QUAY COUNTY GOVERNMENT
300 South Third Street
P.O. Box 1246
Tucumcari, NM 88401
Phone: (575) 461-2112
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AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
March 22, 2021

9:00 A.M. Call Meeting to Order
Pledge of Allegiance
Approval of Minutes-Regular Session March 8, 2021
Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

I. **A.J. Bowers & Eric Spurlin, Carr, Riggs & Ingram**
- **PowerPoint Presentation**
- Request Approval of **FY 2020-2021 Resolution No. 26 - 2020 Final Audit**

II. **Patrick Bennion & Windsor Lacewell**
- Request Approval of **USDA Grant Application – Runway Bay at Ute Lake Air Park**

III. **C. Renee Hayoz, Presbyterian Medical Services, Administrator**
- Presentation of **Monthly RPHCA Reports**

IV. **Jason Lamb, Quay County Extension Agricultural Agent**
- Presentation of **Quarterly Report**

V. **Connie Loveland, Tucumcari MainStreet Executive Director**
- Presentation of **2020 NM MainStreet Service Delivery Report**

VI. **Christopher Birch, Quay County Detention Center Administrator**
- Request Approval of **QCDC Revised Policy and Procedure**
  - Chapter E: Safety and Sanitation - Section 14: Sexual Abuse Prevention

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VII. Lucas Bugg, Quay County Fire Marshall

- Request Approval for **Fire Departments PERA Applications**
  - **Jordan Fire**
  - **Nara Visa Fire**
  - **Fire District 2**
  - **Fire District 3**
- Request Approval of **Volunteer Fire Assistance Grant Agreement awarded to Fire District 1**

VIII. Larry Moore, Quay County Road Superintendent

- **Road Update**

IX. Franklin McCasland, Quay County Commission Chairman

- Request Approval of **Quay County - County Manager Employment Agreement**

X. Richard Primrose, Quay County Manager

- Request Approval of **Memorandum of Agreement (MOA) - Feasibility Study for Psychiatric Hospital**
- **Correspondence**

XI. Indigent Claims Board

- **Call Meeting to Order**
- Request Approval of **Indigent Minutes for the February 22, 2021 Meeting**
- Request Approval of **Claims Prepared by Sheryl Chambers**
- **Adjourn**

XII. Request Approval of Accounts Payable

XIII. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners

XIV. Request Approval for Closed Executive Session

- Pursuant to Section 10-15-1(H) 7. **The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation**

XV. Franklin McCasland, Quay County Commission Chairman

- Proposed action, if any, from Executive Session

Adjourn

Lunch-Time and Location to be Announced

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

March 22, 2021

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 22nd day of March, 2021 at 9:00 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
Robert Lopez, Member
Jerri Rush, Member
Ellen L. White, County Clerk
Richard Primrose, County Manager

OTHERS PRESENT:

Janie Hoffman, Quay County Assessor
Daniel Zamora, Quay County Emergency Manager
Cheryl Simpson, Quay County Finance Director
Larry Moore, Quay County Road Superintendent
Christopher Birch, Quay County Detention Center Administrator
Lucas Bugg, Quay County Fire Marshall
Patsy Gresham, Quay County Treasurer
A.J. Bowers, Carr, Riggs, & Ingram Auditors (attended via zoom)
C. Renee Hayoz, Presbyterian Medical Services, Administrator
Jason Lamb and Susann Mikkelson, Quay County Extension Services
Connie Loveland, Tucumcari MainStreet Executive Director
Windsor Lacewell, representing Runway Bay at Ute Lake Air Park Subdivision
Warren Frost, Quay County Legal Counsel
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Lucas Bugg led the Pledge of Allegiance.

A MOTION was made by Jerri Rush SECONDED by Robert Lopez to approve the minutes from the March 8, 2021 regular session as presented. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

A MOTION was made by Robert Lopez SECONDED by Jerri Rush to approve the Agenda as presented. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

Public Comments: NONE

NEW BUSINESS:

A.J. Bowers, Auditor from the firm of Carr, Riggs & Ingram presented a power point of the FY20 Audit. County Manager, Richard Primrose requested approval of Resolution No. 26; Acceptance and Approval

of the FY20 Audit. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve Resolution No. 26. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached to these minutes. The Commissioners thanked Primrose, Cheryl Simpson, Treasurer Gresham and the Department Heads for their work on another exemplary audit for Quay County.

Windsor Lacewell, representing Runway Bay at Ute Lake Air Park Subdivision, requested approval of the USDA/RBDG Grant Application for purchase of 3 vehicles to be used at the Subdivision. The amount of the Grant Application is in the amount of $99,995.00. This Application was previously discussed at the Commission Meeting held on March 8, 2021. A MOTION was made Robert Lopez, SECONDED by Jerri Rush to approve submission of the Grant Application. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye".

C. Renee Hayoz, Presbyterian Medical Services Administrator, presented the monthly RPHCA Program Report for the month of February. Hayoz reported the clinic has administered approximately 1,200 doses of Covid19 Vaccine. Booster vaccines are being administered this week and next with first shots available if they have cancellations. A future clinic has been set for April 19th from 8:00 a.m. to 2:00 p.m. Hayoz informed the Commissioners a new provider is on staff and seeing patients already.

Jason Lamb, Quay County Extension Agriculture Agent and Susann Mikkelson, Family and Consumer Science Agent presented the Quarterly Report of the Quay County Extension Service for October-December, 2020. A copy of the Report is attached to these minutes.

Mikkelson informed the Commissioners of a new program they will be hosting. Annie's Project is a program designed to empower women in agriculture. Mikkelson said this program is designed to help women in their own agriculture endeavors or to assist women who may be forced to take over a family business if the husband can no longer oversee their business for one reason or another. The program is designed as a six-week course that will run January through June of 2022.

Connie Loveland, Tucumcari MainStreet Executive Director, provided a copy of the 2020 Annual Service Delivery Report. The Report is attached to these minutes. Loveland informed those in attendance of their Tech Tuesday Virtual Trainings and urged everyone to participate.

Christopher Birch, Quay County Detention Center Administrator, requested approval of the QCDC Revised Policy and Procedures – Chapter E: Safety and Sanitation; Section 14: Sexual Abuse Prevention. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the revision in the Policy and Procedures of the QCDC. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". A copy is attached to these minutes.

Lucas Bugg, Quay County Fire Marshall requested approval of PERA Annual Reports for the following Fire Departments for approval:

- Jordan Fire Department
- Nara Visa Fire Department
- Fire District #2
- Fire District #3

A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the PERA Reports. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". Copies are attached.
Bugg also requested approval of Grant Award Agreement between the State of NM; Forestry Division and Quay County for the VFA Grant awarded to Rural 1 Fire Department in the amount of $17,849.79. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the Grant Agreement. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.

Larry Moore, Quay County Road Superintendent, provided the following road updates:

1. Two miles of Quay Road O, near San Jon, has been completed.
2. Crews assisted the State DOT with snow removal on the Cap near San Jon following the snow storm.
3. The Case Roller is down and a mechanic from Case will be coming to Tucumcari to work on it.
4. The blade is running and being used in problem areas today.
5. Crews are working on maintenance projects today and preparing for projects and future weather-related incidents.

Chairman McCasland presented the Employment Agreement between Quay County and Daniel Zamora, newly hired County Manager. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the Agreement. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.

Quay County Manager, Richard Primrose presented the following items for approval and additional correspondence:

1. Requested approval of the Memorandum of Agreement between the Cities of Portales, Clovis and Tucumcari, along with the Counties of Roosevelt, Curry and DeBaca. The purpose of this Agreement is for a feasibility study for a psychiatric hospital in Clovis. The feasibility study is anticipated to cost $60,000.00. The portion Quay County would be responsible for would be four (4%) percent of the total cost. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the Agreement. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.
2. Provided a copy of the monthly Gross Receipts Tax Report for March.
3. Distributed copies of letters from Senator Pete Campos following the legislative session.
4. The Courthouse will be closed a half day on Friday, April 4 for Good Friday.

Chairman McCasland called the Indigent Claims Board to order. Time noted 10:05 a.m.

---INDIGENT BOARD MEETING---

Indigent Claims Board was adjourned and the Board returned to regular session. Time noted 10:10 a.m.

A MOTION was made by Robert Lopez SECONDED by Jerri Rush to approve the expenditures included in the Accounts Payable Report ending March 18, 2021. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

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

Chairman McCasland requested a ten-minute recess. Time noted 10:15 a.m.
Return to regular session. Time noted 10:25 a.m.

A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to go into Executive Session pursuant to the following item(s):

- Section 10-15-1(H)7 for Threatened or Pending Litigation.

MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye".

Time noted 10:27 a.m.

---Executive Session---

Return to regular session. Time noted 11:30 a.m.

A MOTION was made by Jerri Rush, SECONDED by Robert Lopez that only the items listed above were discussed in Executive Session. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

Chairman McCasland state there is no action as a result of Executive Session.

There being no further business, a MOTION was made by Robert Lopez SECONDED by Jerri Rush to adjourn. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". Time noted 11:35 a.m.

Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS

Franklin McCasland

Robert Lopez

Jerri Rush

ATTEST:

Ellen L. White, County Clerk

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

2020-2021 Resolution No. 26
ACCEPTANCE AND APPROVAL OF THE FY20 AUDIT

WHEREAS, the County of Quay is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2020; and,

WHEREAS, the Quay County Board of Commissioners has directed the accomplishment of the audit for FY20 be completed; and,

WHEREAS, this audit has been completed and presented to the Quay County Board of Commissioners per the March 4, 2021 Letter from the State Auditor authorizing release of the FY20 audit.

WHEREAS, NMAC 2.2.2.10 (M) (4) provides in pertinent part that "Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;" and,

NOW THEREFORE, BE IT RESOLVED, that the Quay County Board of Commissioners does hereby accept and approve the completed audit report and findings as indicated within this document.

ACCEPTED AND APPROVED this 22nd day of March, 2021 in regular session by the Quay County Board of Commissioners, at Tucumcari, Quay County, New Mexico.

ATTEST BY

ELLEN WHITE, QUAY COUNTY CLERK

FRANKLIN MCCASLAND, CHAIR

JERRI RUSH, MEMBER

ROBERT LOPEZ, MEMBER

RPHCA Program
Monthly Level of Operations Form

revised 7/7/15

Organization Name: Presbyterian Medical Services		**Contract #**	23169
Reporting Site: Quay County Family Health Center		**Report Month/Year:**	02/01/21
Action Plan Item		**Actual Monthly Level**	
Level of Operations	Total Number of Primary Care Encounters	230	
	By Provider Type:		
	Physician Encounters	0	
	Midlevel Practitioner Encounters	172	
	Dentist Encounters		
	Dental Hygienist Encounters		
	Behavioral Health Encounters		
	All Other Licensed/Certified Provider Encounters	58	
	By Payment Source:		
	Sliding Fee Encounters - Medical/Behavioral Health	22	
	Sliding Fee Encounters - Dental		
	Medicaid Encounters - Medical/Behavioral Health	57	
	Medicaid Encounters - Dental		
	County Indigent Encounters		
	Other 3rd Party Encounters	61	
	Medicare Encounters	88	
	100% Self Pay (non-discounted/non-3rd party) Encounters	2	
Unduplicated Number of Users	Total # of unduplicated users	38	
	At or Below Poverty	23	
	Between Poverty and 200% of Poverty	12	
	Above 200% of Poverty	3	
Staffing Level	Administrative Staff	3	
		Clinical FTEs	Admin FTEs
	Physicians		
	Certified Nurse Practitioners	1	
	Physician Assistants		0.02
	Certified Nurse Midwives		
	Dentists		
	Dental Hygienists		
	Behavioral Health Professionals		
	Community Health Workers		
	Clinical Support Staff	2	
	All Other Staff	0.5	
Prior Month's Primary Care Financial Information	**Please enter the month being reported: June**		
	Total Primary Care Revenues - all sources	175,233	
	Sliding Fee Revenues – Medical	12,236	
	Sliding Fee Revenues - Dental	0	
	Medicaid Revenues - Medical	49,322	
	Medicaid Revenues - Dental	0	
	County Indigent Fund Revenues	0	
	Other 3rd Party Revenues	15,806	
	Medicare Revenues	31,109	
	100% Self Pay (non-discounted/non-3rd party) Patient Revenues	644	
	Contracts/Grants Revenues *(including RPHCA)*	66,116	
	Total Primary Care Expenditures	187,247	
	Total Primary Care Charges	198,974	
	Sliding Fee Discounts - Medical	30,777	
	Sliding Fee Discounts - Dental	0	
Prepared by: C Renee Hayoz			3/8/2021

Clinic/Program Name: Quay County Family Health Center
Month Reported: February 2021

Monthly RPHCA Narrative Report

Please provide brief but detailed information for the following questions. Answer all questions or mark N/A.

1. **Please describe any changes in the types of services provided during the month reported. Describe any discussions about adding new services**

   Video, Telephonic and Face to Face visits are currently being offered. We started COVID screenings in October 2020 and COVID Vaccines in December 2020.

2. **Please describe any difficulties encountered in providing services during the month reported. What were the causes of the difficulties?**
   Large population of residents are elderly and have issues with transportation and caregivers to assist them with medical appointments and referral appointments made out of the Tucumcari area.

3. **Were there any changes in the encounters (+ or - 10%) from the previous month reported? Please explain any causes for the changes.**

   Encounters for short for the month. We are operating currently with 1 FT provider and a Locum PA. We have a CNP vacancy and have been working diligently on finding a replacement. We are also dedicating several afternoons during the week to COVID Vaccinations. Sometimes scheduling up to 50 patients from 1-3 for the vaccine.

4. **Please describe any changes in the staffing pattern (regardless of the position or the change in FTE).**

   We have Locum PA Carmen Moseley-Suazo working on Monday and Tuesdays. We have interviewed a CNP and have selected her for our vacancy. Her tentative start date is March 8, 2021.

5. **Please describe recruitment efforts for any positions. Which positions? What actions have been taken?**

   Behavioral Interventionist. HR is making strides in recruiting applicants and have met with a 3rd party to assist us in recruiting and hiring a Behavioral Interventionist.

6. **Were there any changes to the hours? Explain.**

   No changes were made. Clinic hours continue to be 7:00 AM – 5:30 PM, Monday through Friday.

7. **What efforts did you make to collaborate with local and statewide entities?**

   - Quay Co Health Council

- Quay Co Emergency Manager Meeting via Zoom

8. **Please describe any methods for increasing clinic utilization that your program and staff are engaging in.**

Site continues to provide care at the Quay County Detention Center.

9. **Please describe the outreach activities your program and staff provided to the community during the month reported.**

COVID screenings held twice a week on Tuesday and Thursdays. We worked with the Quay Co Emergency Manager on getting notice to those community members that meet the Phase A and B criteria scheduled to get their COVID vaccines. We have been utilizing the NMDOH portal to register several of the community members registered to get their vaccines.

10. **Have you received any new funding? Are you aware of any new funding opportunities? Please describe any new initiatives or projects that have been implemented.**

RHPCA FY21 Funding

Please note the date of the last advisory board meeting AND THE AGENDA ITEMS DISCUSSED.

Meeting was held on **November 17, 2020**

Welcome and Introductions
Regional Goals
- PMS Board Report
- Dental Access
- Behavioral Health
- Advisory Board Members Engagement

Clinic Update
- Video Visits in final stages and ready for launch
- Staffing Update
- COVID testing
- Medical Director

Home Visiting Update
- Quay Co Health Council
- Zoom Event
- Community Engagement

Quay County Extension Service

College of Agricultural, Consumer and Environmental Sciences

Quarterly Report – October – December 2020

Jason Lamb, Agriculture Agent, County Program Director
Susann Mikkelson, Family and Consumer Science Agent
Colette Mapes, Administrative Assistant
Joyce Runyan, Program Assistant

Beginning March 20th the Quay County Extension office was directed to work from home because of the COVID-19 outbreak. Many programs that were offered had to be cancelled. Employees were placed on a limited schedule and took turns covering the office with all employees working from home as much as possible on a regular 40 hour work week. All employees have adapted to offer many programs through social media and zoom formats.

Agriculture

The Boll Weevil Eradication program in Quay County assists local cotton farmers in keeping the pest eradicated in Quay County. Fields were monitored from August through November through the use of Johnson traps. No Boll Weevils have been detected in the past six years since the agent has been assisting with the program. Cotton fields have been continually monitored by placing one trap every 640 acres of cotton. This year approximately 4000 acres were monitored every two weeks. Because of Boll Weevil eradication program Quay County Cotton growers can sale cotton in Texas which is the nearest ginning facility.

The first session 2020-2021 Beginning Farmer/Rancher Program was in which nine new participants signed up for the program. The NMSU Agricultural agent, FCS agent and the Table top Cooperative president presented on details of the program, the Table Top Cooperative, an overview of agricultural business, and expectations of beginning farmers. Participants gained an understanding of program details, resources that were available and the commitment to the program.

The second session of the Table Top Cooperative Beginning Farmer/Rancher Program was held virtually. The NMSU Vegetable specialist presented on growing and planting vegetables for Quay County, NMSU Agronomy specialist present on resources for soil testing and soil types, and the agent did a presentation on small livestock production covering sheep, goats, cattle, rabbits, chickens, and bees. The program goal was to give Beginning farmers an overview of products they can produce and resources needed. Fourteen people attended the program with nine beginning farmers. Participants gained an understanding of the different types of agricultural production, materials needed, investment, and time of production.

The Rocky Mountain Farmers Union in conducting their annual meeting in which the agent holds the office of secretary. Ten people attended the meeting and discussed membership, elections of officers, planning, and policy changes for the upcoming year.

The agent assisted in conducting a fund raiser at the Tucumcari Farmers Market for the Table Top Cooperative. The Fundraiser sold raffle tickets for various prizes to participants at the farmers market. Approximately $200 dollars was raised for the cooperative.

Sustainable Agriculture

A Beef Quality Assurance training was held virtually for local producers to become certified in quality beef production. Participants can market that they have been trained in the proper techniques used to insure a safe meat product for the consumer. Thirteen beef producers were certified through this process. The NMSU Livestock Specialist conducted the training. The Agricultural agent coordinated and hosted the program. Participants gain an understanding in safe meat production practices and the proper care of handling beef.

The FCS Agent has developed a Steering Committee to plan and deliver an Annie's Project program in Quay County and eastern New Mexico. This is a national program delivered mostly through Cooperative Extension around the country, delivering an in-depth risk management curriculum to women in agriculture. The program is designed to empower women in agricultural business and practices, either as a partner to their spouse, or on their own. The initial members of the Steering Committee met in November. In December the team met with the National co-Chairs of the Annie's Project organization. The committee is meeting monthly to plan and deliver an Annie's Project program in Quay County and eastern New Mexico in early 2021. This is a 18-hour curriculum that can include additional, more advanced programming over time. The Steering Committee is presently working to grow itself to be more representative of the Quay County and eastern New Mexico agricultural landscape, both in terms of types and scope of production as well as in racial/ethnic and age diversity.

Family and Consumer Science Extension Agent was selected and assisted with the NMDA AgriFutures Conference planning committee.

Urban Horticulture

The agent conducted his "Garden Minute" radio program twice a month over the three month period. The program plays on two stations and is ran 64 times a month. Sixty three calls were answered on horticulture related questions.

Home Economics

The FCS Agent assisted in two NMSU/NMDA Produce Safety Alliance Remote Grower Training one in October and one in November, teaching Worker Health, Hygiene and Training; we had 15 participants from around the state of New Mexico, and one out of state participant, as well as 5 other trainers.

The FCS Agent continues with a team of FCS Agents and NMSU staff and specialists to begin planning a new web site or page that directly links consumers to virtual resources, such as all the

many virtual programs being offered around the state through County Extension Offices as a result of the pandemic restrictions for live participation. A committee will work with the FCS campus staff to develop a site that is easily accessible and contains links to information by topic.

The FCS Agent hosted a Kitchen Creations Diabetic Cooking Class series in November. This was the state's first ever "hybrid" Kitchen Creations series, offering in-person attendance within Pandemic restrictions and unlimited virtual participation. The classes had 9 participants, including 7 from Quay County and 2 from other areas of the state.

The FCS Agent facilitated a Quay County Extension Association Care Bag workshop, following Pandemic restrictions and protocols. The Extension Association compiled over 100 care bags for youth and adults to be delivered through NM Youth and Family Services, a children's group home and other social service agencies in Quay and Curry Counties.

The FCS Agent continued to assist a team of FCS Agents from around the state to work with Nancy Flores, Food Technology Specialist at NMSU, on developing a series of instructional videos for safe food processing. Each Agent is asked to produce two instructional videos for the project. The Quay County FCS Agent is signed up to produce two videos before the end of the fiscal year.

Family and Consumer Science Extension Agent attends Quay County Health Council meetings and activities, and develops and delivers FCS programming in partnership with Council. Elected as Council chair in October 2020; as such facilitates Council meetings, Executive Committee meetings, serves on Policy and Procedure committee, assists with developing programs and services, approves expenditures in coordination with the budget and signs checks

Family and Consumer Science Extension Agent participated in and assisted with Quay County Health Council Community Assessment for Partnership for Success Grant to assess equity and effectiveness of community in delivering programs around drug and alcohol abuse.

The Program Assistant is the secretary of the Nutrition and Fitness Committee. She attends, takes notes and writes the minutes for each meeting. The minutes are then used to report the work of the committee to the Health Council at monthly business meetings. This committee also works on community events that are related to physical activity and healthy eating. There were 5 people that attended the meeting.

The Program Assistant volunteered to work on the QCHC Resource Directory committee to update a resource directory of local and regional services available to residents of the county. This was a huge undertaking to contact businesses, organizations and government offices because of COVID-19. Many places were no longer open at their normal jobs to answer phones. This committee worked most of the spring and summer collecting information that was formatted into a PDF document and saved to pen drives to give to QCHC members, local service providers, emergency personnel and police officers. Community members can also be provided the document via electronic means or printed if necessary. The hope of the committee is to update as needed with new information for community resources and not have such an exhaustive process for the future.

QCHC Capacity Assessment for PFS Grant - The Capacity Assessment was the first step for the Partnership for Success Grant. The purpose is to identify current strengths and weaknesses in the current Health Council. The topics for the assessment included leadership and membership,

structures and practices, activities and outcomes, community engagement and equity. There were 8 people that attended the meeting.

Quay County 4-H Program

Fifteen Quay County 4-Hers exhibited at the Alien City Showdown on the Eastern New Mexico State Fair fairgrounds. Youth competed in swine, goats, lambs, heifers, and steers. Over 30 parents and 4-H leaders assisted youth with their livestock. The agent assisted with declaring weights on animals, feeding projects, showmanship, and advised youth feeding livestock. Seven youth qualified and sold their livestock at the Junior Livestock sale earning money that youth will use to purchase projects for next year. Youth learn life skills such as responsibility, competition, and work skills that will contribute more successful leaders in the future.

The agent conducted two "Working with Minors Trainings" for 4-H leaders, parents, and volunteers for this 4-H program year. The training helps with protecting our 4-H youth against bulling, harassment, and to follow NMSU/4-H policies. Forty six volunteers attended the trainings. The Program Assistant made a notice for Facebook, set up the Zoom meeting and contacted families that did not have the training by club with the meeting link. Participants completed a written test in which all passed with 100 percent. Participants also are able to assist 4-Hers with events, travel, and programs through this process.

The FCS Agent has joined a team of NMSU Extension 4-H Agents and the State 4-H Office to participate in a National 4-H Healthy Habits program, in which 4-H youth teams develop healthy programs and present them to compete to become national programs. There was a planning meeting held in December.

The Program Assistant compiled the 4-H Quay County Record books and made Excel spreadsheets for each club. The spreadsheet had information for each club member (age division, projects taken, accumulative years in 4-H). As record books are received, she tracks which projects from the past year are completed with a record book project form. After all the projects with record book are documented, the Program Assistant sorts the information to copy members that submitted record books from the rest of the members. A new spreadsheet is made with only members completing record books. The list is then further sorted by age divisions and projects. The age divisions are kept separated in new spreadsheets for other award recognitions. The 4-H Agent in Roosevelt County was contacted to receive the record books and judging material. He provided the results electronically after everything was judged.

The Agricultural agent assisted in setting up a State Wide Virtual 4-H Horse Bowl tournament for 4-H youth to compete. Youth will be on teams and compete on zoom and through a virtual buzzer system and answer question about the New Mexico 4-H horse project. The planning committee is developing rules, questions for the contest and registration for the program.

The Agricultural agent completed the NRA youth grant for the 2021 year. This grant assists the Quay County Shooting sports program with needed equipment for practices and competition in district and state 4-H contest. This year the grant was submitted for $5500 dollars.

The Program Assistant made 3 videos for Facebook about making Christmas ornaments. She researched ornament ideas, prepared the supplies, prepared ornament in steps to construct and finished example, organized the video recording, edited video, downloaded, added closed captions and posted on the QCES Facebook page. Video titles were "Easy Christmas Ornament Ideas" reaching 82 people, "3D Paper Ornaments" reaching 60 people, and "Clothespin Ornaments" reaching 65 people.

The Program Assistant scheduled a Record Book Workshop for Cloverbuds to receive recognition at the Achievement Program. Current COVID-19 regulations limited participation groups to 4 members and did not allow snacks to be served. This was the second program and had 4 people that attended the workshop.

Quay County 4-H requires each member to either submit a record book project form or completion form to take the project again. There was a lot of confusion this year because COVID-19 regulations disrupted regular 4-H activities. Many families did not think they needed to turn in a completion form since they were unable to complete the project material. This also reduced the usual number of record books submitted. The Program Assistant spent a lot of time contacting families by email, text and phone calls to make sure the kids would be able to take the same projects again for the new enrollment year.

National 4-H Week

The FCS Agent planned and carried out a Quay County 4-H Fundraising activity in partnership with Loretta's Burrito Hut during National 4-H Week. The activity included a donation of 5% of gross sales in the restaurant for the entire week, and a special buffet lunch on Sunday in which 4-H members helped serve customers and bus tables. The National 4-H Week promotion raised $1,200 and increased awareness of 4-H programs.

The Program Assistant scheduled time on the local radio morning programs to highlight 4-H programs, fundraisers and clubs with a Council Officer.

Tractor Supply Clover Days – The Program Assistant created a display board with graphics and information on 4-H in Quay County. The board was placed in the store to promote Clover Days. Tractor Supply collects donations that remain in Quay County for youth enrolled in 4-H. The 4-H Council was unable to host the cookie and lemonade night due to COVID-19 restrictions. However, it was very nice for Tractor Supply to hold the fundraiser this fall since it was not allowed in the spring. The Program Assistant picked up the board and handouts at the end of the event.

4-H School Enrichment

This year Farm Safety Days was held virtually because of the Covid-19 pandemic. Farm Safety Days is a national program that teaches youth about farm, food, and home safety through the Progressive Agriculture Organization in which training and materials for the program are received. Third grade youth at Tucumcari Elementary were presented videos on safety topics this year during a four day period and learned about ATV safety, fire, sun, electricity, agricultural equipment, chemicals, and more. The Program Assistant worked with the Ag Agent for the format and schedule of the Farm Safety videos to the third grade classes at Tucumcari Elementary School. She contacted the teachers and got the student count for each class to order t-shirts. There are 4 third grade classes. The

Program Assistant helped get the shirts folded, put in bags and sorted in bundles for each class. There were 76 participants for this program.

Community and Economic Development

The 2020-2021 Annual Extension advisory committee meeting was conducted virtually to comply with current Covid-19 protocols. The advisory committee is held to gain stake holders in-put on programing for Quay County Extension. The agent along with the FSC agent and program assistant presented a power point presentation on 2019-2020 Quay County Extension programs. Twelve people discussed and made recommendations on programing needs. Recommendations were to continue major program efforts in Beef Quality Assurance, Pesticide Applicators program, Value added producer programs, weed and grass identification training and Gardening workshops.

The FCS Agent is collaborating with the director of Tucumcari Main Street to develop a Tech Tuesday's program, offering basic technical training to small businesses on how to use social media to enhance their business, particularly during the COVID-19 pandemic, when many small businesses must be closed to in-person customers.

Professional Development

The Agriculture agent participated in State 4-H In-service that was held virtually this year. In-service covered a State 4-H office update, livestock tagging information, establishing interest and building teams for contests, learning how to use the Z Suites program, district contest updates, and the NMAE4–HA meeting.

The Program Assistant and the FCS Agent attended the Agricultural Community QPR for Farmers and Farm Families Workshop. The QPR training focused on teaching community members and professionals to recognize and respond to mental health crises using the approach of Question, Persuade and Refer. The QPR training provided information on the unique challenges farmers' face that can lead to stress, depression and suicide. Examples were provided on how to implement each QPR component with someone at risk for suicide and information on how to help someone at risk of suicide. There were 78 people that attended the training.

The Program Assistant and FCS agent attended a Humor Workshop provided through NMSU. The workshop highlighted the importance of laughter, especially during stressful times, to improve mental health, reduce stress and other health benefits. There were 50 people that attended. After the workshop the FCS Agent and Program Assistant thought they could develop and deliver another workshop based on laughter to the local schools. The target date for delivery is late January of 2021 to promote 4H enrollment. The Program Assistant sent an email to the local public schools with information about the new workshop for teachers to sign up their classes in January after the Christmas break.

The Agricultural agent, FCS agent and the program assistant attended the NMSU Virtual Outreach Conference. NMSU provided a Virtual Outreach Conference with the goal to promote collaboration and working relationships throughout the University system to amplify outreach and Extension. There were several sessions throughout the day that highlighted different topics. The Welcome with Key Note Speaker, President John Floros, started the event. The Crosscutting Panel Objective highlighted

the diversity of outreach and engagement programs and promoted opportunities for collaboration was attended by 137 people. STEM morning session provided discussion on outreach and engagement. There were 34 people that attended. The next session, NMSU's Engagement Response to COVID-19, showcased NMSU's response to COVID-19 for the state and New Mexicans. There were 106 people that attended. The afternoon session, Metrics to Capture Engagement Impacts, stressed the importance of capturing program outcomes for relevance, response and results from participants. There were 72 people that attended. The closing session provided an opportunity for input from breakouts and collaboration. There were 104 people that attended.

The NM 4H Adult Forum is an annual meeting for 4-H adult leaders to learn information, share ideas, get updates and work together towards future goals. The event was hosted on Zoom and had several different sessions to attend. The Program Assistant attended the Exploring Leadership Workshop (32 people that attended), Panel Discussion: What is Happening in NM 4-H (60 people that attended), Giving Oral Reasons Workshop (15 people attended) and Be a Snacking Super Hero Workshop (13 people attended). There was lots of good information provided and it was a great opportunity to see how other counties are handling pandemic issues. The Program Assistant was glad to be able to attend in a virtual format without having to drive to another location.

Annual reports, evaluation documents, and Civil Rights documents were prepared during October.

Family and Consumer Science Extension Agent Participate in periodic meetings and phone calls related to Quay County economic development topics, including regular meetings for the CREATE BRIDGES program through the Greater Tucumcari Economic Development Organization.

Total personal contacts by staff at the Quay County Extension Service for October – December 2020 was 5682. Social Media contacts was 18,666 for a total 24348.

Follow Us On:

Webpage: http://quayextension.nmsu.edu/
FaceBook: https://www.facebook.com/NMSUQuayCES

Technical Assistance Services Requested of New Mexico MainStreet		Total Cost
Promotion:	1. Tucumcari Branding assistance	$6,510
	2. Tucumcari MainStreet requested help with a district brand and the city has asked that it be expanded to include them.	$9,705
Design:	1. Building rehabilitation consultation: 105 East Main Street with William Powell	$270
	2. Explored improvements to the following codes: vacant building maintenance ordinance, dangerous building ordinance, and nuisance ordinance. The outcome of the work will be a clearer understanding of how these regulatory work and intersect with one another and guidance for staff responsible for enforcement.	$5,595
	3. Wayfinding project	$130
Organization:	1. Policy development assistance	$800
	2. Railroad Museum asset transfer	$800
	3. General TA assistance	$34
Economic Vitality:	1. Crowdfunding for businesses webinar training	$452
New Mexico Resiliency Alliance		
	Economic Vitality: COVID-19 Relief Program	$3,000
New Mexico MainStreet Professional Development Institutes Attended by Tucumcari MainStreet Staff & Board		
	New Executive Director Boot Camp Webinar Series	$2,500
	NMMS Fundraising Training Series	$750
	NMMS Grantwriting Training Series	$1,000
New Mexico MainStreet Network Services Per Community		
	COVID-19 Response: Preparation & Distribution of MainStreet/Arts & Cultural District-related Content, Resources, Roundtables, Webinars and Technical Assistance	$1,200
	Local Organization Annual Program Review, Meeting & Report	$1,000
	MainStreet Quarterly Reinvestment Statistical Data Collection, Analysis and Reporting	$1,600
	NMMS Leadership Network Meetings (1)	$1,345
	NMMS Online Presence & Marketing (State Website · Off the Road Website · Choose MainStreet · Facebook · YouTube · Instagram · Twitter · Flickr)	$3,250
	NMMS Annual Report, E-newsletters, Awards Program & Other Brochures	$850
	National Main Street Center Network "Main Street America" Membership Fees	$350
Total New Mexico MainStreet Services Utilized in 2020		**$41,141**

PAID
NMMS/EDD

QUAY COUNTY DETENTION CENTER
POLICY AND PROCEDURE
SEXUAL ABUSE PREVENTION (PREA)

Adopted March 22, 2021

I. REFERENCES:

American Correctional Association Standards for Adult Local Detention Facilities, Fourth Edition. Standards: 4-ALDF-4D-22, 4-ALDF-4D-22-1, 4-ALDF-4D-22-2, 4ALDF-4D-22-3, 4ALDF-4D-22-4, 4-ALDF-4D-22-5, 4ALDF-4D-22-6, 4-ALDF-4D-22-7 and 4-ALDF-4D-22-8. NM Adult Detention Professional Standards ADM-9, ADM-13, ADM-15, ADM-16, ADM-17, ADM-18, SC-23, SC-58, SC-59, SC-60, SC-61, SC-62, SC-63, SC-64, SC-65, SC-66, SC-67, and MM-33. Prison Rape Elimination Act of 2003, National PREA Standards 28 C. F. R. part 115, NCCHC Standards and NMSA 1978 § 30-9-11.E(2).

II. PURPOSE:

The purpose of this policy is to provide guidelines and procedures to protect detainees and staff from sexual abuse, misconduct and harassment.

III. POLICY STATEMENT:

Quay County has zero tolerance for sexual misconduct involving detainees. It is the policy of Quay County to provide a safe, humane, and secure environment, free from sexual abuse, misconduct, harassment, or retaliation, by establishing definitions of prohibited conduct and maintaining a program of prevention, detection, investigation, response and tracking of all alleged and substantiated sexual misconduct. Detainees are not subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment and a detainee's property will be protected.

Sexual misconduct between staff and detainees, volunteers or contract personnel and detainees, and detainees and detainees, regardless of consensual status is prohibited and subject to administrative discipline and/or criminal sanctions.

IV. DEFINITIONS:

A. **Aggressor**: Any person committing sexual misconduct against another. The aggressor may be the same or different gender as the victim.

B. **Gender Nonconforming:** A person whose appearance or manner does not conform to traditional societal gender expectations.

C. **Intersex**: A person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

D. **Investigator(s)**: Individual(s) designated by the Detention Administrator to conduct documented internal investigations into alleged sexual misconduct.

E. **Detainee**: An individual who is in the custody of the Quay County detention facility.

F. **Non-Employee:** Any volunteer, contractor, therapist, parole/probation officer, officer of the court or other non-employee individual who interacts with detainees who are in the custody of the detention facility.

G. **PREA Coordinator**: Individual designated by the Detention Administrator who is responsible for developing, implementing and overseeing facility compliance with PREA standards and coordinating the facility's response to allegations of sexual misconduct.

H. **Questioning:** A person who is unsure of their gender, sexual identity, sexual orientation or all three.

I. **Retaliation:** Any act of vengeance, covert or overt action or threat of action taken against an individual in response to their claim of sexual misconduct, sexual contact or sexual abuse or cooperation in the reporting or investigation of sexual misconduct, regardless of the disposition of the complaint.

Examples of retaliation include:

1. Unnecessary discipline.
2. Verbal or physical intimidation or threats.
3. Unnecessary changes in housing classification.
4. Unnecessary changes in work or program assignments.
5. Unjustified denials of privileges or services.
6. Any action to compromise the victim or witness's safety, including refusal or failure to protect.

J. **Sexual Abuse**: Any of the following acts by staff, contractors, or volunteers, with or without consent of the detainee:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties;
6. Any display of uncovered genitalia, buttocks, or breasts in the presence of a detainee;
7. Voyeurism, which is an invasion of a detainee's privacy by staff for reasons that do not involve the performance of official duties, such as peering at a detainee who is using a toilet or changing in his or her room, except when staff are required to maintain constant visual supervision of a detainee pursuant to facility policy; and
8. Any attempt or threat to engage in the activities described above.

Any of the following acts by detainees, if a detainee does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

b. Contact between the mouth and the penis, vulva, or anus;

c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person excluding contact incidental to non-sexual horseplay or a physical altercation such as a kick in the groin or touching someone's breasts while pushing the person away.

K. **Sexual Harassment**:

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one detainee directed toward another; and

2. Repeated verbal comments or gestures of a sexual nature to a detainee by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

L. **Sexual Misconduct**: Sexual Abuse or Sexual Harassment.

Examples of sexual misconduct include:

1. Requests for sexual favors, sexual acts or sexual contact.

2. Influencing, promising or threatening a detainee's safety, custody or security level, including recommendations for court actions, privacy, housing, privileges, work detail or program status in exchanges for sexual favors.

3. Promise of protection in exchange for sexual favors.

4. Statements, comments or innuendo made directly or indirectly concerning the sexual orientation or perceived sexual orientation of any person.

5. Staff having intimate or close relationships with a detainee defined as any relationship beyond the boundaries of a professional relationship.

6. Staff engaging in intimate conversation or correspondence with a detainee.

7. Staff exchanging personal information with detainees such as letters, pictures, phone numbers, home addresses, social media and email addresses.

8. Viewing an unclothed detainee or watching a detainee perform bodily functions for reasons unrelated to official duties.

9. Any verbal, non-verbal or physical conduct which is sexual in nature or sexually suggestive.

10. Creating an intimidating, hostile or offensive environment by engaging in or permitting sexually offensive behavior or language that is directed at or observable by detainee's or others.

11. Kissing, hugging fondling or other touching of an individual's breast, genital, anal or other intimate area either directly or through clothing for sexual arousal, gratification, abuse or assault of either party.

12. Rape, sexual assault, sexual intercourse, oral sex, anal sex, vaginal sex.

13. Sex or penetration with any object or body part.

M. **Transgender**: A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

N. **Victim**: Any person who has been the target of sexual misconduct.

O. **Victim Support Person**: A qualified community based individual or rape crisis organization designated by the Detention Center Administrator who has been specially trained to support a victim during investigation of alleged sexual abuse and who is available to accompany and support the victim through forensic medical examinations and investigatory interviews and who shall provide emotional support, crisis intervention, information and referrals.

PROCEDURAL GUIDELINES:

A. Training:

1. Training for Employees. All facility employees, including medical and mental health staff who are contracted with the facility, shall receive instruction related to this policy and the following critical subjects:

    a. The facility's zero tolerance policy for sexual misconduct.

    b. How employees should fulfill their responsibilities under agency sexual misconduct prevention, detection, reporting, and response policies and procedures.

    c. Detainees' right to be free from sexual misconduct.

    d. The right of detainees and employees to be free from retaliation for reporting sexual misconduct.

    e. The dynamics of sexual misconduct in confinement.

    f. The common reactions of sexual misconduct victims.

    g. How to detect and respond to signs of threatened and actual sexual misconduct.

    h. How to avoid inappropriate relationships with detainees.

    i. How to communicate effectively and professionally with detainees, including lesbian, gay, bisexual, transgender, questioning, intersex, or gender nonconforming detainees.

    j. How to comply with relevant laws related to mandatory reporting of sexual misconduct to outside authorities.

All employees will receive this training as part of their pre-service or initial orientation to the Detention Center. Current employees will receive this training within one year of implementation of this policy. All employees shall receive refresher training on these subjects every year as part of their annual in-service training.

All employees who may be called upon to conduct searches of individuals in the facility shall also receive training in how to conduct cross-gender pat-down searches and searches of transgender and intersex detainees in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

1. **Specialized Training for PREA Coordinator, Investigator and Victim Support Personnel:** Specialized training is provided for employees who respond to incidents of sexual misconduct. This training includes facility policy, crime scene management, elimination of contamination, evidence collection protocol for confinement settings, techniques for interviewing sexual abuse victims, proper use of *Miranda* and *Garrity* warnings, and crisis intervention.

2. **Training for Volunteers, Contractors and other Non-Employee Personnel with Detainee Contact:** Non-employees who have detainee contact, including contracted medical and mental health staff, shall receive instruction regarding facility policy, prohibited conduct, prevention, detection, response, and reporting of sexual misconduct prior to assuming responsibilities that include detainee contact. Training for non-employees may be tailored to reflect the extent of time they are in the facility and their access to detainees.

3. **Specialized Training for Medical and Mental Healthcare Personnel:** All medical and mental healthcare practitioners who work regularly in the facility, regardless of their status as employees of the facility or contractors shall be trained in:

    a. How to detect and assess signs of sexual misconduct.

    b. How to preserve physical evidence of sexual abuse.

    c. How to respond effectively and professionally to victims of sexual misconduct.

    d. How and to whom to report allegations or suspicions of sexual misconduct.

5. **Lesson Plans and Materials:** All lesson plans or materials utilized for training on sexual assault and abuse shall be approved by the Health Services Director and Detention Center Administrator.

6. **Documentation:** The facility maintains documentation that employees and non-employees received and understood the training required by this policy.

B. Detainee Orientation and Education:

1. All individuals booked into the facility shall receive verbal and written information about the county's zero tolerance policy regarding sexual misconduct and how to report it during their orientation. This information shall address:

    a. The Detention Center's zero tolerance for sexual misconduct.

    b. What constitutes sexual misconduct

    c. The Detention Center's program for prevention of sexual misconduct

    d. Methods of self-protection

    e. How to report sexual misconduct and retaliation

    f. Protection from retaliation

    g. Treatment and counseling

2. Information regarding these topics will be approved by the Detention Center Administrator and included in the Facility Handbook, orientation materials, and on posters in visitation and housing areas in the facility.

3. Appropriate provisions shall be made as necessary for detainees not fluent in English and detainees with disabilities, (including, for example, detainees who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) so that all detainees have an equal opportunity to participate in or benefit from all aspects of the facility's efforts to prevent, detect, and respond to sexual abuse and harassment. The facility shall not rely on detainees to interpret, read or assist except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the detainee's safety, the performance of first response duties, or the investigation of the detainee's allegations. The facility will maintain documentation that detainees received the information described in this section in their custody files.

C. Screening/Assessing Detainees at Intake:

1. All individuals booked into the facility are screened for potential vulnerabilities or tendency to act out with sexually aggressive behavior within 24 hours of arrival at the facility.

2. Detainees identified as potential or confirmed victims of sexual assault or as having a tendency to act out with sexually aggressive behavior shall be considered for protective custody placement or placement in a special custody unit or other appropriate setting.

D. Additional Screening/Assessing:

1. Detainees identified as high risk with a history of sexually assaultive behavior or who have been identified as at risk for sexual victimization will be referred to medical by the intake officer and assessed by a [*mental health or other qualified health* professional] within 14 days. Such detainees will also be monitored by [*mental health services*] and counseled.

2. If at any time a detainee is identified as a potential sexual predator or as a victim/potential victim, the detainee shall be re-evaluated for appropriate housing, available programs, monitoring and counseling within 14 days.

E. Referrals for Special Housing Placement:

1. Any employee may make a referral for reclassification based on their observation of the detainee's behavior or at the detainee's request, based on concerns that a detainee may be at significant risk of sexual victimization by contacting the shift supervisor.

2. This referral shall be documented on Removal from Population Form.

F. Sexual Misconduct Between Detainees and Non-Detainees:

1. Quay County has zero tolerance for sexual misconduct between detainees and staff or other non-detainees. Sexual misconduct perpetrated by non-detainees is contrary to the policies of this facility and professional ethical principles that all employees are bound to uphold. Any such conduct is cause for disciplinary action up to and including termination of employment, contractual relationship or services.

2. There is no consensual sex in a custodial or supervisory relationship as a matter of law. A sexual act with a detainee by a person in a position of authority over the detainee is a felony subject to criminal prosecution. NMSA 1978 § 30-9-11.E(2).

3. Retaliation against detainees who refuse to submit to sexual activity, or retaliation against individuals (including witnesses) because of their involvement in the reporting or investigation of sexual misconduct is also prohibited and possible grounds for disciplinary action, including termination of employment or contractual relationship or services and criminal prosecution.

4. Failure of employees and non-detainees to report incidents of sexual misconduct or retaliation is cause for disciplinary action, including termination of employment or termination of contractual relationship or services.

5. Cases involving sexual misconduct may be referred to the District Attorney for prosecution.

6. Detainees who knowingly make false allegations of sexual misconduct are subject to discipline.

G. Sexual Misconduct By Detainees:

1. Sexual misconduct by detainees is prohibited by this policy regardless of whether it is alleged to be consensual.

2. Detainee perpetrators of sexual misconduct are subject to discipline.

3. Detainees who report sexual misconduct are protected from retaliation.

4. Detainees who engage in retaliation are subject to discipline.

5. Detainees who knowingly make false allegations of sexual misconduct are subject to discipline.

H. Supervision and Monitoring:

Supervisors shall conduct and document unannounced rounds on all shifts to identify and deter staff sexual misconduct. Staff is prohibited from alerting other staff members that such supervisory rounds are occurring unless such announcement is related to the legitimate operational functions of the facility.

I. Reporting and Investigation:

All staff, contractors and volunteers have an affirmative duty to immediately report to the shift supervisor any knowledge, suspicion, or information regarding sexual misconduct involving a detainee and/or any retaliation or other violation of this policy.

1. First Responder Instructions—All Alleged Sexual Misconduct:

a. A detainee may report sexual misconduct or threats of sexual misconduct to any staff member or non-detainee. Any staff member or non-detainee who receives a report of sexual misconduct, whether verbally or in writing, shall immediately notify the shift supervisor and complete an incident report. The shift supervisor shall immediately notify the Detention Administrator and PREA Coordinator and shall ensure that the alleged victim and aggressor are physically separated, either through the placement of one or both in specialized housing or some other effective means.

b. The PREA Coordinator shall direct the facility's response to all allegations of sexual misconduct, including prompt assignment of a Victim Support Person, Investigator, and/or referral to medical/mental health services when warranted.

c. In every case where the alleged aggressor is an employee, there will be no contact between the alleged aggressor and the alleged victim without the approval of the Detention Center Administrator.

d. Allegations of sexual misconduct shall be treated with discretion and, to the extent permitted by law, confidentiality. Individuals who fail to keep allegations of sexual misconduct confidential are subject to discipline.

2. First Responder Instructions--Allegations Involving Sexual Abuse:

a. If the alleged abuse occurred within five days advise the alleged victim not to take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

b. Secure the scene and preserve evidence of the alleged assault if feasible and secure any video footage.

c. Notify the PREA Coordinator who will assume responsibility for handling the sexual misconduct allegations and who will, in consultation with the Detention Administrator decide whether to notify law enforcement. Cases involving alleged sexual abuse will be reported to law enforcement.

d. If the alleged sexual abuse occurred within the previous 120 hours arrangements shall be promptly made to have the alleged victim transported and examined at a local hospital. If the alleged assault occurred more than 120 hours before being reported, the PREA Coordinator has discretion to determine whether to send the alleged victim to the hospital for examination by a Sexual Assault Nurse Examiner (SANE) or other qualified medical practitioner.

3. **Access to Emergency Medical and Mental Health Services:**

a. Alleged victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment.

b. If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, the PREA Coordinator shall take preliminary steps to protect the victim and shall immediately notify the appropriate medical and mental health practitioners.

c. Alleged victims of sexual abuse shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, where medically appropriate.

d. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

4. **Ongoing Medical and Mental Health Care for Sexual Abuse Victims and Abusers:**

a. The facility offers medical and mental health evaluation and, as appropriate, treatment to all detainees who have been victimized by sexual acts. When necessary and feasible, the evaluation and treatment of such victims shall include follow-up services, treatment plans, and referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.

b. Alleged detainee victims of vaginal penetration while incarcerated shall be offered pregnancy tests.

c. If pregnancy results from the conduct described in paragraph (c) of this section, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.

d. Alleged detainee victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate.

e. Treatment services are provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

f. The facility shall attempt to conduct a mental health evaluation of all known detainee-on-detainee abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

5. **Reporting to Other Confinement Facilities:**

a) Upon receiving an allegation that a detainee was sexually abused while confined at another facility, the detention administrator shall notify the administrator of the facility where the alleged abuse occurred.

b) Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.

c) The facility shall document that it has provided such notification.

6. **Investigations:**

All reports of sexual misconduct must be considered credible and promptly investigated criminally and/or administratively without regard to whether:

a) The detainees who are named in the allegation are in custody or not.

b) Staff members named in the allegation are currently employed or not.

c) The report of the allegation was made in a timely manner or not.

d) The detainee reporting the allegation is known to have made past false allegations.

e) The source of the allegation recants the allegations.

f) The employee receiving the complaint believes or does not believe the allegations.

The Investigator is responsible for conducting and fully documenting the investigation in accordance with facility policy. The investigator shall:

a. Gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator.

b. Assess the credibility of an alleged victim, suspect, or witness on an individual basis and not on the basis of a person's status as a detainee or staff.

c. Impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

d. Not require a detainee who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of an allegation.

e. Investigate whether staff actions or failures to act contributed to the abuse.

f. Document investigations in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.

g. Refer substantiated allegations of conduct that appear to be criminal for prosecution.

h. Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle to criminal prosecution when the quality of evidence appears to support criminal prosecution

i. Retain all written reports of investigations into alleged sexual abuse for as long as the alleged abuser is incarcerated or employed by the agency, plus five years.

j. Cooperate with outside investigations. Victim Support Person. When the victim alleges that sexual abuse occurred, a designated victim support person shall be notified immediately. This person will consult with the investigator on the case and offer assistance to the alleged victim as is appropriate based on the individual's training. The victim support person may sit in on administrative interviews of the victim but may not in any manner obstruct or interfere with the course of the investigation.

7. **Reporting to Detainees:**

Detainees who are currently in the custody of the facility are entitled to know the outcome of investigation into their allegation as follows:

a. Following an investigation into a detainee's allegation of sexual abuse in the facility, the PREA Coordinator shall inform the detainee whether the allegation was determined to be substantiated, unsubstantiated, or unfounded.

b. If the detainee's allegation involved a staff member, the PREA Coordinator shall inform the detainee whenever:

1) The staff member is no longer posted within the detainee's unit;

2) The staff member is no longer employed at the facility;

3) The staff member has been indicted on a charge related to sexual abuse within the facility; or

4) The staff member has been convicted on a charge related to sexual abuse within the facility.

c. If the allegation involved another detainee, the PREA Coordinator shall inform the alleged victim when:

5) The alleged abuser has been indicted on a charge related to sexual abuse within the facility; or

6) The alleged abuser has been convicted on a charge related to sexual abuse within the facility.

d. All such notifications or attempted notifications shall be documented.

e. The facility's obligation to report under this standard terminates if the detainee is released from custody.

J. <u>Debriefing and Incident Review</u>.

1. Debriefing. The Detention Administrator shall conduct a debriefing of all incidents of sexual misconduct in order to assess the environmental factors, relevant issues or problem areas that could have contributed to the incident and shall implement identified improvements to increase detainee safety.

2. Incident Review. For incidents involving allegations of sexual abuse, the detention administrator shall conduct an incident review within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners. The review team shall:

a. consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;

b. consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;

c. examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;

d. assess the adequacy of staffing levels in that area during different shifts;

e. assess whether monitoring technology should be deployed or augmented to supplement supervision by staff;

f. the review team shall prepare a report of its findings that includes determinations made and any recommendations for improvement and submit the report to the Detention Administrator and PREA Coordinator who is authorized to implement the recommendations for improvement, or shall document reasons for not doing so.

K. **Prosecutions**. All terminations and resignations due to alleged violations of this policy shall be reported to law enforcement and to any relevant licensing bodies. The Detention Center Administrator or designee shall work with the local District Attorney's Office to facilitate prosecution of acts in violation of criminal law.

L. **Discipline/Corrective Action**. The Detention Administrator will take any action necessary to enforce this policy. Violation of this policy is cause for discipline up to and including termination. Termination is the presumptive sanction for sexual abuse. All terminations or resignations by staff that would have been terminated if not for their resignation shall be reported to law enforcement and any relevant licensing bodies responsible for licenses that are required for the employee's position.

M. **Termination of Contractors and Volunteers**: Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with detainee under the facility's supervision and shall be reported to law enforcement and to relevant licensing bodies. The facility shall take appropriate remedial measures in response to other violations of this policy including termination of contracts and clearances.

N. **Employee/Applicant Background Checks and References**. The County contacts all prior correctional or detention employers to determine whether the prospective employee has any past history of substantiated allegations of sexual abuse or resignation during a pending investigation into allegations of sexual abuse. The Detention Center considers any incidents of sexual misconduct in determining whether to hire or promote anyone or to enlist the services of any contractor who may have contact with detainees. The County provides information on substantiated allegations of sexual misconduct involving former employees when requested by other detention facilities for which such employee has applied to work.

O. **Tracking.** The PREA Coordinator shall maintain a tracking system that records all allegations of sexual misconduct and their disposition. The PREA Coordinator shall maintain, review, and collect data as needed from all available incident-based documents, documents including reports, investigation files and sexual abuse incident reviews. The incident-based data collected shall be aggregated at least annually and shall include, at a minimum, the data the necessary to answer all questions from the most recent survey of the Survey of Sexual Violence conducted by the Department of Justice.

P. **Classification Notification.** The Classification Supervisor/designee shall be notified when a detainee has been identified as a potential and/or confirmed victim or aggressor and ensure this information is entered into the appropriate detainee file.

Q. **Exhaustion of Administrative Remedies**. Although regular statute of limitations defenses applies to claims, the agency does not impose a time limit on when a detainee may submit a grievance regarding an allegation of sexual abuse. Detainees are not required to use any

informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual misconduct.

1. An detainee who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint; and
2. Such grievance shall not be referred to a staff member who is the subject of the complaint.

R. **Reporting to an Entity Outside of the Facility:**
In addition to filing a grievance or otherwise reporting internally as provided by this policy, detainees may report allegations of sexual misconduct to an outside entity not affiliated with the detention facility by calling (575) 226-7263. The outside entity forwards reports of sexual misconduct to the Detention Administrator and allows the detainee to remain anonymous upon request.

S. **Third Party Reporting:**
Third parties, including fellow detainees, staff members, family members, attorneys, and outside advocates are permitted to assist detainees in filing grievances related to allegations of sexual abuse and are also permitted to file such requests on behalf of detainees. Staff shall accept reports made from third parties and shall promptly document any verbal reports.

T. **Records:**
All care records associated with the claims of sexual abuse, including incident reports, investigative reports, offender's information, case disposition, medical and counseling evaluation findings and recommendations for post-release treatment and/or counseling are retained.

Detention Administrator Christopher Birch **Date**

NOW THEREFORE, BE IT RESOLVED, that the Quay County Board of Commissioners does hereby accept and approve the revised Quay County Detention center Policy and Procedure Chapter E: Safety and Sanitation Section 14: Sexual Abuse Presentation (PREA)within this document.

ACCEPTED AND APPROVED this 22nd day of March, 2021 in regular session by the Quay County Board of Commissioners, at Tucumcari, Quay County, New Mexico.

QUAY COUNTY COMMISSIONERS

Franklin McCasland, Chairman

Robert Lopez, Member

Jerri Rush, Member

Attest:

Ellen L. White, County Clerk

Reporting Instructions
PREA Related Events

INTRODUCTION

The Prison Rape Elimination Act (PREA) states that sexual assault in detention can constitute a violation of the Eighth Amendment of the U.S. Constitution and requires that facilities adopt a zero-tolerance approach to this form of abuse. In an effort to increase the Department's ability to track such cases and to determine that our policies are being followed, facilities are asked to adopt the following reporting mechanism for cases of sexual assault and custodial sexual misconduct.

WHAT IS TO BE REPORTED

- All alleged cases of sexual assault in which an investigation is opened.
- All alleged cases of custodial sexual misconduct in which an investigation is opened.

WHAT IS NOT TO BE REPORTED

- Acts of a sexual nature that are deemed consensual, participants being over the age of 18.
- Alleged cases of sexual assault that do not merit an investigation.
- Alleged cases of custodial sexual misconduct that do not merit an investigation.

CHECKLIST

The PREA Checklist (see attached) is to be completed upon the initial report of an alleged sexual assault or in the case of alleged custodial sexual misconduct. This form is to be completed by the PREA Coordinator or Investigator at the time of the report. In cases of an alleged sexual assault all fields of the form should be completed. In cases of alleged custodial sexual misconduct only the victim information should be included with the form being filled out in its entirety. DO NOT INCLUDE THE NAMES OF EMPLOYEES ACCUSED OF CUSTODIAL SEXUAL MISCONDUCT. This form should be filled out within 24 hours of an allegation.

PREA Checklist

Date / Time Incident Reported: _____

Location of Incident: _____ Date(s) / Time of Incident:

_____

Alleged Victim(s): (if more than one, note on back) Alleged Perpetrator(s): (if more than one, note on back)

_____ _____

Name Number Name Number

Notifications: (Please Answer Clearly or Circle All That Apply)		
Person Completing This Report:		
ADO Notified: Yes No	ADO Name:	
Administrator Notified: Yes No	Administrator Name:	

Medical: (Please Answer Clearly or Circle All That Apply)		
Was victim seen by: MD PA RN LPN Not Seen	Name of Employee Notified:	
Date / Time of Medical Visit:		
Was a rape kit completed: Yes No		
If rape kit was not completed why:		

Mental Health: (Please Answer Clearly or Circle All That Apply)		
Was the facility PREA Coordinator Notified? Yes No	Name of Employee Notified:	
Was the victim seen by a Mental Health Professional Yes No		
Date / Time of Mental Health Visit:		
Was the victim placed on a crisis watch, if so what type: Yes No	Type:	

PREA Investigator: (Please Answer Clearly or Circle All That Apply, If More Than One Victim or Perpetrator Please Note On Back)		
Was PREA Investigator Notified: Yes No	Name of Employee Notified:	
Was the victim seen by the PREA Investigator: Yes No		
Date / Time of Interview:		
Was the perpetrator seen by the PREA Investigator: Yes No		
Date / Time of Interview:		

Housing: (Please Answer Clearly, If More Than One Victim or Perpetrator Please Note On Back)	
Victim: Original Housing Location?	Current Housing?
Perpetrator: Original Housing Location?	Current Housing?

PREA after- Action Checklist

Date / Time Incident Reported: _____

Location of Incident: _____ Date(s) / Time of Incident: _____

Alleged Victim(s): (if more than one, note on back)

_____

Name Number

Alleged Perpetrator(s): (if more than one, note on back)

_____

Name Number

Attachments: (Please Answer Clearly or Circle All That Apply)

Person Completing This Report:

Please Attach the Following:

PREA Checklist:	Yes	No
Initial Incident Report:	Yes	No
Additional Pertinent Documentation:		

Follow Up: (Please Answer Clearly or Circle All That Apply)

Victim:

Was victim offered counseling after event: Yes No Did the victim accept counseling? Yes No

Was victim reviewed for reclassification of predator / vulnerable: Yes No

Victim prior classification: Predator Vulnerable Both Not Classified

Victim current classification: Predator Vulnerable Both Not Classified

Perpetrator:

Was perpetrator reviewed for reclassification of predator / vulnerable: Yes No

Perpetrator prior classification: Predator Vulnerable Both Not Classified

Perpetrator current classification: Predator Vulnerable Both Not Classified

Discipline: (Please Answer Clearly or Circle All That Apply)

Was a disciplinary report issued? Yes No

Findings of hearing? (Provide detailed information attach if necessary)

Discipline issued, if any? (Provide detailed information attach if necessary)

Law Enforcement: (Please Answer Clearly or Circle All That Apply, If More Than One Victim or Perpetrator Please Note On Back)

Was an outside law enforcement agency notified: Yes No Agency Name:

Was a case number assigned: Yes No Case #:

Was the case referred for prosecution: Yes No

Housing: (Please Answer Clearly, If More Than One Victim or Perpetrator Please Note On Back)

Victim: Current Facility: Housing Location:

Perpetrator: Current Facility: Housing Location:

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Firefighters Annual Reporting Form

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2021 via regular mail, fax, or e-mail to pera-memberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 General Information About the Volunteer Fire Department (VFD)

09693	Jordan Fire District		
PERA VFD Number (5 digit number)	VFD Name		
4073 St hwy 156	Cuervo	NM	88417
VFD Mailing Address	City	State	Zip Code
Tedd Tatum	(575)760-5658	tedd@plateautel.net	
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address	
Lucas Bugg	(575)403-6479	lucas.bugg@quaycounty-nm.gov	
County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address	

Section 2 VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2020:	4
2.	Current/returning (non-retired) VFD members reported in 2020:	22
3.	Retired VFD members reported in 2020:	4
4.	**Total number of Volunteer Firefighters reported in 2020 (sum of members entered on lines 1 through 3):**	30

Section 3 VFD CHIEF CERTIFICATION

*Notary stamp must be visible

I, Tedd Tatum (Printed Name of VFD Fire Chief), Fire Chief of the Jordan Fire District (VFD Name) Volunteer Fire Department, affirm that the records submitted to PERA are true and correct and reflect ***100%*** of my VFD's 2020 roster.

Tedd Tatum — Signature of VFD Fire Chief — Date: 3-17-21

State of New Mexico)
)
County of Quay) SS:

Signed and sworn to (or affirmed) before me by Tedd Tatum (VFD Chief's Name (please print) to be completed by Notary) on this 17 day of March 2021

My Commission Expires 3-21-2023 Notary Public Telephone Number 575 461 0510 Signature of Notary Ellen L White

Section 4 MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission — Date: 3-22-21

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Fire Department Fire Chief, Reporter and County Fire Marshal Contact Information

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted.
Please keep a copy for your VFD's records.

Section 1 Information for the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name
09693	Jordan Fire District

VFD Mailing Address	City	State	Zip Code
4073 St Hwy 156	Cuervo	NM	88401

Section 2 Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
Tedd tatum	(575)760-5658	tedd@plateautel.net

Section 3 Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Tedd Tatum	(575)760-5658	tedd@plateautel.net

Section 4 Information About the County Fire Marshal

County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address
Lucas Bugg	(575)403-6479	lucas.bugg@quaycounty-nm.gov

Section 5 VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
[signature]	3-17-21

PERA
Public Employees
Retirement Association
of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire District	09693	Quay

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Brady S Mimms Address: 5123 St Hwy 156 McAlister, NM 88427	[redacted]	✓	
2.	[redacted]	Name: Clay S Mimms Address: 5123 St Hwy 156 McAlister, NM 88427	[redacted]	✓	
3.	[redacted]	Name: Oscar L Lerma Address: PO Box 865 House, NM 88121	[redacted]	✓	
4.	[redacted]	Name: Jeffery B Montgomery Address: 1602 CR AM Melrsose, NM 88124	[redacted]	✓	
5.	[redacted]	Name: Patricia R Webb Address: 3219 St Hwy 252 McAlister, NM 88427	[redacted]	✓	
6.	[redacted]	Name: Donnie R Sparks Address: PO Box 18 McAlister, NM 88427	[redacted]	✓	
7.	[redacted]	Name: William B Runyan Address: 4698 Quay Rd 27 House, NM 88121	[redacted]	✓	
8.	[redacted]	Name: Denese K Runyan Address: 4698 Quay Rd 27 House, NM 88121	[redacted]	✓	
9.	[redacted]	Name: John B Snipes Address: PO Box 645 House, NM 88121	[redacted]	✓	
10.	[redacted]	Name: Valerie K Snipes Address: PO Box 645 House, NM 88121	[redacted]	✓	

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
[signature]		3-17-21

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire District	09693	Quay

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Mitchum Rush Address: 2701 Quay Rd An Melrose, NM 88124	[redacted]	✓	
2.	[redacted]	Name: Jimmy Joe Jester Address: 3754 Quay Rd AS McAlister, NM 88427	[redacted]	✓	
3.	[redacted]	Name: Clyde E Moon Address: 5252 St Hwy 156 McAlister, NM 88427	[redacted]	✓	
4.	[redacted]	Name: Rachelle Moon Address: 5252 St Hwy 156 McAlister, NM 88427	[redacted]		✓
5.	[redacted]	Name: Phillip Ruynan Address: 3542 St Hwy 252 McAlister, NM 88427	[redacted]	✓	
6.	[redacted]	Name: Stoney R Shoemaker Address: 4082 Quay Rd BE Cuervo, NM 88417	[redacted]	✓	
7.	[redacted]	Name: Terrill D Stowe Address: 2555 Quay Rd AT House, NM 88121	[redacted]	✓	
8.	[redacted]	Name: Larry Tedd Tatum Address: 4063 St Hwy 156 Cuervo, NM 88417	[redacted]	✓	
9.	[redacted]	Name: Rodney S Sawuer Address: PO Box 868 House, NM 88121	[redacted]	✓	
10.	[redacted]	Name: Caml Howl Address: HC 66 Box 28 Cuervo, NM 88417	[redacted]	✓	

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
[signature]		3-17-21

PERA
Public Employees
Retirement Association
of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

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Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire District	09693	Quay

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Lee Griggs Address: HC61 Box 26 House, NM 88121	[redacted]	✓	
2.	[redacted]	Name: Guy Cole Tatum Address: 3932 St Hwy 312 McAlister, NM 88427	[redacted]	✓	
3.		Name: Address:			
4.		Name: Address:			
5.		Name: Address:			
6.		Name: Address:			
7.		Name: Address:			
8.		Name: Address:			
9.		Name: Address:			
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
Judy Yeates		3-17-21

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Firefighter Service Credit Qualification Record New VFD Members Only

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire District	09693	Quay

Section 2 Information about your New VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Thomas C Price Address: 1511 Anderson Rd Cuervo, NM 88417	[redacted]	✓	
2.	[redacted]	Name: Susan M Price Address: 1511 Anderson Rd Cuervo, NM 88417	[redacted]	✓	
3.	[redacted]	Name: Jacobi S Reeves Address: 2734 St Hwy 156 Cuervo, NM 88417	[redacted]	✓	
4.	[redacted]	Name: Lora Jester Address: 3754 Quay Rd AS McAlister, NM 88427	[redacted]	✓	
5.		Name: Address:			
6.		Name: Address:			
7.		Name: Address:			
8.		Name: Address:			
9.		Name: Address:			
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
[signature]		3-17-21

PERA
Public Employees
Retirement Association
of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Retired VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Jordan Fire District	09693	Quay
Name of VFD	PERA VFD Number (5 digits)	County

Section 2 Information about your Retired VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Eddy R Shoemaker Address: HC 66 Box 28 Cuervo, NM 88417	[redacted]	☑	☐
2.	[redacted]	Name: Jack A Akin Address: 4735B Quay Rd 36 McAlister, NM 88427	[redacted]	☑	☐
3.	[redacted]	Name: Jack r Jennings Address: 5633 St Hwy 156 McAliister, NM 88427	[redacted]	☑	☐
4.	[redacted]	Name: Phillip R Akin Address: 4735B Quay Rd 36 McAlister, NM 88427	[redacted]	☑	☐
5.		Name: Address:		☐	☐
6.		Name: Address:		☐	☐
7.		Name: Address:		☐	☐
8.		Name: Address:		☐	☐
9.		Name: Address:		☐	☐
10.		Name: Address:		☐	☐

Section 3 Volunteer Firefighter Department Certification

[signature]		3-17-21
Signature	Title	Date

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Fire Department Fire Chief, Reporter and County Fire Marshal Contact Information

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted.
Please keep a copy for your VFD's records.

Section 1 Information for the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name
09734	Nara Visa Fire Department

VFD Mailing Address	City	State	Zip Code
PO Box 303	Nara Visa	NM	88430

Section 2 Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
John Earle	(505)203-8986	bandj28@live.com

Section 3 Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
John Earle	(505)203-8986	bandj28@live.com

Section 4 Information About the County Fire Marshal

County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address
Lucas Bugg	(575)403-6479	lucas.bugg@quaycounty-nm.gov

Section 5 VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
John Earle	3/2/2021

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Firefighters Annual Reporting Form

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2021 via regular mail, fax, or e-mail to pera-memberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 General Information About the Volunteer Fire Department (VFD)

09734	Nara Visa Fire Department		
PERA VFD Number (5 digit number)	VFD Name		
PO Box 303	Nara Visa	NM	88430
VFD Mailing Address	City	State	Zip Code
John Earle	505-203-8986	bandj28@live.com	
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address	
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov	
County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address	

Section 2 VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2020:	9
2.	Current/returning (non-retired) VFD members reported in 2020:	9
3.	Retired VFD members reported in 2020:	0
4.	**Total number of Volunteer Firefighters reported in 2020 (sum of members entered on lines 1 through 3):**	18

Section 3 VFD CHIEF CERTIFICATION

*Notary stamp must be visible

I, John Earle (Printed Name of VFD Fire Chief), Fire Chief of the Nara Visa (VFD Name) Volunteer Fire Department, affirm that the records submitted to PERA are true and correct and reflect ***100%*** of my VFD's 2020 roster.

John Earle — Signature of VFD Fire Chief — Date: 3/10/2021

State of New Mexico)
)
County of Quay) SS:

Signed and sworn to (or affirmed) before me by John Earle (VFD Chief's Name (please print) to be completed by Notary) on this 10 day of March 2021.

My Commission Expires 3/21/2023 Notary Public Telephone Number 575-461-0570 Signature of Notary Ellen L White

Section 4 MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission — Date: 3-22-21

PERA
Public Employees
Retirement Association
of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Nara Visa Fire Department	09734	Quay
Name of VFD	PERA VFD Number (5 digits)	County

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: John Earle Address: PO Box 52 Nara Visa NM 88430	[redacted]	✓	
2.	[redacted]	Name: Beverly Earle Address: PO Box 52 Nara Visa, NM 88430	[redacted]	✓	
3.	[redacted]	Name: Michele Earle Address: PO Box 123 Nara Visa, NM 88430	[redacted]	✓	
4.	[redacted]	Name: Robert Earle Address: PO Box 123 Nara Visa, NM 88430	[redacted]	✓	
5.	[redacted]	Name: Gary Earle Address: PO Box 183 Nara Visa, NM 88430	[redacted]	✓	
6.	[redacted]	Name: Paula Earle Address: PO Box 183 Nara Visa, NM 88430	[redacted]	✓	
7.	[redacted]	Name: Delton Judd Address: 9544A Quay Rd L Nara Visa, NM 88430	[redacted]	✓	
8.	[redacted]	Name: Gary Girard Address: PO Box 12 Nara Visa NM 88430	[redacted]	✓	
9.	[redacted]	Name: James Burns Address: 588 State Hwy 402 Nara Visa, NM 88430	[redacted]	✓	
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

John Earle	Chief	3/10/2021
Signature	Title	Date

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Firefighter Service Credit Qualification Record New VFD Members Only

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Nara Visa Fire Department	09734	Quay

Section 2 Information about your New VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: James Valentine Address: 9562 Quay Rd L Nara Visa, NM 88430	[redacted]	✓	
2.	[redacted]	Name: Dallas Valentine Address: 9562 Quay Rd L Nara Visa, NM 88430	[redacted]	✓	
3.	[redacted]	Name: Don James Address: PO Box 234 Nara Visa, NM 88430	[redacted]	✓	
4.	[redacted]	Name: Anthony Egerton Address: PO Box 123 Nara Visa, NM 88430	[redacted]	✓	
5.	[redacted]	Name: Chase Earle Address: PO Box 52 Nara Visa, NM 88430	[redacted]	✓	
6.	[redacted]	Name: Jay Cammack Address: PO Box 284 Nara Visa, NM 88430	[redacted]	✓	
7.	[redacted]	Name: Kohl Clemny Address: 1674 Quay Rd 90 Nara Visa, NM 88430	[redacted]	✓	
8.	[redacted]	Name: Brook Clemny Address: 1674 Quay Rd 90 Nara Visa, NM 88430	[redacted]	✓	
9.	[redacted]	Name: Kyle Perez Address: 9767 Quay Rd O Nara Visa, NM 88430	[redacted]	✓	
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
John Earle	Chief	3/10/2021

November 2020

PERA
Public Employees
Retirement Association
of New Mexico

2020 Volunteer Firefighters Annual Reporting Form

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2021 via regular mail, fax, or e-mail to pera-memberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 General Information About the Volunteer Fire Department (VFD)

09637	Conservancy #2		
PERA VFD Number (5 digit number)	VFD Name		
2599 Quay Rd 51	Grady	NM	88120
VFD Mailing Address	City	State	Zip Code
Danny Wallace	(575)760-7794	rndwallace@yahoo.com	
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address	
Lucas Bugg	(575)403-6479	lucas.bugg@quaycounty-nm.gov	
County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address	

Section 2 VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2020:	2
2.	Current/returning (non-retired) VFD members reported in 2020:	15
3.	Retired VFD members reported in 2020:	5
4.	**Total number of Volunteer Firefighters reported in 2020 (sum of members entered on lines 1 through 3):**	22

Section 3 VFD CHIEF CERTIFICATION

*Notary stamp must be visible

I, Danny Wallace (Printed Name of VFD Fire Chief), Fire Chief of the Conservacy #2 (VFD Name) Volunteer Fire Department, affirm that the records submitted to PERA are true and correct and reflect ***100%*** of my VFD's 2020 roster.

Danny Wallace (Signature of VFD Fire Chief) 3-15-2021 (Date)

State of New Mexico)
)
County of Quay) SS:

Signed and sworn to (or affirmed) before me by Danny Wallace (VFD Chief's Name (please print) to be completed by Notary) on this 15 day of March 2021

My Commission Expires 3-21-2023 Notary Public Telephone Number 575 461 0510 Signature of Notary [signature]

Section 4 MAYOR OR COMMISSION CERTIFICATION

Franklin McCasland (Signature of Municipal Mayor or Chair of County Commission) 3-22-21 (Date)

November 2020

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Quay County Conservancy #2	09637	Quay

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Cody Byrd Address: 3544 Quay Rd 62 Tucumcari, NM 88401	[redacted]	✓	
2.	[redacted]	Name: Gary G Massey Address: 5291 Quay Rd Al Tucumcari, NM 88401	[redacted]	✓	
3.	[redacted]	Name: Ralph Lopez Address: 3321 St Hwy 278 Tucumccari, NM 88401	[redacted]	✓	
4.	[redacted]	Name: Robert Clarence Evans Address: 6075 Quay Rd AK Tucumcari, NM 88401	[redacted]		✓
5.	[redacted]	Name: Noel Vasquez Acosta Address: 423 E. High St Tucumcari, NM 88401	[redacted]	✓	
6.	[redacted]	Name: Bo William TD Wallace Address: 8103 St Hwy 209 Tucumcari, NM 88401	[redacted]	✓	
7.	[redacted]	Name: Robert S Jennings Address: 3311 Quay Rd 62 Tucumcari, NM 88401	[redacted]		✓
8.	[redacted]	Name: Roxie Lee Wallace Address: 2599 Quay Rd 51 Grady, NM 88120	[redacted]	✓	
9.	[redacted]	Name: Homer Timothy Farrow Address: 2838 St Hwy 278 Tucumcari, NM 88401	[redacted]	✓	
10.	[redacted]	Name: Rebecca Michelle Farrow Address: 2838 St Hwy 278 Tucumcari, NM 88401	[redacted]	✓	

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
Donny Wallace	Chief	3-15-21

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Fire Department Fire Chief, Reporter and County Fire Marshal Contact Information

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted.
Please keep a copy for your VFD's records.

Section 1 Information for the Volunteer Fire Department (VFD)

09637	Conservancy #2
PERA VFD Number (5 digit number)	VFD Name

2599 Quay Rd 51	Grady	NM	88120
VFD Mailing Address	City	State	Zip Code

Section 2 Information About the VFD Fire Chief

Danny Wallace	(575)760-7794	rndwallace@yahoo.com
VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address

Section 3 Information About the VFD Reporter

Michelle Farrow	(432)559-3430	tmjfarrow@gmail.com
VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address

Section 4 Information About the County Fire Marshal

Lucas bugg	(575)403-6479	lucas.bugg@quaycounty-nm.gov
County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address

Section 5 VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Danny Wallace	3-15-2021
Signature of VFD Fire Chief	Date

PERA
Public Employees
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of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Quay County Conservancy #2	09637	Quay
Name of VFD	PERA VFD Number (5 digits)	County

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Kenton T. Perkins Address: PO Box 1021 Tucumcari, NM 88401	[redacted]	✓	
2.	[redacted]	Name: Donnie Bidegain Address: 3040 Quay Rd 60 Tucumcari, NM 88401	[redacted]	✓	
3.	[redacted]	Name: Johnny Marshall Address: 2920 St Hwy 278 Tucumcari, NM 88401	[redacted]	✓	
4.	[redacted]	Name: Matthew R. Evans Address: 6485 Quay Rd P San Jon, NM 88434	[redacted]		✓
5.	[redacted]	Name: Quinton McKinley Address: 3637 Quay Rd 63 Tucumcari, NM 88401	[redacted]	✓	
6.		Name: Address:			
7.		Name: Address:			
8.		Name: Address:			
9.		Name: Address:			
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

Donny Wallace	Chief	3-15-21
Signature	Title	Date

November 2020

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Retired VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
Quay County Conservancy District #2	09637	Quay

Section 2 Information about your Retired VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Danny William Wallace Address: 2599 Quay Road 51, Grady, NM 88120	[redacted]	✓	
2.	[redacted]	Name: Tommy Morris Address: 814 Mesquite, Tucumcari, NM 88401	[redacted]	✓	
3.	[redacted]	Name: Ray N. Nicoley Address: 3013 State Highway 278, Tucumcari, NM 88401	[redacted]	✓	
4.	[redacted]	Name: Tommy D. Wallace Address: 5195 Quay Road AC, Grady, NM 88120	[redacted]	✓	
5.	[redacted]	Name: Kyle Evetts Address: 3537 Quay Road 58, Tucumcari, NM 88401	[redacted]		✓
6.		Name: Address:			
7.		Name: Address:			
8.		Name: Address:			
9.		Name: Address:			
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
Danny Wallace	Chief	3-15-21

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record New VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Quay County Conservancy #2	09637	Quay
Name of VFD	PERA VFD Number (5 digits)	County

Section 2 Information about your New VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: Dustin Lopez Address: 1209 S Jackson Tucumcari, NM 88401	[redacted]	☑	☐
2.	[redacted]	Name: Donna R Massey Address: 5291 Quay Rd Al Tucumcari, NM 88401	[redacted]	☑	☐
3.		Name: Address:		☐	☐
4.		Name: Address:		☐	☐
5.		Name: Address:		☐	☐
6.		Name: Address:		☐	☐
7.		Name: Address:		☐	☐
8.		Name: Address:		☐	☐
9.		Name: Address:		☐	☐
10.		Name: Address:		☐	☐

Section 3 Volunteer Firefighter Department Certification

Danny Wallace	Chief	3-15-21
Signature	Title	Date

November 2020

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Firefighters Annual Reporting Form

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2021 via regular mail, fax, or e-mail to pera-memberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 General Information About the Volunteer Fire Department (VFD)

09638	CONSERVANCY QUAY FIRE DISTRICT # 3
PERA VFD Number (5 digit number)	VFD Name

PO BOX 1246	TUCUMARI	NM	88401
VFD Mailing Address	City	State	Zip Code

DEL CHOATE	575-403-7391	RURAL3@PLATEAUTEL.NET
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address
LUCAS BUGG	575-403-6479	Lucas.Bugg@QUAYCOUNTY-NM.(
County Fire Marshal's Name (First and Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address

Section 2 VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2020:	0
2.	Current/returning (non-retired) VFD members reported in 2020:	10
3.	Retired VFD members reported in 2020:	6
4.	**Total number of Volunteer Firefighters reported in 2020 (sum of members entered on lines 1 through 3):**	16

Section 3 VFD CHIEF CERTIFICATION

*Notary stamp must be visible

I, DEL CHOATE (Printed Name of VFD Fire Chief), Fire Chief of the CONSERVANCY QUAY FIRE #3 (VFD Name) Volunteer Fire Department, affirm that the records submitted to PERA are true and correct and reflect ***100%*** of my VFD's 2020 roster.

Del Choate — 3-8-21
Signature of VFD Fire Chief — Date

State of New Mexico)
)
County of Quay) SS:

Signed and sworn to (or affirmed) before me by Del Choate (VFD Chief's Name (please print) to be completed by Notary) on this 8 day of March, 2021

My Commission Expires 3/21/2023 Notary Public Telephone Number 575-461-0510 Signature of Notary Ellen Lubine

Section 4 MAYOR OR COMMISSION CERTIFICATION

Franklin McCasland — 3-22-21
Signature of Municipal Mayor or Chair of County Commission — Date

PERA
Public Employees Retirement Association of New Mexico

2020 Volunteer Fire Department Fire Chief, Reporter and County Fire Marshal Contact Information

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted.
Please keep a copy for your VFD's records.

Section 1 Information for the Volunteer Fire Department (VFD)

09638	CONSERVANCY QUAY FIRE DISTRICT # 3
PERA VFD Number (5 digit number)	VFD Name

PO BOX 1246	TUCUMARI	NM	88401
VFD Mailing Address	City	State	Zip Code

Section 2 Information About the VFD Fire Chief

DEL CHOATE	575-403-7391	rural3@plateautel.net
VFD Fire Chief's Name (Firstand Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address

Section 3 Information About the VFD Reporter

BEVERLY CHOATE	575-403-8017	RURAL3@PLATEAUTEL.NET
VFD Reporter Name (Firstand Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address

Section 4 Information About the County Fire Marshal

LUCAS BUGG	575-403-6479	Lucas.Bugg@QUAYCOUNTY-NM.G
County Fire Marshal's Name (Firstand Last)	County Fire Marshal's Daytime Phone Number	County Fire Marshal's Email Address

Section 5 VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Del Choate	3-8-21
Signature of VFD Fire Chief	Date

PERA
Public Employees Retirement Association of New Mexico

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

2020 Volunteer Firefighter Service Credit Qualification Record Current Active (Non-Retired) VFD Members Only

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
CONSERVANCY QUAY FIRE DISTRICT # 3	09638	QUAY

Section 2 Information about your Current Active (Non-Retired) VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: BEVERLY CHOATE Address: 6697 QUAY ROAD AD TUCUMCARI, NM 88401	[redacted]	✓	
2.	[redacted]	Name: JAMES D MCEWEN Address: 2801 QUAY ROAD 67 TUCUMCARI, NM 88401	[redacted]	✓	
3.	[redacted]	Name: R. DEL CHOATE Address: 6697 QUAY ROAD AD TUCUMCARI, NM 88401	[redacted]	✓	
4.	[redacted]	Name: DAVID PEACOCK Address: 3337 QUAY ROAD 71 TUCUMCARI, NM 88401	[redacted]	✓	
5.	[redacted]	Name: JOHN GRIFFITHS Address: PO BOX 626 TUCUMCARI, NM 88401	[redacted]	✓	
6.	[redacted]	Name: JUSTIN KNIGHT Address: 6831 QUAY ROAD AD TUCUMCARI NM 88401	[redacted]	✓	
7.	[redacted]	Name: J DEVIN KANAPILLY Address: 6676 QUAY ROAD AE TUCUMCARI, NM 88401	[redacted]	✓	
8.	[redacted]	Name: JEREMY CADE FERNANDEZ Address: 2714 QUAY ROAD 65.5 TUCUMCARI, NM 88401	[redacted]	✓	
9.	[redacted]	Name: SHELBY BALDRIDGE Address: 6350 QUAY ROAD AC TUCUMCARI, NM 88401	[redacted]	✓	
10.	[redacted]	Name: ROLAND CHOATE Address: 6697 QUAY ROAD AD TUCUMCARI, NM 88401	[redacted]	✓	

Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
Del Choate	Chief	3-8-21

PERA
Public Employees
Retirement Association
of New Mexico

2020 Volunteer Firefighter Service Credit Qualification Record Retired VFD Members Only

33 Plaza La Prensa
Santa Fe, NM 87507
(505) 476-9300 phone
(505) 954-0342 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us along with the Annual Reporting form by March 31, 2021 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

Section 1 Information about your Volunteer Fire Department

CONSERVANCY QUAY FIRE DISTRICT # 3	09638	QUAY
Name of VFD	PERA VFD Number (5 digits)	County

Section 2 Information about your Retired VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one) Yes	No
1.	[redacted]	Name: PHILLIP GRIGGS Address: PO BOX 484 TUCUMCARI, NM 88401	[redacted]	✓	
2.	[redacted]	Name: ROBERT CURTIS Address: 3478 QUAY ROAD 72 TUCUMCARI, NM 88401	[redacted]	✓	
3.	[redacted]	Name: HARRY HECKENDORN Address: 7351 QUAY ROAD AI TUCUMCARI, NM 88401	[redacted]	✓	
4.	[redacted]	Name: TRESSIE CURTIS Address: 3478 QUAY ROAD 72 TUCUMARI, NM 88401	[redacted]	✓	
5.	[redacted]	Name: Dallas DOWELL Address: 7090 QUAY ROAD AI TUCUMARI, NM 88401	[redacted]	✓	
6.	[redacted]	Name: DESMOND GRIGGS Address: 6983 QUAY ROAD AI TUCUMCARI, NM 88401	[redacted]	✓	
7.		Name: Address:			
8.		Name: Address:			
9.		Name: Address:			
10.		Name: Address:			

Section 3 Volunteer Firefighter Department Certification

[signature]	Chief	3-8-21
Signature	Title	Date

November 2020

EMPLOYMENT AGREEMENT

This Agreement is made and entered into this 15th day of March, 2021, by and between the County of Quay, New Mexico, a New Mexico Government Entity, acting by and through its duly elected County Commissioners, hereinafter referred to as the "County" and Daniel Zamora, hereinafter referred to as "Zamora".

In consideration of their mutual promises and other good and valuable consideration, the parties hereto agree as follows:

1. **Employment.** The County hereby employs the Employee as County Manager of the County and Zamora hereby accepts such employment in accordance with the terms and conditions of this Agreement.

2. **Duties of Employee.** Zamora shall be the Chief Administrator of the County and hereby agrees to devote his full time, attention and best efforts to the performance of employment hereunder. His duties as County Manager shall include, but not necessarily be limited to: enforcement and carrying out all ordinances, rules and regulations enacted by the governing body of the County, the County Commission (hereinafter referred to as "Commission") and policies adopted by the Commission; formulation and enforcement of policies having to do with the day-to-day operations of the County; employment and discharge of all persons engaged in the administrative service of the County; preparation and submission of an annual budget; and making of recommendations to the County Commission on all matters concerning the welfare of the County.

   As County Manager, Zamora shall have a seat, but not a vote, at every meeting of the Commission, and the Commission may request the opinion of Zamora on any proposed measure, unless clearly undesirable or unnecessary.

3. **Review.** The parties agree to meet on an as-needed basis to review the County Manager's progress and to clarify the intentions of the Commission as the management of the County. The parties further agree that the Commission and Zamora shall meet for purposes of an employment evaluation at the end of the first six-month period following the signing of this Agreement and annually thereafter.

4. **Term of Employment.** The term of employment shall begin on March 15, 2021 and shall extend for a period of three (3) years. If at any time during that three (3) year period, the County wishes to remove Zamora from the position of County Manager, they shall be required to return Zamora to his previous or like position within the County at the salary rate Zamora was receiving previously before accepting the position of County Manager. At which time, he shall be considered as a non-probationary employee under the County

Employment Handbook. At the end of this three (3) year Agreement, Zamora shall become an at will employee under this Agreement. On, or before the July 1, 2024 deadline, a new Agreement will be renegotiated.

5. **Salary and Benefits.** The County agrees to pay Zamora and Zamora agree to accept the following annual salary schedule in equal installments pursuant to the County's payroll schedule along with fringe benefits a received by all full –time County employees:

   March 15, 2021 through June 30, 2022 - $60,000.00
   July 1, 2022 through June 30, 2023 - $70,000.00
   July 1, 2023 through June 30, 2024 - $80,000.00

6. **Removal.** The County's Agreement to reinstate Zamora to his previous or like position set forth in paragraph four (4) does not apply to termination for just cause or malfeasance. In the event of just cause or malfeasance, the County may terminate Zamora's employment with no obligation to reinstate him to a previous or like position.

   During this three (3) year Agreement, if the County chooses to return Zamora to his previous or like position, the County shall provide Zamora with a ninety (90) day written notice of intent to return Zamora to his previous title or like position and the salary the same therein as described in Paragraph 4.

7. **Resignation.** In the event that Zamora chooses to resign from this position of County Manager, he shall provide the County with ninety (90) days written notice of his intent to resign and shall, during that period of time assist in finding and training his replacement.

8. **Miscellaneous.**

   A. This Agreement is made in New Mexico and shall be governed and construed pursuant to the laws of the State of New Mexico.
   B. This Agreement contains the entire agreement of both parties.
   C. No amendment of the terms of this Agreement shall be valid unless made in writing and duly voted upon by the County Commission and agreed to in writing by Zamora.
   D. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.
   E. This Agreement shall be binding upon the parties hereto, their heirs, personal representatives and successors in interest.
   F. This Agreement shall not be assignable.

G. If any provision of this Agreement is subsequently found to be unenforceable, it shall not destroy the legality of the remainder of this Agreement.

IN WITNESS WHEREOF, the above parties hereto have executed this Agreement the day and year first above written.

COUNTY OF QUAY, STATE OF NEW MEXICO,
A NEW MEXICO GOVERNMENT ENTITY

By: Franklin McCasland
Franklin McCasland, County Chairman

Robert Lopez, Commissioner

Jerri Rush, Commissioner

Daniel Zamora, County Manager

ATTEST:
Ellen L White, County Clerk

State of New Mexico)

County of Quay)ss

The foregoing instrument was acknowledged before me this 22nd day of March, 2021.

Ellen L White
Notary Public Commissioner Expires: 3-21-2023

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into the 22 day of March, 2021 by and between the City of Portales, City of Clovis, City of Tucumcari, County of Roosevelt, County of Curry, County of Quay and County of De Baca (hereinafter "the Parties") for the purpose of effectuating a feasibility study for a psychiatric hospital in Clovis, New Mexico.

WHEREAS, the Parties recognize the immediate need for an inpatient psychiatric hospital and mental health facility (hereinafter "Facility") in Eastern New Mexico; and,

WHEREAS, the Parties desire to explore the feasibility of building such a Facility in Clovis, New Mexico; and,

WHEREAS, the parties have received requests from consulting companies interested in submitting a bid proposal for an inpatient psychiatric hospital feasibility study; and,

WHEREAS, the parties desire to contract with a consulting company to perform a feasibility study covering, among other things, the need for a Facility, costs of land and construction, recruitment of staff/employees, operational costs, a business plan, potential grant funding and potential income; and,

WHEREAS, the parties anticipate spending up to $60,000.00 for a feasibility study, the cost of which shall be shared as set forth herein.

NOW THEREFORE, the parties agree to the following terms and conditions for the procurement of a feasibility study, to wit:

1. The parties shall utilize the City of Clovis to solicit bids for a feasibility study and choose a bid proposal not to exceed $60,000.00.

2. The City of Clovis shall serve as the fiscal agent for purposes of this Agreement and the feasibility study.

3. Each of the parties hereto agree to pay the following proportions of the feasibility study within one (1) month of invoice by the fiscal agent; to wit:

The City of Clovis	Forty-nine Percent (49%)
The City of Portales	Fifteen Percent (15%)
The City of Tucumcari	Six Percent (6%)
Curry County	Fourteen Percent (14%)
Roosevelt County	Nine Percent (9%)
Quay County	Four Percent (4%)
De Baca County	Three Percent (3%)

4. This Agreement does not bind the parties in any manner beyond the completion of the feasibility study described herein.

5. Any changes, modifications or alternations to this Agreement shall only become effective upon approval by all seven (7) parties and shall be incorporated as a written amendment.

DONE this ____ day of March, 2021.

CITY OF CLOVIS, NEW MEXICO

By: _____

CITY OF PORTALES, NEW MEXICO

By: _____

CITY OF TUCUMCARI, NEW MEXICO

By: _____

CURRY COUNTY

By: _____

ROOSEVELT COUNTY

By: _____

QUAY COUNTY

By: Franklin McCasland

DE BACA COUNTY

By: _____

GRANT AWARD AGREEMENT
BETWEEN THE
STATE OF NEW MEXICO, ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT,
FORESTRY DIVISION
AND
QUAY COUNTY

THIS AGREEMENT is made and entered into by and between the State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Division) and Quay County for the Conservancy Fire District # 1 (CFD).

This Agreement is entered by the Division's authority at NMSA 1978, §§ 68-2-6 and 68-2-8 and is subject to all federal legislation, regulations, and policies applicable to the U.S. Department of Agriculture, National Fire Plan - Volunteer Fire Assistance Program (VFA).

The parties mutually agree:

1. Scope of Work: CFD shall purchase Personal Protection Equipment (PPE) or Fire Fighting Equipment (FFE) pertaining to wildland firefighting and shall comply with 2 C.F.R. 200.318 through 200.326 for procurement conducted pursuant to this Agreement.

A. CFD may purchase the PPE or FFE directly from any supplier. Firefighting boots and individual items with a cost greater than $5,000.00 are not eligible for purchase under this Agreement.

B. Communications equipment (portable and handheld radios) is eligible for purchase under this Agreement. All communications equipment CFD purchases must be "Project 25" compliant (a national standard for communications equipment) and field programmable. No individual radio can cost more than $5,000.00.

2. Compensation:

A. EMNRD shall reimburse CFD 90% of items purchased only upon receipt of one detailed and certified statement evidencing purchase of and payment for equipment purchased under this Agreement along with copies of supplier invoices.

B. VFA grant award to Contractor shall be:

Amount of Grant:	$17,849.79
Local Match:	$ 1,983.31
Total Budget:	$19,833.10

C. To be eligible for cost sharing, CFD shall purchase all equipment and supplies after the Agreement's effective date and no later than December 1, 2021. CFD must submit to the Division one Reimbursement Form (Attachment 1), including copies of purchase orders, invoices, and cancelled checks to be eligible for reimbursement, no later than December 15, 2021.

3. Auditing Procedures: Expenditures made under this Agreement are regulated by the Office of Management and Budget Federal Circular 2 C.F.R. 200 *et seq.*

A. Equipment – Equipment CFD acquires under this Agreement shall be subject to audit by EMNRD and shall be managed, used, and disposed of in accordance with 2 C.F.R. 200.33 (Attachment 2) and 2 C.F.R. 200.313. Title to the equipment vests in Quay County.

B. Supplies – Supplies CFD acquires under this Agreement that exceed $100.00 per item shall be subject to audit by EMNRD pursuant to 2 C.F.R. 200.94 (Attachment 2) and 2 C.F.R. 200.314. Title to the supplies vests in Quay County.

C. Financial Records – CFD financial records involving procurement and all other related records including programmatic records, supporting documents, and statistical records under this Agreement shall comply with all federal, state, and local government auditing requirements, including subawards pursuant to 2 C.F.R. Part 200.92 (Attachment 2) and Cost Principles for State, Local, and Indian Tribal Governments pursuant to 2 C.F.R .400 and parts thereof, and in particular federal grant management rules pertaining to the National Fire Plan – Volunteer Fire Assistance Grant. CFD shall retain these records for six years after the termination date specified in Section 5, Termination, below.

4. Grant Award Provisions:

A. This VFA grant is awarded on the basis of information provided in CFD application submitted for VFA funding in federal Fiscal Year 2021. Contractor shall comply with all applicable provisions of U.S. Department of Agriculture, Forest Service, Grant No. 19-DG-11031600-060, Federal Fiscal Year 2010 Cooperative Forestry Assistance Award. The Division shall provide Quay County with a copy of the grant with the Notice to Proceed.

B. CFD assures that it has legal authority to receive monies for purposes intended hereby and the ability and intention to finance its share of the costs of the PPE or FFE.

5. Term: This Agreement becomes effective when executed by an authorized representative of Quay County and of EMNRD and when the Department of Finance and Administration encumbers funds for this Agreement. It shall terminate on December 31, 2021.

6. Termination: Either party may terminate this Agreement upon written notice delivered to the other at least 10 days prior to the intended termination date. By such termination, neither party may nullify or avoid any obligation required to have been performed prior to termination.

7. Amendment: This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto.

8. Appropriations: This Agreement's terms are contingent upon the New Mexico Legislature and U.S. Department of Agriculture, Forest Service granting sufficient appropriation and authorization. If sufficient appropriation or authorization is not granted, EMNRD may terminate this Agreement, or in the alternative suspend performance pending approval of sufficient appropriation or authorization, upon written notice from EMNRD to CFD. EMNRD's decision as to whether sufficient appropriations are available shall be at its sole and absolute discretion and shall

be final, binding, and accepted by CFD.

IN WITNESS WHEREOF, the parties hereto have herein below executed this Agreement.

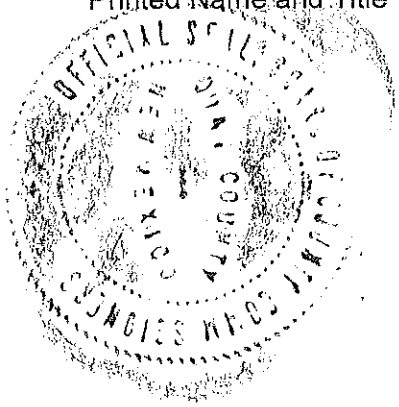
STATE OF NEW MEXICO, ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT

By: _____ Date: _____
Cabinet Secretary or Designee

QUAY COUNTY

By: Franklin McCasland Date: March 22, 2021
Authorized Representative Signature

Franklin McCasland Quay County Commission Chair
Printed Name and Title



Attachment 1

Reimbursement Form	
Date:	
Volunteer Fire Department (VFD) Name:	
Fiscal Agent Name:	
VFD Representative Name:	
Fiscal Agent Address:	
SHARE Number:	
Reimbursement Request Number:	
Grant Amount Expended:	
Local Match: (This amount must be at least 10% of grant amount.)	
Total Amount Expended: (Total + Grant Amount + Local Match)	
Signature:	
Printed Name and Title:	
Must also attach the required purchase orders, invoices, and cancelled checks	
Return this page and all required documentation to:	Robert Brown State of New Mexico Energy, Minerals and Natural Resources Department Forestry Division 1220 St. Francis Dr. Santa Fe, New Mexico 87505

Attachment 2

Code of Federal Regulations

Title 2: Grants and Agreements

Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Subpart A: Acronyms and Definitions

§200.33 Equipment.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

§200.92 Subaward.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

§200.94 Supplies.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

Source - Electronic Code of Federal Regulations: www.ecfr.gov

Conservancy Fire District #1 Proposed PPE Purchase

Item	Quantity	Cost/Item	Total Cost
Lion Versa Pro Plus Coat Tan	14	$432.35	$ 6,052.90
Lion Verso Pro Plus Pants Tan	14	$509.30	$ 7,130.20
Globe Men's Quad Cert Wildland Boot	12	$475.00	$ 5,700.00
Globe Women's Quad Cert Wildland Boot	2	$475.00	$ 950.00
		Total Proposed Project Cost	$ 19,833.10

Grant Amount Request	$ 17,849.79
Local Government Match	$ 1,983.31
Total Project Cost	$ 19,833.10