK
CHIEF



CITY of WEST ALLIS
FIRE DEPARTMENT

To: Honorable Mayor Devine and members of the Common Council
From: Chief Steven J. Hook 
Date: August 25, 2009
Re: Request to approve use of 2008 AFG Excess Funds

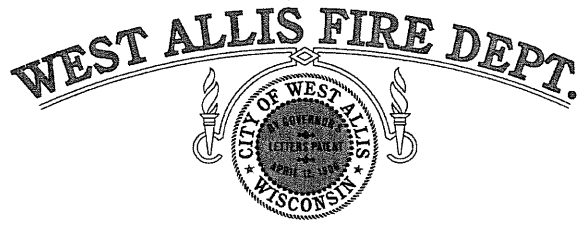
On August 20, 2009, the West Allis Board of Police and Fire Commissioners approved our purchase of communication equipment that was made possible by Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG). Your Council approved the 20% matching funds (\$12,960) and grant expense in January of 2009, and we have been working with vendors and manufacturers to assure that we were purchasing the newest version of this equipment to best utilize city funding.

We were fortunate to be able to realize considerable savings through competitive bidding that provided \$22,965 in excess grant funds. According to FEMA policy, grant recipients can use excess funds to purchase necessary equipment in compliance with a set of parameters explained in the grant documentation. With this in mind, we've examined ways to obtain essential equipment while decreasing the financial burden on our 2010 budget.

I have attached documentation explaining the grant parameters and our intended use of the excess funds. Even with the use of these funds, we will still spend \$1,632 less than the original contribution of \$12,960 that was approved in January.

With this communication, I am asking your Council's approval (if necessary) to apply a portion of the City's 20% grant obligation from the original FEMA AFG grant, for the equipment outlined in the attached documentation.

Thank you for your continued interest in, and support of our fire and emergency medical services. Please contact me if you have questions or concerns.



STEVEN J. HOOK
CHIEF

CITY of WEST ALLIS
FIRE DEPARTMENT

Date: August 19, 2009
To: Honorable Board of West Allis Police and Fire Commissioners
From: Steven J. Hook, Fire Chief
Re: Request for Approval of the use of 2008 FEMA AFG "Excess Funds"

Please see the attached documentation provided by Assistant Chief Martin King, regarding the use of "excess funds" from our 2008 Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG). He has summarized the parameters of the AFG grant rules and explained our staff decision to use these funds for expenses that fit the intention of the grant, and address vital needs of the department and our community.

With your approval, I will assure that sufficient funds are provided with the fire department budget and/or the City's contingency fund for these purposes, and will proceed with securing FEMA approval, Council approval and purchase of the materials specified in Chief King's communication.

Thank you for your consideration.

Authorization is hereby requested to allow the fire department to secure Council approval, FEMA approval and then spend up to \$3,000 for the purchase of extrication and rescue safety equipment and public home safety alarm equipment, in accordance with the FEMA AFG Grant information for the use of excess funds.

Sincerely,

Steven J. Hook
Fire Chief

APPROVED BY:

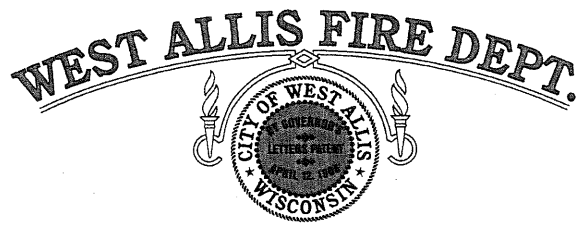
Board of Police and Fire Commissioners

DATE:

8/20/09



BUREAU OF FIRE
PREVENTION
MARTIN M. KING
ASSISTANT CHIEF
RICK GALE
LIEUTENANT



CITY of WEST ALLIS
FIRE DEPARTMENT

To: Chief Steven Hook
From: Assistant Chief Martin King
Date: August 17, 2009
Re: 2008 Fire Act Grant Excess Funds

On November 4, 2008, the City of West Allis received notice that it was awarded the 2008 Assistance to Firefighters Grant for SCBA communication equipment in the amount of \$64,800.00. We recently received and accepted the competitive bid for the communication equipment in the amount of \$41,835.00. This has resulted in funds remaining (\$22,965.00) after completing the grant obligations. The Department of Homeland Security has developed a policy for use of excess funds (Appendix 7 – Excess Funds is attached). They have identified three options for the use of excess funds:

- (1) Grantees may use the greater of 1 percent of their award amount or \$5,000 to continue, or expand, the activities for which they receive the award. Grantees may use funds to purchase other eligible items (subject to the above limitation).
- (2) Grantees may use excess funds to create, or expand, a fire or injury prevention program. Excess funds above the amounts discussed in paragraph (1) above must be used for fire or injury prevention activities or returned to DHS (See option 3 below)
- (3) Grantees may return excess funds to DHS.

The West Allis Fire Department command staff met to discuss the best possible option for the City of West Allis. It was determined that a combination of all three options be utilized as follows:

- (1) The purchase of 3 extrication/heavy rescue airbags in the amount of \$2,730.00. Purchase related regulators and hoses for the airbags in the amount of \$1,110.00. Purchase of extrication/heavy rescue cribbing in the amount of \$962.50. The total amount expended will be \$4,802.50 (City match will be \$ 960.50).
- (2) Submit a grant amendment for expansion of a current fire prevention activity. This would be the expansion of the current smoke alarm distribution that the fire department provides to include 90 Lifetone HL smoke alarms for deaf and hard-of-hearing in the City of West Allis. The estimated request would be for \$10,000.00 (City match would be \$2,000).
- (3) The remaining excess funds, \$ 8,162.00, would be returned to the federal government. The City of West Allis unexpended match would be \$1,632.00.

Appendix 7. Excess Funds

Occasionally, due to successful competitive bid processes, some grantees have funds remaining after the completion of the obligations outlined above. Fire department grantees that complete the approved scope of work prior to the end of the performance period, and still have grant funds available, have three options for the use of the excess funds:

- (1) Grantees may use the greater of 1 percent of their award amount or \$5,000 to continue, or expand, the activities for which they received the award. For example, if a grantee has funds remaining after completion of the activities listed in their grant agreement, the grantee may use excess funds (subject to the above limitation) to purchase other eligible items without seeking DHS approval.
- (2) Grantees may use excess funds to create, or expand, a fire or injury prevention program. Excess funds above the amounts discussed in paragraph (1) above must be used for fire or injury prevention activities or returned to DHS [See option (3) below]. In order to use excess funds for fire or injury prevention activities, a grantee must submit an amendment to its grant. The amendment request should explain the following:
 - i) fire or injury prevention efforts currently underway in your organization;
 - ii) where the use of excess funds would fit within your existing efforts, if applicable;
 - iii) what is the fire or injury problem that you are trying to address with these funds;
 - iv) the target audience for your fire or injury prevention project(s), and how this audience was identified;
 - v) how you will implement/deliver your project(s); and
 - vi) how you will evaluate the effectiveness of the requested fire or injury prevention project(s).
- (3) Grantees may return excess funds to DHS. To exercise this option, a grantee must close out its award and state in the final performance report that the remaining funds are not necessary for the fulfillment of grant obligations. The grantee must also indicate that it understands that the funds will be deobligated and unavailable for

future expenses. Deobligation of excess funds will decrease the Federal portion of the grant and the amount of the grantee's match.

Fire department grantees that complete the approved scope of work prior to the end of the performance period, and still have grant funds available, may also use excess funds in a combination of activities from options (1) and (2). Nonaffiliated EMS organizations that have excess funds may exercise the same options for use of excess funds as that of a fire department, however, EMS organizations are restricted to uses that only involve injury prevention. EMS organizations may not expend grant funds for fire prevention activities.