



Quay County Government

300 South Third Street, Tucumcari, NM 88401

Post Office Box 1246

Phone: (575)461-2112 Fax: (575) 461-6208

AGENDA REGULAR SESSION QUAY COUNTY BOARD OF COMMISSIONERS September 22, 2025

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session September 8, 2025

Approval/Amendment of Agenda

Public Comment

New Business

I. Bill Kardokus, Quay County Emergency Manager

- Request Approval of Mass Shooting Emergency Response Plan
- Request Approval of Bomb Threat/IED Response and Evacuation Plan
- Request Approval of Cybersecurity and Continuity Plan
- Request Approval of Critical Incident Plan for Quay County Courthouse plan
- Request Approval of Executive Guide

II. Quade Fury, Quay County Road Supervisor

- Request of Approval of First Amendment to Local Government Road Fund Cooperative Agreement
- Presentation of Road Update
- Presentation of Blade Report

III. Samantha Salas, Quay County Finance Director

- Request Approval of State of New Mexico Public Education Department Intergovernmental Agreement (Summer Enrichment Internship Program)
- Request Approval of Payment Approval Report

IV. Daniel Zamora, Quay County Manager

- Request Approval of Resolution 7 EPCOG Participation
- Request Approval of Agreement on Construction (Court Clerks Office)
- Request Approval of Agreement on Renovate Existing Bathrooms (ADA Compliance)
- Presentation of Manager's Report

1c



DOC #CM-00610

10/13/2025 11:58 AM Doc Type: CDCOM

Fee (No FieldTag Finance Total Fees found)

Quay County, NM Veronica Manley - County Clerk, County



V. Indigent Claims Board

- **Call Meeting to Order**
- **Request Approval of Indigent Minutes for July 28,2025**
- **Request Approval of Indigent Claims**
- **Adjourn**

VI. Commissioner's Comments

VII. Adjourn

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

September 22, 2025

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 22nd day of September 2025 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:

Jerri Rush, Chairwoman
Brian Fortner, Member
Dallas Dowell, Member
Veronica Manley, County Clerk
Daniel Zamora, County Manager

OTHERS PRESENT:

Samantha Salas, Quay County Finance Director
Lucas Bugg, Quay County Fire Marshall
Felicia Griggs, Quay County Administrative Assistant
Ron Warnick, Quay County Sun
Ben White, Bank of Tucumcari
Elizabeth Estrada, Quay County Resident
Paul Estrada, Quay County Resident
Erin Smith, Quay County Extension Home Economist
Debbie Mitchell-Quay County Resident
Eleanor Lopez-Quay County Resident
Blake Estrada-Quay County Resident
Quade Fury, Quay County Road Supervisor
Phillip Box, Quay County Resident
Bill Kardokus, Quay County Emergency Manager
Steven Farmer, Quay County Resident
Eleanor Lopez, Quay County Resident

Chairwoman Rush called the meeting to order and led the Pledge of Allegiance.

A MOTION was made by Brian Fortner SECONDED by Dallas Dowell to approve September 8, 2025 regular session minutes. MOTION carried with Rush voting "aye", Dowell voting "aye" and Fortner voting "aye".

Daniel Zamora, Quay County Manager, requested to remove the blade report from the agenda. A MOTION was made by Dallas Dowell SECONDED by Brian Fortner to approve the agenda as amended.

PUBLIC COMMENTS: Phillip Box and several residents have expressed their concerns of Quay Road AF crossing. Box and residents offered the road department material from their land and help with expense for a temporary fix. Commissioner Dowell expressed to residents that the engineer would have to inspect so it's not a liability to the county.

NEW BUSINESS:

Bill Kardokus, Quay County Emergency Manager, presented the following items for approval:

- Approval of Mass Shooting Emergency Response Plan. A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve plan. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of Bomb Threat/IED Response and Evacuation Plan. A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve Plan. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of Cybersecurity and Continuity Plan. A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve plan. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of Critical Incident Plan for Quay County Courthouse Plan. A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve plan. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.

Quade Fury, Quay County Road Supervisor requested approval of First Amendment to Local Government Road Fund Cooperative Agreement. A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve plan. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.

Zeke Benavidez joined the meeting at 9:15.

Quade Fury, Quay County Road Supervisor presented the road department update:

- Fury will get bids from 3 contractors for Quay Road AF creek crossing and the engineer said work will begin when the creek dries up. The contractors believe October or November is when it will dry up. Fury will meet with resident Philip Box to figure out a temporary fix until contractors can begin work.

Samantha Salas, Quay County Finance Director, requested approval of State of New Mexico Public Education Department Intergovernmental Agreement (Summer Enrichment Internship Program). A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve agreement. MOTION carried with Rush voting “aye”, Dowell voting “aye” and Fortner voting “aye”. A copy is attached.

Salas, Quay County Finance Director, presented the Accounts Payable. A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve the Accounts Payable Report. MOTION carried with Rush voting “aye”, Dowell voting “aye” and Fortner voting “aye”.

Daniel Zamora, Quay County Manager presented the following items for approval:

Requested Approval of Resolution 7 EPCOG Participation. A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to resolution. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.

Requested Approval of Agreement on Construction (Court Clerk’s Office). A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve agreement. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.

Requested Approval of Agreement on Renovate Existing Bathrooms (ADA compliance). A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve agreement. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.

Zamora presented the following items for the Managers Report.

- Auditors are here this week.
- Plumbers have begun the plumbing in the Detention Center this week.

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

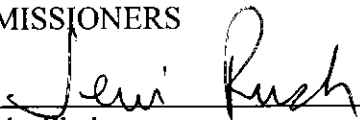
INDIGENT CLAIMS BOARD CONVENED. Time noted 9:30 a.m.

Return to regular session. Time noted 9:31 a.m.

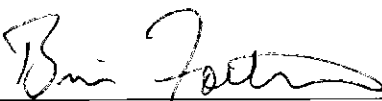
There being no further business, a MOTION was made by Brian Fortner SECONDED by Dallas Dowell to adjourn. MOTION carried with Rush voting "aye", Fortner voting "aye" and Dowell voting "aye". Time noted 9:31 a.m.

Respectfully submitted by Veronica Manley, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS



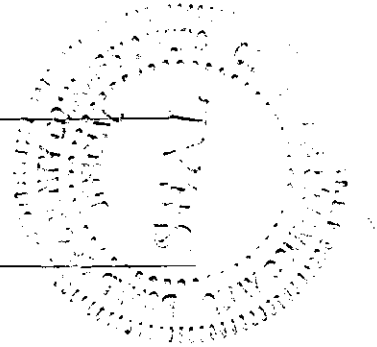
Jerri Rush, Chairwoman



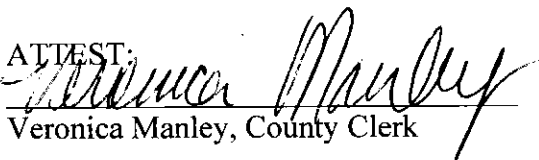
Brian Fortner, Commissioner



Dallas Dowell, Commissioner



ATTEST:



Veronica Manley, County Clerk



Quay County Government

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Quay County Emergency Operations Plan Appendix B1

Tucumcari, New Mexico Mass Shooting Emergency Response and Reunification Plan

Quay County Commission:

Seni Rush

Adoption Date:

9-22-25



Tucumcari, New Mexico Mass Shooting Emergency Response and Reunification Plan

Prepared by: Quay County Emergency Management

Lead Law Enforcement Agency: New Mexico State Police

Support Agencies: Tucumcari Police, Quay County Sheriff's Office, Logan Police, Tucumcari EMS, Logan EMS, San Jon EMS, Forrest EMS, Grady EMS, Tucumcari Fire Department, Quay County Fire Districts 1, 2, 3, Public Works, NM DHSEM, Curry/Roosevelt/Guadalupe/Union County Emergency Managers, Tucumcari Public Schools

I. INCIDENT OVERVIEW AND ACTIVATION PROTOCOLS

Applicable Locations: Schools, retail stores, restaurants, hotels, government offices, or public gathering spaces in Tucumcari.

Activation Events Include:

- Verified report of an active shooter
- Reports of gunfire or injuries in a public setting
- Ongoing or imminent mass casualty threat

Initial Response Actions:

- Immediate 911 notification
 - Dispatch of law enforcement and EMS resources
 - Activation of Unified Command with New Mexico State Police as Incident Command (IC)
 - Public notification via Nixle, Emergency Alert Systems (EAS), and School Communication Platforms
-

II. INCIDENT COMMAND STRUCTURE

Command Post Location:

- **Primary:** Parking area adjacent to impacted location (secured)
- **Backup:** Tucumcari Elementary School Parking Lot

Emergency Operations Center (EOC):

- **Location:** Quay County Courthouse (third floor) or alternate site coordinated by Quay County Emergency Management
- **Function:** Strategic coordination, interagency support, resource tracking, logistics management
- **Staffing:** Quay County EM, NM DHSEM, regional EMs (Curry, Roosevelt, Guadalupe, Union), administrative liaisons

Unified Command Components:

Role	Agency
Incident Commander	New Mexico State Police
Safety Officer	Tucumcari Fire Department
Liaison Officer	Quay County Emergency Manager
Operations Section	Quay County Sheriff's Office & TPD
EMS Branch Director	Tucumcari EMS (Assigned by TFD Chief)
PIOs	NM DHSEM, Quay County EM, Tucumcari Schools (If needed)
Logistics Section	DHSEM & Curry County EM
Planning Section	Union County EM
Finance/Admin	Roosevelt County EM with Quay County Finance Director

III. LAW ENFORCEMENT RESPONSE AND STAGING

Law Enforcement Staging Area (If needed):

- **Location:** West side of Quay County Fairgrounds by Fire District 1 Station
- **Perimeter Control:**
 - **Primary Inner:** New Mexico State Police Tactical Teams
 - **Secondary Outer:** Quay County Sheriff and Tucumcari PD
 - **Traffic Control:** District 2 Fire & Quay District 3

Assignments:

Agency	Role
NMSP	Tactical entry, neutralize threat, lead IC
Quay Sheriff	Building access coordination, Tactical entry, neutralize threat
TPD	Tactical entry, neutralize threat, Outer perimeter and access road lockdowns, reunification security
Logan Police	Support perimeter and scene integrity
District 2 FD	Traffic control at Tucumcari Blvd and 1st St
District 3 FD	Reinforce traffic and emergency corridors with District 2

IV. EMS RESPONSE AND STAGING**EMS Staging Area:**

- **Location:** Old ALCO Parking Lot (Jersey barriers removed by Public Works)
- **Ambulance Access Routes:**
 - Direct from Tucumcari Blvd → 1st Street

EMS Assignments:

Agency	Role
Tucumcari EMS	On-scene triage, transport leader
Logan EMS	Casualty collection and transport from hot zone
Forrest EMS	Second-line transport, on-site standby
San Jon EMS	MCI surge backup team

Agency	Role
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Logan & House EMS	Backfill coverage for Tucumcari EMS service area
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Quay FD 2	Staging and logistical support only (not on scene)
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V. FIRE SERVICES ROLES

Agency	Assignment
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Tucumcari FD	RIT team, fire suppression, command safety lead
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Quay FD 1	RIT team, fire suppression, Support triage operations, assist EMS loading
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Logan FD	Fire suppression, Support triage operations, reunification
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Quay FD 2	Reunification support, traffic control only
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Quay FD 3	Secondary traffic perimeter, support FD 2 roles
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VI. REUNIFICATION OPERATIONS

Location: Tucumcari Convention Center, 1500 W. Route 66 Blvd

Doors Open: Tucumcari City Manager/ Public Works Director

Transportation Logistics:

- **Bussing provided by Tucumcari & Logan Public Schools (if needed)** (escorted by NMSP & TPD)
- **Access Route:** From 1st Street → West on Route 66

Convention Center Setup:

Area	Function
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Lobby	Family intake & ID verification
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Main Hall	Reunification seating & student/individual processing
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Room A	Mental health care by NM DHSEM & Red Cross
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Area	Function
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Room B	Medical triage (District 2; Clovis & Curry County EMS)
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East Lot	Bus arrival and release control
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West Lot	Support staging (Red Cross, logistics)
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Security: Provided by TPD. Logan Police and Quay Sheriff Deputies

Support Services:

- Mental Health: DHSEM Behavioral Health Team, School Counselors
- Medical: District 2 Fire/EMS personnel on standby
- Food/Water: TBD

VII. PUBLIC WORKS RESPONSIBILITIES

Task	Detail
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Barrier Removal	Clear ALCO lot for EMS staging
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Road Equipment	Deploy barricades at perimeters as directed by IC
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Lighting/Power	Supply Convention Center and command post as needed
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Debris Removal	Coordinate with fire for cleanup if applicable
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VIII. MEDIA AND ELECTED OFFICIALS COORDINATION

Media Briefing Location:

- Quay County Courthouse, 300 S. 3rd St.
- Managed by joint PIO team (Quay EM, NMSP, NM DHSEM)
- Access restricted and scheduled updates provided only

Elected Officials and Executives:

- Shall work from the Courthouse
- Liaise with PIOs and Unified Command for messaging

- Avoid direct scene engagement to preserve ICS chain; liaise with Quay County Emergency Manager for incident updates. County Manager to be Point of Contact.
-

IX. TRAINING AND CONTINUITY

Exercise Schedule:

- **Annual Full-Scale Exercises:** Active shooter scenario w/ all agencies
- **Annual Tabletop Exercises:** Rotating incident locations
- **Nixle Alerts:** Monthly testing by Quay County EM

Review & Update:

- After Action Reviews within 48 hours
 - Plan revised annually or after any major event
-

Plan developed in compliance with FEMA Guide 130, CISA Active Shooter Protocols, and NM DHSEM Mass Casualty Framework.

☑ INCIDENT COMMAND CHECKLIST

Establish Command

- ☐ Assume Incident Command and announce over radio
- ☐ Determine Command Post location (secure, defensible, with good comms)
- ☐ Request Unified Command with Law Enforcement, Fire, EMS, EM

Size-Up & Scene Management

- ☐ Confirm active shooter status: location, weapons, number of suspects
- ☐ Establish staging areas (fire, EMS, law enforcement)
- ☐ Request perimeter control and lockdown orders
- ☐ Initiate Incident Action Plan (IAP)

Resource Management

- ☐ Request mutual aid (SWAT, tactical EMS, air support, PIO, etc.)
- ☐ Order MCI (Mass Casualty Incident) resources (triage tags, transport units, med support)
- ☐ Set up communications plan (radios, frequencies, interoperable systems)

Communications

- ☐ Maintain comms with Unified Command partners
- ☐ Assign Public Information Officer (PIO) and establish JIC (Joint Information Center) if needed
- ☐ Ensure internal updates (police/fire dispatch, emergency management)

Documentation

- ☐ Begin ICS 201 and 214 forms
 - ☐ Log all major decisions and resource assignments
 - ☐ Assign Safety Officer and Liaison Officer
-

FIRE OPERATIONS CHECKLIST

Initial Actions

- ☐ Respond to staging area under direction of IC
- ☐ Do **not** self-deploy into "hot zone" unless integrated with law enforcement
- ☐ Assign Fire Branch Director if necessary

Coordination

- ☐ Coordinate with EMS for casualty collection points (CCPs)
- ☐ Coordinate with Law Enforcement for warm zone access
- ☐ Support Tactical Medics if deployed

Fire Suppression / Hazards

- ☐ Identify and mitigate fire hazards (e.g., arson, explosions)
- ☐ Shut off gas/electric if infrastructure damage is present
- ☐ Stage suppression crews in cold zone unless otherwise ordered

Rescue Operations

- ☐ Assist in extraction from warm zones (with LE escort)
- ☐ Provide forcible entry and technical rescue support if needed

Support

- ☐ Provide lighting, fans, tarps, ladders, or utility access
 - ☐ Prepare for fire suppression if suspect uses incendiary devices
-

EMS OPERATIONS CHECKLIST

Initial Response

- ☐ Report to EMS staging and notify IC of unit capabilities
- ☐ Designate EMS Group Supervisor
- ☐ Do not enter warm or hot zones without LE escort/tactical EMS protocol

Triage & Treatment

- ☐ Establish Casualty Collection Point(s) in warm/cold zone
- ☐ Perform START or SALT triage
- ☐ Use triage tags and document patient counts
- ☐ Provide rapid treatment: tourniquets, airway management, hemorrhage control

Transport Coordination

- ☐ Notify hospitals of MCI
- ☐ Establish patient transport corridor with LE
- ☐ Assign loading officers to direct ambulances
- ☐ Record transport destination and condition of all patients

Rehabilitation / Support

- ☐ Provide responder rehab area
 - ☐ Assign additional crews for behavioral crisis support
-

LAW ENFORCEMENT CHECKLIST

Initial Response

- ☐ Proceed directly to the threat — “Stop the killing, stop the dying”
- ☐ Establish hot, warm, and cold zones
- ☐ Engage and neutralize threat immediately (solo or team entry as trained)

Scene Control

- ☐ Assign perimeter teams for containment
- ☐ Detain and secure any potential suspects
- ☐ Begin rapid building clear/room-by-room sweeps
- ☐ Establish command with incoming mutual aid agencies

Casualty Management

- ☐ Coordinate with Fire/EMS for CCPs
- ☐ Escort EMS into warm zones if safe
- ☐ Conduct rescue task forces (RTFs) as appropriate

Investigation & Evidence

- ☐ Secure crime scene and limit access
- ☐ Maintain chain of custody for weapons, shell casings, etc.
- ☐ Identify and separate witnesses for statements

Family / Media / School Liaison

- ☐ Assist in establishing Family Reunification Area
 - ☐ Support PIO in controlling media access
 - ☐ Assign school liaison officer if school is involved
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EMERGENCY MANAGEMENT CHECKLIST

Activation

- ☐ Activate Emergency Operations Center (EOC) in support role
- ☐ Notify county/state partners, regional hospitals, Red Cross
- ☐ Implement Emergency Notification Systems (e.g., Nixle, IPAWS)

Resource Coordination

- ☐ Deploy shelter or reunification support
- ☐ Coordinate mental health teams and chaplaincy
- ☐ Track mutual aid and resource requests

Public Information

- ☐ Activate Joint Information Center (JIC) with PIO
- ☐ Issue official emergency updates to public
- ☐ Monitor social media for misinformation

Recovery Support

- ☐ Begin documentation for emergency declarations
- ☐ Coordinate with victim services and behavioral health
- ☐ Prepare for long-term recovery: crime scene access, counseling, community meetings

After-Action Planning

- ☐ Support After-Action Review (AAR) and Improvement Plan (IP)
- ☐ Facilitate agency debriefs and community town halls
- ☐ Update emergency plans based on lessons learned

COMMAND BOARD LAYOUT

Each section below should be clearly labeled and color-coded. Use Velcro tabs, magnets, dry erase, or printed forms in sleeves for updates.

1. Incident Overview / Situation Status

- **Incident Name:** _____
 - **Date/Time Started:** _____
 - **Location:** _____
 - **Suspect Info:** (Number, description, weapons)
 - **Casualty Summary:**
 - Fatalities: ___ Injured: ___ Missing: ___
 - **Zones Established:**
 - ☐ Hot Zone ☐ Warm Zone ☐ Cold Zone
-

2. Command Staff Assignments

Role	Name & Agency Contact
Incident Commander	
Law Enforcement Lead	
Fire/Rescue Lead	
EMS Lead	
Emergency Manager	
Public Information Officer	
Safety Officer	
Liaison Officer	

3. ■ Operational Tactics Tracker

Priority Tactical Objectives:

1. Stop the shooter(s)
2. Secure scene
3. Rescue the injured
4. Establish perimeter
5. Begin investigation
6. Establish family reunification

Task	Status	Assigned To	Notes
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Primary search & neutralize	☐ Not started ☐ In progress ☐ Complete		
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CCP established			
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Warm zone entry/RTF teams			
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Perimeter secure			
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Evacuation ongoing			
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Reunification site open			
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4. ■ Resource Tracking

Type	Assigned Units Staged Location Available? (Y/N)
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Law Enforcement	
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Fire/Rescue	
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Ambulances	
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Tactical EMS	
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Mutual Aid	
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School Buses	
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5. ■ Victim/Patient Summary

Patient ID	Triage Category	CCP Location	Transported To	Transport Time
	☐ Green ☐ Yellow ☐ Red ☐ Black			

6. ■ Reunification & Shelter Information

- **Reunification Center:** _____
 - **Shelter Activated:** ☐ Yes ☐ No
 - **Location:** _____
 - **Mental Health/Crisis Teams Deployed:** ☐ Yes ☐ No
-

7. ■ Public Messaging Log

Time Message Released Released By Audience Notes

8. ■ ICS Forms (Packet Pouch)

Include printed or fillable:

- ICS 201 – Initial Briefing
 - ICS 205 – Radio Communications Plan
 - ICS 206 – Medical Plan
 - ICS 211 – Personnel Check-In
 - ICS 214 – Activity Log
-

Optional Add-Ons

-  Clipboard for witness statements and scene sketches
-  Dry erase map with zones, ingress/egress routes
-  Portable radio programming cheat sheet



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Quay County Emergency Operations Plan Appendix A

Quay County, NM – Bomb Threat / IED Response & Evacuation Plan

Quay County Commission:

Steve Rush

Adoption Date:

9/22/25



Quay County, NM – Bomb Threat / IED Response & Evacuation Plan

Effective date: August 28, 2025

Prepared by: Quay County Emergency Management (QCOEM)

Applies to: All jurisdictions in Quay County (Tucumcari, Logan, San Jon, House, unincorporated communities) and cooperating agencies.

1) Purpose, Scope, Situation, Assumptions (PSSA)

Purpose

Provide a county-wide, interoperable plan for receiving, assessing, and managing bomb threats; responding to suspicious packages/devices; rendering safe (RSP) operations by qualified Explosive Ordnance Disposal (EOD); and conducting protective actions (evacuation/shelter) and consequence management.

Scope

Covers three incident types: (1) Bomb threat (no device seen), (2) Suspicious item/device discovered, (3) Post-blast/explosion. Applies on public and private property, transportation corridors (I-40, US-54/66, NM-39/278/469, etc.), critical infrastructure, schools, events, and government facilities.

Situation

- **Population & municipalities (2020 Census, NM official):** Quay County 8,746; Tucumcari 5,278; Logan 970; San Jon 195; House 56.
- **Threat environment:** Bomb threats and IEDs may be criminal acts, terrorism, or hoaxes. Secondary devices and swatting tactics are known hazards.
- **EOD capability:** Primary response from **New Mexico State Police (NMSP) Bomb Team**; DoD support available via **Cannon AFB EOD** under mutual aid/Defense Support to Civil Authorities (DSCA) when requested through proper channels. FBI/ATF provide investigative support.
- **Communications:** County VHF/UHF/LTE systems; state and federal interop as available.

Planning Assumptions

- Life safety is the first priority; RSP and evidence preservation follow.

- Only certified bomb techs (NMSP EOD/DoD EOD/ATF SABT) shall approach, handle, or disrupt suspected devices.
 - Evacuation and shelter-in-place (SIP) distances use current DHS/FBI stand-off guidance; IC may expand per risk (terrain, line-of-sight, blast channels).
 - A Unified Command (UC) will be established for multi-jurisdiction operations.
-

2) Concept of Operations (CONOPS)

Operational Objectives (priority order)

1. Protect life: establish hot/warm/cold zones, evacuate/SIP, deny entry.
2. Preserve scene integrity for EOD and investigators; prevent secondary detonations.
3. Maintain interoperable command, control, and communications (C3).
4. Provide timely, accurate public information and protective action guidance.
5. Support continuity of government/services and recovery.

Incident Types & Initial Actions

A. Bomb Threat (no device observed)

- Call-taker uses Bomb Threat Checklist; keep caller talking, capture caller ID/recording if available.
 - Dispatch Checklist:
 - Location
 - Number of bombs
 - Size
 - Type
 - Smell
 - Who placed the bomb
 - Reason for bomb
- Duty LE supervisor is Incident Commander (IC) until UC established.

- Immediate actions: Notify local PD/Deputy, QCSO, NMSP District, Fire/EMS, EM; initiate facility stakeholder decision framework: *search, partial evac, full evac, or SIP* based on threat credibility, target criticality, and feasibility.
- **Search:** Controlled, systematic occupant-assisted search (OAS) of their areas—they know "what doesn't belong." No radio/cell use inside suspected hazard area if directed by EOD/IC.
- If suspicious item found → transition to **B**.

B. Suspicious Package/Device Located

- Do **not** touch/move. Clear and control area; establish initial isolation per Stand-Off Table (Section 5).
- Request **NMSP EOD** via **NMSP dispatch**. If unavailable/timed out or incident complexity warrants, request **Cannon AFB EOD** through proper channels (NMSP coordination / EM / IC).
- Set hot/warm/cold zones; initiate perimeter control and traffic control points (TCPs).
- Prepare safe access/egress routes, command post (CP) upwind/uphill; designate RSP site and robot routes if feasible.
- Establish UC (LE + Fire + EM + EOD Group Supervisor upon arrival).

C. Post-Blast / Explosion

- Treat as crime scene with high probability of secondary devices.
- Establish secondary device sweeps, expand perimeter, and conduct casualty collection, triage, and MCI protocols.
- Request **FBI** (Joint Terrorism Task Force) and **ATF** (Certified Explosives Specialists) for investigation/forensics; preserve evidence; implement ICS Investigations Group.

3) Command & Coordination (ICS/NIMS)

Command Structure (Unified Command)

UC Core: Lead Law Enforcement (jurisdictional PD or QCSO), Fire (jurisdictional), Emergency Management (QCOEM). Upon arrival, **EOD Group Supervisor** (from NMSP EOD/DoD EOD) integrates under Operations Section.

Recommended ICS Org Chart

- **Unified Command:** Jurisdictional LE IC + Fire IC + EM (policy/coordination).
- **Safety Officer (SOFR):** Qualified LE/Fire safety; EOD Tech serves as Technical Specialist for explosives hazards.
- **Public Information Officer (PIO):** Joint Information System; coordinates with NMSP/FBI.
- **Liaison Officer (LNO):** Coordinates with facility owners, schools, utilities, transportation, hospitals.
- **Operations Section:**
 - **Law Enforcement Branch**
 - **Perimeter Group** (inner/outer)
 - **Evacuation Group** (door-to-door, special needs, schools)
 - **Traffic Group** (TCPs/Detours)
 - **Investigations Group** (LE Detectives, FBI, ATF)
 - **EOD Group** (NMSP/DoD EOD): Render Safe Procedures (RSP), diagnostics, robot operations, x-ray, disruptions, post-blast sweeps.
 - **Fire/Rescue Branch:** Fire suppression, hazard control, decon standby, building systems control, forcible entry for search if cleared by EOD/IC.
 - **EMS/Medical Branch:** Triage/Treatment/Transport; MCI coordination; standby during RSP.
- **Planning Section:** Situation/Resources Units; IAP; GIS mapping; demobilization; documentation.
- **Logistics Section:** Staging, rehab, communications unit, lighting, barricades, buses, shelters.
- **Finance/Admin:** Cost tracking, mutual aid, time, claims.

EOC Activation:

- **Level 3 (Monitoring):** credible threat with limited impact.
- **Level 2 (Partial):** device located/major evacuation; supports resource ordering, public info, sheltering, and continuity.

- **Level 1 (Full):** post-blast/MCI, large security perimeter, multi-operational period incident.
-

4) Roles & Responsibilities

Dispatch / PSAP (Tucumcari Quay Regional Emergency Communications Center)

- Follow Bomb Threat Call Checklist; convert details into CAD; notify jurisdictional LE supervisor, Fire/EMS, NMSP District, EM.
- Restrict non-essential radio traffic on incident talkgroup as directed; consider radio discipline/reduced RF near suspect device if ordered by EOD/IC. Designate communication channel that most agencies have access to. (For example, Fire 5)
- Initiate paging/tones for evacuations and reverse-911/IPAWS/WEA upon PIO/IC approval.

Jurisdictional Law Enforcement (Tucumcari PD, QCSO, Logan PD if applicable, NMSP District)

- Establish IC and UC; size-up, 360, initial isolation; inner/outer perimeters.
- Order evacuations/SIP per Section 5; conduct controlled building/area searches with occupants; cease operations if item located.
- Request NMSP EOD; coordinate Cannon AFB EOD if needed through NMSP/IC.
- Stand up **Perimeter, Evacuation, Traffic** Groups; maintain ingress/egress for EOD.
- Preserve evidence and CCTV; assign scribe; ensure body-worn camera policy aligns with EOD safety guidance.

New Mexico State Police (NMSP)

- Provide state LE support, **Bomb Team (EOD)** response, command support, and integration with FBI/ATF.
- Assume/participate in UC when state assets engaged; provide SALT liaison if available.

Cannon Air Force Base (CAFB) EOD (when requested)

- Provide DoD EOD expertise and RSP support under DSCA/mutual aid.

- Integrate as **EOD Group** under Operations; coordinate with NMSP EOD/FBI/ATF for evidence handling and jurisdictional authority.

Fire Departments (All nine VFDs + municipal)

- Establish Fire/Rescue Branch; life safety, hazard control, cordons, meter utilities; assist with evacuation and building systems.
- Provide standby for RSP (line, water supply, foam if fuel threat), and post-blast fire suppression.
- Assist with secondary device sweeps of exterior/common areas (visual only) if cleared by IC/EOD.

EMS (County/City EMS, regional mutual aid)

- Triage/Treatment/Transport; MCI (START/SLICE-RS as local protocol); establish medical group and transport corridor outside Warm Zone; coordinate with hospitals.
- Position ambulances in Cold Zone; avoid staging near potential blast channels or glass.

Emergency Management (QCOEM)

- Advise UC; activate EOC; coordinate resources, sheltering (Quay County Fairgrounds & pre-identified shelters), evac transport (school buses/COG), and public information (JIC).
- Draft and disseminate protective action messaging (IPAWS/WEA/EAS/Social); manage recovery and re-entry.

Schools & Critical Facilities

- Follow site Bomb Incident Plans; occupant-assisted searches, accountability, reunification; coordinate with UC on evacuations/SIP and reunification site security.

State/Federal Investigative Partners

- **FBI (JTTF):** Terrorism/criminal nexus, intelligence, evidence exploitation, threat assessment.
- **ATF (CES/SABT):** Post-blast scene leads, device determination, NIBIN/explosives tracing, federal violations.

5) Protective Action Distances (Evacuation & SIP)

Use the latest DHS-DOJ Bomb Threat Stand-Off Card. The IC/EOD may expand distances based on risk, line-of-sight, construction, and topography. As of Aug 2025, recommended distances:

Threat Description	Explosives Capacity	Mandatory Evacuation	Shelter-in-Place Zone	Preferred Evacuation
Pipe Bomb	5 lbs	70 ft	71–1,199 ft	≥ 1,200 ft
Suicide Bomber	20 lbs	110 ft	111–1,699 ft	≥ 1,700 ft
Briefcase/Suitcase	50 lbs	150 ft	151–1,849 ft	≥ 1,850 ft
Car	500 lbs	320 ft	321–1,899 ft	



Quay County Government

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Quay County Emergency Operations Plan Appendix D

Quay County, New Mexico — Cybersecurity & Continuity Plan

Quay County Commission: Levi Rude Adoption Date: 9-22-25



Quay County, New Mexico — Cybersecurity & Continuity Plan

Prepared for: Quay County IT Department, County Manager, County Commission

Prepared by: Emergency Management

Date: 08/11/2025

1. Purpose & Objectives

Goal: Protect Quay County's IT systems and ensure uninterrupted delivery of public safety services — especially 911 dispatch — during and after a cyber incident.

Objectives:

- **Prevent** cyber intrusions through layered defenses.
 - **Detect & contain** threats quickly to limit damage.
 - **Maintain continuity** of 911, law enforcement, and fire e-dispatch operations.
 - **Recover** critical systems rapidly and securely.
 - **Train & exercise** regularly to ensure readiness.
-

2. Governance & Incident Roles

We will use an **Incident Command System (ICS)** model during cyber incidents.

Key positions & responsibilities:

Role	Responsibilities
Incident Commander (IC)	Overall incident authority & decision-making
IT Director / Cyber Lead	Technical containment, forensics, restoration
Continuity Officer	Keeps public safety services running
PSAP/Dispatch Lead	911 call-taking & dispatch continuity
Law Enforcement Liaison	Coordinates with LE for investigations
Fire E-Dispatch Coordinator (Fire Marshal)	Ensures fire paging continuity

Role	Responsibilities
PIO	Public updates & press releases
Vendor Liaison	Coordinates with 3rd parties & state/federal partners

Backup personnel designated for each role.

3. Prevention & Hardening

Technical Controls:

- Network segmentation (PSAP, Admin, Public, Fire systems separated)
- MFA for all privileged accounts & remote access
- Endpoint detection & response (EDR) on all servers and workstations
- Centralized logging & offsite backups (immutable copies)
- Monthly patch cycle; emergency patching for critical vulnerabilities
- Secure configuration baselines for dispatch consoles & MDTs

Operational Controls:

- Physical security at PSAP & server rooms
- Vendor access control & incident support SLAs
- Printed contact lists, maps, and run cards in dispatch/fire stations

4. Detection & Reporting

- 24/7 monitoring via SIEM, Albert Sensor or managed detection service
- Staff reporting hotline & dedicated email for suspicious activity
- Immediate escalation to IC & IT Director upon detection who will make notifications in the following order (After 1 & 2, these calls can be made simultaneously) :
 1. County Manager & Emergency Manager
 2. Cybersecurity Insurance provider (follow their direction)

3. FBI
 4. CISA
 5. NMDHSEM Fusion Center
 6. Department heads
 7. County Commissioners
 8. Emergency Management will alert all county employees via Nixle.
 9. Plateau & Park Place
- Forensic evidence preserved before system changes
-

5. Incident Response Lifecycle

A. Immediate Actions

1. **Preserve life safety** — ensure 911 and public safety services remain operational
2. **Isolate affected systems** — network segmentation, account disabling
3. **Notify stakeholders** — via out-of-band comms (phone, radio, satphone)
4. **Engage partners** — NM DHSEM, FBI cyber, State Police

B. Containment

- Quarantine affected networks
- Disable compromised accounts & rotate credentials

C. Eradication & Recovery

- Remove malicious code, rebuild from clean backups
- Verify integrity before reconnecting to production

D. After Action

- Full review, report, and improvement plan
-

6. 911 Dispatch Continuity

Pre-Incident Redundancy:

- Primary & backup PSAPs (MOU with neighboring PSAPs)
- Dual 911 call routing paths
- Offline-capable dispatch consoles

If 911 is compromised:

1. Transfer calls to backup PSAP (NMSP)
2. Dispatch via radio voice protocols
3. MDT offline mode with cached run cards
4. Paper call logs & run cards maintained
5. Cellphone/text relay if needed

Goal: No loss of 911 service — failover within minutes

7. Law Enforcement & Fire Response During Outage

- Continue response using radio dispatch
 - Verify incident info via secondary channels
 - Preserve digital evidence for cybercrime investigation
 - Use paper-based run logs for all calls
-

8. E-Dispatch Continuity for Fire Departments

- MDTs with cellular failover & cached data
 - Predefined radio dispatch scripts
 - Fire paging phone tree as last resort
-

9. Public Communications

- Out-of-band comms for PIO (satphones, radios)
- Alternate devices for social media updates
- Coordinate with State EOC for IPAWS alerts if county systems are down

10. Training & Exercise Schedule

Weekly: Microlearning (cyber tips, phishing awareness)

Monthly: Phishing simulations & short staff training

Semi-Annual: Multi-agency cyber outage drill (911 continuity)

Annual: Full functional cyberattack simulation

11. Recovery Objectives

System	Recovery Time Objective (RTO)	Recovery Point Objective (RPO)
911/PSAP	Immediate failover (minutes)	≤1 hour
Public Safety CAD	≤4 hours	≤1 hour
County Admin	24–72 hours	≤24 hours

12. Next Steps (First 90 Days)

1. Finalize and approve plan
 2. Assign and publish ICS cyber roles
 3. Execute PSAP failover MOUs
 4. Implement MFA for all admin accounts
 5. Create paper run cards & distribute to fire stations
 6. Schedule first tabletop exercise
-

13. Budget Priorities

- Redundant PSAP capability
- Immutable/offsite backup infrastructure
- EDR and managed detection service
- Staff training and exercise program

- Satellite phones / alternate comms for PIO & IC
-

14. Closing Statement

This plan protects Quay County's ability to deliver essential public safety services under any cyber threat.

Core mission: *No interruption of 911, law enforcement, or fire service response — regardless of the attack.*

Through layered defenses, redundant systems, and trained personnel, Quay County will maintain operational control and public trust in the face of cyber disruption.

ITEMS NEEDED:

Software inventory with help desk emails, phone numbers and local admin lists.



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Quay County Emergency Operations Plan Appendix C

Critical Incident Plan for Quay County Courthouse, Tucumcari, NM

Quay County Commission: Lewi Rush Adoption Date: 9-22-25



Critical Incident Plan for Quay County Courthouse, Tucumcari, NM

1. Introduction and Purpose

- **Purpose:** To establish a coordinated response plan for various critical incidents, ensuring the safety of staff, visitors, and courthouse personnel.
 - **Scope:** This plan addresses potential risks such as fire, active shooter events, natural disasters, medical emergencies, bomb threats, or any other emergencies that might occur within the courthouse building.
 - **Review Cycle:** The plan will be reviewed annually and updated as necessary, particularly in the case of any changes to the building infrastructure, staffing, or external threat assessment.
-

2. Building Overview

- **Location:** 300 South Third St, Tucumcari, NM
 - **Building Layout:**
 - **Basement:** Domestic Violence
 - **First Floor:** County Clerk, GIS, Treasurer, Fire Marshal, Assessor, Commission Chambers
 - **Second Floor:** Courtroom, District Court offices, Judge's Chambers (Stair chair available; Court will follow evacuation measures per protocol)
 - **Third Floor:** County Administration Offices, County Manager, Office of Emergency Management, Grants/Inventory Office
 - **Fourth Floor:** Sheriff's Office
 - **Building Features:**
 - **Elevator:** Located at the North end of the building
 - **Staircases:** Two staircases, located on the North and South sides, leading to the center of the building and the main entrance
-

3. Key Contacts and Roles

- **Court Administrator/Facility Manager:** Coordinates response efforts and contacts external agencies.
- **Building Security Officer(s):** Ensures the security of the building and assists with the evacuation.

- **Local Law Enforcement:** Tucumcari Police and Quay County Sheriff's Department along with NMSP (For active shooter or criminal incidents).
 - **Fire Department:** Tucumcari Fire Department & Quay District 1 (For fires or hazardous material situations).
 - **Emergency Medical Services (EMS):** Tucumcari EMS (For medical emergencies or trauma).
 - **Facility Maintenance:** Responsible for the building's infrastructure, including elevators and utilities.
-

4. Risk Assessment and Mitigation

- **Fire Hazards:** The building should be equipped with fire alarms, smoke detectors, fire extinguishers, and sprinklers. All electrical equipment should be inspected regularly.
 - **Medical Emergencies:** First-aid kits and Automated External Defibrillators (AEDs) are available on the 1st and 3rd floor. Trained staff should know CPR and basic first aid.
 - **Active Shooter:** Security measures to include metal detectors (if possible), an emergency lockdown system, and communication protocols for law enforcement.
 - **Natural Disasters (e.g., Tornadoes, Flooding):** The basement and first floor should be equipped with emergency supplies, and the staff should have clear weather monitoring procedures.
 - **Elevator Failure:** Establish emergency procedures if the elevator becomes inoperative, especially during evacuation. (use of stair chair)
-

5. Security Plan

- **Pre-Incident Security Measures:**
 - Install access control measures such as security badges for staff, and screening procedures for visitors.
 - Regular training for staff on identifying suspicious behavior and responding to potential threats.
 - Surveillance cameras in hallways, entrances, and stairwells to monitor all floors.
 - Law enforcement patrols or presence in the courthouse for high-profile cases.
- **Incident-Level Security Procedures:**
 - **Lockdown Procedures:**
 - In case of an active shooter, bomb threat, or similar emergency, the courthouse should initiate a lockdown.

- Lock all doors to secure rooms and floors. Staff should move to safe areas away from windows and doors.
 - **Communication:** Emergency communication systems (PA system, bullhorn, Nixle, phone trees) should be used to inform employees of the lockdown.
 - **External Communication:** Law enforcement should be notified immediately, and local news may be alerted for public awareness through the PIO and Emergency Management if necessary.
 - **External Threats:**
 - If an external threat (e.g., bomb threat) is identified, evacuation should occur in a controlled manner, with a focus on leaving through the main entrance or other safe exits.
 - **Post-Incident Security:**
 - After a crisis, ensure the building is secured and that no unauthorized individuals can access areas affected by the incident.
 - Law enforcement and security personnel should be in charge of the building post-incident.
-

6. Evacuation Plan

- **General Evacuation Protocol:**
 - All staff, visitors, and courthouse personnel should be familiar with evacuation routes and procedures.
 - **Evacuation Routes:**
 - **Primary Evacuation Route:** Use the two staircases located on the North and South sides of the building to evacuate to the front main entrance.
 - **Secondary Evacuation Route:** If the stairwells are blocked, the North-side elevator can be used to evacuate, though it should not be used during a fire.
 - **Basement Evacuation:** Evacuation from the DWI office in the basement will occur via the North staircase. Personnel should avoid the elevator during any fire or emergency situation.
 - **Assembly Points:**
 - Once evacuated, all personnel should gather at designated safe assembly points at a distance from the courthouse. Default assembly point: Parking lot across from Detention Center (depending on weather conditions).

- **Accountability:** A roll call should be conducted to ensure everyone is accounted for. The Court Administrator and Department Heads should ensure their teams are all evacuated. Each department shall maintain a go bag containing essential operational items required to ensure continuity of operations during an emergency.
 - **Special Considerations:**
 - **Staff with Disabilities:** Assign individuals to assist in the evacuation of any staff or visitors with mobility challenges. If elevators cannot be used, alternate routes (staircases) should be identified in advance.
 - **Medical Assistance:** If a person requires medical assistance during evacuation, a designated medical responder should accompany them to the assembly point or the hospital if necessary.
 - **Evacuation Procedures by Floor:**
 - **First and Second Floors (Main Offices):** Evacuate using the nearest staircase, with emphasis on clear communication through the building's PA system or a bullhorn.
 - **Third and Fourth Floors (County Administration, Sheriff's Office):** Same procedures, with law enforcement aiding in evacuating the Sheriff's office if needed.
-

7. Communication Plan

- **Internal Communication:**
 - Use of a PA system or bullhorn for immediate announcements of evacuations or lockdowns.
 - Emergency communication devices should be available to key personnel (e.g., walkie-talkies for security staff).
 - **External Communication:**
 - Establish a liaison with local law enforcement and emergency services for coordination.
 - Inform the public and media through press releases, IPAWS or other channels if required, ensuring clear instructions are given during a public crisis.
-

8. Training and Drills

- **Staff Training:**
 - Conduct regular training for all courthouse employees on emergency procedures, including evacuation, lockdown, and first aid.

- Periodic active shooter and fire drills should be conducted to ensure staff are familiar with evacuation routes and procedures.
 - **Drills:**
 - Conduct at least one full-scale evacuation drill annually. Simulate different incident scenarios (e.g., fire, active shooter) to test the readiness of both security and emergency response teams.
-

9. Review and Maintenance

- **Regular Updates:** This plan should be reviewed and updated annually to reflect any changes in staffing, building layout, or procedures.
 - **Post-Incident Review:** After each critical incident, conduct a review to assess the effectiveness of the response and make adjustments to the plan as necessary.
-

Conclusion

The **Quay County Courthouse Critical Incident Plan** ensures a proactive approach to managing potential risks. With clearly defined roles, evacuation routes, security protocols, and a communication strategy, the courthouse is better prepared to respond effectively to emergencies and protect the safety of everyone involved.



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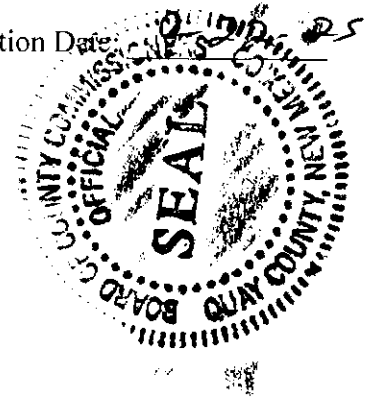
Quay County Executive Guide

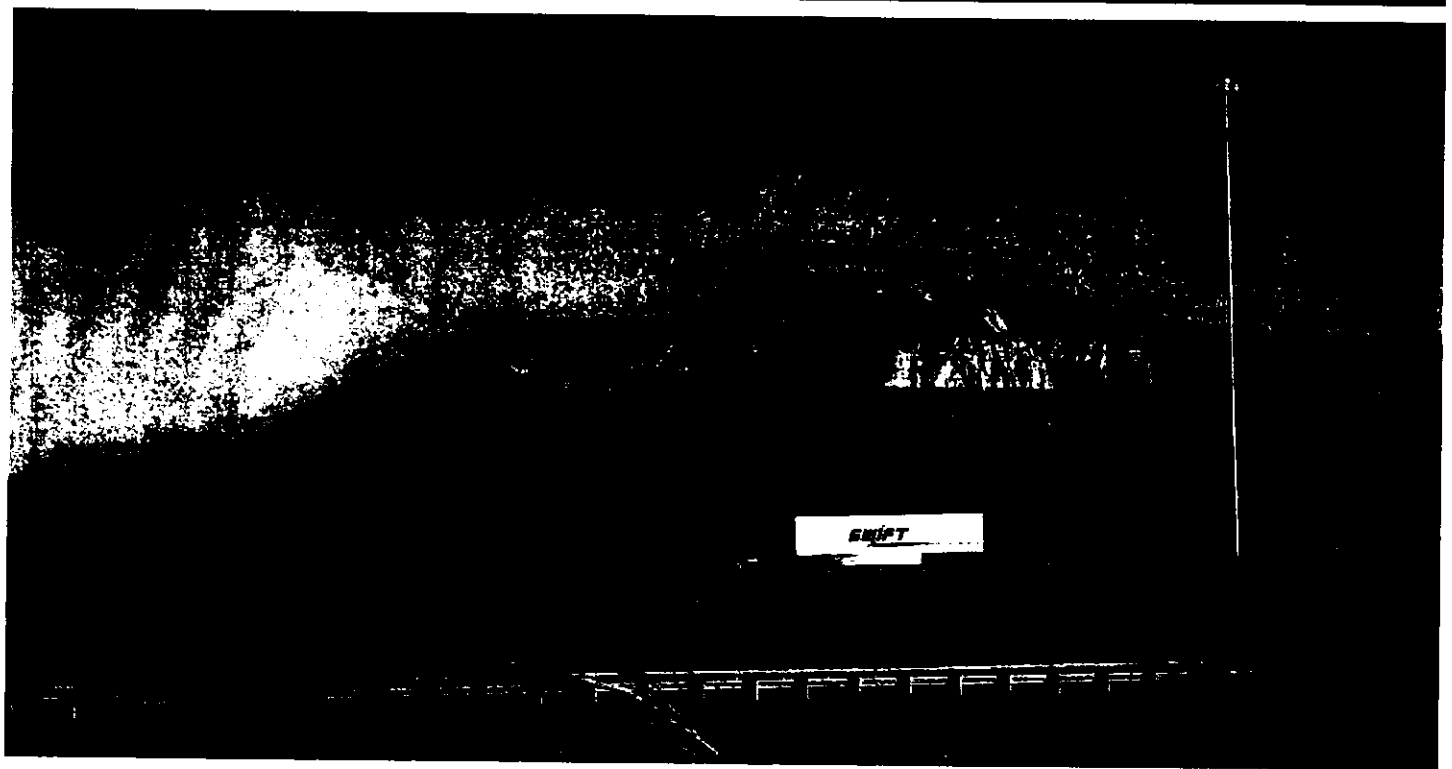
Quay County, New Mexico — Executive Guide

Quay County Commission:

Leri Rush

Adoption Date





EXECUTIVE GUIDE

FY 2025

**PREPARED BY:
BILL KARDOKUS QUAY COUNTY
EMERGENCY MANAGER**

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LETTER FROM THE EM



Bill Kardokus

Emergency Manager, Quay County, New Mexico

Dear Partners in Emergency Management:

This guide has been developed to equip you with the knowledge of fundamental emergency concepts and provide you with some information on key elements of the Quay County Emergency Management Program. This guide can also serve as a reference tool that you may use during emergency and disaster response and recovery operations.

This document does not contain any information that might be deemed confidential or for "Official Use Only," so you may share it in whole or part with others. You may extract any information contained in this document for your use as you desire.

If you have any questions concerning the Quay County Emergency Management Program or would like to discuss aspects of this program, please feel free to contact me. The Office of Emergency Management is located on the third floor of the Quay County Courthouse

The Quay County Office of Emergency Management is committed to mitigating against, preparing for, responding to, and recovering from disasters. However, we can't do it alone! That's where you, our elected officials come in! We have seen our fair share of disasters here in Quay County, and having support from our elected officials before the next disaster will make a world of difference. I appreciate your support, and together we are budling a disaster-resilient community!

Bill Kardokus
Quay County
Emergency Manager

What Is Emergency Management?

Emergency Management is the organization and management of resources and responsibilities for dealing with all aspects of emergencies (preparedness, response, recovery, and mitigation). Emergency management aims to reduce the harmful effects of all hazards. Effective emergency management relies on the integration of emergency plans at all levels of government and non-government, including individuals and community organizations. In New Mexico, disasters begin, end, and are managed at the local level.

The overall goals of emergency management are to:

- Reduce loss of life.
- Minimize property loss and damage to the environment.
- Protect jurisdictions from all threats and hazards.

A **Disaster** is defined by New Mexico Public Affairs Matters Section 12-10B-2 NMSA 1978, as the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or artificial cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, earthquakes, landslides, mudslides, volcanic action, fire, explosions, air or water contamination, blight, droughts, infestations, riots, sabotage, hostile military or permanency action, disruption or state services, accidents involving radioactive or hazardous materials, bioterrorism or incidents involving weapons of mass destruction;

An **Emergency** is defined by New Mexico Public Affairs Matters Section 12-10B-2 NMSA 1978, as the imminent threat of a disaster causing immediate peril to life or property that timely action can aver or minimize.



Quay County Office of Emergency Management



The Office of Emergency Management is the division within Quay County charged with maintaining and enhancing the framework within which our community reduces its vulnerability to hazards and copes with disasters.

The concept of Emergency Management is complex, large in scope, and involves the ***“Whole Community.”***

Mission

The Office of Emergency Management (OEM) coordinates the Quay County emergency management program to prepare, prevent, plan, respond, and recover from all-hazard events. The OEM develops, maintains, and implements the ability to direct, control, manage and coordinate emergency operations in cooperation with County, State, and Federal governmental, nonprofit, and private sector agencies.

Vision

Building a safer future through effective partnerships of local government, emergency services, private sector, and volunteer agencies and the citizens of Quay County to save lives, protect property and reduce the effects of disasters through preparedness, prevention, planning, response, and recovery activities.

Goals and Objectives

Preparing the county for Emergencies

- County-wide incident management system: All emergencies within the county are managed in accordance with NIMS/ICS principles.
- Continuity of Operations Planning (COOP): Ensures essential public services are available during/following emergencies.
- Training and Exercise: OEM conducts first responder and staff training and exercise to test plans and response capabilities to identify areas of improvement.
- Incident Monitoring: OEM monitors local, regional, and national incidents for their impact on the county in order to provide decision-makers with vital information and warning.

Coordinating Emergency Response and Recovery

- Emergency Operations Center (EOC): During major events, the EOC is the focal point for information coordination, resource requests, and decision-making.
- Public Warning: OEM coordinates with elected/appointed decision-makers, Public Information Officers, and surrounding entities to provide vital warning and information to the public.
- Recovery and Relief: Following an emergency, OEM works with government agencies, businesses, and non-profit organizations, providing assistance and relief to citizens of Quay County. OEM will participate in the Regional Emergency Planning Committee (REPC) and long-term recovery committees.

Educating and Informing the Public

- Quay Ready: OEM looks to educate and encourage citizens to prepare for and respond to all hazards.
- Personal Preparedness Education: OEM provides personal preparedness training classes to citizens, employees, and responders.
- Social Media: OEM coordinates the release of information through social media.

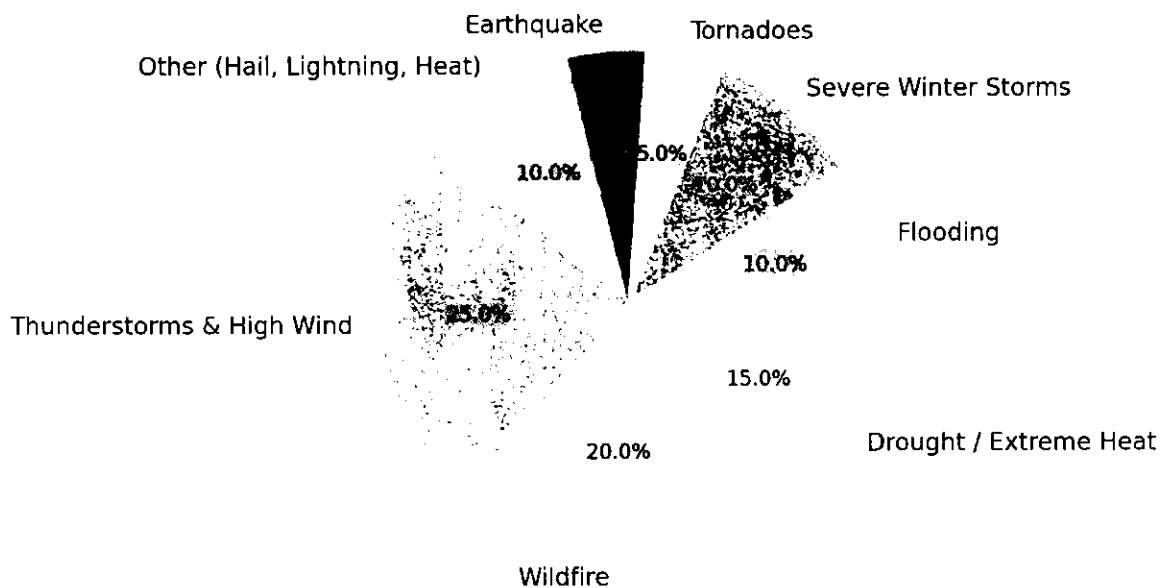
OEM Functions and Actives

- Respond to emergencies/disasters within the county and the region (to have good neighbors, we must be good neighbors).
- Develop, maintain, and coordinate Emergency Management Plans.
- Conduct/attend all-hazard training and exercises.
- Monitor emergency/disaster incidents and manage the Emergency Operations Center.
- Coordinated public information and the dissemination of warnings.
- Strengthen community education and preparedness through volunteer management and public outreach.
- Coordinate relief and recovery operations.

Local Hazards

The Office of Emergency Management has conducted a comprehensive hazard identification and vulnerability assessment, whereby potential hazards to our community were measured against our vulnerabilities to determine which hazard could have the most serious impact on us. This is identified through the risk analysis process:

Disaster Risk Distribution in Quay County, NM



This breakdown reflects combined concerns from FEMA, NM HMPs, NOAA/NWS data, and post-disaster reports.

Authority



The Key to Disasters

All Disasters Start and End Locally.

- No matter who comes into our jurisdiction, we will always be responsible for the actions, priorities, and well-being of our citizens & visitors.

State Local Authority

Chapter 12-10-5 – Local Emergency Management

In New Mexico, the governing bodies of the state's political subdivisions are responsible for the all-hazard emergency management of their respective jurisdictions. Each political subdivision is authorized to establish, by ordinance or resolution, a local office of emergency management as an agency of the local government and responsible to the governing body, in accordance with the state emergency operations plan and program.

Every local coordinator of emergency management shall be appointed by the governing body, subject to the approval of the state director of homeland security and emergency management, and the local coordinator shall have direct responsibility for carrying out the all-hazard emergency management program of the political subdivision.

The state director shall coordinate the emergency management activities of all local government departments and agencies and shall maintain liaison with and cooperate with emergency management agencies and organizations of other political subdivisions and of the state government.

Section 12-10-5 NMSA 1978

Local Authority – Emergency Operations Plan (adopted 10/10/2022)

Sec 30-31. – Department established; composition; components of emergency management organization.

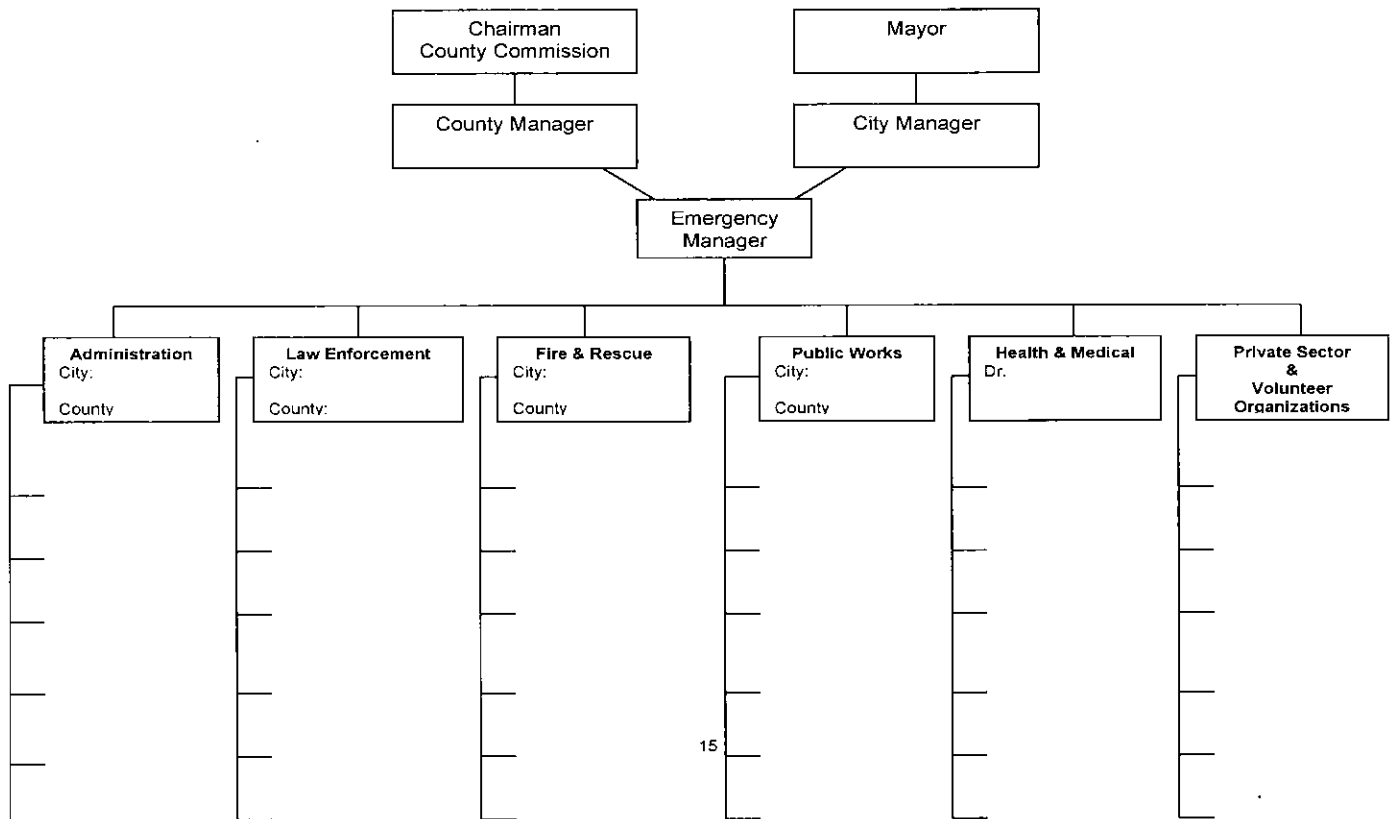
In Quay County, the Emergency Operations Plan establishes under the executive branch of the government of the county in accordance with NMSA 1978 12-10 a department of emergency management, which shall consist of:

- (1) A coordinator of Emergency Management, who shall be appointed by the Commission Chairperson with the consent of the commission and subject to approval by the state director.
- (2) Such additional professional and administrative staff personnel may be required to effectively carry out the emergency management program.

All other county officers and employees, together with those volunteer forces enrolled to aid them during the period of emergency, shall be considered part of the emergency management organization of the county.

Basic Plan
Tab 1

EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



Purpose and duties of emergency management organization.

The purpose of the emergency management organization is to coordinate the efforts of all municipal agencies and employees and nongovernmental agencies to keep from endangering the lives and property of the citizens of the county. It shall be the duty of the emergency management organization to coordinate the development of plans for the effective employment of county resources to protect the lives and health of the citizens of the county and the private and public property therein from the effects of natural or man-caused disasters, including acts of war, and to coordinate the implementation of such plans during periods of emergency. Such plans shall be coordinated with those of the county and shall be in consonance with the state civil preparedness plans.

Powers and duties of the Emergency Manager.

The Emergency Manager (EM) shall be the executive head of the department of emergency management and shall be responsible to the County Manager for the organization, administration, and operation of the emergency management program of the county. The

EM shall, acting for the county manager, coordinate the emergency management activities of all municipal departments and agencies and nongovernmental agencies, and shall maintain liaison with and cooperate with civil preparedness agencies of the federal government, and state and other political subdivisions therein.

The EM shall have all necessary authority to act for the government of the county in all matters pertaining to civil preparedness. He shall develop an organizational structure for the department, subject to the approval of the council, and is authorized to make appointments to fill the position established therein.

Funding

Funds for necessary expenses for the department of emergency management, including salaries for approved paid positions, may be made available through appropriations by the council in accordance with NMSA 1978, 12-10-7.

The EM shall prepare and submit to the county manager an annual proposed budget for emergency management expenditures and shall indicate therein those amounts eligible for matching funds under the federal civil preparedness assistance programs.

Emergency management funds may be obligated by the EM only in the amounts appropriated and for the purposes authorized by the commission.

Code 1985, 4-3-4

MITIGATION

Grants

The following are two of the top-recognized grants in the emergency management profession. The grants strive to assist local jurisdictions in preparing for, responding to, and recovering from disasters and emergencies.

The Emergency Management Performance Grant (EMPG)

The Emergency Management Performance Grant (EMPG) program provides federal funding to assist states, tribes, and local governments with all-hazards emergency preparedness. These funds are allocated by the Department of Homeland Security to participating states on a population-share basis. Participating states then distribute the fund's reimbursement of applicable state Tribal and local emergency management programs expenses.

2023 Timeline:

March

- March 31, 2023
- Subrecipient Risk Assessments completed by DSHEM staff.

April

- April 3, 2023
 - Release of EMPG 2023 State Funding Announcement and Allocation Methodology, and Application.
- April 10, 2023
 - EMPG 2023 State Funding Announcement and Allocation Methodology and Application posted on the DHSEM website.
- April 14, 2023
 - Subrecipient Risk Assessment results distributed to subrecipients.
- April 17, 2023
 - Application Webinar at 3:00 pm (to be recorded and posted).
- April 21, 2023
 - Question submittal deadline to DHSEM.
- April 28, 2023
 - DHSEM response to questions released.
- April 29, 2023
 - Local Jurisdiction IPP Multi-year Schedule submittal deadline to DHSEM.

June

- June 5, 2023
 - Applications due to the State.
- June 6 - 13, 2023
 - DHSEM Review of applications and Request for Information (RFI) process.
- June 15, 2023
 - EMPG Application Review Committee.
- June 22, 2023
 - EMPG Application Review Committee's Recommendation for Allocations submitted to the Cabinet Secretary or designee.
- June 30, 2023
 - Anticipated award and denial letters sent to applicants.

July

- July 28, 2023
 - Anticipated date for Sub-grants to be awarded to applicants (Sub-grants will be sent only after FEMA awards the grant to State).

Homeland Security Grant Program

The State Homeland Security Grant Program (SHSGP) provides federal funding to assist states, tribes, and local governments in protecting against terrorist attacks. The SHSGP is supported by the Department of Homeland Security/Federal Emergency Management Agency and focuses on enhancing the ability of state, local, and tribal governments, to prevent, prepare, protect, and respond to potential terrorist attacks.

March

- March 31, 2023
- Subrecipient Risk Assessments completed by DSHEM staff.

April

- **April 7, 2023**
 - Release of SHSGP 2023 State Funding Announcement and Allocation Methodology, and Application.
- **April 10, 2023**
 - SHSGP 2023 State Funding Announcement and Allocation Methodology and Application posted on the DHSEM website.
- **April 17, 2023**
 - Application Webinar at 3:00 pm (to be recorded and posted)
- **April 13, 2023**
 - Question submittal deadline to DHSEM.
- **April 14, 2023**
 - Subrecipient Risk Assessment results distributed to subrecipients.
- **April 20, 2023**
 - DHSEM response to questions released.
- **April 29, 2023**
 - Local Jurisdiction IPP Multi-year Schedule submittal deadline to DHSEM.

May

- **May 5, 2023**
 - Applications due to the State.
- **May 8 - 10, 2023**
 - DHSEM Review of applications and Request for Information (RFI) process.
- **May 11 - 12, 2023**
 - SHSGP Application Review Committee.
- **May 15, 2023**
 - SHSGP Application Review Committee's Recommendation for Allocations submitted to the Cabinet Secretary or designee.
- **May 18, 2023**
 - State SHSGP application due to FEMA
 - 45 to 60 days following FEMA's award of funds to State; award and denial letters sent to applicants
 - 45 to 60 days following FEMA's award of funds to State; Sub-grants awarded to applicants (Sub-grants will be sent only after FEMA awards the grant to State)

PREPAREDNESS

Quay County Emergency Operations Plan

Quay County maintains an all-hazards emergency operations plan. This plan includes the Basic Plan and 15 functional annexes.



15 Emergency Support Functions (ESF)



1. **Transportation**
Department of Transportation



2. **Communications**
National Communications System



3. **Public Works and Engineering**
U.S. Army Corps of Engineers



4. **Firefighting**
Department of Agriculture/Forest Service



5. **Emergency Management**
Federal Emergency Management Agency



6. **Mass Care, Housing, Human Services**
Department of Homeland Security
American Red Cross



7. **Resource Support**
General Services Administration



8. **Public Health and Medical Services**
Department of Health and Human Services



9. **Urban Search and Rescue**
Federal Emergency Management Agency



10. **Oil and Hazardous Materials Response**
Environmental Protection Agency



11. **Agriculture and Natural Resource**
US Department of Agriculture/Department of the Interior



12. **Energy**
Department of Energy



13. **Public Safety and Security**
Department of Homeland Security/Justice



14. **Community Recovery, Mitigation, and Economic Stabilization**
U.S. Small Business Administration



15. **External Communications**
Federal Emergency Management Agency

Quay County Emergency Notification

The county has multiple mechanisms for notifying the residents of an impending emergency situation. Citizens are encouraged to have multiple ways to receive emergency alerts.

Nixle Emergency Notification System

The primary mechanism for notifying citizens is the opt-in “Nixle” emergency alert system. The alert system can text users’ email, page, and voice alerts. You can sign up at quaycounty-nm.gov



IPAWS (Integrated Public Alert and Warning System)

Quay County has access to the IPAWS network allowing us to send critical emergency alerts via Wireless Emergency Alert System (WEA). This alert mechanism will be utilized during major emergencies that threaten the county. This system is different from the Opt-In system listed above as this alert will notify everyone who has not turned off the alert in a geographical area.



The NOAA Weather Radio

The NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service Office. NWR broadcasts official Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week.

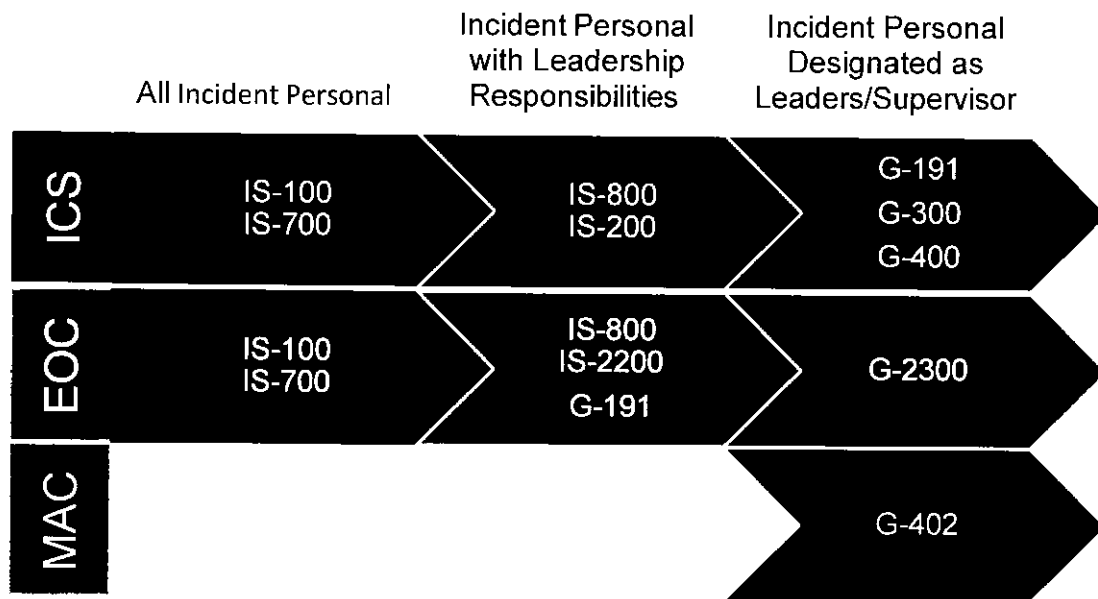
Training

National Incident Management System (NIMS)

NIMS is a “systematic, proactive approach to guide all levels of government, non-governmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System.”

Incident Command System (ICS)

Personnel should complete all courses for the Focus Area and level. Advanced training is available for all Focus Areas but is not necessary for FEMA preparedness grant eligibility. Please see the chart below:



Emergency Management Institute (EMI) course codes:

IS = independent study online | **G** = EMI-developed course delivered by state, local, tribal, instructors
E = EMI resident course delivered at EMI's campus | **L** = EMI resident course delivered offsite
K = EMI resident course delivered via Adobe Connect | **V** = EMI resident course delivered via video teleconference | **NFA** = National Fire Academy course

RESPONSE

Emergency Operations Center

The Quay County Emergency Operations Center (EOC) is located at Quay County Courthouse on the third floor or in the Quay County Mobile Command Unit.

An EOC is a physical or virtual location in which leaders of a jurisdiction coordinate information and resources to support incident management activities for on-scene operations. The Primary functions of staff in the EOC, whether virtual or physical, include:

- Collecting, analyzing, and sharing information;
- Supporting resources needs and requests, including allocating and tracking;
- Coordinating plans and determining current and future needs; and
- In some cases, providing coordination and policy direction.



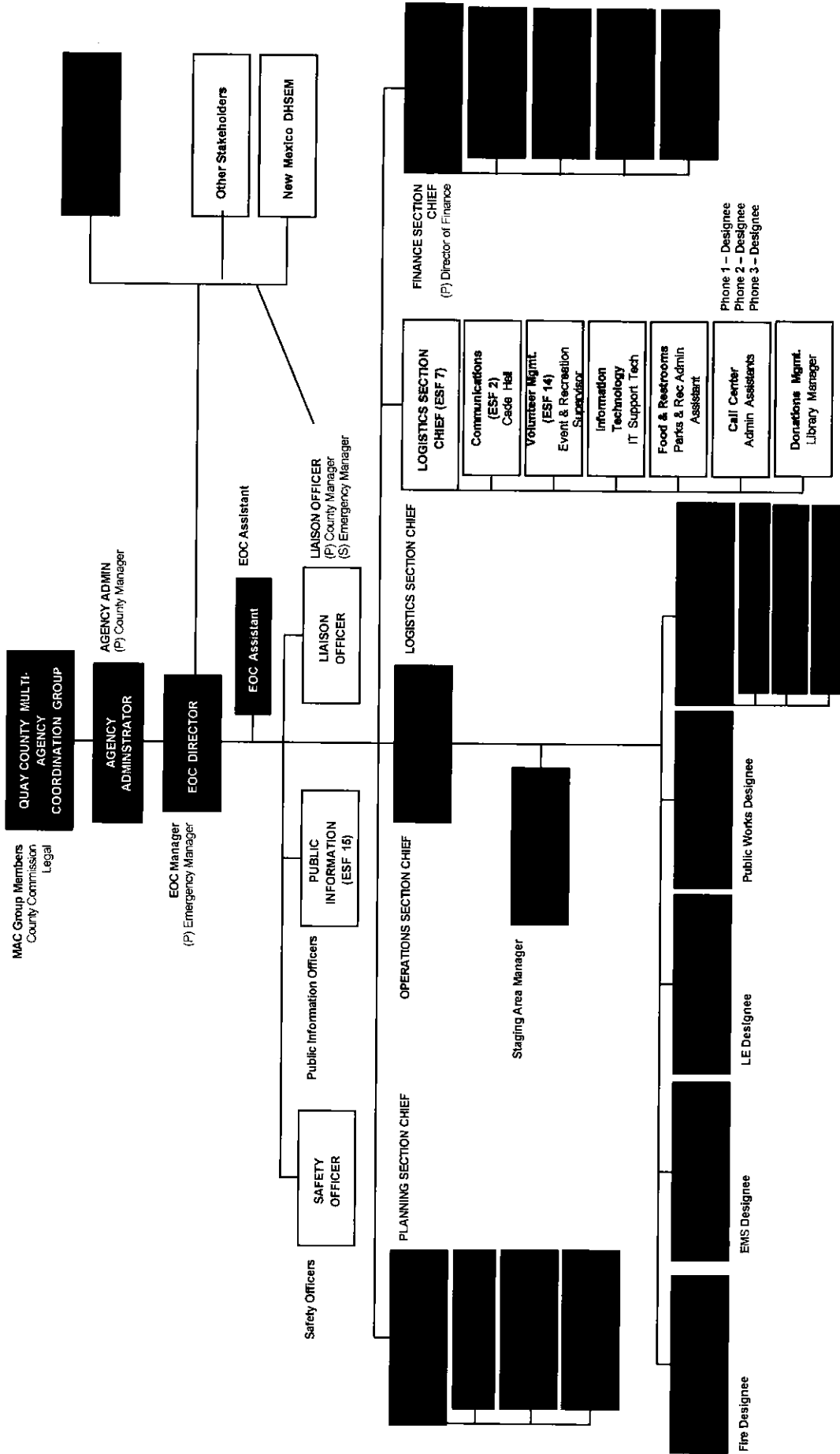
Benefits of Staffing and Operating an Emergency Operations Center

- Established a common operating picture.
- Illuminates the “big picture” of the incident.
- Provides for proper prioritization of needs.
- Quick and timely assignment of resources.
- Streamlines engagement of outside assistance.
- Facilitates quick mindful policy and legal decisions.
- Fosters interagency coordination and collaboration.

EOC Activation Levels

Many emergencies follow a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. General actions to be taken at each level are outlined in the Basic Plan, with more specific actions detailed in SOPs. The following readiness levels are used as a means of increasing the jurisdiction's readiness statutes.

EOC	Type	Definition	Typical Actions	Typical Events	Staffing
Normal Conditions	4 - Normal Conditions	No significant emergency is present. Local responders resolve local emergency incidents that might occur in the area.	The County emphasizes prevention and preparedness activities such as hazard mitigation, training education, exercises, weather, and threat monitoring.	This is the default level of readiness and activation for the County.	EOC staff perform daily, non-emergency duties from the EOC during normal business hours
On Standby		A higher-than-normal level of readiness is warranted because of increased vulnerability to a specific hazard.	The EOC is typically not activated. Actions may include developing coordination meetings or conference calls as well as increased threat monitoring.	Game days forecasted inclement weather, natural hazards in the area such as wildfires or flooding, and planned protests or large gatherings.	EM staff as required for the situation.
Partial Activation	2 - High Readiness	The scope of an event has expanded beyond that which can be handled by local responders. Normal government operations may be impaired.	The EOC is partially activated. Coordination between County departments is required and some external agencies may also be involved. Requests for mutual aid resources for assistance may be received and/or requested.	Inclement weather, an ongoing wildfire that has affected or is likely to affect County operations. Any emergency is brief in nature and does not require major coordination.	EOC Group & EPG, if required.
Full Activation	1 - Maximum Readiness	The scope of the incident has expanded beyond the response capability of local agencies.	The EOC is fully activated. Multiple departments and outside agencies are involved. Response operations may be sustained over multiple operational periods and normal operations may be canceled or suspended.	Large-scale evacuation and sheltering for specific parts of the impact area due to the major incident.	EOC Group & EPG.



Proclamation of Emergency

Upon request of the mayor of a municipality or the sheriff of a county or a majority of the members of the governing body of the municipality or county having jurisdiction and after finding that a public disorder, disaster, or emergency which affects life or property exists in the state, the governor may proclaim a state of emergency in the area affected. The proclamation becomes effective immediately upon its signing by the governor, but the governor shall give public notice of its contents through the public press and other news media.

Section 12-10-17 NMSA 1978

- A. During the existence of a state of emergency, the governor may, by proclamation, prohibit:
- (1) Any person being on the public streets, in the public parks, or at any other public place during the hours proclaimed by the governor to be a period of curfew;
 - (2) Any designated number of persons from assembling or gathering on the public streets, public parks, or other open areas, either public or private, or in any public building;
 - (3) The manufacture, transfer, use, possession, or transportation of any device or object designed to explode or produce unconstrained combustion;
 - (4) The transportation, possession, or use of combustible, flammable, or explosive materials in a glass or uncapped container of any kind except in connection with the normal operations of motor vehicles, normal home use, or legitimate commercial use;
 - (5) The possession of firearms or any other deadly weapon by a person in any place other than his place of residence or business, except for peace officers;
 - (6) The sale, purchase, or dispensing of alcoholic beverages or other commodities or goods designated by the governor;
 - (7) The use of certain streets or highways by the public; and
 - (8) Other activities the governor reasonably believes should be prohibited to help maintain life, property, or public peace.
- B. Any proclamation issued under this section becomes effective immediately upon its signing by the governor, but the governor shall give public notice of its contents through the public press and other news media. The restrictions may be imposed during times, upon conditions, with exceptions, and in areas of the state designated by proclamation of the governor from time to time.
- C. The public press and other news media. The restrictions may be imposed during times, upon conditions, with exceptions, and in areas of the state designated by proclamation of the governor from time to time.

Section 12-10-18 NMSA 1978

Sample Request: Emergency Declaration to the Governor

The Honorable _____
Governor of New Mexico

Dear Governor _____:

Quay County, New Mexico is facing significant threats to life, health, and property due to: [Provide a description of the threat and the area or areas affected.] Threats may include:

- Riot or unlawful assembly of three or more persons acting together by use of force or violence.
- The existence of a clear and present danger of the use of violence.
- A natural or man-made disaster (for these threats, a disaster declaration may be more appropriate)

The potential impact of this threat is:

[Provide an estimate of the impact on public health, safety, and property if the threat is not dealt with.]

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the county to control. Pursuant to Section 12-10-18 of the New Mexico All Hazards Emergency Preparedness Act, I am requesting that you declare a state of emergency for Quay County, New Mexico, and issue appropriate directives to deal with the emergency including:

[indicate what measures you want the Governor to take.]

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage to property is contained.

A timely response to this request would be appreciated.

County Commission Chairperson

Disaster Assistance Requests

- A local government is expected to use its own resources, and then the resources available to it through mutual aid agreements before requesting assistance from the state.
- Before a declaration, a preliminary damage assessment is usually required.
- If local and mutual aid resources prove inadequate for coping with a disaster, the local government may request assistance from the state by declaring an emergency or disaster or notice of intent to declare. Declaration or notice of intent to declare is sent to the NMEOC **within 72 hours of the event**.
- Requests for disaster assistance must be made through the NMEOC by submitting the Request for Disaster Assistance Form **within 72 hours** of the incident to nm.eoc@dhsem.nm.gov and calling (505) 476-9635 to notify the NMEOC Duty Officer that these documents have been sent.

*The Request for Disaster Assistance Form can be found on **page 29***

Disaster Declaration

The initial First Response to a disaster is the job of local government emergency services with help from nearby municipalities, the state, and volunteer agencies. In a catastrophic disaster, if the governor requests, federal resources can be mobilized through the US Department of Homeland Security's Federal Emergency Management Agency (FEMA) for search and rescue, electrical power, food, water, shelter, and other basic human needs.

It is the long-term Recovery phase of a disaster that places the most severe financial strain on local or state governments. Damages to public facilities and infrastructure, often not insured, can overwhelm even a large city.

A governor's request for a major disaster declaration could mean an infusion of federal funds, but the governor must also need significant state funds and resources for recovery efforts.

A Major Disaster Declaration can be a result of floods, tornados, or major fires; the President then determines warrants and supplemental federal aid. The event must be clearly more than state and local governments can handle alone. If declared, funding comes from the President Disaster Relief Fund, managed by FEMA, and disaster aid programs of other participating federal agencies.

A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs designated to help disaster victims, businesses, and public entities.



Reasons for Declaring

- To exercise extraordinary power
- To formally implement the provision of the emergency operations plan.
- To formally request federal assistance, from the State and Federal Governments.
- To activate preparedness, response, and recovery aspects of any and all applicable local emergency management plans.



Declaration Process

- The local Government response is supplemented by neighboring communities and volunteer agencies.
- If overwhelmed, turn to the state of assistance.
- The State Responds with state resources.
- Damage Assessment determines losses and recovery needs.
- A Major Disaster Declaration is requested by the governor.
- FEMA Evaluates the request and recommends action to the White House.
- The President approves the request or FEMA informs the governor it has been denied.

Sample Local Disaster Declaration:

WHEREAS, Quay County, New Mexico on the ____ day _____, 20____, has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[Briefly describe the disaster situation], and

WHEREAS, the Quay County Commission has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property and requesting aide assistance and relief programs, and funds available from the State of New Mexico.

NOW, THEREFORE, BE IT PROCLAIMED BY THE QUAY COUNTY COMMISSION:

1. That a local state of disaster is hereby declared for Quay County, pursuant to the New Mexico Civil Emergency Preparedness Act (NMSA 1978, 12-10-1 to 12-10-11)
2. Pursuant to New Mexico Civil Emergency Preparedness Act (NMSA 1978, 12-10-1 to 12-10-11), this declaration of a local state of disaster activates Quay County Emergency Operations Plan.
3. Pursuant to _____, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the County Clerk
4. That this proclamation shall take effect immediately from and after its issuance

ORDERED this the ____ day of _____, 20____.

_____, Quay County Commission Chair

RECOVERY

Federal Disaster Assistance



FEMA

Declaration Types

There are two types of disaster declarations provided for in the Stafford Act, emergency declarations and major disaster declarations. Both declaration types authorize the President to provide supplemental federal disaster assistance. However, the events related to the two different types of declarations, scope and amount of assistance differ. FEMA has established a third type of declaration, Fire Management Assistance Grant (FMAG) declaration, through regulation. The FMAG declaration process differs significantly from the emergency and major disaster declaration processes.

Major Disaster Declarations

The president can declare a major disaster for any natural event, including a hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought. The president can also declare a disaster for a fire or explosion if it has caused damage of such severe that it is beyond the combined capabilities of the state and local government response. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

In order to be eligible for federal assistance, several requirements must be met. FEMA offers four types of assistance: Individual Assistance (IA), Public Assistance (PA), Hazard Mitigation Grant Program (HMGP), and Fire Management Assistance Grants (FMAG).

What are the Requirements for a Major Disaster Declaration?

- The governor of New Mexico must issue a disaster declaration for affected areas.
- The state and each affected county must meet the fiscal federal threshold to be eligible for the FEMA PA grant program.
- The state must meet the FY 2023 cumulative federal threshold.
- Each affected county must meet the FY 2023 federal threshold for their jurisdiction to be eligible.
- While the FEMA IA program does not have a fiscal federal threshold, there are specific factors that influence the decision for an IA declaration (Please see www.fema.gov/assistance/individual).

- In the governor's request for a federal disaster declaration, only counties that meet eligibility requirements will be included. As jurisdictions meet requirements, they can be subsequently added to the request for up to 30 days.
- New Mexico must meet its federally required fiscal year threshold for any jurisdiction to be eligible for FEMA public assistance. If a county meets or surpasses its threshold but the state does not meet its threshold, the jurisdiction will not be eligible.

Preliminary Damage Assessment (PDA)

If it is apparent that a presidential disaster declaration may be necessary to assist in the recovery of the impacted area, the state will contact FEMA Region 6 and request joint (local, federal, state) Preliminary Damage Assessments (PDA). The local damage assessment information is typically gathered after lifesaving and life-sustaining needs have been addressed and serves as the foundation for actions and decisions made in later phases of the incident. The purpose of a PDA is to validate damages in disaster-affected counties. Local government representatives are critical to effective joint PDA teams. Please note, "Joint PDAs" refer to those PDAs conducted by locals, the state, and FEMA. Public Assistance (PA) and Individual Assistance (IA) both require separate PDAs.

Generally, the PDA is completed prior to the submission of the governor's request for a major disaster declaration. However, when an obviously severe or catastrophic incident occurs, the governor's request may be submitted prior to the completion of the PDA. In such circumstances, the major disaster will generally be limited to PA Categories A and/or B (which may be further limited to direct federal assistance (DFA) and Hazard Mitigation assistance. For high-impacted events where the level of damage to residences is empirically overwhelming, the declaration may also include the IA-Individuals and Household Program (IHP). Additional forms of assistance may be assessed at a later date, pending the completion of PDAs.

Federal Emergency Declarations

The President can declare an emergency for any occasion or instance when the president determines federal assistance is needed. Emergency declarations supplement state and local government efforts in providing emergency services for the protection of lives, property, public health, and safety, or lessen or avert the threat of a catastrophe in any part of the United States. In general, the total amount of assistance provided for a single emergency may not exceed \$5 million. Exceptions include the need for continued emergency assistance is immediately required; there is a continuing and immediate risk to lives and property, public health, or safety; and the necessary assistance will not otherwise be provided on a timely basis.

Post Declaration Actions

Add-ons: the governor, or the governor's authorized representative (GAR), can request the designation of additional counties and programs within 30 days of the declaration or the end of the incident period, whichever is later. The governor, or GAR, may submit an extension request within the 30-day period. Such a request must provide a valid reason supporting an extension.

Cost Share Adjustments: The authority to adjust the PA cost share resides with the present. DEMA will recommend an increase in the federal share to no more than 90 percent for PA when a disaster is so extraordinary that actual federal obligation under the Stafford Act, excluding administrative cost, meet or exceed a qualifying threshold. If warranted by the needs of the disaster, up to one hundred percent (100%) of federal funding may be recommended for emergency work under Robert T. Stafford and Emergency Assistance Act section 402 and section 407, including direct Federal assistance, for a limited period in the initial days of the disaster irrespective of the per capita impact.

All emergency and major disaster declarations are made solely at the discretion of the president of the United States. Federal assistance is not intended to fully compensate a community for losses but to supplement available resources and prevent conditions from which the community could not reasonably recover. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C 5121 – 5207 (the Stafford Act) 401 states in part that: "All requests for a declaration by the president that a major disaster exists shall be made by the governor of the affected state." The determination of which programs are authorized is based on the types of assistance specified in the governor's request and the needs identified during joint (local, state, and federal) PDAs.

FEMA Disaster Assistance Programs

Individual Assistance:

When a major disaster occurs, this program provides money and services to people in federally declared disaster areas whose property is damaged or destroyed, and the losses are not covered by insurance. There are several Individual Assistance programs available:

- Mass Care and Emergency Assistance
- Crisis Counseling Assistance and Training Program
- Disaster Unemployment Assistance
- Disaster Legal Services
- Disaster Case Management
- Individuals and Household Program (IHP)

Additionally, IA provides a variety of support functions, such as:

- Assists local jurisdictions with establishing and maintaining relationships among voluntary agencies active in response and recovery, coordinating with the Volunteer Organizations Active in Disasters (VOAD), providing guidance on donations management, and supporting nonprofit organizations that provide volunteers to affected jurisdictions.
- Conducts PDAs following a disaster to validate damages.
- Provides guidance to local officials in establishing disaster recovery centers (DRS) following a federal decatenation to provide support and resources to the survivors of the disaster.
- Builds capacity and resiliency in local jurisdictions through the delivery of courses and workshops throughout New Mexico.

Eligibility

The factors considered when evaluating a governor's request for a major disaster declaration changed in June 2019. These rules were updated to meet requirements in the Sandy Recovery Improvement Act (SRIA)

There are six factors considered:

- State fiscal capacity and resource availability.
- Uninsured home and personal property loss.
- Disaster impact and population profile.
- Impact on community infrastructure.
- Casualties.
- Disaster-related unemployment.

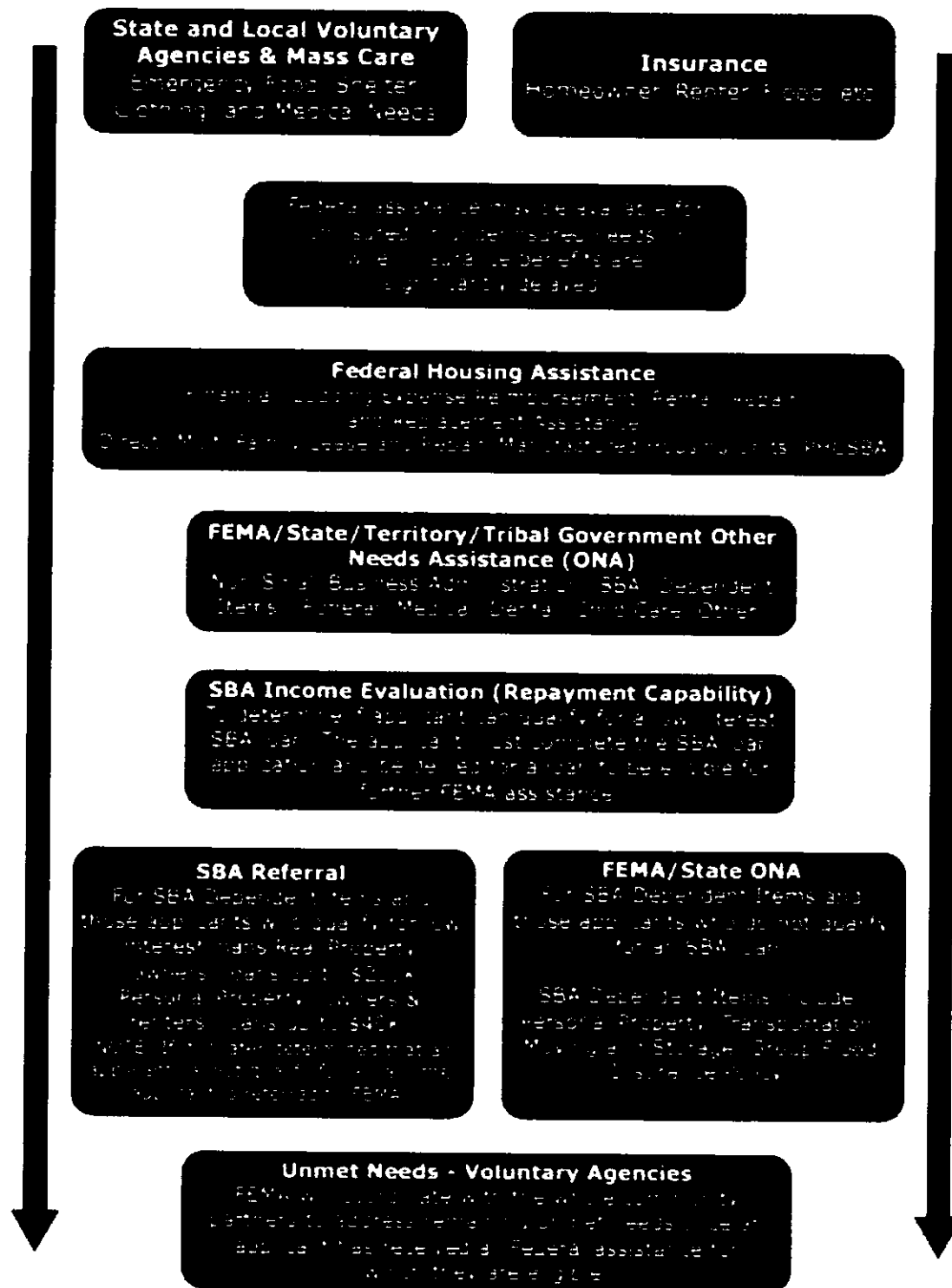
Maximum Amount Allowable

The IHP financial assistance maximum award provided to eligible individuals or households under a single disaster is adjusted each fiscal year based on the Department of Labor Consumer Price Index. For 2023, the maximum amount of financial assistance through IHP is \$41,000 for other needs assistance. FEMA bases the adjustment on an increase in the Consumer Price Index. Eligible individuals or households receiving IHP Assistance may not necessarily be awarded the maximum amount for their disaster-caused losses and usually only receive a fraction of that amount.

Individual Assistance (IA) Sequence of Delivery

The Stafford Act prohibits the duplication of federal benefits. Therefore, FEMA may not provide IHP Assistance when any other source has already provided assistance or when assistance is available from another program, insurance, or any other source. The sequence of delivery establishes the order in which disaster relief agencies and organizations provide assistance to disaster survivors. This is intended to prevent

duplication of benefits. Maximize available resources and coordination efforts to help disaster survivors navigate the recovery process. The figure on the following page shows the sequence of delivery of IA after a disaster.



Public Assistance (PA) Sequence of Delivery

The Public Assistance (PA) program provides grants to state and local governments and certain nonprofit entities to assist them with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, emergency provides measures, and permanent restoration of public infrastructure. Categories of Public Assistance may include:

- Category A: Debris Removal.
- Category B: Emergency Precative Measures.
- Category C: Roads and Bridges.
- Category D: Eater Control Facilities.
- Category E: Public Buildings and Equipment.
- Category F: Utilities.
- Category G: Parks, Recreational Facilities, and Other Facilities.

Eligibility & Federal Thresholds

In order to be eligible for PA, two fiscal federal thresholds must be met. First, the state of New Mexico must have minimum costs of \$3,748,018.94 (adjusted annually). Second, each county must meet the individual DEMA PA county threshold amounts for FY 2023 county threshold. If the state does not meet its threshold, counties are not eligible for PA, even if one or more counties meet their threshold.

Each year, the threshold for both state and its counties is calculated by multiplying the population (based on the most recent, official census) with the annual per capita impact indicator. The per capita impact indicator is adjusted based on the current economic climate. The threshold can adjust annually at the end of the federal fiscal year (October of each year.)

2023 Federal Threshold

The 2020 U.S. Census Bureau population of New Mexico is **2,117,522**.

The 2020 U.S. Census Bureau population of Quay County is **8,746**.

The current state Consumer Price Index (CPI) is **\$4.60**

The current county CPI is **\$4.00**.

State

Population x CPI = State Threshold

2,117,522 x \$4.60 = **\$9,740,601.2**

Quay County

County Population x County CPI = County Threshold

20,269 x \$4.60 = **\$40,231.60**

Small Project vs Large Projects

Projects falling below a certain threshold are considered "small." The threshold is adjusted annually for inflation. For federal fiscal year 2023, the threshold is \$1,000,000. For small projects, payments of the federal share of the estimated are made upon approval of the project. The sub-recipient (local government, organization, or group that received an award from the state) is required to notify the recipient (the state) of the completion of the project.

For large projects, payment is made on the basis of actual costs determined after the project is completed; although interim payments may be made as necessary. Once FEMA obligates funds to the recipient, further management of the assistance, including disbursement to sub-recipients, is the responsibility of the recipient. FEMA will continue to monitor the recovery process to ensure the timely delivery of eligible assistance and compliance with the law and regulations.

Federal Cost Share

The assistance FEMA provides through its PA program is subject to a cost share. The federal share is not less than 75 percent of the eligible costs. The federal cost share can be increased from 75 percent to not more than 90 percent of the eligible cost of permanent work whenever a disaster is so extraordinary that actual federal obligations under the Stafford Act, excluding FEMA administrative cost, meet or exceed the 2022 Cost-Share Adjustment threshold of \$162 per capita of the state population, adjusted annually for inflation using the Consumer Price Index for All Urban and Consumers published annually by the Department of Labor. FEMA also considers the impact of major disaster declarations in the state during the preceding twelve-month period. If warranted by the needs of the disaster, FEMA can recommend up to 100 percent federal funding for emergency work, including direct federal assistance, for a limited period in the initial days of the disaster, regardless of the per capita impact.

Hazard Mitigation Grant Program

Following a disaster declaration, the president may make Hazard Mitigation Grant Program (HMGP) funds available to the state and local government. The purpose of HMGP is to help communities implement hazard mitigation measures following a major disaster declaration. HMGP is authorized under Section 404 of the Stafford Act.

HMGP funds may be used for projects that will reduce or eliminate the losses from future disasters. Funds may be used to protect either public or private property or to purchase property that has been subjected to or is in danger of, repetitive damage. In order to receive mitigation grants, a community must have a state and federally approved mitigation plan.

The funding available for HMGP is limited to 15 percent of the total cost of PA and IA for the disaster. FEMA can fund up to 75 percent of the eligible costs for projects, while at least a 25 percent match must be met by cash and/or in-kind course.

Fire Management Assistance Grants

Fire Management Assistance Grants (FMAGs) are available to states and locals for the mitigation, management, and control of fires on public or privately owned forests or grasslands, which threats such destructions as would constitute a major disaster. The fire management assistance declaration process is initiated when a state submits a request for assistance to the FEMA regional administrator at the time a "threat of major disaster" exists. The entire process is accomplished on an expedited basis, and a FEMA decision is rendered in a matter of hours.

The FMAG program provides a 75 percent federal cost share, and the state and local government pays the remaining 25 percent for actual costs. Before a grant can be awarded, the state must demonstrate that total eligible costs for the declared fire meet or exceed either the individual fire cost threshold, which applies to single fires, or the cumulative fire cost threshold, which recognizes numerous smaller fires burning through a state the CY 2023 cumulative threshold 7,738,132 with the individual fire threshold at 2,579,377.

Other Disaster Assistance Programs

The Small Business Administration (SBA) offers low-interest disaster loans to businesses of all sizes, most private nonprofit organizations, homeowners, and renters.

- Businesses may borrow up to \$2,000,000 for any combination of property damage or economic injury.
- SBA offers low-interest working capital loans (called Economic Injury Disaster Loans) to small businesses, small agricultural cooperatives, and most private nonprofit organizations of any size having difficulty meeting obligations as a result of the disaster.
- Homeowners or renters may be referred to SBA for a disaster loan. SBA disaster loans are the primary source of money to pay for repair or replacement costs not fully covered by insurance or other compensation.
- Homeowners may borrow up to \$200,000 to repair or replace their primary residents.
- Homeowners and renters may borrow up to \$40,000 to replace personal property.

ATTACHMENTS



New Mexico Department of Homeland Security and Emergency Management

REQUEST FOR DISASTER ASSISTANCE FORM

Call to notify the NM EOC of the event and with a local jurisdiction disaster declaration or intent to declare within 72 hours.

Date Submitted:	Incident Name:	DUNS #:	NM Vendor #:
Applicant Name: <i>(Political Subdivision or Other Eligible Applicant)</i>			
Applicant Physical Location:			
Street Address:			
City:	County:	State:	Zip:
Applicant Mailing Address: <i>(If Different From Physical Location)</i>			
Street Address or Post Office Box:			
City:	County:	State:	Zip:
Primary Contact: <i>(Applicant's Authorized Agent)</i>		Alternate Contact:	
Name:		Name:	
Title:		Title:	
Office Phone:		Office Phone:	
Cell Phone:		Cell Phone:	
Fax #:		Fax #:	
Email:		Email:	
Comments:			
1. Submit completed form and Local Disaster Declaration to nm.eoc@state.nm.us 2. Call (505) 476-9635 to notify the NMEOC Duty Officer that these documents have been sent Submission of this Form does not Guarantee Applicant's Eligibility for Assistance.			
Event Start Date:	Event End Date:	Event Type(s): <i>(Fire, Flood, Winter Storm, etc.)</i>	

R:\Recovery\ 1AA 2020 Recovery Forms



Eastern Plains Council of Governments

418 N Main Street
Clovis, New Mexico 88101-7557
Phone: 575-762-7714

May 29, 2025

QUAY COUNTY
300 South Third Street
Tucumcari, NM 88401

To: QUAY COUNTY

The Eastern Plains Council of Governments (EPCOG) continues to be an organization **for the local governments it serves**. As we prepare for the upcoming fiscal year, we are writing to formally request your continued participation and membership for **Fiscal Year 2025–2026**, beginning **July 1, 2025**.

Your ongoing support of cooperative, regional efforts to address **infrastructure, economic development, and planning needs** remains vital to the success of our region. EPCOG will continue to provide and expand services that benefit our member governments, including:

Continuing Core Services

- **Regional transportation planning** in partnership with the New Mexico Department of Transportation
- **Economic and community development planning**
- Support for grant writing, project development, and intergovernmental coordination

While some of our ongoing programs face uncertainty due to changing funding landscapes, EPCOG remains fully committed to **serving the needs of our communities** with responsive and reliable assistance.

New and Expanded Member Services

To better support our members in the year ahead, EPCOG is launching new initiatives, including:

- **On-call specialists** to assist in:
 - Engineering
 - Accounting
 - Comprehensive planning
 - Procurement
- **Sponsorship of regional trainings** covering:
 - Clerk/accounting and QuickBooks basics
 - Open Meetings Act/ Inspection of Public Records Act (IPRA)
 - Governmental Conduct Act
 - Ethics in government
 - Additional topics based on member needs
 - Sponsorship of the training of member staff

RECEIVED
JUN 10 2025

BY: _____

These efforts aim to strengthen local capacity and ensure that elected officials and staff have the resources they need to succeed.

Serving the Counties of: Curry, De Baca, Guadalupe, Harding, Quay, Union, and Roosevelt.

RESOLUTION AND AGREEMENT
OF
QUAY COUNTY
ON THE PARTICIPATION IN THE PRO
OF THE
SOUTHERN PLAINS COUNCIL OF GOVERN
FOR FISCAL YEAR 2025-2026

WHEREAS the QUAY COUNTY (hereinafter known as the "MEMBER"), desires to continue as a participating member in the programs and policy development for the Eastern Plains Council of Governments (hereinafter known as the "EPCOG");

WHEREAS, it is necessary and desirable that an agreement setting forth the services to be performed by the EPCOG and the MEMBER be entered into, with the EPCOG agreeing to furnish the following:

- a. Implement the work program as established by the EPCOG Board of Directors for the 2025-2026 Fiscal Year including providing technical assistance, project and program planning, proposal development and funding assistance.
- b. Continue eligibility as an Economic Development District for participating localities under Section 402 of the Public Works and Economic Development Act of 1965, as amended.
- c. Address problems, issues and opportunities of a regional nature which go beyond single municipal or county jurisdictional boundaries and serve as a liaison and advocate for local governments within the region at the state and federal levels.
- d. Contract with New Mexico Department of Transportation (NMDOT) to provide Regional Transportation Planning Organization (RTPO) planning assistance to the Northeast and Southeast Regional Transportation Organizations (RTPOs) in collaboration with Southeastern New Mexico Economic Development District (SENMEDD) and North Central New Mexico Economic Development District (NCNMEDD).
- e. Support planning, development and implementation of infrastructure plans and projects including assistance with preparation of Infrastructure Capital Improvement Plans (ICIP) as requested.

WHEREAS it is necessary to set forth the sum to be paid by the MEMBER to the EPCOG as annual dues, thereby placing the MEMBER with voting powers on the EPCOG Board of Directors as provided in the EPCOG By-Laws, with the MEMBER agreeing to furnish the following:

- a. To participate through their designated representative or alternate, in EPCOG's policy development process by attending meetings, helping formulate the annual work program, reviewing the EPCOG Goals and Objectives, and concurrences with the District Comprehensive Economic Development Strategy (CEDS).
- b. To pay to the EPCOG the sum of \$2216 as annual membership dues as payment for the aforementioned services for the period beginning July 1, 2025, and ending June 30, 2026
- c. The MEMBER hereby appoints _____ as their designated representative and _____ as alternate.

NOW THEREFORE BE IT RESOLVED THAT the MEMBER and the EPCOG hereby mutually agree to the
aforementioned provisions of the Resolution and Agreement.

ATTESTATION:

Vernice Nantz
Clerk or other Authorized Official

MEMBER GOVERNMENT

Signature of Authorized Official

ATTESTATION:


Kristen Holmes, Executive Assistant

EASTERN PLAINS COUNCIL OF GOVERNMENTS

Sandy Chancy
Sandy Chancy, Executive Director

Contract No.	D20316/1
Vendor No.	0000054395
Control No.	HW2L400665

FIRST AMENDMENT TO LOCAL GOVERNMENT ROAD FUND COOPERATIVE AGREEMENT

This **First Amendment** is to the Agreement entered into between the New Mexico Department of Transportation (Department) and the Quay County (Public Entity). This Amendment is effective as of the date of the last party to sign on the signature page.

RECITALS

Whereas, the Department and the Public Entity entered into an Agreement, Contract No. D20316, on 8/19/2024; and,

Whereas, Section 19 allows for modification of the Agreement by an instrument in writing executed by the parties; and,

Whereas, the Department and the Public Entity want to extend the term of the Agreement to allow for Project completion; and,

Whereas, the parties agree to modify this Agreement.

Now, therefore, the Department and the Public Entity agree as follows:

1. Section 6, Term, is deleted and replaced by the following:

6. Term.

This Agreement becomes effective upon signature of all parties. The effective date is the date when the last party signed the Agreement on the signature page below. This Agreement terminates on **December 31, 2026**. In the event an extension to the term is needed, the Public Entity shall provide written notice along with detailed justification to the Department sixty (60) days prior to the expiration date to ensure timely processing of an Amendment.

All other obligations set forth in the Original Agreement shall remain in full force and effect unless expressly amended or modified by this Amendment.

In Witness Whereof, each party is signing this Agreement on the date stated opposite that party's signature.

New Mexico Department of Transportation

By: _____
Cabinet Secretary or Designee

Date: _____

Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By: _____
Assistant General Counsel

Date: _____

Quay County
By: Levi Rush
Name: Levi Rush
Title: Quay Co. Chair

Date: 9 -



ATTEST:

By: Veronica Marquez
Quay County Clerk or Designee

Date: 9/22/2025

**INTERGOVERNMENTAL AGREEMENT BETWEEN
QUAY COUNTY AND THE
ADMINISTRATIVE OFFICE OF THE COURTS FOR
CONSTRUCTION OF INTERIOR WALLS IN CLERKS' OFFICE**

THIS INTERGOVERNMENTAL AGREEMENT ("IGA") is entered into this __22__ day of __09_____, 2025__, by and between Quay County, a political subdivision of the State of New Mexico (the "County"), and the Administrative Office of the Courts (the "AOC"). This Intergovernmental Agreement is effective on the date of last signature by the parties.

RECITALS

WHEREAS, the County has an obligation in providing, maintaining, and upkeep of district court facilities; and

WHEREAS, in 2023 and 2024 the AOC received appropriations to plan, design, construct, renovate, furnish and equip the district courts statewide; and

WHEREAS, the County plans to construct interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse; and

WHEREAS, the County has applied to the AOC for funding to assist with the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse. The estimated cost for this project is \$30,000.00; and

WHEREAS, by this IGA the County commits to provide \$15,000.00 (50%) in funding for construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse; and

WHEREAS, by this IGA, the AOC commits to provide \$15,000.00 (50%) in funding for the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse from resources allocated by the New Mexico Legislature and administered by the AOC; and

NOW THEREFORE in consideration of the promises and conditions contained herein, the parties agree as follows:

- I. **PURPOSE.** The purpose of this IGA is to memorialize the roles and responsibilities of the parties with regards to construction of interior walls in the

District Court Clerks' office to establish 3 interior offices in the Quay County courthouse.

- II. TERM. This IGA is effective upon the date of last signature by the parties and will terminate upon the completion of the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse.
- III. FUNDING. In the 2024 Legislative Regular Session, Senate Bill 275 at page 5 provides \$10,000,000.00 to the AOC, to plan, design, construct, renovate, furnish, and equip district court improvements statewide, contingent upon the County's match of 50% to project cost, and requiring the AOC to prioritize projects based on critical need and County financial capacity.

The County commits to funding 50% of the project cost in like match funding with the AOC. The Project as currently contemplated will cost \$30,000 for completion of the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse.

The County's agreed contribution to funding for the Project: **\$15,000.00**

The County's obligations under this IGA to provide funding are not limited to any specific designation or account should they prove to be insufficient at any point during the lifetime of the project.

IV. RESPONSIBILITIES OF PARTIES.

- 1. The County's Project Manager is Daniel Zamora, Quay County Manager, Quay County, (575) 461-2112, Daniel.Zamora@QUAYCOUNTY-NM.GOV who will serve as the lead role in the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse.

The County Project Manager project duties include but are not limited to the design development phase, procurement process phase, participation with preparation and coordination of the contract documents.

- 2. The County will coordinate schedules to include meetings and parties responsible for addressing any questions, difficulties, or disputes, of whatever nature, which may arise relative to the interpretation of the plans and fulfillment of the Scope of Work described below, as to the character, quality, amount, and value of any work done, and materials furnished, under or by reason of this IGA.
- 3. The County will be responsible for coordinating with subject matter experts for inspection of all work done and all materials furnished.

4. The County will permit the AOC designees access to County documents, including financial records, throughout the Project.
5. The County will seek written approval from the AOC designee at critical stages in the completion of the improvements to include design development, and review of construction/installation documents.

V. SCOPE OF WORK.

1. The purpose of this IGA between the County and the AOC is to define the obligations of the parties for the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse. The Scope of Work includes, but is not limited to, the following:
 - a. **Construct interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse.**
 - b. Other related work jointly approved in writing by the County and the AOC.
2. The AOC and the County will work together cooperatively to request bids in accordance with the Procurement Code.

VI. PAYMENTS.

1. Requests for payment must have proper documentation of services performed for the County per this IGA. Proper Documentation includes a cover letter from the County requesting reimbursement, a pay application signed by the contractor of record and a copy of the payment made to the contractor or vendor.
2. The County will submit invoices to the AOC for reimbursement pursuant to the procedures set forth in Article IX of this IGA. The County may submit documentation to the AOC by electronic means
3. The parties are responsible for ensuring the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse is completed within the budget.
4. The County and AOC agree to secure the total amount of \$30,000 for completion of the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse.
5. AOC represents and warrants that it has the funds and does not require a Notice of Obligation from the Department of Finance and Administration.

VII. LIMITATION ON AOC's OBLIGATION TO MAKE REIMBURSEMENT TO THE COUNTY.

1. Upon the Effective Date of this IGA, for permissible purposes within the

Scope of Work, the County will only be reimbursed for monies for which the AOC has issued and approved. This IGA and the disbursement of any and all amounts of the above referenced Appropriation Amount are expressly conditioned upon the following:

- a. The total amount received by the County shall not exceed the Appropriation Amount identified in Article VI, Paragraph (4) above; and
 - b. The County expenditures are made pursuant to the Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors¹ for the provision of services, including professional services, or the purchase of tangible personal property for the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse, hereinafter "Third-Party Obligations"; and
 - c. The County's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this IGA; and
 - d. The County's submission of documentation of all Third-Party Obligations and amendments thereto to the AOC will be governed by the following:
 - i. The County shall submit to the AOC one copy of all Third-Party Obligations and amendments (including terminations) as soon as possible after execution by the Third-Party.
2. Project funds shall not be used for purposes other than those specified in this IGA.
 3. Unless specifically allowed by law, project funds cannot be used to reimburse the County for indirect project costs. Indirect project costs include expenses of County staff in performing the work of the project.
 4. The terms of this IGA are expressly made contingent upon sufficient appropriations and authorization being made by the Board of County Commissioners of Quay County.

¹ Third-Party contractors or vendors are independent contractors performing services in fulfillment of the Scope of Work for the County.

VIII. ASSIGNMENT.

The County must not assign or transfer any interest in this IGA or assign any claims for money due or to become due under this IGA.

IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES.

1. The County shall request reimbursement by submitting a Request for Payment to the AOC. Payment requests are subject to the following procedures:
 - a. The County must submit a Request for Payment; and
 - b. Each Request for Payment must contain a breakdown of work or services performed and associated costs pursuant to this IGA. Any expenditures made pursuant to the construction of interior walls in the District Court Clerks' office to establish 3 interior offices in the Quay County courthouse will be submitted for request for reimbursement. Payment to the County is on a cost reimbursement basis. The County will provide billing detail by the contractor's or vendor's schedule of values.
 - c. The AOC agrees to rely on the County's assessment of progress when approving invoices.
 - d. The AOC will not unreasonably withhold approval of any invoice. Should the AOC dispute any expenditure on an invoice, the AOC will inform the County within 10 business days of receiving such invoice and the parties will confer within 10 business days.
2. Deadlines
 - a. Requests for Payments will be submitted by the County to the AOC for approval immediately as they are received by the County but at a maximum 30 days from when the expenditure was incurred.
 - b. The AOC shall approve invoices within 10 business days of receipt from County.
 - c. The AOC will pay invoices received from the County within 10 business days of receipt. Payment will be made to the County.
 - d. The County's failure to abide by the requirements set forth in Article VI, Article VII, and Article IX herein may result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The AOC has the right to reject a payment request for the project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Scope of Work and that the expenditures and the County are otherwise in compliance with this IGA.

X. NOTICE PROVISIONS AND PARTIES' DESIGNATED REPRESENTATIVES.

1. Whenever written notices, including written decisions, are to be given or received, related to this IGA, the following provisions shall apply.
 - a. The County designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this IGA:

Name: Daniel Zamora
Title: Quay County Manager
Email: Daniel.Zamora@quaycounty-nm.gov
Phone: 575-461-2112

- b. The AOC designates the person(s) listed below, or their successors, as the Point of Contact for matters related to this IGA.

Name: Karl Reifsteck
Title: Director, Administrative Office of the Courts
Address: 237 Don Gaspar, Santa Fe, New Mexico 87501
Email: aockwr@nmcourts.gov
Phone: (505) 827-4800

- c. The parties agree that each party shall send all notices, including written decisions, related to this IGA to the above-named persons by email or regular mail. In the case of mailings, notice will be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever occurs first. In the case of e-mail transmission, the notice will be deemed to have been given and received on the date reflected on the delivery receipt of the e-mail.
2. For purposes of communicating regarding the project specifically, the parties designate the follow individuals as points of contact and have indicated the methods by which to contact such individuals:

The County:
Name: Daniel Zamora
Title: Quay County Manager
Email: Daniel.Zamora@quaycounty-nm.gov
Phone: 575-461-2112

The AOC:
Name: Dimple Tafoya
Title: Chief Financial Officer
Email: aocdk@nmcourts.gov
Phone: (505) 827- 4832

XI. RECORDS AND AUDIT.

The County will maintain detailed invoices, which indicate the date and nature of services rendered. These records shall be subject to inspection by the AOC upon request. The AOC will have the right to audit billings, both before and after payment; payment under this IGA will not foreclose the right of AOC to recover excessive or illegal payment.

XII. CONFIDENTIALITY.

To the extent permitted by law, any confidential information provided to or developed by the County in the performance of this IGA will be kept confidential and shall not be made available to any individual or organization by the County.

XIII. CONFLICT OF INTEREST.

The County represents that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this IGA.

XIV. AMENDMENT.

This IGA must not be altered, changed or amended except by instrument in writing signed by the parties.

XV. SCOPE OF AGREEMENT.

This IGA incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written IGA. No prior agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this IGA.

XVI. PENALTIES.

The New Mexico Procurement Code, NMSA 1978, Section 13-1-28, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

XVII. INDEMNIFICATION.

Neither the County nor the AOC will be responsible for liability incurred as a result of the other party's acts or omissions in connection with this IGA. Any alleged tortious liability incurred in connection with this IGA is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1.

XVIII. APPLICABLE LAW.

This IGA will be governed by the laws of the State of New Mexico.

XIX. WAIVER.

No waiver of any breach of any of the terms or conditions of this IGA will be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

XX. EQUAL OPPORTUNITY COMPLIANCE:

The County agrees to abide by all federal and state laws pertaining to equal employment opportunity. If the County is found to be not in compliance with these requirements during the life of this IGA, the County agrees to take appropriate steps to correct these deficiencies.

XXI. LIABILITY.

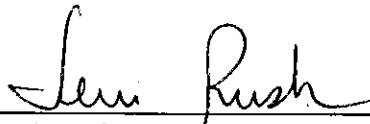
Any and all claims by third parties resulting from this IGA are subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1. Neither party will be liable for the acts or omissions of the other party, nor for those of the other party's employees.

XXII. FAX/ ELECTRONIC SIGNATURE.

A signature sent by fax or electronic means will have the same legal effect as if the original has been signed in person.

IN WITNESS WHEREOF, the parties have executed this IGA as of the date of last signature by the parties.

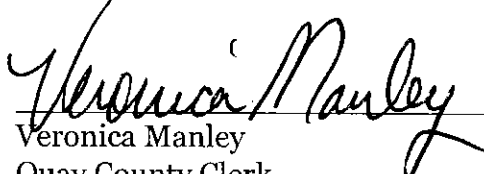
QUAY COUNTY



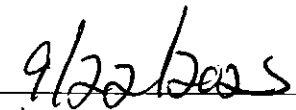
Jerri Rush, Chairwoman



ATTESTATION:



Veronica Manley
Quay County Clerk



Date

Approved as to form:

Quay County Attorney

Date

ADMINISTRATIVE OFFICE OF THE COURTS

Karl Reifsteck
AOC Director

Date: _____

Approved as to form:

Celina Jones
AOC General Counsel

Date: _____

**INTERGOVERNMENTAL AGREEMENT BETWEEN
QUAY COUNTY AND THE
ADMINISTRATIVE OFFICE OF THE COURTS FOR
RENOVATE EXISTING BATHROOMS FOR ADA COMPLIANCE**

THIS INTERGOVERNMENTAL AGREEMENT ("IGA") is entered into this 22 day of 09, 2025, by and between Quay County, a political subdivision of the State of New Mexico (the "County"), and the Administrative Office of the Courts (the "AOC"). This Intergovernmental Agreement is effective on the date of last signature by the parties.

RECITALS

WHEREAS, the County has an obligation in providing, maintaining, and upkeep of district court facilities; and

WHEREAS, in 2023 and 2024 the AOC received appropriations to plan, design, construct, renovate, furnish and equip the district courts statewide; and

WHEREAS, the County plans to renovate existing bathrooms for ADA compliance on the second floor in the Quay County courthouse; and

WHEREAS, the County has applied to the AOC for funding to assist with the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse. The estimated cost for this project is \$30,000.00; and

WHEREAS, by this IGA the County commits to provide \$15,000.00 (50%) in funding for the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse; and

WHEREAS, by this IGA, the AOC commits to provide \$15,000.00 (50%) in funding for the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse from resources allocated by the New Mexico Legislature and administered by the AOC; and

NOW THEREFORE in consideration of the promises and conditions contained herein, the parties agree as follows:

- I. **PURPOSE.** The purpose of this IGA is to memorialize the roles and responsibilities of the parties with regards to the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.

- II. TERM. This IGA is effective upon the date of last signature by the parties and will terminate upon the completion of the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.
- III. FUNDING. In the 2024 Legislative Regular Session, Senate Bill 275 at page 5 provides \$10,000.000.00 to the AOC, to plan, design, construct, renovate, furnish, and equip district court improvements statewide, contingent upon the County's match of 50% to project cost, and requiring the AOC to prioritize projects based on critical need and County financial capacity.

The County commits to funding 50% of the project cost in like match funding with the AOC. The Project as currently contemplated will cost \$30,000 for completion of the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.

The County's agreed contribution to funding for the Project: **\$15,000.00**

The County's obligations under this IGA to provide funding are not limited to any specific designation or account should they prove to be insufficient at any point during the lifetime of the project.

IV. RESPONSIBILITIES OF PARTIES.

1. The County's Project Manager is Daniel Zamora, Quay County Manager, Quay County, (575) 461-2112, Daniel.Zamora@quaycounty-nm.gov who will serve as the lead role in the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.

The County Project Manager project duties include but are not limited to the design development phase, procurement process phase, participation with preparation and coordination of the contract documents.

2. The County will coordinate schedules to include meetings and parties responsible for addressing any questions, difficulties, or disputes, of whatever nature, which may arise relative to the interpretation of the plans and fulfillment of the Scope of Work described below, as to the character, quality, amount, and value of any work done, and materials furnished, under or by reason of this IGA.
3. The County will be responsible for coordinating with subject matter experts for inspection of all work done and all materials furnished.

5. The County will seek written approval from the AOC designee at critical stages in the completion of the improvements to include design development, and review of construction/installation documents.

V. SCOPE OF WORK.

1. The purpose of this IGA between the County and the AOC is to define the obligations of the parties for the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse. The Scope of Work includes, but is not limited to, the following:
 - a. **Renovate existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.**
 - b. Other related work jointly approved in writing by the County and the AOC.
2. The AOC and the County will work together cooperatively to request bids in accordance with the Procurement Code.

VI. PAYMENTS.

1. Requests for payment must have proper documentation of services performed for the County per this IGA. Proper Documentation includes a cover letter from the County requesting reimbursement, a pay application signed by the contractor of record and a copy of the payment made to the contractor or vendor.
2. The County will submit invoices to the AOC for reimbursement pursuant to the procedures set forth in Article IX of this IGA. The County may submit documentation to the AOC by electronic means
3. The parties are responsible for ensuring the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.
4. The County and AOC agree to secure the total amount of \$30,000 for completion of the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse.
5. AOC represents and warrants that it has the funds and does not require a Notice of Obligation from the Department of Finance and Administration.

VII. LIMITATION ON AOC's OBLIGATION TO MAKE REIMBURSEMENT TO THE COUNTY.

1. Upon the Effective Date of this IGA, for permissible purposes within the Scope of Work, the County will only be reimbursed for monies for which the AOC has issued and approved. This IGA and the disbursement of any and all amounts of the above referenced Appropriation Amount are expressly

conditioned upon the following:

- a. The total amount received by the County shall not exceed the Appropriation Amount identified in Article VI, Paragraph (4) above; and
 - b. The County expenditures are made pursuant to the Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors¹ for the provision of services, including professional services, or the purchase of tangible personal property for the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse, hereinafter "Third-Party Obligations"; and
 - c. The County's submittal of timely Requests for Payment in accordance with the procedures set forth in Article IX of this IGA; and
 - d. The County's submission of documentation of all Third-Party Obligations and amendments thereto to the AOC will be governed by the following:
 - i. The County shall submit to the AOC one copy of all Third-Party Obligations and amendments (including terminations) as soon as possible after execution by the Third-Party.
2. Project funds shall not be used for purposes other than those specified in this IGA.
 3. Unless specifically allowed by law, project funds cannot be used to reimburse the County for indirect project costs. Indirect project costs include expenses of County staff in performing the work of the project.
 4. The terms of this IGA are expressly made contingent upon sufficient appropriations and authorization being made by the Board of County Commissioners of Quay County.

¹ Third-Party contractors or vendors are independent contractors performing services in fulfillment of the Scope of Work for the County.

VIII. ASSIGNMENT.

The County must not assign or transfer any interest in this IGA or assign any claims for money due or to become due under this IGA.

IX. REQUEST FOR PAYMENT PROCEDURES AND DEADLINES.

1. The County shall request reimbursement by submitting a Request for Payment to the AOC. Payment requests are subject to the following procedures:
 - a. The County must submit a Request for Payment; and
 - b. Each Request for Payment must contain a breakdown of work or services performed and associated costs pursuant to this IGA. Any expenditures made pursuant to the renovation of existing bathrooms for ADA compliance on the second floor in the Quay County courthouse will be submitted for request for reimbursement. Payment to the County is on a cost reimbursement basis. The County will provide billing detail by the contractor's or vendor's schedule of values.
 - c. The AOC agrees to rely on the County's assessment of progress when approving invoices.
 - d. The AOC will not unreasonably withhold approval of any invoice. Should the AOC dispute any expenditure on an invoice, the AOC will inform the County within 10 business days of receiving such invoice and the parties will confer within 10 business days.
2. Deadlines
 - a. Requests for Payments will be submitted by the County to the AOC for approval immediately as they are received by the County but at a maximum 30 days from when the expenditure was incurred.
 - b. The AOC shall approve invoices within 10 business days of receipt from County.
 - c. The AOC will pay invoices received from the County within 10 business days of receipt. Payment will be made to the County.
 - d. The County's failure to abide by the requirements set forth in Article VI, Article VII, and Article IX herein may result in the denial of its Request for Payment or will delay the processing of Requests for Payment. The AOC has the right to reject a payment request for the project unless and until it is satisfied that the expenditures in the Request for Payment are for permissible purposes within the meaning of the Scope of Work and that the expenditures and the County are otherwise in compliance with this IGA.

X. NOTICE PROVISIONS AND PARTIES' DESIGNATED REPRESENTATIVES.

1. Whenever written notices, including written decisions, are to be given or received, related to this IGA, the following provisions shall apply.
 - a. The County designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this IGA:

Name: Daniel Zamora
Title: Quay County Manager
Email: danirl.zamora@quaycounty-nm.gov
Phone: 575-461-2112

- b. The AOC designates the person(s) listed below, or their successors, as the Point of Contact for matters related to this IGA.

Name: Karl Reifsteck
Title: Director, Administrative Office of the Courts
Address: 237 Don Gaspar, Santa Fe, New Mexico 87501
Email: aockwr@nmcourts.gov
Phone: (505) 827-4800

- c. The parties agree that each party shall send all notices, including written decisions, related to this IGA to the above-named persons by email or regular mail. In the case of mailings, notice will be deemed to have been given and received upon the date of the receiving party's actual receipt or five calendar days after mailing, whichever occurs first. In the case of e-mail transmission, the notice will be deemed to have been given and received on the date reflected on the delivery receipt of the e-mail.
2. For purposes of communicating regarding the project specifically, the parties designate the follow individuals as points of contact and have indicated the methods by which to contact such individuals:

The County:
Name: Daniel Zamora
Title: Quay County Manager
Email: Daniel.zamora@quaycounty.gov
Phone: 575-461-2112

The AOC:
Name: Dimple Tafoya
Title: Chief Financial Officer
Email: aocdkt@nmcourts.gov
Phone: (505) 827- 4832

XI. RECORDS AND AUDIT.

The County will maintain detailed invoices, which indicate the date and nature of services rendered. These records shall be subject to inspection by the AOC upon request. The AOC will have the right to audit billings, both before and after payment; payment under this IGA will not foreclose the right of AOC to recover excessive or illegal payment.

XII. CONFIDENTIALITY.

To the extent permitted by law, any confidential information provided to or developed by the County in the performance of this IGA will be kept confidential and shall not be made available to any individual or organization by the County.

XIII. CONFLICT OF INTEREST.

The County represents that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this IGA.

XIV. AMENDMENT.

This IGA must not be altered, changed or amended except by instrument in writing signed by the parties.

XV. SCOPE OF AGREEMENT.

This IGA incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written IGA. No prior agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this IGA.

XVI. PENALTIES.

The New Mexico Procurement Code, NMSA 1978, Section 13-1-28, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

XVII. INDEMNIFICATION.

Neither the County nor the AOC will be responsible for liability incurred as a result of the other party's acts or omissions in connection with this IGA. Any alleged tortious liability incurred in connection with this IGA is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1.

XVIII. APPLICABLE LAW.

This IGA will be governed by the laws of the State of New Mexico.

XIX. WAIVER.

No waiver of any breach of any of the terms or conditions of this IGA will be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

XX. EQUAL OPPORTUNITY COMPLIANCE:

The County agrees to abide by all federal and state laws pertaining to equal employment opportunity. If the County is found to be not in compliance with these requirements during the life of this IGA, the County agrees to take appropriate steps to correct these deficiencies.

XXI. LIABILITY.

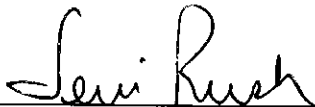
Any and all claims by third parties resulting from this IGA are subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1. Neither party will be liable for the acts or omissions of the other party, nor for those of the other party's employees.

XXII. FAX/ ELECTRONIC SIGNATURE.

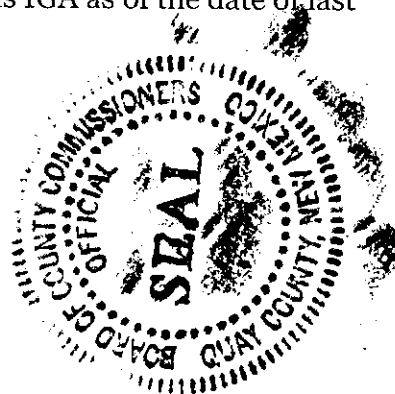
A signature sent by fax or electronic means will have the same legal effect as if the original has been signed in person.

IN WITNESS WHEREOF, the parties have executed this IGA as of the date of last signature by the parties.

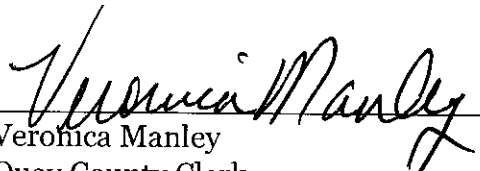
QUAY COUNTY



Jerri Rush, Chairwoman



ATTESTATION:



Veronica Manley
Quay County Clerk



Date

Approved as to form:

Quay County Attorney

Date

ADMINISTRATIVE OFFICE OF THE COURTS

Karl Reifsteck
AOC Director

Date: _____

Approved as to form:

Celina Jones
AOC General Counsel

Date: _____