



QUAY COUNTY GOVERNMENT  
300 South Third Street  
P.O. Box 1246  
Tucumcari, NM 88401  
Phone: (575) 461-2112  
Fax: (575) 461-6208

AGENDA  
REGULAR SESSION  
QUAY COUNTY BOARD OF COMMISSIONERS  
MAY 20, 2019

---

**10:00 A.M. Call Meeting to Order**

Pledge of Allegiance

Approval of Minutes-Regular Session May 13, 2019

Approval/Amendment of Agenda

**Public Comment**

**Ongoing Business**

**New Business**

- I. Daniel Zamora, Quay County Emergency Management Coordinator**
  - Request Approval of the **FY2018-2019 Resolution 33 Emergency Operation Plan Promulgation**
  - Request Approval of the **Emergency Management Performance Grant (EMPG) Application**
- II. Donald Adams, Quay County Fire Marshall**
  - Request Approval for **Purchase of Command Vehicle**
- III. Cheryl Simpson, Quay County Finance Director**
  - Request Approval of **FY2019-2020 Preliminary Budget**
- IV. Richard Primrose, Quay County Manager**
  - Request Approval of **Air Park at Ute Lake Subdivision Preliminary Plat**
  - **Correspondence**
- V. Request Approval of Accounts Payable**
- VI. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners**

**Adjourn**

*Lunch-Time and Location to be Announced*



DOC #CM-00466

06/11/2019 09:41 AM Doc Type: COCOM

Fee (No FieldTag Finance TotalFees found)

Quay County, NM

Ellen White - County Clerk, County Cle

Pages: 21



**REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS**

**May 20, 2019**

**10:00 A.M.**

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 20<sup>th</sup> day of May, 2019 at 10:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

**PRESENT & PRESIDING:**

Franklin McCasland, Chairman  
Mike Cherry, Member  
Sue Dowell, Member  
Ellen L. White, County Clerk  
Richard Primrose, County Manager

**OTHERS PRESENT:**

Layne Strebeck, Sid Strebeck, Chad Lydick, Representing Air Park at Ute Lake Subdivision  
Donald Adams, Quay County Fire Marshal  
Lucas Bugg and John Hinze, Rural One Fire Departments  
Janie Hoffman, Quay County Assessor  
Daniel Zamora, Quay County Emergency Management Coordinator  
Cheryl Simpson, Quay County Manager's Office  
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Daniel Zamora led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the May 13, 2019 regular session as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Agenda as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Public Comments: NONE

**NEW BUSINESS:**

Daniel Zamora, Quay County Emergency Management Coordinator requested approval of the following:

1. FY2018-2019 Resolution 33; Emergency Operation Plan Promulgation. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve said Resolution No. 33. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy of the Resolution is attached to these minutes. A copy of the Emergency Operation Plan is on file with the County Clerk.
2. Approval to submit Emergency Management Performance Grant Application. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve submission of the Grant Application. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy is attached to these minutes.

Donald Adams, Quay County Fire Marshal, requested approval of the purchase of a Command Vehicle for the Fire Marshal. The vehicle is a 2018 Ram 2500 Crew Cab 4x4 in the amount of \$42,906.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the purchase. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye".

Richard Primrose announced that interviews had taken place last week and Lucas Bugg was offered the position of Quay County Fire Marshal. Adams will be retiring at the end of June.

Cheryl Simpson, Quay County Finance Director, requested approval of the FY 2019-2020 Preliminary Budget. Simpson said the only change in the budget from the workshop is a 3% salary increase for employee's as requested during the workshop. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell, to approve the Preliminary Budget. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Quay County Manager, Richard Primrose requested approval of the Preliminary Plat for Air Park at Ute Lake Subdivision. Primrose stated all conditions have been met with the exception of a Cultural Properties Protection Plan. Chad Lydick, Engineer for the project, stated he had never had to get this document in any other Subdivisions and believes it's irrelevant to public property. Lydick said he was trying to locate a person to do this Plan. Primrose said he would look into that portion of the Quay County Subdivision Ordinance and determine if it is needed or the Ordinance needs revised. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Preliminary Plat. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". Primrose noted the Disclosure Statement will be recorded with the Final Plat.

Primrose presented the following correspondence:

1. Monthly Gross Receipt Report for May.
2. Courthouse will be closed, Monday May 27<sup>th</sup> in observance of Memorial Day.
3. Next Commission meeting will be June 10<sup>th</sup>.

#### ACCOUNTS PAYABLE:

A MOTION was made by Sue Dowell SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending May 16, 2019. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting aye".

Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners: NONE

There being no further business, a MOTION was made by Sue Dowell SECONDED by Mike Cherry to adjourn. MOTION carried with McCasland voting "aye", Cherry voting "aye" and Dowell voting "aye". Time noted 10:30 a.m.

Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS



*Franklin McCasland*  
Franklin McCasland

*Sue Dowell*  
Sue Dowell

*Mike Cherry*  
Mike Cherry

ATTEST:

*Ellen L. White*  
Ellen L. White, County Clerk



# QUAY COUNTY GOVERNMENT

FISCAL YEAR 2018-2019

## RESOLUTION NO. 33

### A RESOLUTION ADOPTING QUAY COUNTY EMERGENCY OPERATIONS PLAN

**WHEREAS**, Quay County Government is the official designee for a Disaster Preparedness Plan; and

**WHEREAS**, Quay County is committed to meet local responsibilities of the New Mexico Civil Emergency Preparedness Act of 1978, Chapter 12, NMSA; and

**WHEREAS**, the County has joined in the efforts of this Emergency Operations Plan with all governmental agencies in Quay County.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** this Plan is a combined effort of the Quay County Office of Emergency Management, New Mexico Department of Homeland Security and Emergency Management, and the elected and appointed county officials.

**PASSED, APPROVED AND ADOPTED** by governing body at its meeting held on Monday, May 20, 2019.

### QUAY COUNTY COMMISSION

  
Franklin McCasland, Chairman

  
Sue Dowell, Member

  
Mike Cherry, Member



ATTEST:

  
Ellen White, Quay County Clerk

NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
GRANT COVER SHEET: FY19 EMPG

APPLICANT NAME: Quay County  
AGENCY/DEPARTMENT: Quay County Office of Emergency Management  
ADDRESS: 300 S 3rd St Tucumcari, NM 88401  
PO BOX 1246

FEDERAL FUNDS REQUESTED: \$ 14,889.00  
COST SHARE MATCH FUNDS: \$ 14,889.00 HARD MATCH  
TOTAL PROJECT FUNDS: \$ 29,778.00

APPLICANT POINT OF CONTACTS:

PROGRAM POC: Daniel Zamora TITLE: Emergency Manager  
ADDRESS: 300 S 3rd St Tucucari, NM 88401  
PHONE: 575-461-8535 EMAIL: daniel.zamora@quaycounty-nm.gov  
FISCAL POC: Cheryl Simpson TITLE: Finance Director  
ADDRESS: 300 S 3rd St Tucumcari, NM 88401  
PHONE: 575-461-2112 EMAIL: cheryl.simpson@quaycounty-nm.gov  
Agency Federal Tax Identification Number: 856000238  
Agency Data Universal Numbering System (DUNS) Number: 51336105  
NM SHARE Vendor Number: 1508801004

To obtain a DUNS number for your agency, please go to the D&B website: <http://fedgov.dnb.com/webform>, or call the DUNS Number request line at 1-866-705-5711.

Completed required registration/annual update in Systems Award Management (SAM):  
DATE: (Must Initial)

Your DUNS number is a required field to start your SAM registration.  
CAGE Number: SRFT1 (found within your completed SAM)

To register in SAM, please go to the SAM website: [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/).

My jurisdiction has a property/equipment tracking and monitoring system in place that complies with the requirements set forth in 2 CFR 200.313

Must Initial One: Yes: No:

An Environmental Historic Preservation (EHP) screening form is included for any equipment items included in our budget.

Must Initial One: Yes: N/A:

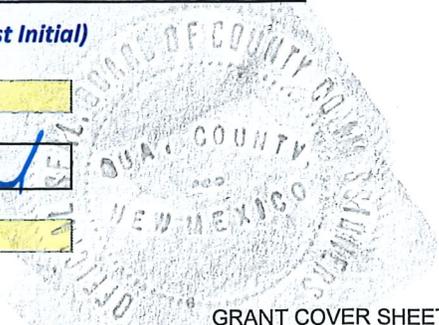
Federal funds cannot be matched with other Federal funds. The subrecipient's contribution must be specifically identified. These non-Federal contributions have the same eligibility requirements as the Federal share.

DATE: 5/20/19 FM (Must Initial)

Authorized Official for the Agency: Franklin McCasland

Signature of Authorized Official: Franklin McCasland

Date Signed: 5-20-19



APPLICANT NAME: Quay County

COUNTY SEAT: Tucumcari

EMPG STATUS: Established EM Program Requesting Funding

EMPG PROGRAM PARTICIPANTS:

List all program participants in your emergency management program. Identify any participants that will benefit from your EMPG program. Include all soft-match participants. If the applicant is utilizing another position to match the EMPG funded position, the applicant must submit a job description for the cost-match position.

Quay County Emergency Management


CERTIFICATION:

This application, together with the approved EMPG Statement of Work and Cumulative Progress Report constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work and Cumulative Progress Report approved by the New Mexico Department of Homeland Security and Emergency Management.

*Franklin McCasland*

Authorized Official  
(Original Signature)

Franklin McCasland  
Printed Name

5/20/2019  
Date

*Daniel Zamora*

Emergency Management Official  
(Original Signature)

Daniel Zamora  
Printed Name

5/20/2019  
Date

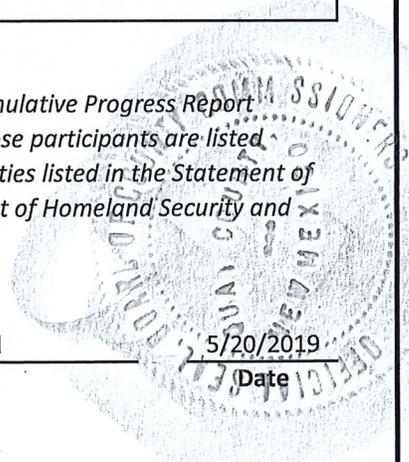
Completed forms and application materials can be sent by email or mail to:

E-Mail Address:

[DHSEM.LocalPrepared@state.nm.us](mailto:DHSEM.LocalPrepared@state.nm.us)

Physical Address: (Fed Ex or UPS)

NMDHSEM  
Local Preparedness Program  
13 Bataan Blvd  
Santa Fe, NM 87508



**2019 Emergency Management Performance Grant (EMPG) - Detailed Budget**  
 12 Month Budget (July 1, 2019 - June 30, 2020)

JURISDICTION: **Quay County**

*Personnel (include both position and name for each individual to be reimbursed with EMPG funds) A job description for each position must be submitted along with the detailed budget worksheet. If the applicant is utilizing another position to match the EMPG funded position, the applicant must submit a job description for the cost-match position.*

Position Title	Employee Name	Total Annual Salary	Total Annual Benefits	Total Annual Cost	EMPG Federal Grant	EMPG Local Match	Percentage EMPG Fund	Total FTE	Total EMPG Cost (Grant + Match)	Job Description Submitted
Emergency Management Coordinator	Daniel Zamora	\$ 18,273.00	\$ 11,505.00	\$ 29,778.00	14,889.00	14,889.00	50%	29,778.00	29,778	YES
				\$ -	0.00	0.00	100%	0.00	0	
				\$ -	0.00	0.00	100%	0.00	0	
				\$ -	0.00	0.00	100%	0.00	0	
				\$ -	0.00	0.00	100%	0.00	0	
				\$ -	0.00	0.00	100%	0.00	0	
<b>Total Personnel</b>		<b>\$ 18,273.00</b>	<b>\$ 11,505.00</b>	<b>\$ 29,778.00</b>	<b>14,889.00</b>	<b>14,889.00</b>		<b>29,778.00</b>	<b>29,778</b>	

*Each position/person listed above MUST complete the minimum 24 hours of training, NIMS, PDS and/or Basic Academy courses.*



---

<b>TITLE:</b>	<b>Emergency Management Coordinator</b>	
<b>DEPARTMENT:</b>	Emergency Management	<b>FLSA:</b> Exempt
<b>PREPARED:</b>	December 2014	

---

**Summary:** Under limited supervision, oversees and manages day-to-day operational aspects of the department as assigned by the Emergency Manager; prepares grant proposals and manages grants.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Researches the availability, applies for and manages a variety of grants from the New Mexico Department of Homeland Security; manages grants such as the Emergency Management Performance Grant (EMPG), Office for Domestic Preparedness (ODP) and any other available grants.
- Prepares grant proposals; sets up and maintains financial records and requirements; prepares periodic reports for the grants.
- Assists in the development of the annual budget.
- Assists in the development of tabletop, functional and full-scale exercises; prepares and maintains all documentation related to the exercises as required by the State.
- Participates in the Quay County Local Emergency Management Planning Committee and other committees as assigned; represents the County on the Public Health Committee and the New Mexico Emergency Managers Association.
- Provides assistance with the maintenance and upkeep of the Quay County Emergency Operations Center (EOC); ensures all materials and supplies are available; maintains the list of trained personnel that can be called upon should the EOC be activated.
- Provides technical assistance in the development and maintenance of the Quay County All Hazards Emergency Operations Plan, Pre-Disaster Mitigation Plan and the Quay County Hazard Analysis.
- Disseminates information to the general public relating all-hazard preparedness.
- May respond to disasters and emergency situations requiring additional resources.
- Provide assistance to the Tucumcari/Quay Regional Emergency Communications Center.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of the principles and practices of emergency management.
- Knowledge of grant writing, management and reporting processes.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the organization and operations of local government agencies.
- Knowledge of County policies and procedures.
- Knowledge in NIMS compliance requirements.
- Skill in developing and maintaining hazard assessment plans.
- Skill in providing training on specified emergency management topics.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in operating a personal computer and software applications.

**Job Description**

**Emergency Management Coordinator**

- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

**Education and Experience**

- High School diploma or GED equivalent.
- Three (3) years' experience in emergency management preferred.
- All EMPG-funded personnel shall complete the following training requirements and provide proof of completion and/or progress on a quarterly basis, National Incident Management System (NIMS) Training: IS 100; IS 200, IS 700, IS 800, IS 701, IS 702, IS 703, IS 706; FEMA Professional Development Series (PDS): IS 120.a; IS 230.c; IS 235.b; IS 240.a; IS 241.a; IS 242.a; and IS 244.b; or the most current version from the FEMA Emergency Management Institute (EMI).
- Must have or successfully complete the FEMA Professional Development Series within one (1) year of hire.
- Must have or successfully complete ICS-400 within one (1) year of hire.
- Knowledge in developing Incident Action Plans/Emergency Action Plans.
- State of New Mexico Driver's license Class E.

**Suggested Education and Experience**

- New Mexico Certified Emergency Manager (NMCEM) Is Preferred
- Minimum of New Mexico EMT-B Medical License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____

**PROJECT AND BUDGET NARRATIVE**

**JURISDICTION NAME:** Quay County

**Provide a brief description of the jurisdictions emergency management priorities and initiatives that will be addressed with EMPG funds.**

<b>1</b>	<b><i>Overview of the jurisdictions risk profile resulting from the current THIRA.</i></b> An active shooter or hazardous materials incident have been identified as high risk threats to the safety and security of those who reside in Quay County due to our isolated location and relatively limited resources. While investments have been made in planning, training, exercise and equipment for these types of events there are still identified gaps that can be filled with the support and coordination of emergency management.
----------	---

<b>2</b>	<b><i>Areas of need identified through assessment processes such as the emergency management strategic plans, tactical interoperable communications plans or other emergency management assessment processes.</i></b> Through emergency management assessment and real world expericenses a need for emergency operations planning with an emphasis on shelter, evacuation and whole community engagement has been identified as necessary to provide a unified approach to the delivery of mass care services and create more extensive mass care response capability for the people of Quay County as well as the 24,000 motorist that travel through Quay County along Interstae 40 and US Highway 54 everyday.
----------	---

<b>3</b>	<b><i>Baseline inventory of where your jurisdiction is now, relative to goals and objectives identified in relevant strategic plans per CPG 101 v2.</i></b> While great strides have been made in emergency operations planning in Quay County over the last year gaps still exists in operational and stratigic planning. The goal of the Quay County Emergency Management Program is to update all existing planning documents as well as creation of any applicable planning documents necessary to support the National Prepardness Goal and engage the whole community.
----------	---

**4** *Emergency management priorities and planning focus for current budget year (including linkage to the core capabilities identified in the Goal.*

The priority of the Quay County Emergency Management Program for FY 19 will be the continued update of our emergency operations plan and associated planning documents in an effort to provide a more accurate metric for validation of capabilities and identification of planning, training and equipment gaps that may exist.

**5** *Detailed Budget Narrative justifying the requested funding for the identified work plan activities.*

The requested funding will be used to support staffing of an Emergency Management Coordinator in Quay County in order to accomplish the activities outlined in the attached Work Plan. The amounts for salary and benefits to be funded by EMPG included in the detailed budget form only reflect half of the salary and benefits budgeted for the Emergency Management Coordinator due to the fact that only 50% of time is dedicated to EMPG activities.

**6** *Detailed description of how projects and programmatic activities support the building or sustainment of the core capabilities as outlined in the Goal.*

The programmatic activities identified in my work plan will support the building and sustainment of planning, public information and warning and operational coordination capabilities in Quay County by enacting a planning framework for each preparedness mission area describing how the whole community works together to achieve the National Preparedness Goal.

**2019 Emergency Management Performance Grant (EMPG) - WORK PLAN**  
 12 Month Budget (July 1, 2019 - June 30, 2020)

**PROGRAMMATIC MONITORING TRACKING SHEET**

**Quay County**

**REPORTING QUARTER:**

<b>XX</b>	<b>ANNUAL WORK PLAN SUBMISSION</b>
	First Quarter (Due 10/15/19)
	Second Quarter (Due 1/15/20)
	Third Quarter (Due 4/15/20)
	Fourth Quarter (Due 7/15/20)

Digital File Submitted

<b>Jurisdiction MYTEP:</b>	5/20/2019	5/20/2019
<b>Date of Fully Promulgated EOP:</b>	5/20/2019	5/20/2019
<b>Date of FEMA APPROVED NHMP:</b>	7/10/2018	7/10/2018
<b>Date of THIRA:</b>	5/7/2018	5/7/2018
<b>Date of NIMS Approved Assessment:</b>	9/27/2018	9/26/2018
<b>Updated Job Description for Each Funded Position:</b>	5/20/2019	

**Identified and Fully Functional Emergency Operations Center:** Building Name: Quay County Courthouse  
 Physical Address: 300 S 3rd St  
 Tucumcari, NM 88401  
**Date of Last EOC Activation/Exercise:** 12/28/2018

*When completion of an activity involves production of a tangible product, i.e. Emergency Operations Plan, any kind of Plan or Annex, etc. the jurisdiction will provide an electronic copy of that product to DHSEM's Local Preparedness Program upon completion.*

*Copies of training certificates are only required to document the completion of the federally mandated National Incident Management System (NIMS) and Professional Development Series (PDS) courses for new EMPG funded staff.*

*A failure to meet all requirements in the Work Plan, or for submitting fiscal and/or programmatic reports late, may result in:*

- » Ineligibility for EMPG funding for FY2020;
- » Program reimbursement part, or all of the awarded FY 19 awards funds;
- » Suspension from the EMPG Program; or
- » Any combination thereof.

**EMERGENCY MANAGEMENT PLANNING**

**JURISDICTION:**

**Quay County**

Quarter 1	PROJECTED ACTIVITIES	MISSION AREA	CORE CAPABILITY	TYPE OF ACTIVITY	ACTIVITY REPORTING	EMPG FUNDED POSITION(S) RESPONSIBLE	LPP COMMENTS
7/1/2019 to 09/30/2019	Acquisition of additional shelter equipment	Response	Mass Care Services	Resource Management		Emergency Manager	
	NIMS Assessment	Response	Operational Coordination	NIMS Assessment		Emergency Manager	
	COOP Review	Response	Planning	COOP		Emergency Manager	
Quarter 2	PROJECTED ACTIVITIES	MISSION AREA	CORE CAPABILITY	TYPE OF ACTIVITY	ACTIVITY REPORTING	EMPG FUNDED POSITION(S) RESPONSIBLE	LPP COMMENTS
10/1/2019 to 12/31/2019	Mitigation plan amendment to include Logan	Mitigation	Planning	Hazard Mitigation		Emergency Manager	
	HM/GP application (Logan warning sirens)	Mitigation	Public Information and Warning	Hazard Mitigation		Emergency Manager	
Quarter 3	PROJECTED ACTIVITIES	MISSION AREA	CORE CAPABILITY	TYPE OF ACTIVITY	ACTIVITY REPORTING	EMPG FUNDED POSITION(S) RESPONSIBLE	LPP COMMENTS
1/1/2020 to 03/31/2020	Evacuation plan development	Response	Planning	Evacuation Planning		Emergency Manager	
	ESF 15 Workshop	Response	Public Information and Warning	Validation		Emergency Manager	
Quarter 4	PROJECTED ACTIVITIES	MISSION AREA	CORE CAPABILITY	TYPE OF ACTIVITY	ACTIVITY REPORTING	EMPG FUNDED POSITION(S) RESPONSIBLE	LPP COMMENTS
4/1/2020 to 06/30/2020	TICP Update	Response	Operational Coordination	TICP		Emergency Manager	

**New Mexico Department of Homeland Security and  
Emergency Management**  
**Multi-Year Training, Exercise and Planning Schedule**

The Multi-Year Training, Exercise and Planning Schedule must be updated annually, and updated as the plan changes. This schedule should be supported by the Emergency Management Program Work Plan and will be used to assess performance for jurisdictions receiving Emergency Management Performance Grants. Each position funded by the Emergency Management Performance Grant must complete a work plan and report on progress towards that work plan quarterly, in accordance with the Emergency Management Performance Grant sub-grant agreement.

**PLANNING:**

\*EMPG recipients and subrecipients must review and update their EOP at least once every two years in accordance with Comprehensive Preparedness Guide (CPG) 101 v2, Developing and Maintaining Emergency Operations Plans. Subrecipients are highly encouraged to include an evacuation plan or annex as part of their EOP as well as plans to exercise and validate the evacuation plan and capabilities. At a minimum, recipients and subrecipients should incorporate the National Response Framework's Mass Evacuation Incident Annex's planning considerations, and other FEMA documents related to evacuation planning, when developing their own Evacuation Plan or Annex. National Response Framework (NRF), Third Edition (June 2016); NRF Mass Evacuation Incident Annex (June 2008). Additional National Preparedness resources are available at <https://www.fema.gov/national-preparedness-resource-library>. Indicate any and all emergency management planning initiatives (All-Hazard Emergency Operation Planning, Continuity of Operations/Government Planning, Community Wildfire Protection Planning, Tactical Interoperable Communications Planning, Emergency Action Planning, any other planning initiatives with partner agencies and organizations like schools, healthcare facilities, industry, etc.). The Local EOP must be reviewed against the EOP crosswalk and approved every two (2) years.

**TRAINING:**

\*All EMPG-funded personnel shall complete either the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute (EMI) or at a sponsored state, local, tribal, territorial, regional or other designated location.

\*Further information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: <https://training.fema.gov/empp/>. Previous versions of the IS courses meet the NIMS training requirement. A complete list of Independent Study Program Courses may be found at <http://training.fema.gov/is>. In addition to training activities aligned to and addressed in the TEP, all EMPG-funded personnel [including full- and part-time state, local, tribal and territorial (SLTT) recipients and subrecipients] shall complete the following training requirements and record proof of completion:

1. 24 hours of emergency management specific training
2. \*NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS- 700 (any version), and IS-800 (any version), AND
3. Professional Development Series (PDS) OR the Emergency Management Professionals Program (EMPP) Basic Academy

**\*Note: NIMS training courses IS-100, IS-200, IS-700, and IS-800 only have to be taken once to fulfill requirements.**

\*Proof of completion of training requirements should be uploaded into the NMDHSEM Training website <https://www.preparingnewmexico.org/index.aspx> and copies maintained by recipients so it can be produced when requested during periodic reviews.

**EXERCISE:**

While there are no minimum exercise requirements for FY 2019, the Local Preparedness Program and Preparedness Unit will review and negotiate an exercise program, per applicant, that addresses capability gaps in the priority areas of logistics distribution management planning, evacuation plan/annex, disaster financial management, catastrophic disaster housing and resilient communications. It is also recommended that all exercise projects describe how they align to the Principles' Strategic Priorities: Operational Coordination and Communications, Cybersecurity, Stabilization and Restoration of Critical Lifelines, National Security Emergencies, Public Health Emergencies, Community Recovery and Economic Resilience, Mass Care and Housing, Continuity, and School Safety and Security. These exercises will be included in the EMPG work plan submitted for approval.

**EVENTS:**

All planned events occurring within a jurisdiction that will utilize multi-agency/multi-jurisdiction resources and command structure should be documented and should develop an Incident Action Plan as part of the event planning process. These events should also generate a thorough After-Action Review and Improvement Plan.

**SIGNATURES**

*This Multi-year Schedule was completed on* 5/15/2019

\_\_\_\_\_  
SIGNATURE OF JURISDICTION  
REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DHSEM REPRESENTATIVE

\_\_\_\_\_  
DATE

COMMENTS:

DATE RECEIVED AT DHSEM

T&E UNIT REVIEW

LPC REVIEW

**JURISDICTION:** Quay County

PLANNING TIME FRAME	STATE FY	PLANNING ACTIVITY	MISSION AREAS	CORE CAPABILITY
1 7/1/19-9/31/19	19	COOP Review	Response	Planning
2 10/1/19-12/31/19	19	HMP Amendment	Mitigation	Planning
3 1/1/20-3/31/20	19	Evacuation plan development	Response	Planning
4 1/1/20-3/31/20	19	ESF 15 Update	Response	Public Information and Warning
5 4/1/20-6/30/20	19	TICP Update	Response	Operational Coordination
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

JURISDICTION: **Quay County**

DATE	STATE FY	COURSE TITLE	COURSE PROVIDER	MISSION AREA	CORE CAPABILITIES	TRAINING SITE/ADDRESS	LEAD INSTRUCTOR	UNIT INSTRUCTOR 1	UNIT INSTRUCTOR 2
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

**JURISDICTION:**

**Quay County**

	DATE	STATE FY	NAME OF EXERCISE	GENERAL DESCRIPTION OF EXERCISE	TYPE OF EXERCISE	MISSION AREA	CORE CAPABILITY/CORE PRIORITY EXERCISED	# OF EMPG FUNDED POSTIONS PARTICIPATING
1	9/4/2019	19	COOP	COOP Review	Seminar	Response	Panning	1
2	3/4/2020	19	ESF 15 Update	Review ESF 15	Seminar	Response	Public Information and Warning	1
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**JURISDICTION:**

**Quay County**

	DATE	STATE FY	TYPE OF EXERCISE	NAME OF EXERCISE	JURISDICTIONS PARTICIPATING	MISSION AREA	CORE CAPABILITY
1	Aug-19	19	Seminar	Quay County Fair	Quay County, City of Tucumcari	Protection	Planning
2	Sep-19	19	Seminar	Wheels on Fire	Quay County, City of Tucumcari	Protection	Planning
3	May-20	19	Seminar	Rawhide Days	Quay County, City Of Tucumcari	Protection	Planning
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							