

QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

Fax: (575) 461-6208

AGENDA

REGULAR SESSION

QUAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 10, 2022

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session September 26, 2022

Approval/Amendment of Agenda

Public Hearing

Franklin McCasland, Quay County Commission Chairman

- Vacation of Quay Road AZ

Public Hearing Adjourned

Public Comment

Ongoing Business

New Business

- I. Gabrielle Tuschak, Glenrio Properties LLC Managing Partner
 - Request Approval of Vacation of a Portion of C.K. Moses Addition & Re-Subdivision to Glenrio Plat
- II. Janie Hoffman, Quay County Assessor
 - Presentation of New Mexico Counties Board Report
- III. Andrea Shafer, DWI Coordinator
 - Request Approval of DWI 1st Quarter Report
- IV. Lucas Bugg, Quay County Fire Marshall
 - Request Approval of Purchase of Fire Apparatus for Bard-Endee Fire
- V. Larry Moore, Quay County Road Superintendent
 - Request Approval of FY2022-2023 Resolution No. 14 2022 COOP Project Time Extension Request
 - Request Approval of FY2022-2023 Resolution No. 15 2022 School Bus Project Time Extension Request
 - Request Approval of Vacation of Quay Road AZ
 - Road Update



DOC #CM-00544

10/24/2022 10:59 AM Doc Type: COCOM

Fee: (No FieldTag Finance.TotalFees found)

Quay County, NM Ellen White - County Clerk, County Clerk

Pages: 60



- VI. Cheryl Simpson, Quay County Finance Director
- Request Approval of FY2022-2023 Resolution No. 16 Budget Increase for Tucumcari Quay Regional Emergency Communications Center
 - Request Approval of FY2022-2023 Resolution No. 17 Budget Increase for Rural II and Quay IV Fire Districts
- VII. Russell Shafer, Quay County Sheriff
- Request Approval of FY2022-2023 Resolution No. 18 Acceptance of 2016 Ford F-250 from the County of Eddy
- VIII. Paul Lucero, Quay County Emergency Manager
- Request Approval of Department of Homeland Security & Emergency Management – 2022 Emergency Management Performance Grant (EMPG) Agreement
 - Request Approval of FY2022-2023 Resolution No. 19 Quay County Emergency Operations Plan Update
- IX. Daniel Zamora, Quay County Manager
- Correspondence
- X. Request Approval of Accounts Payable
- XI. Quay County Commissioners
- Quay County Detention Center Facility Tour
- XII. Other Quay County Business that may Arise During the Commission Meeting and/or Comments from the Commissioners

Adjourn

Lunch-Time and Location to be Announced

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

October 10, 2022

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 10th day October, 2022 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
Jerri Rush, Commissioner
Robert Lopez, Commissioner
Ellen L. White, County Clerk
Daniel Zamora, County Manager

OTHERS PRESENT:

Lucas Bugg, Quay County Fire Marshall
Janie Hoffman, Quay County Assessor
Richard Primrose, Quay County Consultant
Cheryl Simpson, Quay County Finance Director
Paul Lucero, Quay County Emergency Manager
Larry Moore, Quay County Road Superintendent
Andrea Shafer, Quay County DWI Coordinator
Russell Shafer, Quay County Sheriff
Mr. & Mrs. Paul Gibson, and Frank Gibson, land owners at Glenrio
Johnny Reid, Quay County Detention Center Administrator
Phillip Bidegain, land owner along Quay Road AZ
Patrick Vanderpool, Tucumcari Economic Development Director
Dana Paul Leonard, Quay County GIS Coordinator
Brian Fortner, County Commission District 3 Candidate
Ron Warnick, Quay County Sun

Attended Via Zoom:

Gabrielle Tuschak, Glenrio Properties LLC Management Partner

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 September 26, 2022 regular session minutes. 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".

Chairman McCasland, called a Public Hearing to order for the purpose of Vacating a portion of Quay Road AZ. Moore stated the portion to be closed is from 5997 to 6075 totaling .78 miles. Mr. Phil Bidegain, requestor, asked for the Commissions support of the closure.

With no additional comments, the Public Hearing was closed.
Public Comments:

Patrick Vanderpool, Tucumcari EDC Director, spoke briefly about ongoings throughout the community including the Kmart building selling and LEDA funds being redirected to include retail businesses. Vanderpool also noted the annual Quay Day will be held in Santa Fe, during the Legislative Session on January 18.

Frank Gibson, property owner in Glenrio, requested additional information and voiced concerns regarding the vacation of a portion of the C.K. Moses Addition at Glenrio. Chairman McCasland assured the Gibson family it will not be the desire of the Commission to mis-represent what was on the agenda for approval and would absolutely include them in discussions when the time was appropriate.

NEW BUSINESS:

County Manager, Daniel Zamora, welcomed Gabrielle Tuschak, managing partner of Glenrio Properties, LLC to the meeting via Zoom. Ms. Tuschak requested a portion of the C.K. Moses Addition at Glenrio be vacated to allow construction of infrastructure. It was noted the portion being referenced is owned solely by the requestor and does not affect any other owners. A copy of the letter of request and proposed survey is attached. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the request. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

Zamora stated Ms. Tuschak will be presenting an additional request at a future meeting, which does involve adjacent land owners, including the Gibson family, in attendance. Chairman McCasland reiterated the process to the public and the Gibsons regarding their input will be necessary and welcomed prior to any decisions.

Janie Hoffman, Quay County Assessor and NMC Board Member for Quay County, gave an overview of the last NMC Board Meeting. Hoffman stated the following will be top priorities for the NM Counties:

- HB2; additional funding of Detention Centers for housing of inmates, transport of inmates and medical services
- Public Safety Package for return to work; recruitment, retention and staffing crisis for Emergency Medical Services.
- Courthouse funding

- IPRA items for election related data

Along with the information, Hoffman presented the annual calendar of the NM Counties.

Andrea Shafer, Quay County DWI Coordinator, presented the 1st Quarterly Report for the time period of July through September, 2022 for approval. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the Report. 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 a purchase for Bard-Endee Fire Department for a 3000-gallon tanker. Bugg reported the Department has a Grant for \$300,000.00 and funds on hand to meet the purchase price of \$380,000.00. The delivery time is expected to be two years. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the purchase. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy of the purchase contract is attached.

Quay County Road Superintendent, Larry Moore, requested approval of the following items and gave the following updates:

- Requested approval of FY2022-2023 Resolution No. 14 2022 COOP Project Time Extension Request. Moore stated this will be a one-year extension for the project. A MOTION was made Robert Lopez, SECONDED by Jerri Rush to approve Resolution No. 14. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.
- Requested approval of FY2022-2023 Resolution No. 15 2022 School Bus Project Time Extension Request. Moore stated this will be a one-year extension for the project. A MOTION was made Robert Lopez, SECONDED by Jerri Rush to approve Resolution No. 15. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.
- Requested approval of the vacation of that portion of Quay Road AZ, as discussed in the Public Hearing. The portion to be closed is from 5997 to 6075 totaling .78 miles. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the closure. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".
- Blade Reports were distributed.
- Reported the 2022-2023 LGRF Agreements were received last Thursday.
- The walls for the low water crossing on Bridge 1625 will be poured Wednesday.
- The turning lane at the intersection of Highway 54 and Quay Road AI is still ongoing. They expect to lay asphalt on Wednesday.
- Louis Brown retired October 1st after 27 years with the County Road Department. He will be recognized at the annual Employee Appreciation Dinner.

Cheryl Simpson, Quay County Finance Director, requested approval of the following Financial Resolutions:

- FY2022-2023 Resolution No. 16; Authorization of Budgetary Increase to County Emergency Communication Fund (431) for Capital Purchases in the amounts of \$73,788.00 for Rural II and \$19,280.00 for Quay IV. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve Resolution No. 16. MOTION carried with Rush voting "aye", Lopez voting "aye", and McCasland voting "aye". A copy is attached.
- FY2022-2023 Resolution No. 17; Authorization of Budgetary Increase to Rural II and Quay IV Fire Districts (408 and 415). A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve Resolution No. 17. MOTION carried with Rush voting "aye", Lopez voting "aye", and McCasland voting "aye". A copy is attached.

Simpson informed the Commissioner the Auditors will be onsite this week to gather data.

Russell Shafer, Quay County Sheriff, requested approval of FY2022-2023 Resolution No. 18; Acceptance of 2016 Ford F-250 from Eddy County, New Mexico. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve said Resolution No. 18. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.

Paul Lucero, Quay County Emergency Manager, requested approval of the following items:

- 2022 Department of Homeland Security & Emergency Management Performance Grant in the amount of \$28,011.50. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the Grant Agreement. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". A copy is attached.
- FY2022-2023 Resolution No. 19; Quay County Emergency Operations Plan Update. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the updated Plan. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". A copy is attached.

Quay County Manager, Daniel Zamora, provided the following Correspondence:

- Zamora will be attending a Mental Health Summit the week of October 17th.
- Employee Appreciation Dinner is scheduled for Friday, December 16th at 6:00 p.m.

A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the expenditures included in the Accounts Payable Reports ending October 5, 2022. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

The County Commission conducted a tour of the Quay County Detention Center Facility.

Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners:

Chairman McCasland said he would like to see the County begin advertising for positions coming available due to retirements as soon as possible so those currently holding positions can begin a mentorship with the new hires.

There being no further business, a MOTION was made by Jerri Rush SECONDED by Robert Lopez to adjourn. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". Time noted 10:35 a.m.

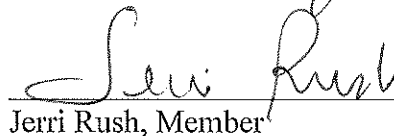
Respectfully submitted by Ellen L. White, Quay County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS

Franklin McCasland, Chairman



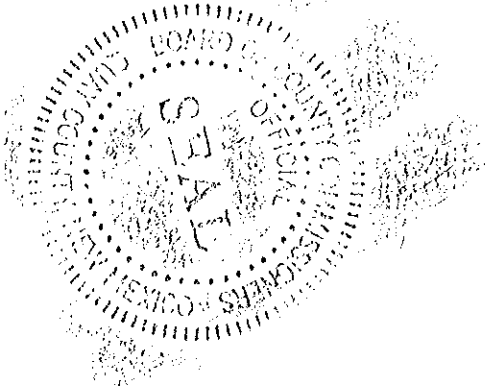
Robert Lopez, Member



Jerri Rush, Member

ATTEST: 

Ellen L. White, County Clerk



Glenrio Properties, LLC
1619 South Kentucky, Suite A502
Amarillo, TX 79102
512-350-3262

September 28th, 2022

Quay County Commissioners
Quay County Manager
300 S 3rd Street #3
Tucumcari, NM 88401

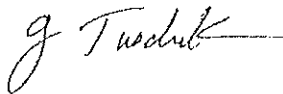
Dear Board of Commissioners,

Please accept this letter as a request to vacate the following streets and alleys:

- 1st Street which runs north/south and is located between Block 2: Lot 1 and Block 1: Lot 10
- The Alley which runs north/south and is located between Block 1: Lot 5 and Block 1: Lot 6

All contiguous properties are owned by Glenrio Properties, LLC.

Sincerely,



Gabrielle Tuschak
Managing Partner

**Quay County
Application for Vacation of Plat**

Instructions: Print or type clearly. Use additional sheets if necessary. All required attachments and support documentation shall be submitted with this application form. Incomplete or inaccurate applications may delay decision dates. The completed application must be submitted to Quay County Manager by the property owner and shall be in compliance with the requirements of the County Subdivision Regulations. Each application must be accompanied by the required administrative fee.

APPLICANT INFORMATION

1. **Property Owner Name** Glenrio Properties, LLC
Address 1619 S. Kentucky Suite A502
City Amarillo TX 79102
Phone Number 512-350-3262
Date 10/12/22
- Signature (Must be notarized)** *[Signature]*
2. **Plat description: (attach map)** _____
3. **Date plat filed and recorded:** _____

SUPPLEMENTAL INFORMATION

1. Provide a list with all owners on record of subdivided land to be vacated
2. Provide a list of all owners of property contiguous to the subdivided land to be vacated
3. Provide signed acknowledgement statement declaring the final plat or portion of final plat to be vacated.
4. Provide a survey plat of the location to be vacated.

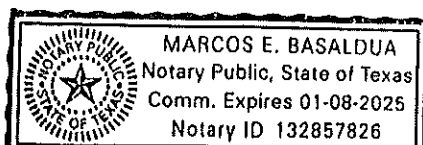
Procedural information to be completed by County Staff

- ☐ Date application received by County 9-28-22 Signed: *[Signature]*
- ☐ Date application deemed complete: 9-28-22
- ☐ Date reviewed by Manager 9-28-22
- ☐ Date notification sent to list of owners: N/A
- ☐ Date of Commission Hearing: 10-10-22
- ☐ Commission Action Taken
- ☒ Approved ☐ Denied Date: 10-10-22

Texas
STATE OF NEW MEXICO)
COUNTY OF Travis)ss.

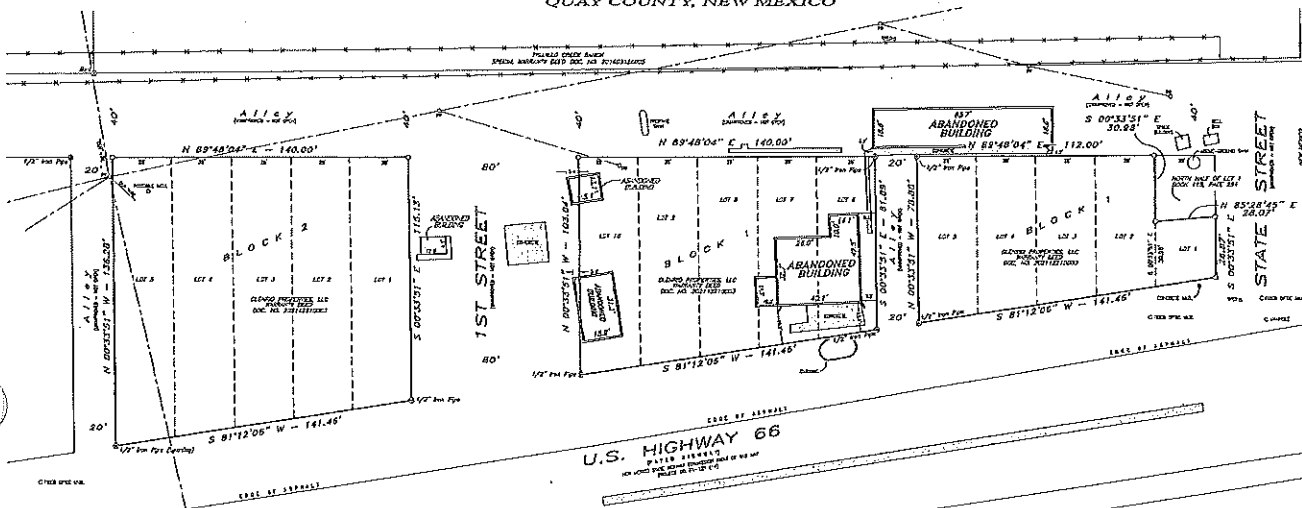
The foregoing instrument was acknowledged before me this 12 day of October, 2022 by
Gabrielle Tischack

[Signature]
Notary Public & Seal



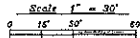
"BOUNDARY SURVEY PLAT"

C.K. Moses Addition & Re-Subdivision to Glenrio PORTIONS OF BLOCKS 1 AND 2 LOT 3, SECTION 17, TOWNSHIP 11 NORTH, RANGE 37 EAST, N.M.P.M. QUAY COUNTY, NEW MEXICO



BASIS OF MEASURING:
The bearings on this survey are relative to the New Mexico State Plane Coordinate System, East Zone, NAD83 as determined by state GPS observations on September 2, 2022, and post-processed using OPUS.

Combined Scale Factor: 0.99970225



LEGEND

- = 1/2" Iron Rod set with cap "NAPLS 21523"
- = General Area
- = Contour Monument found and tagged as noted
- = Existing Fence

PROPERTY DESCRIPTION:

The South Half (S/2) of Lot One (1), all of Lots Two (2), Three (3), Four (4), Five (5), Six (6), Seven (7), Eight (8), Nine (9), and Ten (10) in Block One (1); and all of Lots One (1), Two (2), Three (3), Four (4), and Five (5) in Block Two (2); all in the C.K. Moses Addition and Re-Subdivision to Glenrio, New Mexico, according to the plat dates recorded in Book 4, Page 37, Plat Records of Quay County, New Mexico.

NOTES:

1. This Survey may not reflect all conditions that are contained in the deed and/or restrictions that affect this property.
2. This Survey is subject to any facts which may be disclosed by a full and accurate title search.
3. Portions of the plat are exaggerated for clarity.
4. Natural boundaries other than those shown may affect this tract.
5. Only those easements appurtenant to the survey are shown hereon.
6. Distances shown are surface values. Grid to ground scale factor: 1.0002977655.
7. At the time of the survey, no documentation could be found indicating any vacation of street and alleys in Blocks 1 and 2.
8. Documents used in preparing this survey include:
 - (a) Glenrio Properties, LLC - Warranty Deed - Doc. No. 2011111100
 - (b) Big Horn Creek Ranch, LLC - Special Warranty Deed - Doc. No. 201101110003
 - (c) Charles L. Jones - Warranty Deed - Book 118, Page 144
 - (d) C.K. Moses Addition and Re-Subdivision to Glenrio - Quay County Plat Records Book 4, Page 37
 - (e) Howard A. Schindler and Associates - Plat 1175 - Quay County Plat Records Book 9, Page 5
 - (f) Gibson Survey - Susan Goodrich Wills - Quay County Plat Records Book 13, Page 6
 - (g) Gilman Survey - Wilbur's Resources Corporation - Quay County Plat Records Book 23, Page 31
 - (h) New Mexico State Highway Commission - Right of Way Map - Project # 11 - 121 (14)
 - (i) New Mexico State Highway Commission - Right of Way Map - Project # 11 - 121 (14)
 - (j) United States General Land Office Plat - Township 11N, Range 37E East N.M.P.M. - Filed April 1928 1911

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LAND SURVEY MADE FOR:
Glenrio Properties, LLC
P.O. Box 595
Glenrio, Texas 75039

CERTIFICATION:
To: Glenrio Properties, LLC

I, Joy Q. Drake, New Mexico Professional Surveyor No. 21523, do hereby certify that this Boundary Survey Plat was prepared from an actual ground survey performed by me or under my supervision, that I am responsible for this survey, that this survey is true and correct to the best of my knowledge and belief, that this survey meets the Minimum Standards for Surveying in New Mexico, and that this survey is not a land division or subdivision as defined in the New Mexico Subdivision Act. This is a Boundary Survey Plat of an existing tract or tracts.

Field Complete: September 22, 2022

DATE 9-23-22
Joy Q. Drake, P.L.S.
Reg. No. 21523



Hagar, Brown & Dorsey, LLC
LAND SURVEYORS
215 E. 1st Avenue, Suite 100 • Denver, CO 80202 • 303.733.7444

AMARILLO, TEXAS
1713 S. Broadway, 2L
AMARILLO, TEXAS 79101
(817) 351-2527
Fax: (817) 351-2528
info@hbd-surveyors.com



HERSFORD
215 E. 1st Avenue, Suite 100 • Denver, CO 80202 • 303.733.7444
Fax: (303) 733-7444
Post Date: 09/22/22
Plot No: A31584-SSE.dwg

2023

NMC Meetings & Conferences

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Approved by NMC Board of Directors On:
Updated On:

Holidays
 NACo & WIR
 NMCA Pool
 Board & Executive Committee
 NMC Conferences
 Legislative Meetings
 NM EDGE
 Advisory Council
 Special Events

QUAY COUNTY DWI PROGRAM

STATISTICS

1st Quarterly Report

July 2022 thru September 2022

Total Number of Arrests: 4

DWI 1st: 2

DWI 2nd: 0

DWI 3rd: 1

DWI 4th: 1

DWI 5th or Subsequent: 0

Aggravated DWIs: 4

Average BAC: .16

Minimum: .08

Maximum: .2

Blood Draws: 0

Refusals: 0

Average Age: 32

Youngest: 19

Oldest: 51

Sex of Offenders

Male: 3

Female: 1

Accidents: 0

Fatalities: 0

Arrests by Agency:

New Mexico State Police: 0

Tucumcari Police Department: 2

Quay County Sheriff's Department: 1

Logan Police Department: 1

Ute Lake State Park: 0

Monthly Arrests

July: 0

August: 3

September: 1

FROM FINAL COURT DATES:

Number of Cases Completed: 6

Number of Convictions/Pleas: 6

Number of Dismissals: 0

Number of Offenders Placed on DWI Compliance: 6

DWI 1st: 6

DWI 2nd: 0

DWI 3rd: 0

DWI 4th: 0

DWI 5th of Subsequent: 0

Number of Offenders who Successfully Completed DWI Compliance: 3

Number of Offenders who Unsuccessfully Completed DWI Compliance: 0

Number of Community Service Hours Ordered: 144

Number of DWI Offenders Being Supervised: 17

Number of Misdemeanor Offenders Being Supervised: 22

**CONTRACT PRICING WORKSHEET**
For MOTOR VEHICLES OnlyContract
No.:

HT06-20

Date
Prepared:

9/22/2022

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	Quay County, NM	Contractor:	Houston Freightliner
Contact Person:	Lucas Bugg	Prepared By:	Adam Neuse
Phone:	575-403-6479	Phone:	713-580-8148
Fax:		Fax:	713-955-6282
Email:	Lucas.bugg@quaycounty-nm.gov	Email:	adam.neuse@strhouston.com
Product Code:	D3	Description:	114SD, Conventional Cab, SFFA, TRA (PRL-20D)
A. Product Item Base Unit Price Per Contractor's H-GAC Contract:			98009
B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable. (Note: Published Options are options which were submitted and priced in Contractor's bid.)			
Description	Cost	Description	Cost
DA-F-16.0-5 16,000 LB FRONT AXLE	1399		
16,000 LB TAPERLEAF FRONT SUSPENSION	863		
TUFTRAC GEN2 40,000 LB REAR SUSPENSION	2558		
218" Wheelbase	835		
11/32x3-1/2x10-15/16" Frame 120KSI	464		
1/4" Inner Frame Reinforcement	775		
LH 60 Gallon Fuel Tank	131		
315/80R22.5 20 Ply FR Tires	552		
Air Cab Mounts	91		
Basic High Back Air Driver Seat	159	Special Steel Fire Apparatus Body	251225
		Subtotal From Additional Sheet(s):	
		Subtotal B:	259052
C. Unpublished Options - Itemize below - attach additional sheet(s) if necessary. (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)			
Description	Cost	Description	Cost
CUMMINS X12 500EV HP / 1700 LB-FT	1808		
4000 EVS AUTOMATIC TRANSMISSION	14097	Subtotal From Additional Sheet(s):	0
RT-40-160 40,000# R-SERIES TANDEM REAR AXLE	4122	Subtotal C:	20027
Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).		For this transaction the percentage is:	6%
D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)			
Quantity Ordered:	1	X Subtotal of A + B + C:	377088
		Subtotal D:	377088
E. H-GAC Order Processing Charge (Amount Per Current Policy)			Subtotal E:
			1000
F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges			
Description	Cost	Description	Cost
Freightliner Standard Destination Charge	3375	Discount	-1151
		Subtotal F:	2224
Delivery Date:		G. Total Purchase Price (D+E+F):	
		380312	

Quay County
02-08-2022

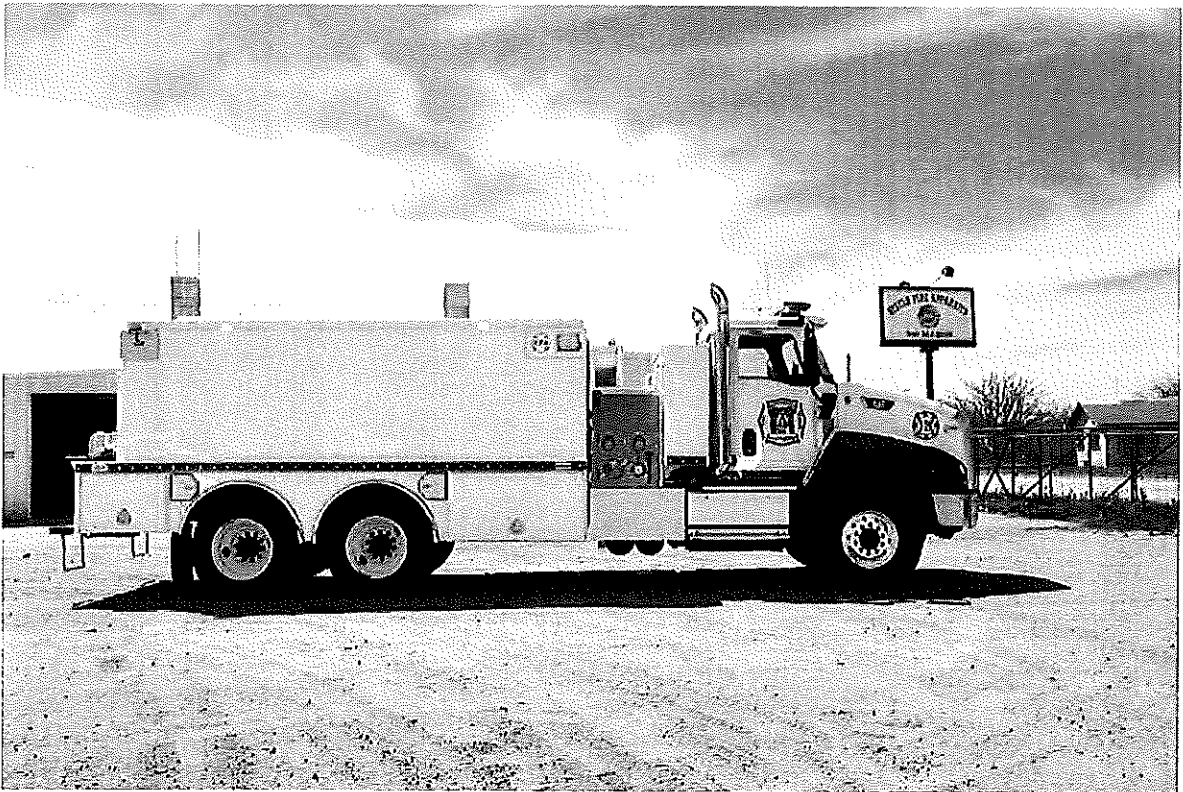
STEELE FIRE APPARATUS

Haskell Texas

1-800-687-7639



3000 Gallon Tanker



**Pictures provided in this specification are for general familiarity or description.
They may not exactly represent the actual finished product*

Proposal

We are pleased to submit the following specifications to you for Steele Fire Apparatus 3000 Gallon Tanker per your request for quotation.

Steele Fire Apparatus, LLC, a solely owned company, is a custom fire apparatus manufacturer specializing in Brush-Wildland fire fighting vehicles. Our 20,000 - square foot manufacturing facility is located in Haskell, Texas.

Operation Manuals

The chassis manufacturer shall provide (1) operational manual.

A Fire Pump service, instruction, and operational manual shall be supplied.

A foam system service, instruction, and operational manual shall be supplied.

*Note The manuals may be supplied together in a notebook type binder or a compact disk (CD)

Paint

- | | |
|------------------|----------------|
| 1. Cab Color: | TBD |
| 2. Bumper Color: | Chrome |
| 3. Wheel Color: | Alcoa Aluminum |
| 4. Body Color: | TBD |
| 5. Cab Steps: | TBD |

Cab & Chassis (Specs Attached Separately Build Dates 1st Quarter 2023)
Model Year 2024 Freightliner

*There shall be a permanently affixed high-visibility label installed in a location visible to the driver while seated. The label shall show the height of the completed unequipped fire apparatus in feet and inches (meters), the length of the completed fire apparatus in feet and inches (meters), and GVWR in tons (metric tons).

**There shall be a permanent label installed in the driving compartment specifying the quantity and type of the fluids used in the vehicle and tire information.

***There shall be a label installed that states the number of personnel the vehicle is designed to carry installed in an area visible to the driver.

****Two solid bottom wheel chocks shall be mounted in a readily accessible location, each designed to hold the apparatus, when loaded to its GVWR, on a 15 percent grade with the transmission in neutral and the parking brake released.

*****Safety sign FAMA07, which warns of the importance of seat belt use, shall be installed in a visible location from each seat that is intended to be occupied while the vehicle is in motion.

*****Safety sign FAMA43, which warns not to wear helmets while the vehicle is in motion, shall be installed in a visible location from each seat that is intended to be occupied while the vehicle is in motion.

*****Cab Equipment Mounting. Safety sign FAMA10, which warns of the need to secure items in the cab, shall be installed in a visible location inside the cab.

Body

The body will be custom fabricated and constructed out of aluminum. The body shall be approximately 204" long x 102" wide. The body will be specifically designed for off-road wildland firefighting.

Body Cross-Member Sub-Structure

The body shall have 4" x 1.75" structural aluminum frame rails.

Body Structure

The cross member sub-structure will be covered with .187" aluminum sheet metal. The .187" sheets will be formed to cover the top of the body and bent down to form the sides of the body.

Body Sub-Structure and Mounting

The body shall have (2) 2" x 4" x .250" structural aluminum tubing main rails mounted to the frame in (8) locations utilizing .500" aluminum cross frame brackets, (8) .750" x 6" Grade 8 bolts, and (8) multi-directional isolators. The flexible mounting system shall allow the body/chassis to flex during extreme off-road conditions.

Rear Tailboard Panel

A vertical body panel with 10" entry platform shall be installed at the rear of the body constructed utilizing 2" x 2" x .187" aluminum square tubing as the sub-structure and .125" aluminum sheet metal as the top covering. The panel shall house the stop/turn/tail lights and warning lights. The body panel will be constructed to allow for a 30-degree angle of departure.

Rear Receiver

The rear of the chassis shall be equipped with a 2" square steel tube receiver assembly for high or low angle rescue, trailer use, and winch applications. It shall be the same size as a Class III trailer hitch and shall be attached to the chassis frame assembly. The receiver assembly shall be equipped with (2) heavy duty rear tow loops.

Rear Mud Flaps

The chassis shall be supplied with mud flaps. The mud flaps shall be installed behind the rear wheels.

Body Skirting and Fenderettes

There will be 1/8" sheet metal skirting formed around the wheel wells between the under-body compartments on both sides of the body. There shall be (2) stainless steel fenderettes installed around outer wheel well openings.

Under Body Compartments, Front Driver's Side

(1) under-body equipment storage compartment shall be installed under the body surface on the driver's side of the apparatus in front of the front axle. The dimensions shall be approximately 36" long x 22" tall x 22" deep. The compartment shall be constructed of 2" x 2" x .105" aluminum square tubing and .105" aluminum sheet metal on all exterior surfaces. The compartment shall be equipped with a .187" aluminum sheet metal drop-down hinged door supported by 5/16" steel chains with chrome plated D-Ring lockable slam latch installed. The floor of the compartment will be a sweep-out design.

There shall be a (2) drawer slide-out installed.

Under Body Compartments, Front Passenger's Side

(1) under-body equipment storage compartment shall be installed under the body surface on the passenger's side of the apparatus in front of the front axle. The dimensions shall be approximately 36" long x 22" tall x 22" deep. The compartment shall be constructed of 2" x 2" x .105" aluminum square tubing and .105" aluminum sheet metal on all exterior surfaces. The compartment shall be equipped with a .187" aluminum sheet metal drop-down hinged door supported by 5/16" steel chains with chrome plated D-Ring lockable slam latch installed. The floor of the compartment will be a sweep-out design.

____ Under Body Compartment, Rear Driver's Side

(1) under-body equipment storage compartment shall be installed under the body surface on the driver's side of the apparatus in rear of the rear axle. The dimensions shall be approximately 28" long x 22" tall x 22" deep. The compartment shall be constructed of 2" x 2" x .105" aluminum square tubing and .105" aluminum sheet metal on all exterior surfaces. The compartment shall be equipped with a .187" aluminum sheet metal drop-down hinged door supported by 5/16" steel chains with chrome plated D-Ring lockable slam latch installed. The floor of the compartment will be a sweep-out design.

____ Under Body Compartment, Passenger's Side

(1) under-body equipment storage compartment shall be installed under the body surface on the passenger's side of the apparatus in rear of the rear axle. The dimensions shall be approximately 28" long x 22" tall x 22" deep. The compartment shall be constructed of 2" x 2" x .105" aluminum square tubing and .105" aluminum sheet metal on all exterior surfaces. The compartment shall be equipped with a .187" aluminum sheet metal drop-down hinged door supported by 5/16" steel chains with chrome plated D-Ring lockable slam latch installed. The floor of the compartment will be a sweep-out design.

____ Compartment Lighting (LED)

All under body equipment storage compartments shall be equipped with (1) 24" LED horizontal light strip.

____ Automatic Compartment Door Light Switches

Each exterior compartment light shall be automatically controlled by a door activated switch.

____ Door Ajar Light/Buzzer

A "Door Ajar" and equipment operation buzzer shall be installed in the custom console. The LED light shall be red and the buzzer will activate once the truck is removed from park.

____ Water Tank

A 3000-gallon water tank made by Plas-Mac will be installed on the truck. The approximate dimensions of the tank will be 62" wide x 204" long x 55" tall. The tank will be made of 3/4" poly and will be baffled to meet NFPA standards. There will be a 10" x 18" water fill without vent on top of the tank with a 3" over flow installed on the bottom of the tank.

The top of the tank will have a 6" tall extension installed configured as a hose bed with holes cut so that water can drain out.

There will be a 10" dump valve provision installed at the rear of the tank.

Ladder installed to assist with top of tank entry.

____ Fold-A-Tank with Roller at Rear of Body

There shall be (1) 3000 Gallon Aluminum Frame Fold-A-Tank installed in an enclosed compartment in the driver's side of the tank.

____ Driver's Side (Hose Bed Storage)

There shall be a hose storage system installed in an enclosed compartment on the driver's side of the tank.

_____ Dump Valve

There will be a 10" Manual Stainless-Steel Newton Dump valve w/Swivel and Telescoping Chute installed on the rear of the tank.

_____ Direct Fill

There shall be (2) 2.5" direct fill valves installed on the rear tailboard of the apparatus.

_____ Pump Hale RSD 1250

PUMP ASSEMBLY

1. The pump shall be of a size and design to mount on the chassis rails of commercial and custom truck chassis, and have the capacity of 1250 gallons per minute (U.S. GPM), NFPA-1901 rated performance.
2. The entire pump shall be assembled and tested at the pump manufacturer's factory.
3. The pump shall be driven by the truck transmission mounted PTO. The engine shall provide sufficient horsepower and RPM to enable pump to meet and exceed its rated performance within the torque rating of the PTO, truck transmission and drive line components.
4. The entire pump shall be hydrostatically tested to a pressure of 500 PSI. The pump shall be fully tested at the pump manufacturer's factory to the performance spots as outlined by the latest NFPA Pamphlet No. 1901. Pump shall be free from objectionable pulsation and vibration.
5. The pump body and related parts shall be of fine grain alloy cast iron, with a minimum tensile strength of 30,000 PSI (2069 bar). All metal moving parts in contact with water shall be of high-quality bronze or stainless steel. Pump utilizing castings made of lower tensile strength cast iron not acceptable.
6. Pump body shall be vertically split, on a single plane for easy removal of entire impeller assembly including clearance rings.
7. Pump shaft to be rigidly supported by two bearings for minimum deflection. The bearings shall be heavy-duty, deep groove ball bearings in the gearbox and they shall be splash lubricated.
8. The pump impeller shall be hard, fine grain bronze of the mixed flow design; accurately machines, hand-ground and individually balanced. The vanes of the impeller intake eye shall be hand ground and polished to a sharp edge, and be of sufficient size and design to provide ample reserve capacity utilizing minimum horsepower.
9. Impeller clearance rings shall be bronze, easily renewable without replacing impeller or pump volute body.
10. The pump shaft shall be heat-treated, electric furnace, corrosion resistant stainless steel. Pump shaft must be sealed with double-lip oil seal to keep road dirt and water out of gearbox.

Gearbox

1. Pump gearbox shall be of sufficient size to withstand the torque of the engine system. The drive unit shall be designed of ample capacity for lubrication reserve and to maintain the proper operating temperature.
2. The gearbox drive shafts shall be of heat-treated chrome nickel steel and at least 1-3/4 inches in diameter.
3. All three gears shall be of highest quality electric furnace chrome nickel steel. Bores shall be ground to size and teeth integrated and hardened, to give an extremely accurate gear for long life, smooth, quiet running, and higher load carrying capability. An accurately cut helical design shall be provided. (No exceptions.)
4. The pump ratio shall be selected by the apparatus manufacturer to give

maximum performance with the engine and transmission selected

CERTIFICATION

The pump will perform and meet the following tests:

100% of rated capacity @150 PSI net pump press.

100% of rated capacity @ 165 PSI net pumps press.

70% of rated capacity @ 200 PSI net pump press.

50% of rated capacity @ 250 PSI net pump press.

Pump shall be tested at manufacturer under full NFPA suction conditions.

PRIMING PUMP

The priming pump shall be a positive displacement, oil-less rotary vane electric motor driven pump conforming to NFPA-1901 rated performance requirements. The pump body shall be manufactured of heat-treated anodized aluminum for wear and corrosion resistance.

The pump shall be capable of producing a minimum of 24 Hg vacuum at 2,000 feet (609.6m) above sea level. The electric motor shall be a 12 VDC totally enclosed unit. The priming pump shall not require lubrication. The priming pump shall operate by a single pull control valve mounted on the pump operator's panel. The control valve shall be manufactured of bronze construction.

6" STEAMER INLETS

Two 6" Storz (15.24cm) steamer inlets will be provided, one (1) on the left side and one (1) on the right side. Both inlets shall have long handle chrome vented caps and a screen.

RELIEF VALVE

There shall be one (1) suction side stainless steel relief pump valve provided on the pump system.

PUMP MODULE BODY

The pump module body shall be a self-supported structure mounted independently from the body and chassis cab. The pump module shall be constructed entirely of extrusions and aluminum plate. The framework shall be formed from beveled aluminum alloy extrusions and shall be electrically seam welded at each joint using 5356 aluminum alloy welding wire. The main framework to be 3.00 x 3.00 x 0.18, or 3.00 x 1.5 webbed 0.25, 6063-T5 aluminum extrusion. The pump module design must allow normal frame deflection through isolation mounts without imposing stress on the pump module structure or side running boards. The pump module shall consist of a welded framework, properly braced to withstand chassis frame flexing. The pump module support shall be bolted to the frame rails of the chassis.

PUMP MODULE PANELS

The pump module panels shall be 14 gauge brushed stainless steel. The panels shall be an integral part of the module.

PUMP CERTIFICATION TEST PLATE

A permanently affixed plate shall be installed at the pump operators' position that will provide the rated discharge and pressures together with the speed of the engine as determined by the certification test for each unit, the position of the parallel/series pump used and the no load governed speed of the engine as stated by the engine manufacturer on a certified brake horsepower curve.

DISCHARGE VALVES

The valves including the ball shall be constructed of 304 stainless steel. The valves shall be bi-directional with full flow capability. The valves shall be of fixed pivot ball design with a flow pressure rating to meet NFPA-1901 standards. The valve shall have a single piece seat and seal design and shall have an operating pressure of 400 psi. All 3.0" (7.62cm) discharge valves shall be supplied with a true slow close mechanism per NFPA specifications. The valve shall be warranted for a period of ten (10) years on all stainless-steel components, against defects in design and manufacturing processes.

PIPING AND MANIFOLDS

All the plumbing and/or piping in the pump module shall be of 304 stainless steel or flexible piping for long life. All stainless-steel castings shall be a minimum of schedule 40. All NPT pipe thread connections larger than ¾" connections shall be avoided in the construction of the plumbing system. The following valves shall have groove connection: rear discharge, tank fill, all 2" and 2-½" (5.08 and 6.35cm) pre-connect valves.

The flexible piping shall be black SBR synthetic rubber hose with 300 working pounds and 1200 pounds burst pressure for sizes 1.5 through 4". Sizes ¾", 1" and 5" are rated at 250-pound working and 1000-pound burst pressure. All sizes are rated at 30 HG vacuum. Reinforcement consists of two plies of high tensile strength tire cord for all sizes and helix wire installed in sizes 1 through 5" for maximum performance in tight bend applications. The material has a temperature rating of -40 degrees F to 210 degrees F. Full flow couplings are precision machined from high tensile strength stainless steel. All female couplings are brass. ¾" and 1" male and Victaulic couplings are brass.

PUMP COOLER and ENGINE COOLER VALVES

An engine cooler and pump cooler valve shall be installed in the instrument panel. The valves shall be a 1/4" multi-turn valve installed thru the instrument panel and labeled.

MASTER PUMP DRAIN

The pump shall be equipped with a Class 1 Master Pump drain to allow draining of the lower pump cavities, volute and selected water carrying lines and accessories. The drain shall have an all-brass body with a stainless-steel return spring.

U.L. TEST POINTS

Two (2) U.L. test points shall be mounted on the pump panel for testing of the vacuum and pressures. The test points shall be a single piece with individual ports for suction and discharge.

VALVE CONTROLS

Class 1 locking push pull controls shall be provided for valve actuation. The chrome plated zinc handles shall have a recessed area for 1" x 3" (2.54 x 7.62cm) identification tags. The controls shall be locked in any position.

DISCHARGE GAUGES

Individual Class 1 2-½"(6.35cm) line gauges for each 2" (5.08cm) or larger discharge shall be provided and mounted adjacent to the discharge valve control handle. The gauges shall indicate pressure from 0 to 400 PSI. The pressure gauge shall be fully filled with pulse and vibration dampening Interlube® to lubricate the internal mechanisms to prevent lens condensation and to ensure proper operation to minus 40

degrees F. To prevent internal freezing and to keep contaminants from entering the gauge, the stem and Bourdon tube shall be filled with low temperature material and be

sealed from the water system using an isolating Sub Z diaphragm located in the stem. A colored bezel shall be supplied for resistance to corrosion and to protect the lens and case from damage.

INDIVIDUAL DRAINS

All 2" (5.08cm) or larger discharge outlets shall be equipped with a ¾" ball valve drain valve or larger.

WIRING HARNESS

The Class 1 electrical wiring harness shall be manufactured using GXL wire as SAE-J1128 rated performance requirements. The electrical wiring harness shall be covered by a black split convoluted loom, rated at a minimum of 275° F. All terminals shall meet the minimum pull test as required by the manufacturers pull test and crimp measurement data. All splices shall be manufactured using the ultra-sonic splice process. The harness shall be 100% connected to a Dynalab® circuit tester to ensure continuity and correct assembly.

LEFT SIDE FRONT DISCHARGE

One (1) 2-½" (6.35cm) discharge with a stainless-steel valve shall be located on the left side panel. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The 2-½" (6.35cm) outlet shall be equipped with an integral, stainless steel, 30-degree elbow terminating with 2-½" (6.35cm) MNST threads. A chrome vented cap and chain shall also be supplied. The valve shall be controlled at the side panel with a push pull control. There shall be a Class 1 2 ½" pressure gauge mounted on the panel near the control to indicate pressure. The discharge shall also come equipped with a quarter-turn ¾" drain valve. The discharge must be capable of flowing 700 GPM or greater.

LEFT SIDE REAR DISCHARGE

One (1) 2-½" (6.35cm) discharge with a stainless-steel valve shall be located on the left side panel. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The 2-½" (6.35cm) outlet shall be equipped with an integral, stainless steel, 30-degree elbow terminating with 2-½" (6.35cm) MNST threads. A chrome vented cap and chain shall also be supplied. The valve shall be controlled at the side panel with a push pull control. There shall be a Class 1 2 ½" pressure gauge mounted on the panel near the control to indicate pressure. The discharge shall also come equipped with a quarter-turn ¾" drain valve. The discharge must be capable of flowing 700 GPM or greater.

LEFT SIDE AUXILLARY SUCTION

One (1) 2-½" (6.35cm) intake with a stainless-steel valve shall be located on the left side panel. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The valve shall be controlled at the side pump panel with a swing handle. The valve shall come equipped with a chrome plug, chain, inlet strainer, 2-½" (6.35 cm) NST chrome inlet swivel and ¾" drain valve.

RIGHT SIDE FRONT DISCHARGE

One (1) 2-½" (6.35cm) discharge with a stainless-steel valve shall be located on the right-side panel. The valve shall be a quarter turn ball type and fixed pivot design to

allow easy operation at all pump pressures. The 2-½" (6.35cm) outlet shall be equipped with an integral, stainless steel, 30-degree elbow terminating with 2-½" (6.35cm) MNST

threads. A chrome vented cap and chain shall also be supplied. The valve shall be controlled with a chrome-plated push/pull locking "T" handle mounted on the pump panel. There shall be a Class 1 2 ½" pressure gauge mounted on the panel near the control to indicate pressure. The discharge shall also come equipped with a quarter-turn ¾" drain valve. The discharge must be capable of flowing 700 GPM or greater.

RIGHT SIDE REAR DISCHARGE

One (1) 2-½" (6.35cm) discharge with a stainless-steel valve shall be located on the right-side panel. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The 2-½" (6.35cm) outlet shall be equipped with an integral, stainless steel, 30-degree elbow terminating with 2-½" (6.35cm) MNST threads. A chrome vented cap and chain shall also be supplied. The valve shall be controlled with a chrome-plated push/pull locking "T" handle mounted on the pump panel. There shall be a Class 1 2 ½" pressure gauge mounted on the panel near the control to indicate pressure. The discharge shall also come equipped with a quarter-turn ¾" drain valve. The discharge must be capable of flowing 700 GPM or greater.

DECK GUN DISCHARGE

One (1) 3" (7.62cm) discharge with a stainless-steel valve shall be located on the top of the pump. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The 3" (7.62cm) outlet shall be equipped with an integral, stainless-steel flange terminating with 3" (7.62cm) Victaulic. The discharge shall be plumbed to the top of the module using 3" (7.62cm) schedule 10 stainless steel pipe. The pipe shall terminate in a 3" (7.62cm) MNPT thread. The pipe shall be held in place by a 2-piece stainless steel bracket. The valve shall be of the slow-close design so as not to allow the valve to open or close in less than 3 seconds. The valve shall be controlled with a chrome-plated push/pull locking "T" handle mounted on the pump panel. There shall be a Class 1 2 ½" pressure gauge mounted on the panel near the control to indicate pressure. The discharge shall also come equipped with a ¾" automatic drain valve. The discharge must be capable of flowing 1500 GPM or greater.

TANK FILL

One (1) 2" (5.08cm) discharge with a stainless-steel valve shall be plumbed to the tank. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The 2" (5.08cm) valve outlet terminates with 2" (5.08cm) grooved connection. Valve shall be controlled at the side panel with a chrome-plated push/pull locking "T" handle mounted on the pump panel.

(2) CROSSLAY 1 ¾" and (1) 1" CROSSLAY

One triple cross lay shall be installed on apparatus. Each section of the cross lay shall hold 200' of 1" and 1-3/4" double jacket fire hose. A 1-1/2" mechanical swivel hose connector shall be used in each cross lay to provide access of hose in either direction. Each cross lay shall have one (1) 2" (5.08cm) stainless steel valve. The valve shall be a quarter turn ball type and fixed pivot design to allow easy operation at all pump pressures. The 2" (5.08cm) valve outlet terminates with 2" (5.08cm) grooved connection. The discharge shall be plumbed to the cross lay trays using 2" (5.08cm) schedule 10 stainless steel pipe. The pipe shall terminate in a stainless-steel swivel with 1 ½" (3.81cm) NH thread. The swivel shall allow the hose to be pulled from either side of the apparatus. The pipe shall be held in place by a 2-piece stainless steel bracket. Each valve shall be controlled with a chrome-plated push/pull locking "T" handle mounted on the pump panel. There shall be a Class 1 2 ½" pressure gauge mounted on the panel near each control to indicate pressure. Each discharge shall also come equipped with a

quarter-turn $\frac{3}{4}$ " drain valve. Each discharge shall be foam capable. Each discharge must be capable of flowing 180 GPM or greater.

TANK TO PUMP

One (1) 3" (7.62cm) stainless steel valve shall be installed between the water tank and the pump. The valve shall be a quarter turn ball type. The valve shall be controlled with a chrome-plated push/pull locking "T" handle mounted on the pump panel.

MASTER GAUGES

Class 1 4- $\frac{1}{2}$ " (11.43cm) gauges shall be provided. The master discharge gauge shall indicate pressure from 0 to 600 PSI. The master intake gauge shall indicate pressure from -30hg to 600 PSI. The gauges shall be Interlube filled pressure gauges and handle pressures from 0 to 400 PSI. The pressure gauge shall be fully filled with pulse and vibration dampening Interlube® to lubricate the internal mechanisms to prevent lens condensation and to ensure proper operation to minus 40 degrees F. To prevent internal freezing and to keep contaminants from entering the gauge, the stem and Bourdon tube shall be filled with low temperature material and be sealed from the water system using an insulating Sub Z diaphragm located in the stem.

TOTAL PRESSURE GOVERNOR (TPG)

Apparatus shall be equipped with a Class 1 "Total Pressure Governor" (TPG) that is connected to the Electronic Control Module (ECM) mounted on the engine. The "TPG" will operate as a pressure sensor (regulating) governor (PSG) utilizing the engine's J1939 datalink for optimal resolution and response provided that J1939 is supported by the engine manufacturer. If J-1939 engine control is not supported, then analog remote throttle control shall be provided by the TPG, subject to J1939 RPM data availability. The TPG shall utilize control algorithms that minimize pressure spikes during low or erratic water supply situations and display operational status messages to the operator under certain circumstances. The TPG shall be backwards compatible to any engine that supplies J1939 RPM, Temperature and Oil Pressure information providing the ability to maintain consistent fleet fire-fighting capability. TPG shall incorporate the ability to use either a 300 PSI or a 600 PSI transducer for best operation. PSG system diagnostics shall be built in and accessible by service technicians. Programmable presets for RPM and Pressure settings shall be easily configurable. The TPG shall incorporate configurable parameters in the menu structure accessed through a diagnostic password. The "TPG" shall also include indication of engine RPM, system voltage, engine oil pressure and engine temperature with audible alarm output for all. The "TPG" uses the J1939 data bus for engine information, requiring no additional sensors to be installed. The TPG shall use J1939 broadcast warnings for the alarm points as a standard.

TRV-L

A thermal protection device shall be included on the pump that monitors pump water temperature and opens to relieve water to cool the pump. The thermal protection device shall be set to relieve water when the temperature of the pump water exceeds 120o F (49 C). The components of the thermal protection device shall be manufactured of brass and stainless steel and be compatible with most foam concentrates. The thermal protection device shall have 1-1/4-inch NPT threads for easy adaptability to existing pump discharge openings. The discharge line shall be 3/8-inch diameter tubing vented to atmosphere or back to the booster tank. The thermal protection device shall have a hydrostatic test rating of 600 PSIG.

ANODE PRO

The Fire Pump shall be equipped with replaceable anodes. These anodes shall be constructed with alloy meeting MIL-A-24779 (no exceptions). The pump shall have one anode on each intake section and one anode on the discharge section of the Fire Pump.

The anodes shall have a central stainless-steel core to prevent anode breakage that can lead to clogged nozzles (no exceptions). Each anode shall have an internal probe that detects when the anode has worn to the point where the anode no longer provides adequate protection for the pump. The internal probe shall be connected to a monitoring box via a single wire and a sealed weatherpak connection. Each anode shall have an NPT thread to allow replacement and proper sealing and removal for replacement. A monitor box shall be provided and mounted in a protected space such as the engineers' compartment or behind the pump panel to indicate the status of the anodes. The monitor box itself shall have three individual LEDs that monitor the anodes every 4-5 seconds and indicates the status on the box panel. A clearly labeled monitor panel shall have a separate indicator LED for each anode. The LEDs shall indicate green when the anode is still working and shall flash red when the individual anode needs replacement. The monitor box housing shall be constructed of a non-metallic material and shall utilize a sealed pass-thru connector to prevent leakage contaminants into the anode monitor box. The circuit board for the monitor box shall be conformal coated to resist corrosion. The monitor box (AnodePro) shall operate on 12VDC and shall be wired to battery on or ignition switches. The power connection shall be a two pin weatherpak sealed connector. The AnodePro shall be grounded directly to the Fire Pump body. The anode connections shall be color coded and all wiring shall conform to NFPA 1901 requirements.

Manual Monitor with Extend-A-Gun

There will be (1) TFT Hurricane Manual Monitor (XFI-PLNJ), (1) TFT Extend-A-Gun (XG18PL-PL), (1) TFT Mount (XGB-13), and (1) TFT Manual Nozzle (M-RS1000-NJ) installed.

Electrical Harness and Wiring

All wiring shall be hidden, enclosed, or protected under the body in protective material, or within the apparatus body components. In addition, split loom conduits shall be installed and enclosed, suitably secured and protected against heat and physical damage.

Battery Master Disconnect

A battery disconnect system shall be installed to control the 12-volt power supply from the battery system to the body and cab final stage manufacturer installed equipment.

Electrical Harness and Wiring

All wiring shall be hidden, enclosed, or protected under the body in protective material, or within the apparatus body components. In addition, split loom conduits shall be installed and enclosed, suitably secured and protected against heat and physical damage.

Charging System

There will be a Kussmaul Auto Charge 1500 charging system with inverter installed on the truck with a super auto eject and a battery indicator installed by the driver's door of the truck. Power plug shall be "ejected" when the chassis' engine starter is engaged and the receptacle shall be wired to any 120-volt A/C equipment requiring shore power.

Quay County
02-08-2022

*The condition of the low voltage electrical system shall be monitored by a warning system that provides both an audible and a visual signal to persons on, in, or near the apparatus of an impending electrical system failure caused by the excessive discharge of the battery set.

Battery Master Disconnect

A battery disconnect system shall be installed to control the 12-volt power supply from the battery system to the body and cab final stage manufacturer installed equipment.

Backup Camera

There will be a Rosco backup camera system with 7" LCD monitor installed and camera installed for viewing of tank fill tower.

DOT Identification Lights

All LED identification lights shall be installed on the vehicle as required by applicable highway regulations.

License Plate Mounting

An LED license plate lights shall be installed on the rear vertical wall of the body.

Brake, Turn, Tail Lights

(2) 2" x 6" brake, turn, tail lights with grommets shall be provided. The warning lights shall incorporate Liner Super-LED Smart-LED technology. The light-heads configuration shall consist of 14 red Super-LEDs and clear optic polycarbonate lens.

Back-Up Lights

Two (2) 2" x 6" rear LED back-up lights shall be installed.

Back-Up Alarm

One (1) back up alarm shall be installed.

Beacons

(2) Fenix LED Beacons shall be installed on the top rear of the tank.
(1) Red and (1) Amber

Scene Lights

(5) Fenix Down Lux (9" x 7") scene lights shall be installed.

Location: (2) on each side of tank and (1) at the rear of the tank.

Arrow Stick (Traffic Advisor)

There shall be (1) Fenix Quad 800 HD LED Arrow stick installed.

Electronic Siren

One (1) Fenix 4200 Data Link Siren Controller and (1) Fenix Storm Pro 200w Remote Siren with microphone and PA.

Siren Speaker

(1) Fenix Triton 100w siren speaker shall be provided with bracket.

Location shall be: Front Bumper

_____Custom Fabricated Console

A custom fabricated electrical console and enclosure shall be located between the driver's and passenger's seats. It shall house the siren, switches, cup holder's, radio, and auxiliary equipment.

Department shall provide radios for installation

_____Emergency Light Bar

Feniex Fusion 60" LED (ALL RED) full size lightbar.

_____Warning Lights

There shall be (12) Feniex Wide-Lux 7x3 (Red) with clear lens installed.

Front Bumper Warning Lights

(2) Feniex Wide-Lux 7x3 (Red)

Front Bumper Intersection Lights

(2) Feniex Wide-Lux 7x3 (Red)

Side Body Warning Lights (Passenger's side and Driver's side)

(3) Feniex Wide-Lux 7x3 (Red)

Lower Rear Warning Lights

(2) Feniex Wide-Lux 7x3 (Red)

_____Cab and Body Striping

The cab and body shall have a straight (**WHITE**) Scotch-lite reflective stripe applied horizontally. The stripe shall be 4" minimum in width and be applied horizontally around the cab and body in accordance with NFPA standards.

_____Rear Chevron Striping

There will be alternating chevron striping installed on the rear vertical body panel. The chevron striping shall consist of 4" diamond grade striping on the following colors:

The first color shall be Red Diamond Grade.

The second color shall be Lemon Yellow Diamond Grade.

*The retroreflective stripe (s) shall be affixed to all of the following:

- (1) The side of the apparatus, covering at least 50 percent of the cab and 50 percent of the body on each side, excluding the pump panel areas.
- (2) At least 25 percent of the width of the front of the apparatus, (measured at the front of the vehicle, not including mirrors or other protrusions).
- (3) At least 50 percent of the width of the rear-facing vertical surfaces of the apparatus calculated by considering any vertical surface within 36 in. (91cm) forward of the rear bumper, visible from the rear of the apparatus, excluding any pump panel areas not covered by a door.

Each stripe shall be 4 in. (150 mm) in width.

Equipment

- (2) Stream Light Vulcan Rechargeable LED lantern
- (2) 6" Storz Long Handle Female and Rocker Lug Male X 10' PVC Suction Hose
- (2) Style 146 Holder and (2) Style 101 Spanner Wrenches

Water Tank Warranty

Manufacturer Limited Warranty and Notice of Disclaimer of Express and Implied Warranties.

Fire Pump Warranty

Warranty products of its manufacture to be free from defects in material and workmanship, under normal use and service, for a period of three (3) years. This limited warranty is effective only if the equipment or apparatus is used as directed, is not subjected to misuse, negligence, or accident, and is not altered, treated or repaired by someone other than Hale or its designee. Items not manufactured by Hale shall bear only the limited warranties offered by their respective manufacturers.

Factory Fire Pump Test

The pump shall undergo a full in factory fire pump test, which shall be witnessed and certified test by the factory engineer, prior to delivery of the completed apparatus. The factory test acceptance certified shall be furnished with the apparatus on delivery.

Road Test

A road test will be conducted with the apparatus fully loaded and a continuous run of no less than ten (10) miles. During that time, the apparatus will show no loss of power nor will it overheat. The transmission drive shaft or shafts and the axles will run quietly and be free of abnormal vibration or noise.

Final Assembly and Apparatus Finishing Prep Specifications

The apparatus shall be assembled in a high quality and controlled environment. The fit, form, and finish of the body shall be the highest-level fire apparatus manufacturing standards. On completion, the apparatus shall be ready for final inspection and road testing as required by the general requirement section of this specified vehicle.

Chassis Preparation

The chassis cab shall be "prepped" for fire apparatus production as follows:

- a) Wash and clean chassis
- b) Weigh chassis for NFPA records
- c) Quality control check in

*Climbing Method Instruction. Safety sign FAMA23, which warns of the proper climbing method, shall be installed in a visible location to personnel entering the cab and at each designated climbing location on the body.

**Safety sign FAMA24, which warns personnel not to ride on the vehicle, shall be installed in a location visible at the rear step areas and at any cross walkways.

***Access handrails or handholds shall be installed at each entrance to a driving or crew compartment and at each position where steps or ladders for climbing are located.

Quay County
02-08-2022

Changes

Any changes to this proposal during the build process may result in an additional charge and could affect the delivery date.

Warranty

The cab and chassis and all pre-manufactured components will carry the manufacturer's warranty. The work done by Steele Fire Apparatus will carry a one-year limited warranty.

Delivery

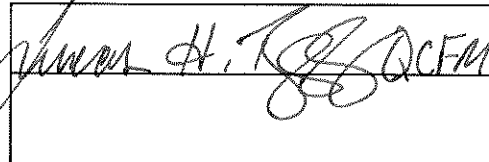
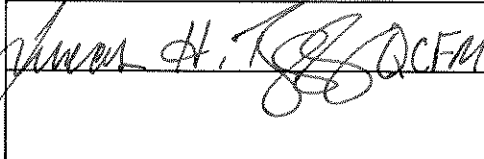
Delivery will be made approximately **180** days after receipt of the cab and chassis. Terms of payment are **NET ON DELIVERY**, unless otherwise stated. Failure to do so may result in interest being applied to the amount owed. Due to the daily rise of cost in materials this proposal shall expire unless accepted within 25 days after the date set above. This expiration date may be extended, in writing, at the discretion of Steele Fire Apparatus.

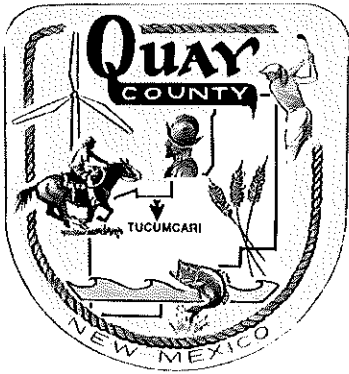
Total Cost for Body, Equipment, and Cab & Chassis - \$380,312.00

STEELE FIRE APPARATUS
247 US HWY 380 WEST
HASKELL, TEXAS 79521
1-800-687-7639

Fire Chief or authorized Representative:

Wes Steele or authorized Representative:



QUAY COUNTY GOVERNMENT

FISCAL YEAR 2022-2023

RESOLUTION NO. 14

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM
ADMINISTERED
BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the Governing Body of Quay County has met in a Regular Meeting and proposes to approve and support a request for 1 year extension to jointly coordinated grant administered by the New Mexico Department of Transportation.

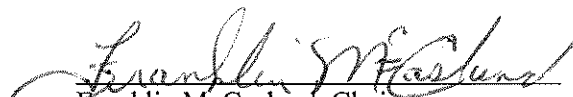
WHEREAS, Quay County and the New Mexico Department of Transportation have entered into a joint coordinated effort, and

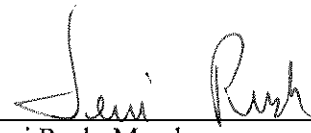
WHEREAS, the Governing does provide authorization and approval for an extension request of 1 year to 2023, Contract No. D18913, Control No. L400544, due to material and employee shortage issues.


NOW, THEREFORE, it is respectfully requested that authorization be given of said request to the New Mexico Department of Transportation District 4 office for approval of said request.

Done this 10th day of October 2022, at Quay County.

APPROVED AND ATTESTED:

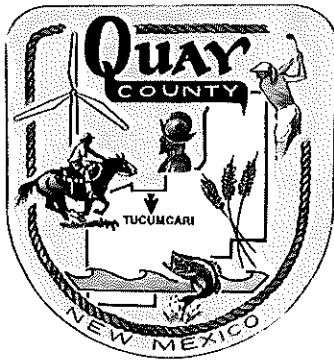

Franklin McCasland, Chairman


Jerri Rush, Member


Robert Lopez, Member

Attest:


Ellen White, Quay County Clerk



QUAY COUNTY GOVERNMENT

FISCAL YEAR 2022-2023

RESOLUTION NO. 15

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the Governing Body of Quay County has met in a Regular Meeting and proposes to approve and support a request for 1 year extension to jointly coordinated grant administered by the New Mexico Department of Transportation.

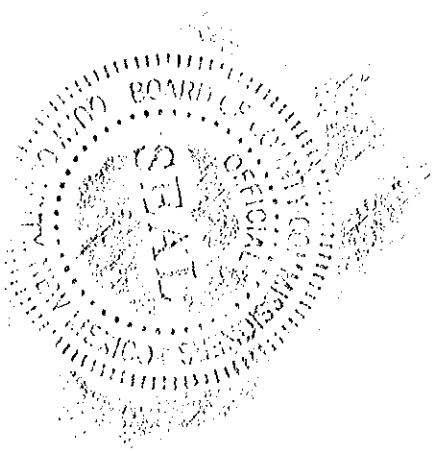
WHEREAS, Quay County and the New Mexico Department of Transportation have entered into a joint coordinated effort, and

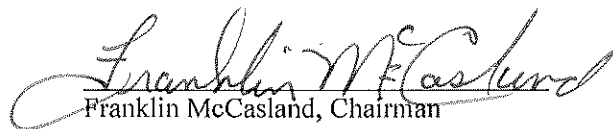
WHEREAS, the Governing does provide authorization and approval for an extension request of 1 year to 2023, Contract No. D18914/1, Control No. L400537, due to material and employee shortage issues.

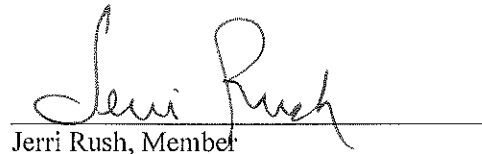
NOW, THEREFORE, it is respectfully requested that authorization be given of said request to the New Mexico Department of Transportation District 4 office for approval of said request.

Done this 10th day of October 2022, at Quay County.

APPROVED AND ATTESTED:




Franklin McCasland, Chairman


Jerri Rush, Member


Robert Lopez, Member

Attest:


Ellen White, Quay County Clerk


VIEWER'S REPORT FOR ROAD VACATIONS AND OPENINGS

We the viewers at the request of the Quay County Commission have gone to view Quay Road AZ (Blocks 5997 to 6075) .78 miles for closure. The application for closure of this road was made by Mr. Phil Bidegain to the Quay County Road Department. The following is our determination in this matter:


Recommendation for DISCONTINUANCE of the above named road(s):

1. The Bidegain's have requested that the roads be closed.
2. This section QR AZ is not needed for public purposes, and the costs of maintenance are in excess of the benefits to the public in continuing this section of QR AZ as a public road.

We therefore recommend that Quay Road AZ (Blocks 5997 to 6075) .78 miles be discontinued as requested..


Tom Sidwell

 10/5/22
Bill Humphries

 10/6/22
Mike Riddle

DATE/22	NAME	ROAD	BLADED	BLOCKS	MILES	ADDITIONAL WORK TO ROAD/COMMENTS
9/1/22	LOUIS	QUAY ROAD 50		1200-1800	7.53	
	LOUIS	QUAY ROAD 54		1750-1800	0.32	
9/6/22	DONALD	QUAY ROAD 53		3800-4100	3.00	PULL DITCHES/BLADE RUTS & WASHOUTS
	DONALD	QUAY ROAD 55		4100-4415	3.15	PULL DITCHES/BLADE RUTS & WASHOUTS
	LARRY	QUAY ROAD 36		3000-3500	5.00	
	LARRY	QUAY ROAD AH		3600-3700	1.00	
	LOUIS	QUAY ROAD M		5200-5400	2.00	
	LOUIS	QUAY ROAD L		4800-5100	3.00	
9/7/22	LARRY	QUAY ROAD 36		3500-4300	8.00	
	LOUIS	QUAY ROAD 57		1800-2200	4.00	
	LOUIS	QUAY ROAD V		5550-5700	1.50	
	LOUIS	QUAY ROAD U		5700-5950	2.50	
9/8/22	LARRY	QUAY ROAD AD		6300-6700	4.00	MOWING
	LOUIS	QUAY ROAD 55		1800-2200	4.57	
	LOUIS	QUAY ROAD S		5400-5500	1.00	
9/12/22	DONALD	QUAY ROAD AI		4800-5100	3.00	PULLED DITCHES/FIX RUTS AND WASHOUTS
	DONALD	QUAY ROAD 57		3200-3400	2.00	PULLED DITCHES/FIX RUTS AND WASHOUTS
	LOUIS	QUAY ROAD S		5700-5875	1.50	
	LOUIS	QUAY ROAD Q		5900-6000	1.00	
	LOUIS	QUAY ROAD 60		1670-1800	1.30	
9/13/22	LOUIS	QUAY ROAD 62		1300-1500	2.00	
	LOUIS	QUAY ROAD M		6200-6225	0.25	
	LOUIS	QUAY ROAD 64		1350-1500	1.50	
	LOUIS	QUAY ROAD 63		2100-2200	1.00	
	LOUIS	QUAY ROAD V		6150-6310	1.60	
	LOUIS	QUAY ROAD O		5900-5970	0.70	
9/14/22	LOUIS	QUAY ROAD 61		2100-2200	1.00	
	LOUIS	QUAY ROAD V		6100-6150	0.50	
	LOUIS	QUAY ROAD 69		2000-2100	1.00	
	LOUIS	QUAY ROAD U		6900-7000	1.00	
	LOUIS	QUAY ROAD 70		2000-2200	2.00	
	LOUIS	QUAY ROAD 72		1200-1800	6.00	
	LOUIS	QUAY ROAD J		7000-7200	2.00	
9/19/22	LARRY	QUAY ROAD 47		1500-1900	4.00	
	LARRY	QUAY ROAD P		4700-4800	1.00	
	DONALD	QUAY ROAD 57		3070-3150	0.80	PULL DITCH
	DONALD	QUAY ROAD AF		5700-5749	0.49	PULL DITCH/FIX WASHOUT
	DONALD	QUAY ROAD AG		5700-6000	3.00	PULL DITCH/FIX WASHOUT
	DONALD	QUAY ROAD 60		3100-3200	1.00	PULL DITCH
	DONALD	QUAY ROAD Z.5		6246-6275	0.30	PULL DITCH/FIX WASHOUT
	LOUIS	QUAY ROAD T		6900-7000	1.00	
	LOUIS	QUAY ROAD T		7200-7400	2.00	
9/20/22	DONALD	QUAY ROAD 65		4100-7175	0.73	PULL DITCH/FIX WASHBOARD
	DONALD	QUAY ROAD 65		4225-4440	2.33	PULL DITCH/FIX WASHBOARD
	DONALD	QUAY ROAD 64.5		4225-4300	0.70	PULL DITCH/FIX WASHBOARD
	DONALD	QUAY ROAD 64.4		4300-4336	0.36	PULL DITCH/FIX WASHBOARD

QUAY COUNTY
FISCAL YEAR 2022-2023
RESOLUTION No. 16

Authorization of Budgetary Increase to **County Emergency Communication (431)**

WHEREAS, at meeting of the Board of Quay County Commissioners on October 10, 2022 the following was among the proceedings;

WHEREAS, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase;

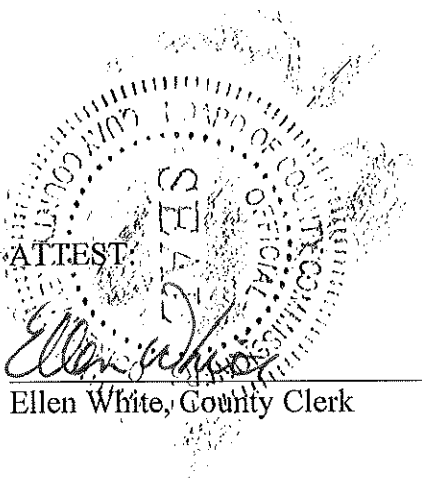
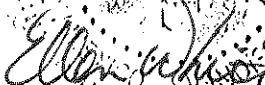
State Fund 22700
Budgetary Increase

	<u>DEBIT</u>	<u>CREDIT</u>
22700-0001-41200 GRT-County Local Option General		\$450,000
22700-0001-47899 Local – Other		68,000
22700-2002-55999 Contract – Other Services	\$42,000	
22700-2002-56120 Supplies – Vehicle Fuel	1,000	

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Increased GRT revenue, decreased Other Entities' contribution per JPA, Increased expenditures for IT services, Software Maintenance and Fuel costs**

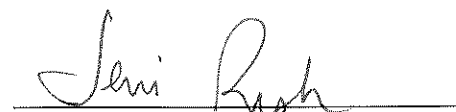
NOW THEREFORE, BE IT RESOLVED that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Adjustments be made.

DONE at Tucumcari, County of Quay, New Mexico this 10th day of October, 2022.

The seal of the Board of Quay County Commissioners is circular. It features a central emblem with a sunburst and the words "QUAY COUNTY NEW MEXICO". Surrounding this is a ring with the text "BOARD OF COMMISSIONERS". The outermost ring contains the words "OFFICIAL SEAL".
ATTEST:

Ellen White, County Clerk


Franklin McCasland, Commissioner


Robert Lopez, Commissioner


Jerri Rush, Commissioner

**QUAY COUNTY
FISCAL YEAR 2022-2023
RESOLUTION No. 17**

Authorization of Budgetary Increase to **Rural II and Quay IV Fire Districts (408 and 415)**

WHEREAS, at meeting of the Board of Quay County Commissioners on October 10, 2022 the following was among the proceedings;

WHEREAS, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase;

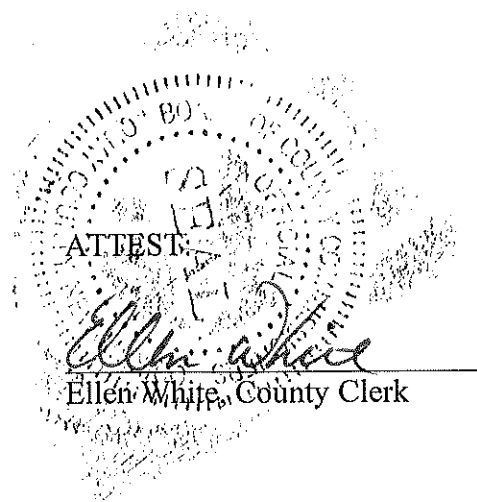
**State Fund 20900
Budgetary Increase**


	<u>DEBIT</u>	<u>CREDIT</u>
20900-3002-58999 Other Capital Purchases	\$73,788 Rural II	
20900-3002-58999 Other Capital Purchases	\$19,280 Quay IV	


WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Unexpended Fire Protection Grant monies omitted from FY23 Budget expenditures**

NOW THEREFORE, BE IT RESOLVED that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Adjustments be made.

DONE at Tucumcari, County of Quay, New Mexico this 10th day of October, 2022.




Franklin McCasland, Commissioner


Robert Lopez, Commissioner


Jerri Rush, Commissioner

**STATE OF NEW MEXICO
COUNTY OF QUAY
FY2022-2023
RESOLUTION NO:18
ACCEPTANCE OF 2016 FORD F-250 FROM THE COUNTY OF
EDDY**

WHEREAS, the Eddy County Sheriff's Office currently has a Law Enforcement vehicle that is being de-commissioned from there fleet and is being offered to the Quay County Sheriff's Office;

WHEREAS, requested by the Quay County Sheriff's Office accept the donation of 2016 Ford F-250, from the Eddy County Sheriff's Office;

NOW, THEREFORE, BE IT RESOLVED by the Quay County Board of Commissioners that:

The Quay County Board of Commissioners accept the donation of the following, and assume all rights and responsibilities thereof, and as is:

3656 – 2016 Ford F-250 – 1FT7W2B60GEB43733

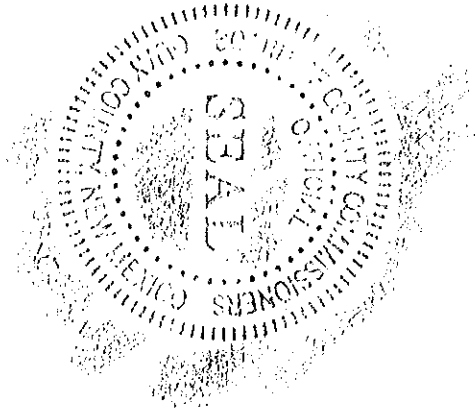
PASSED AND ADOPTED this 10th day of October 2022, by the Quay County Board of Commissioners in an open meeting in Tucumcari, Quay County, New Mexico.

QUAY COUNTY BOARD OF COMMISSIONERS
QUAY COUNTY, NEW MEXICO


Franklin McCasland, Commission Chairman

ATTEST:


Ellen White, County Clerk





State of New Mexico
**DEPARTMENT OF HOMELAND SECURITY &
 EMERGENCY MANAGEMENT**

P.O. Box 27111
 Santa Fe, NM 87502

SUBRECIPIENT GRANT AGREEMENT

2022 Emergency Management Performance Grant (EMPG)
 2022 Federal Grant No.: EMT-2022-EP-00005 Assistance Listing No.: 97.042

1. SUB-GRANT NO.		2. SUBRECIPIENT NAME		3. FIDUCIARY NAME	
EMT-2022-EP-00005		Quay County		Quay County	
4. SUPPLIER ID	5. EIN NUMBER		6. UEI NUMBER		7. CAGE CODE
54395	85-6000238		KSD3WG8582Z4		5RFT1
8. SUBRECIPIENT PHYSICAL ADDRESS			9. SUBRECIPIENT REMIT ADDRESS		
300 S 3rd Street Tucumcari, NM 88401			PO Box 1246 Tucumcari, NM 88401		
10. NMDHSEM CONTACT NAME:		11. CONTACT DESK PHONE:		505-476-0627	
Merrill Miller		11 a. CONTACT EMAIL ADDRESS:		DHSEM.Grants@DHSEM.nm.gov cc: Merrill.Miller@DHSEM.nm.gov	
12a. PERFORMANCE PERIOD START DATE		July 1, 2022	12b. PERFORMANCE PERIOD END DATE		June 30, 2023
13. TOTAL AWARDED AMOUNT			\$56,023.00		
13a. EMPG FEDERAL AWARD			13b. EMPG LOCAL MATCH		
\$28,011.50			\$28,011.50		
14a. NAME OF PROJECT AWARD				14b. AMOUNT AWARDED	
1	Salary & Benefits – Federal Share				\$ 28,011.50
2	Salary & Benefits – Local Share				\$ 28,011.50
3					\$
4					\$
TOTAL AWARDED AMOUNT				\$ 56,023.00	

15. RECITALS, GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS

WHEREAS, the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) has been designated by the United States Department of Homeland Security (USDHS) to serve as grantee and is thereby authorized to issue this agreement to the applicant, subrecipient, and sub-grantee.

WHEREAS, funding has been obligated from the United States Department of Homeland Security (USDHS) pursuant to a request by the applicant, subrecipient, and sub-grantee.

NOW, THEREFORE it is mutually understood and agreed between the grantee, NMDHSEM, and sub-grantee, Quay County hereinafter referred to as "subrecipient" as follows:

ARTICLE 1: CONTRACT DOCUMENTS

The following additional sub-grant agreement documents are fully incorporated into this agreement and thereby constitute additional terms and conditions of this agreement:

This Agreement:

- Required Reimbursement Checklist, Attachment 1 of this document
- 2022 Emergency Performance Grant Program Application/Work Plan, NMDHSEM's—Emergency Management Performance Grant (EMPG) 2022 Funding Announcement and Allocation Methodology, and USDHS' Notice of Funding Opportunity Fiscal Year 2022 Emergency Management Performance Grant Program: <https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/>
- Glossary, Attachment 2 of this document
- Acronyms, Attachment 3 of this document

ARTICLE 2: SCOPE OF WORK

As authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), (42 U.S.C. Sections 5121-5207 (1988) (amended 2018), and Section 662 of the Post Katrina Emergency Reform Act of 2006, as amended (6 U.S.C. Section 762 (2018)), the subrecipient shall use EMPG funds to assist in preparing for all-hazards. Specifically, these funds shall be utilized by the subrecipient for projects previously identified in the EMPG grant application and approved by the NMDHSEM Secretary or designee. The subrecipient shall match the federal Award of \$28,011.50, with a local jurisdictional amount of \$28,011.50, for a total project cost of \$56,023.00. All work performed pursuant to this agreement must comply with the approved EMPG work plan. All work must be completed within the performance period, between July 1, 2022, and June 30, 2023. The subrecipient shall not sub-grant any part of this award to any other entity or organization. Within the first reporting quarter, all awards require confirmation that expenditures in the budget category toward this project will be made. If not, NMDHSEM may execute a de-obligation of federal funds, without recourse by the subrecipient.

ARTICLE 3: PROJECT IMPLEMENTATION

Approved projects must commence within the first reporting quarter. If a project cannot commence and be operational within the first reporting quarter of the approved award date, the subrecipient must submit a written statement to the NMDHSEM contact as identified on page 1, field 11a, of this document signed by the subrecipient signatory officials, justifying the delay in implementation, the expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the sole discretion of NMDHSEM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects.

ARTICLE 4: REPORTING REQUIREMENTS

The subrecipient, shall submit timely Quarterly Financial Progress Reports to the NMDHSEM Sub-grant Analyst and Narrative Report form “performance progress report” to the Local Preparedness Coordinator. Use of outdated forms will not be accepted. All quarterly reports are due: October 15, January 15, April 15, and July 15 within the Period of Performance (POP) beginning after the conclusion of the first quarter of grant activity. **Requests for payment will be processed if both quarterly reports are received timely.**

- **Final reports:** Due 15 days after the end of the POP. The Final Narrative Report will suffice as the final performance progress report.

The applicant must immediately report in writing to the NMDHSEM contact alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Sub-Grant Agreement. This requirement extends further to an obligation by the subrecipient to report any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

ARTICLE 5: REIMBURSEMENTS

Submission of a request for reimbursement must be accompanied by **both** the Quarterly Financial Progress Report and Narrative Report form. Reimbursement shall be based upon authorized and allowable expenditures consistent with the project narrative, grant guidelines, and the submission of timely financial and performance progress reports. Payments may be withheld by NMDHSEM pending correction of deficiencies. Reimbursement of expenditures shall be requested at least quarterly for expenditures within the performance period. Expenditures must be supported with source documentation (e.g., copies of proof of payment, invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). The NMDHSEM staff will not process reimbursements if quarterly performance progress and financial-reports are not submitted.

CONTRACTS: All contracts must be submitted to the NMDHSEM contact for NMDHSEM review prior to implementation.

LOCAL MATCH: Local matching funds must clearly support the source, the amount, and the timing of all matching contributions. Type of match used must comply with what was provided in the application. If the type of match differs, a NMDHSEM Request for Budget-Project Revision form must be approved prior to submittal of the reimbursement request.

EQUIPMENT: Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL): www.fema.gov/grants/tools/authorized-equipment-list. Screenshots of the AEL number and description are required to be submitted along with the Request for Approval.

TRAVEL: All reimbursable travel must be pre-approved by NMDHSEM 30 days prior to travel date.

PER DIEM: Reimbursements for state, local, tribal, and territorial jurisdictions cannot exceed the rates of the New Mexico Per Diem and Mileage Act, NMSA 1978, Section 10-8-4 (2021).

TRAINING: Requires NMDHSEM pre-approval 30 days prior to registering or participating in training opportunities.

EXERCISE: Requires submission of an After-Action Report/Improvement Plan (AAR/IP) within 60 days after conduct of exercise. The AAR/IP must be submitted to NMDHSEM’s Training and Exercise Unit.

FOOD AND BEVERAGES: Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:

- The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the NPD program guidelines; and
- Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
 - o The cost of the food and/or beverages provided is considered to be reasonable.

- o The food and/or beverages provided are subject of a work-related event and work continues after meals are served.
- o Participation by all participants is mandatory; and
- o The food and/or beverages provided are not related directly to amusement and/or social event. (Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed).

NON-REIMBURSABLE EXPENSES:

- Training and related travel costs not pre-approved by NMDHSEM.
- Construction and renovation.
- Indirect costs.
- Supplanting (using federal funds to purchase items previously budgeted for with state, local, tribal, and territorial funds).
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.
- Weapons and ammunition.
- Entertainment and sporting events.
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel, personal phone calls.
- Travel insurance, visa, and passport charges.
- Lodging costs in excess of state per diem, as appropriate.
- Food reimbursement when travel does not exceed 24 hours.
- Alcoholic beverages.
- Late fees, or interest charges.
- Lobbying, political contributions, legislative liaison activities.
- Organized fund-raising, including salaries of persons while engaged in these activities.
- Land acquisition.
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.
- Non-Personnel expenses not pre-approved by NMDHSEM via Request for Approval form.

ARTICLE 6: PERFORMANCE MEASURES

The Narrative Report form shall demonstrate performance and progress relative to acceptable performance on applicable critical tasks:

- Progress in achieving project timelines and milestones.
- Percent measurable progress toward completion of project.
- How funds have been expended during reporting period, and explaining expenditures related to the project.

ARTICLE 7: SUB-RECIPIENT MONITORING POLICY

Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are being met. The NMDHSEM will periodically monitor, review, and conduct analysis of financial, programmatic, and administrative policies, procedures, and practices. This monitoring may include review of accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting, procurement, records management, payroll, means of allocating staff costs, property and equipment management system, progress of project activities, etc. Monitoring may include desk and field audits. Technical assistance is available from NMDHSEM staff.

ARTICLE 8: PROCUREMENT

When procuring property and services under this agreement, the subrecipient will follow 2 C.F.R. 200.318 through 2 C.F.R. 200.326 and Appendix II. The subrecipient must use its own documented procurement procedures which reflect applicable state, local, tribal, and territorial laws, and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. 200. As such, the subrecipient must use one of the methods of procurement identified in 2 C.F.R. 200.320.

Contractors that develop or draft specifications, requirements, Statements of Work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition.

ARTICLE 9: CONTRACTS

Contracts for professional and consultant services executed during this grant period must include federal, state, local, tribal, and territorial government required contract language, a project budget, and require pre-approval by NMDHSEM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the marketplace. Detailed invoices and time and effort reports are required for consultants. See 2 C.F.R. 200.1, 2 C.F.R. 200 app.II to Part 200.

ARTICLE 10: AUDIT REQUIREMENTS

As the federal grant recipient, the State of New Mexico requires a subrecipient expending \$750,000.00 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2 C.F.R. 500 Subpart F. The subrecipient will permit NMDHSEM staff and auditors to have access to the subrecipient's and third-party contractors' records and financial statements as necessary for the State of New Mexico to comply with 2 C.F.R. 500 Subpart F. Copies of audit findings must be submitted to the NMDHSEM contact within 30 days after the subrecipient receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier. Include the federal agency name, program, grant number, and year; the Assistance Listing title and number; and the name of the pass-through agency.

ARTICLE 11: PROPERTY AND EQUIPMENT MANAGEMENT

The subrecipient will follow the property standards articulated in 2 C.F.R. 200.310 through 2 C.F.R. 200.326. The subrecipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A Property Inventory Report shall be submitted to NMDHSEM annually each January 30 with the Financial Progress Report during the performance period, and continued submission is required annually until final disposition of the equipment. The

subrecipient shall, when practical, prominently display the following on any equipment purchased with award funds: Purchased with funds provided by the U.S. Department of Homeland Security. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from NMDHSEM, prior to the jurisdiction's encumbrance or expenditure for that equipment.

ARTICLE 12: NATIONAL ENVIRONMENTAL POLICY ACT (NEPA), /ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) COMPLIANCE

The subrecipient must provide information to NMDHSEM to assist with the legally required environmental planning and historic preservation (EHP) review and to ensure compliance with the applicable EHP laws and Executive Orders (EO). These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, E 11988 Floodplain Management, EO 11990 Protection of Wetlands, and EO 12898 Environmental Justice. The recipient must comply with all federal, state, local, tribal, and territorial EHP requirements and obtain applicable permits and clearances.

Recipients shall not undertake any activity from the project that would result in ground disturbance, facility modification, or relates to the use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings that are 50 years old or older, and exercises. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. An EHP Screening Form does not need to be provided for those exercises that are planned to take place at previously approved facilities, such as, fire and police academies, search and rescue training facilities, and explosive testing centers. Any type of exercise that requires any type of land, water, or vegetation disturbance or building of temporary structures must undergo an EHP review.

Any change to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the New Mexico Historic Preservation Office. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may result in ineligibility of grant funding.

ARTICLE 13: PUBLICATIONS

Publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a sub-grant from the U.S. Department of Homeland Security, and the New Mexico Department of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security or the State of New Mexico."

ARTICLE 14: RECORDKEEPING

The subrecipient will follow the record retention and access standards articulated in 2 C.F.R. 200.333 through 2 C.F.R. 200.337. The grant financial and administrative records shall be maintained for a period of three years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three years following the final disposition, replacement or transfer of the property and equipment.

ARTICLE 15: CHANGES TO AWARD

All change requests must be submitted either in writing or electronically to the NMDHSEM contact for review 90 days prior to the termination of this agreement. All change requests must be accompanied by a justification narrative and a budget and spending plan. All change requests must be consistent with the scope of the project and grant guidelines. Change requests will be considered only if reporting requirements are current, and all other terms and conditions of this agreement have otherwise been met at the time of the request. If approved by NMDHSEM, changes in the programmatic activities, purpose of the project, key personnel specified on the grant award, contractual services for activities central to the purposes of the award, change in project site, or release of special conditions, may result in an amendment to this award. Requests for changes must be submitted using the Request for Budget-Project Revision form.

ARTICLE 16: OTHER GENERAL PROVISIONS

- The performance period for this grant award is July 1, 2022 through June 30, 2023. Further, all personnel related grant activity must be completed between July 1, 2022 and June 30, 2023. Funds may not be obligated outside of these time periods. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 15 days of the end of the performance period when the final performance progress and financial progress reports are due.
- The FY 2022 SAFECOM Guidance on Emergency Communications Grants, in coordination with stakeholders and federal partners, and the National Emergency Communications Plan Goals, targets funding priorities to address:
 - Priority 1: Governance and Leadership
 - Priority 2: Planning and Procedures
 - Priority 3: Training, Exercises, and Evaluation
 - Priority 4: Activities that Enhance Communications Coordination
 - Priority 5: Standards-Based Technology and Infrastructure
 - Priority 6: Cybersecurity
- Deployable / Shareable Assets - All assets supported in part or entirely with non-disaster grant funding must be readily deployable to support emergency or disaster operations per existing Intrastate Mutual Aid System, (IMAS) and/or Emergency Management Assistance Compact (EMAC) and other mutual aid agreements. Assets that may not be physically deployable but support national response capabilities, such as interoperable communications systems and equipment, is considered shareable assets. Access to and use of these assets must be made readily available upon the request of the New Mexico Department of Homeland Security and Emergency Management.
- The subrecipient shall comply with the requirements and restrictions of the USDHS Federal NOFO and the New Mexico DHSEM Emergency Management Performance Grant (EMPG) Funding Announcement and Allocation Methodology. By signing this obligating award document, the subrecipient certifies it has read, understood, and accepted these documents as binding.
- The signatures of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The subrecipient shall follow the financial management requirements imposed on them by NMDHSEM, which includes the requirements of the USDHS.

- The signature of the signatory officials on this award attests to the subrecipient's understanding, acceptance, and compliance with Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-free Workplace Requirements; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state, local, tribal, and territorial funds. Federal funds must be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit.
- The subrecipient shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other state, local, tribal, and territorial agencies, and each award is accounted for separately.
- The subrecipient shall comply with Federal Civil Rights Laws and Regulations: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1991. The subrecipient will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.
- The subrecipient certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (EEOP) (for USDHS/DOJ grants). An EEOP is not required for recipients of less than \$25,000.00 or fewer than 50 employees.
- The subrecipient certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- It is the responsibility of the subrecipient as the recipient of these federal funds to fully understand and comply with the requirements of:
 - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements, OMB Standard Form 4248 Assurances-Non-Construction Programs, OMB Standard Form 4240 Assurances - Construction Programs, 2 C.F.R. Part 200, 2 C.F.R. Part 3002.
 - Whistleblower Protection Act.
 - 10 U.S.C. Section 2409.
 - 41 U.S.C. Section 4712.
 - 41 U.S.C. Sections 4304.
 - 41 U.S.C. Sections 4310.
 - Use of DHS Seal, Logo and Flags - All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags.
 - USA Patriot Act of 2001, Pub.L. 107-56.
 - Universal Identifier and System of Award Management (SAM), 2 C.F.R. Part 25, Appendix A.
 - Reporting of Matters Related to Recipient Integrity and Performance, 2 C.F.R. Part 200.
 - Rehabilitation Act of 1973, 29 U.S.C. Section 794.
 - Trafficking Victims Protection Act of 2000, Section 106(g) 22 U.S.C. Section 7104, 2 C.F.R. Section 175.15.
 - International Money Laundering Abatement and Anti-Terrorist Financing Act of 2001.
 - SAFECOM Guidance on Emergency Communications Grants.
 - Reporting Sub-Awards and Executive Compensation.

- Procurement of Recovered Materials, Solid Waste Disposal Act, Resource Conservation Recovery Act.
- Environmental Protection Agency (EPA) 40 C.F.R. Part 247.
- Patents and Intellectual Property Rights.
 - Bayh-Dole Act. Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. Section 200 et seq., 37 C.F.R. Part 401, 37 C.F.R. Section 401.14.
- Non-supplanting Requirement - All recipients who receive awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
- Lobbying Prohibitions, 31 U.S.C. Section 1352.
- Limited English Proficiency (Civil Rights Act of 1964, Title VI), <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited>.
- Hotel and Motel Fire Safety Act of 1990.
- Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. Section 2225.
- Fly America Act of 1974, 49 U.S.C. Section 41102, 49 U.S.C. Section 40118.
- Comptroller General Decision B-138942.
- Best Practices for Collection and Use of Personally Identifiable Information (PII) - DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of PII they collect. Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.
- Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101 and 12213.
- Age Discrimination Act of 1975, Title 42 U.S. Code Section 6101 et seq.
- Activities Conducted Abroad - All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
- Acknowledgment of Federal Funding from DHS - All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
- Federal Leadership on Reducing Text Messaging while Driving.
- Federal Debt Status.
- False Claims Act and Program Fraud Civil Remedies, 31 U.S.C. Section 3729, 31 U.S.C. Section 3801-3812.
- Energy Policy and Conservation Act, 42 U.S.C. Section 6201.
- Education Amendments of 1972 (Equal Opportunity in Education Act), 20 U.S.C. Section 1681 et seq., 6 C.F.R. Part 17 and 44 C.F.R. Part 19.
- Duplication of Benefits, 2 C.F.R. Part 200, Subpart E.
- Drug-Free Workplace Regulations, 41 U.S.C. Section 701 et seq., 2 C.F.R. Part 3001.
- Debarment and Suspension, Executive Orders, 12549 and 12689, and 2 C.F.R. Part 180.
- Copyright, 17 U.S.C. Sections 401 and 402.
- Civil Rights Act of 1968, Title VIII of the Civil Rights Act of 1968, 42 U.S.C. Section 3601 et seq., 24 C.F.R. Part 100, 24 C.F.R. Section 100.201.
- Civil Rights Act of 1964 - Title VI, 42 U.S.C. Section 2000(d) et seq., 6 C.F.R. Part 21, 44 C.F.R. Part 7.

- USDHS Specific Acknowledgements and Assurances

- All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
- Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
- Recipients must give DHS access to and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
- Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
- If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hg.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
- In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.
- The United States has the right to seek judicial enforcement of these obligations.
- Disposition of Equipment Acquired Under the Federal Award, 2 C.F.R. Section 200.313.
- National Environmental Policy Act, National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA
- Nondiscrimination in Matters Pertaining to Faith-based Organizations, 6 C.F.R. Part 19.

ARTICLE 17: PENALTY FOR NON-COMPLIANCE

For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. The NMDHSEM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. The NMDHSEM shall notify the subrecipient of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The subrecipient must respond within five days of receipt of notification.

- Unwillingness or inability to attain project goals.
- Unwillingness or inability to adhere to Special Conditions listed in Article 19.
- Failure or inability to adhere to grant guidelines and federal compliance requirements.
- Improper procedures regarding contracts and procurements.
- Inability to submit reliable and/or timely reports.
- Management systems which do not meet federal required management standards.
- Failure or inability to adhere to the terms and conditions of this agreement.

ARTICLE 18: TERMINATION

For Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. The NMDHSEM will provide notice of five days to the subrecipient stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. The NMDHSEM will reimburse the subrecipient only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of NMDHSEM until completion of a final NMDHSEM review. Any equipment purchased under a terminated grant may revert to NMDHSEM at the option of NMDHSEM.

For Convenience: This Agreement may be terminated without cause by either of the parties upon written notice delivered to the other party at least 30 days prior to the intended date of termination. A termination pursuant to this provision does not nullify a party's obligations for performance or liabilities for failure to perform already incurred prior to the date of termination. Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The-USDHS and the NMDHSEM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to NMDHSEM at the option of NMDHSEM.

ARTICLE 19: SPECIAL CONDITIONS

- The EMPG Notice of Funding Opportunity Requirements – All of the instructions, guidance, limitations, and other conditions set forth in the USDHS Preparedness Grants Manual and the NOFO for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the USDHS Preparedness Grants Manual and the NOFO.
- The grant award amount is a funding allocation and is not to be interpreted as expenditure authorizations or approvals. Pre-approval from-NMDHSEM-staff is required for all purchases regardless of any application review.
- All awarded projects must be planned for, conducted, budgeted, and expended within the designated performance period. Furthermore, at least 25% of the grant award must be expended in the first quarter for each project; some exceptions and/or extenuating circumstances may apply.
- All subrecipients must complete a National Incident Management System (NIMS) Assessment on or before September 30 of each year. All funded beneficiaries, to include but not limited to, first response agencies and special teams must also complete a NIMS Assessment. Continuing working on NIMS implementation objectives throughout the performance period of the grant and thereafter.
- All subrecipients must complete and/or revise their Threat Hazard Identification Risk Assessment (THIRA) every three years and submit to NMDHSEM no later than October 31 of that year.
- All subrecipients must complete and/or revise their Stakeholder Preparedness Report (SPR) every year and submit to NMDHSEM no later than October 31 of that year.
- All subrecipients must complete and/or revise their local and/or regional Tactical Interoperable Communication Plan (TICP) every year. Please submit to the New Mexico Statewide Interoperability Coordinator (SWIC) and your Local Preparedness Coordinator.

- All subrecipients must have a fully promulgated All Hazards Emergency Operations Plan (EOP), approved by NMDHSEM and is current within two years. Sub-recipients are required to complete and include the NMDHSEM provided EOP crosswalk when submitting their EOPs to their Local Preparedness Coordinator for approval.
- All Whole Community Preparedness subrecipients must have a coordinating body to serve as their Citizen Corps Whole Community Council, with membership that includes, but is not limited to: representatives from emergency management, homeland security, law enforcement, fire service, EMS, public health, hospitals, HCCs, or their designee, elected officials, the private sector especially privately owned critical infrastructure, private nonprofits, nongovernmental organizations including faith-based, community-based, and voluntary organizations and advocacy groups.
- Subrecipients must have a current multi-year Integrated Preparedness Plan (IPP) that identifies preparedness priorities and activities. The current multi-year IPP must be submitted to the NMDHSEM Training and Exercise Unit before April 1 of each year.
- All EMPG funded personnel shall participate in exercises as a controller, evaluator, facilitator, player, or planning team member within the 12-month performance period of this award; performance progress for each funded position will be measured on each quarterly report. All AAR/IP and/or AAR/IP input forms must be sent to the NMDHSEM Training and Exercise Unit no later than 60 days after the exercise.
- All EMPG funded personnel must complete either the Independent Study courses identified in the Professional Development Series, or the National Emergency Management Basic Academy delivered by the Emergency Management Institute (EMI) or an authorized state, local, tribal, territorial, or regional entity.
- All EMPG funded personnel, including full- and part-time state, local, tribal and territorial subrecipients, must complete any version of the NIMS training, Independent Study IS 100, IS 200, IS 700 and IS 800.
- Training and Exercise Overtime and Backfill: Overtime costs, including payments related to backfilling personnel, that are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. The entire amount of overtime costs, including payments related to backfilling personnel, that are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government and from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- Quarterly financial and progress reports are due on October 15, January 15, April 15, and July 15, within the Period of Performance. Final reports are due 15 days after the end of Period of Performance.
- A Request for Approval form must be approved-prior to any-tangible expenditures.
- All revision requests must be reviewed and approved by NMDHSEM staff. All requests must meet the original scope of the project which, may result in a subgrant amendment.
- A revision of a project's scope of work must be pre-approved by NMDHSEM staff before the jurisdiction can proceed with the request for approval process. If the revision is approved, NMDHSEM staff may request additional documentation to proceed with recommendation to NMDHSEM Leadership for final approval.

- The beneficiary of this award is solely responsible for all expenditures that are incurred outside of the award performance period. All expenditures that are incurred above and beyond the amount of this sub-grant agreement are the sole responsibility of the subrecipient of this award.
- Procurement from Minority Owned and Women Owned Business is encouraged and must be tracked and reported to NMDHSEM on the quarterly reports.
- Upon completion of all awarded projects, any remaining funds will be de-obligated and reverted back to NMDHSEM.
- Extensions due to exigent or emergency circumstances will be determined by NMDHSEM on a case-by-case basis. Applicants who experience technical issues must notify the Local Preparedness Coordinator assigned to their area within 90 days of the POP end date.
- Grant funds may not be used for the following:
 - Unallowable Equipment: Grant funds must comply with FEMA Grants Programs Directorate Information Bulletin No. 426 (IB 426), Guidance to Recipients and Subrecipients of FEMA Preparedness Grants Regarding Implementation of Executive Order 13809 Restoring State, Tribal, and Local Law Enforcement's Access to Life-Saving Equipment and Resources, and may not be used for the purchase of firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
 - Expenditures for weapons systems and ammunition.
 - Costs associated with hiring, equipping, training, etc. sworn public safety officers whose primary job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties.
 - Costs that supplant traditional public safety positions and responsibilities
 - Activities and projects unrelated to the completion and implementation of the EMPG Program.



State of New Mexico
DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT
P.O. Box 27111
Santa Fe, NM 87502

The acceptance of a grant from the United States and the State of New Mexico creates a legal duty and obligation on the part of the subrecipient to use the funds or property made available in accordance with the conditions of the grant as administered by and through the New Mexico Department of Homeland Security and Emergency Management.

SUBRECIPIENT GRANT AGREEMENT

Signature of Acceptance

SUBRECIPIENT SIGNATURES			
SIGNATURE OF EMERGENCY MANAGEMENT PROGRAM MANAGER			
PRINTED NAME: <i>Paul Lucero</i>			
OFFICIAL SIGNATURE: <i>Paul Lucero</i>		DATE: <i>10/10/2022</i>	
CONTACT NUMBER: <i>575-403-8286</i>	E-MAIL ADDRESS: <i>Paul.Lucero@dmhsemtm-nm.gov</i>		
SIGNATURE OF JURISDICTION CHIEF FINANCIAL OFFICER			
PRINTED NAME: <i>Cheryl Simpson</i>			
OFFICIAL SIGNATURE: <i>Cheryl Simpson</i>		DATE: <i>10/10/2022</i>	
CONTACT NUMBER: <i>575-461-2112</i>	E-MAIL ADDRESS: <i>cheryl.simpson@quaycounty-nm.gov</i>		
SIGNATURE OF JURISDICTION SIGNATORY OFFICIAL			
PRINTED NAME: <i>Franklin McCasland</i>			
OFFICIAL SIGNATURE: <i>Franklin McCasland</i>		DATE: <i>10/10/2022</i>	
CONTACT NUMBER: <i>575-461-2112</i>	E-MAIL ADDRESS: <i>fmccasland79@yahoo.com</i>		

NMDHSEM SIGNATURES	
SIGNATURE OF NMDHSEM GRANTS MANAGER	DATE
OFFICIAL SIGNATURE:	
Print Name:	
SIGNATURE OF NMDHSEM CABINET SECRETARY	DATE
OFFICIAL SIGNATURE:	
Print Name:	

Print one original agreement, sign and email to: DHSEM.Grants@state.nm.us and your Sub-Grant Analyst

ATTACHMENT I

Reimbursement Checklist

Please Note: NMDHSEM reserves the right to update this check list throughout the life of the grant to ensure compliance with applicable state, local, tribal, and territorial rules and regulations. Please only check the categories that apply to the reimbursement you are currently requesting.

EQUIPMENT

- Have all invoices been included?
- Has AEL # been identified for each purchase?
- If service/warranty expenses are listed, are they only for the performance period of the grant?
- Has proof of payment been included? (e.g., canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement)
- If EHP form needed – has copy of it and approval from DHS/FEMA been included?

CONSULTANTS/CONTRACTORS

- Does the amount billed by consultant add up correctly?
- Has all appropriate documentation to denote hours worked been properly signed?
- Have copies of all planning materials and work product (e.g., meeting documents, copies of plans) been included? (If a meeting was held by recipient or contractor/consultant of recipient, an agenda and sign-up sheet with meeting date must be included).
- Has the invoice from consultant/contractor been included?
- Has proof of payment been included? (e.g., canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

SALARY POSITIONS

- Have the following been provided: signed time sheet by employee and supervisor and proof that employee was paid for time worked (statement of earnings, copy of payroll check or payroll register)?
- Has a time period summary sheet been included for total claimed amount?
- Has a general ledger payroll report been included for total claimed amount? Ensure this report includes both employee and employer payroll information (i.e., benefits/contributions).
- Does the back-up documentation include a copy of the check stub per employee for the time period covered?
- Does the back-up documentation provided match the time period for which reimbursement is being requested?

TRAINING

- Is the course DHS/FEMA approved? Is there a course or catalog number? If not, has NMDHSEM approved the non-DHS training request form? Is supporting documentation included your reimbursement request?
- Have sign-in sheets, rosters and agenda been provided?
- If billing for overtime and/or backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have print outs from entity's financial system been provided as proof attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
- Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
- Has any expenditures occurred in support of the training (e.g., printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and

equipment)? If so, receipts and proof of payment must be submitted. (e.g., system generated ledger, canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

MATCHING FUNDS

- Contributions are from non-federal funding sources.
- Contributions are from cash.
- Contributions are from in-kind contributions which may include training investments.
- Contributions are not from salary, overtime, or other operational costs unrelated to EMPG eligible activities.

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ATTACHMENT 2

Glossary

After–Action Report/Improvement Plan (AAR/IP): The AAR/IP is a document that generally includes an exercise overview, analysis of capabilities, and a list of corrective actions. The AAR/IP should include an overview of performance related to each exercise objective and associated capabilities. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Authorized Equipment List (AEL): The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA’s preparedness grant programs.

Backfill: The act of filling a position left by another employee who has been moved to another role.

Conduct of Exercise: Involves activities such as preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities. For a discussion-based exercise, conduct entails presentation, facilitation, and discussion. For an operations-based exercise, conduct, encompasses all operations occurring between the designated Start of the Exercise (StartEx) and End of the Exercise (EndEx). Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Controller: An individual who manages exercise play and monitors the pace of the exercise. Controllers may prompt or initiate certain player actions to maintain exercise pace and flow. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Corrective Action: An action that is intended to resolve areas for improvement. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Cost Match: Recipient or subrecipient contribution. This can be cash (hard match) or third party in-kind (soft match). 2 C.F.R. 200.306.

Cost Sharing or Matching: The portion of project costs not paid by federal funds or contributions (unless otherwise authorized by federal statute). 2 C.F.R. 200.1 Cost sharing or matching.

Design and Development of Exercises: Responsible for compiling and developing all exercise background and facilitation or control, providing technical or functional expertise for scenario development, developing the simulation construct as applicable, and working with the evaluation and resource/support functions to ensure all exercise design and development needs are met. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Disallowed costs: Those charges to a federal award that the federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable federal statutes, regulations, or the terms and conditions of the federal award. 2 C.F.R. 200.1 Disallowed costs.

Equipment: 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. 2 C.F.R. 200.1 Equipment.

Evaluator: An individual chosen based on their expertise in the functional areas to observe and collect exercise data and analyze results. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Exercise: An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives. Types of exercises are seminar, workshop, tabletop, full scale, and functional. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Expenditures: Charges made by a non-federal entity to a project or program for which a federal award was received. 2 C.F.R. 200.1 Expenditures.

Facilitator: An individual responsible for keeping a discussion focused on exercise objectives and exploring all issues within the time allotted during discussion-based exercises, or an individual designated to deliver information in a structured setting. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Federal Award: The federal financial assistance that a recipient receives directly from a federal awarding agency or indirectly from a pass-through entity. 2 C.F.R. 200.1 Federal award.

Federal Share: The portion of the federal award costs that are paid using federal funds. 2 C.F.R. 200.1 Federal share.

Full-Scale Exercise (FSE): An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions/organizations, and real-time movement of resources. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Functional Exercise (FE): An operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Improvement Plan (IP): A document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Integrated Preparedness Plan (IPP): A document for combining efforts across components of the Integrated Preparedness Cycle to make sure that a jurisdiction/organization has the capabilities to handle threats and hazards. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Narrative Report – Quarterly/Final (also known as performance progress report): Used to submit either quarterly performance reports or the final narrative report.

NMDHSEM Request for Budget-Project Revision form: This form is used to request revision(s) to project(s) and/or budget(s) that are within the original scope of the project.

Notice of Funding Opportunity (NOFO): A formal announcement of the availability of federal funding through a financial assistance program from a federal awarding agency. The notice of funding opportunity provides information on the award, who is eligible to apply, the evaluation criteria for selection of an awardee, required components of an application, and how to submit the application. 2 C.F.R. 200.1 Notice of funding opportunity.

Pass-through Entity: A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. 2 C.F.R. 200.1 Pass through entity (PTE).

Period of Performance (POP): The total estimated time interval between the start of an initial federal award and the planned end date, which may include one or more funded portions, or budget periods. 2 C.F.R. 200.1 Period of performance.

Planning Team: The exercise planning team manages and is responsible for exercise design, development, conduct, and evaluation. The membership of an exercise planning team fits the type and scope of an exercise and is a manageable size yet represents the full range of participating jurisdictions/organizations and stakeholders. For multi-jurisdictional/organizational exercises, planning team members include representatives from each functional area or relevant discipline. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Player: An individual that has an active role in the exercise by either discussing or performing a regular role and responsibility in response to a scenario. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Preparedness: The actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. National Incident Management System, Third Edition, October 2017.

Quarterly Financial Progress Report: The information in this report is used by NMDHSEM to monitor subrecipient cash flow, performance, and project implementation to ensure proper use of federal funds.

Recipient: An entity, usually but not limited to non-federal entities that receives a federal award directly from a federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award. 2 C.F.R. 200.1 Recipient.

Request for Approval Form: Used by subrecipient to request approval from NMDHSEM to expend funds for previously identified and approved projects. Approval must be received prior to expenditure.

Seminar: A discussion-based exercise that orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Stakeholder Preparedness Review (SPR): Annual three-step self-assessment of a community's capability levels based on the capability targets identified in the Threat and Hazards Identification and Risk Assessment (THIRA). Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide, CPG 201, 3rd Edition, May 2018.

Subrecipient: An entity, usually but not limited to non-federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. 2 C.F.R. 200.1 Subrecipient.

Supplanting: When a state or unit of local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, federal funds must be used to **supplement** existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. If a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. US Department of Justice Office of Justice Programs, Grants 101.

Tabletop Exercise (TTX): A discussion-based exercise in response to a scenario intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Threat and Hazard Identification and Risk Assessment (THIRA): Standard process for identifying community-specific threats and hazards and setting targets for each core capability identified in the National Preparedness Goal. Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide, CPG 201, 3rd Edition, May 2018.

Workshop: A discussion-based exercise often employed to develop policy, plans, or procedures. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

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ATTACHMENT 3

Acronyms

AAR/IP: After–Action Report/Improvement Plan

AEL: Authorized Equipment List

CPG: Comprehensive Preparedness Guide

EMAC: Emergency Management Assistance Compact

EMPG: Emergency Management Performance Grant

EOP: Emergency Operations Plan

FEMA: Federal Emergency Management Agency

FE: Functional Exercise

FSE: Full-Scale Exercise

HSEEP: Homeland Security Exercise and Evaluation Program

IB 426: FEMA Grants Programs Directorate Information Bulletin No. 426 (IB 426), Guidance to Recipients and Subrecipients of FEMA Preparedness Grants Regarding Implementation of Executive Order 13809 Restoring State, Tribal, and Local Law Enforcement's Access to Life-Saving Equipment and Resources

IMAS: Intrastate Mutual Aid System

IP: Improvement Plan

IPP: Integrated Preparedness Plan

NMDHSEM: New Mexico Department of Homeland Security and Emergency Management

NOFO: Notice of Funding Opportunity

NPD: National Preparedness Directorate

POP: Period of Performance

PTE: Pass-through entity

RFA: Request for Approval

SPR: Stakeholder Preparedness Review

THIRA: Threat and Hazard Identification and Risk Assessment

TICP: Tactical Interoperable Communication Plan

TTX: Tabletop Exercise

USDHS: United States Department of Homeland Security

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QUAY COUNTY GOVERNMENT

FISCAL YEAR 2022-2023

RESOLUTION NO. 19

A RESOLUTION ADOPTING QUAY COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS Quay County Government is the official designee for a Disaster Preparedness Plan.

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

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

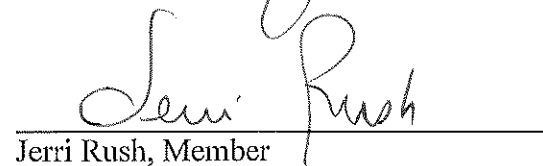
NOW, THEREFORE, BE IT RESOLVED AND ORDERED this Plan is a combined effort of the Quay County Office of Emergency Management, New Mexico Department of Homeland Security and Emergency Management, and the elected and appointed county officials.

PASSED, APPROVED AND ADOPTED by governing body on this 10th day of October, 2022

QUAY COUNTY COMMISSION


Franklin McCasland, Chairman


Robert Lopez, Member


Jerri Rush, Member

ATTEST:


Ellen White, Quay County Clerk