
MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Board of Directors
FROM: Special Operations

MEETING DATE: May 20, 2025
PREPARED BY: Bertha Hernandez
APPROVED BY: Chief Wurdinger

ITEM: ACCEPT THE DEPLOYMENT STATUS REPORT FOR CALIFORNIA TASK FORCE 3 (CA-TF3) URBAN SEARCH AND RESCUE (US&R) AND ADOPT A RESOLUTION AUTHORIZING A BUDGET AMENDMENT BY INCREASING THE EXPENDITURES AND REVENUES IN THE SPECIAL REVENUE FUND BY \$2,588,835 FOR FISCAL YEAR 2024-25

RECOMMENDATION

It is recommended that the Board of Directors:

1. Accept the report as presented; and
2. Adopt a resolution approving a budget amendment by increasing expenditures and revenues in the Special Revenue Fund (Fund 800) by \$2,588,835 for fiscal year 2024-25.

BACKGROUND

The Menlo Park Fire District (“District”) serves as the sponsoring agency for Urban Search and Rescue (US&R) California Task Force 3 (CA-TF3). The District receives funding to maintain a constant state of readiness for deployment during disaster relief operations. When CA-TF3 is activated in response to a disaster, associated costs are reimbursable under a Response Cooperative Agreement (EMW-2023-CA-USR-00004), which is administratively renewed every five years.

The Response Cooperative Agreement (Response CA) was initially established in 2008 and has been administratively renewed in 2013, 2018, and most recently in 2023. In contrast to the Readiness Cooperative Agreement, the Response CA is only funded when a task force is deployed. Upon deployment, FEMA issues an amendment to appropriate the funds specific for the incident.

The appropriation allows us to begin charging deployment-related expenses to the Response CA. All such expenses are reimbursable, provided they comply with the Code of Federal Regulations Title 44, Part 208 – National Urban Search and Rescue Response System.

DISCUSSION

Historically, when CA-TF3 is deployed to multiple events in a short time frame, it impacts the budget of the Fire District and its Participating Agencies. Due to the unpredictable nature and volume of deployment claims, budget amendments are a common and necessary practice.

Since July 2024, CA-TF3 has been deployed to six incidents for a total claim amount of approximately \$2.6 million. The following table reflects the current breakdown.

US&R Response Cooperative Agreement EMW-2023-CA-USR-0004				
Incident	FEMA Appropriation	Claim Amount	Reimbursement Received	Reimbursement Pending
PR Tropical Disturbance	\$24,500	\$19,802	\$0	\$19,802
Hurricane Beryl-TX	\$24,500	\$27,410	\$0	\$27,410
R2 PR Tropical Disturbance	\$24,500	\$28,288	\$0	\$28,288
Hurricane Milton	\$3,742,000	\$2,393,891	\$810,338	\$1,583,553
R3 PR Tropical Disturbance	\$24,500	\$47,533	\$21,752	\$25,781
Hurricane Helene	Pending	\$71,911	\$0	\$71,911
	\$3,840,000	\$2,588,835	\$832,090	\$1,756,745

For the first quarter of the fiscal year, claims submitted to FEMA were below \$30,000 and under the Fire Chief's authority, however, Tropical Cyclone Milton exceeded that amount. Hurricane Helene and a third Tropical Disturbance in Puerto Rico added a combined \$120,000.

FISCAL IMPACT

There is no fiscal impact as the expenses associated with US&R deployments are reimbursable through the Response Cooperative Agreement. As a National US&R team, CA-TF3 has memoranda of agreement (MOA) with 17 agencies in San Mateo, Santa Clara, and San Francisco counties. Through the MOA, participating agencies pay their members and provide documentation necessary for their Agency's portion of the deployment to be reimbursed when FEMA approves the claim and disburses funds to the District.

Due to the increased deployment activity, in December, staff requested a salary and benefit advance as allowed by FEMA. The advance can be up to 75%, but since this was staff's first request and the necessary information was not readily available, the estimates were made conservatively. After the advance was approved, the District received \$832,090 to cover salary and benefits costs to both Menlo Park Fire and the 11 participating agencies. Each participating agency has received its portion of the advance and will receive its final payment when the full claims are approved.

As the sponsoring agency, the District provides payment to our civilian and fire suppression personnel as well as absorbing costs associated with equipment, travel, and cache rehabilitation. The table below reflects the current impact for the District's portion of the claim.

Menlo Park Fire Protection District	Claim Amount	Admin Cost
Civilian Members	\$160,600	\$3,488
Supplies & Services	\$207,801	\$4,481
Salaries & Benefits	\$599,915	\$13,030
Total	\$968,316	\$20,999
Advance Received (Salaries only)	\$310,982	
Outstanding	\$657,334	\$20,999

Apart from the District's portion all other costs are considered pass through. The District, as the sponsoring agency, assumes the task of ensuring each agency receives the appropriate payment.

For FY 2024-25, the increase in both revenue and expenditure budget in the Special Revenue Fund (Fund 800) is \$2,588,835.

ATTACHMENT

A. Resolution