



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

**AGENDA**  
**REGULAR SESSION**  
**QUAY COUNTY BOARD OF COMMISSIONERS**  
**August 8, 2016**

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**9:00 A.M. Call Meeting to Order**

Pledge of Allegiance

Approval of Minutes-Regular Session July 26, 2015

Approval/Amendment of Agenda

**Public Comment**

**Public Hearing**

**Franklin McCasland, Quay County Commission Chairman**

- **Quay County Infrastructure/Capital Improvement Plan (ICIP) Update**

**Public Hearing Adjourned**

**Ongoing Business**

**New Business**

**I. Russell Shafer, Quay County Sheriff**

- **Presentation of Sheriff's Report**

**II. Donald Adams, Quay County Fire Marshall**

- **Request Approval of FY2016-2017 Resolution No. 13 Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority – Type 5 Wildland Truck with 400 Gallon Water Tank and Pump, Hoses, Equipment for Quay Valley/Quay County Fire District**
- **Request Approval of FY2016-2017 Resolution No. 14 Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority – Fire Tanker with Extrication Tools and Other Equipment to Meet Fire Marshal's Specifications for Porter/Quay County Fire District**



- III. Curtis Simpson, Emergency Management Coordinator**
- **Presentation of Quay County's Emergency Operations Plan Changes and Updates**
- IV. Larry Moore, Quay County Road Superintendent**
- **Road Update**
- V. Richard Primrose, Quay County Manager**
- **Request Approval of FY 2016-2017 Resolution No. 15 Authorization of Budgetary Increases and Transfers for DWI**
  - **Request Approval of FY 2016-2017 Resolution No. 16 Authorization of Budgetary Increases to State Fire Funds**
  - **Request Approval of FY 2016-2017 Resolution No. 17 Authorization of Budgetary Decrease to Debt Service Fund 562**
  - **Request Approval of NM DFA Local Government Division Enhanced 911 Act Grant Program**
  - **Correspondence**
- VI. Request Approval of Accounts Payable**
- VII. Request for Closed Executive Session**
- **Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation**
- VIII. Richard Primrose, Quay County Manager**
- **Proposed action, if any, from Executive Session**
- IX. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners**

**Adjourn**

*Lunch-Time and Location to be Announced*

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

**August 8, 2016**

**9:00 A.M.**

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 8<sup>th</sup> day of August 2016, at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

**PRESENT & PRESIDING:**

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

**OTHERS PRESENT:**

Larry Moore, Quay County Road Superintendent  
Russell Shafer, Quay County Sheriff  
Janie Hoffman, Chief Deputy County Assessor  
Gail Houser, Tucumcari Main Street Director  
Cheryl Simpson, Quay County Manager's Office  
Donald Adams, Quay County Fire Marshall  
Becky Wallace, Presbyterian Medical Services Administrator  
Thomas Garcia, Quay County Sun  
Russell Braziel, KTNM Radio Station

Chairman Franklin McCasland called the meeting to order. Russell Braziel led the Pledge of Allegiance.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the minutes from the July 26, 2016 regular session as printed. MOTION carried with Cherry voting "aye", McCasland voting "aye", and Dowell "aye".

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

**PUBLIC COMMENTS:**

Chairman McCasland wished Cheryl Simpson a Happy Birthday.

**ONGOING BUSINESS: NONE**

## NEW BUSINESS:

Chairman McCasland called the Public Hearing to order to discuss the Quay County Infrastructure/Capital Improvement Plan to order. A copy of the 2017-2021 Plan was distributed. Primrose stated the District Attorney Office building renovations should be removed from the list as the project is complete. Commissioner Cherry asked if the Sheriff's request for a Report Management System was still needed. Primrose stated he would follow up with Sheriff Shafer. Chairman McCasland said he did not expect any funding this year as the Legislators have already expressed their concerns with the lack of funding.

Chairman McCasland closed the Public Hearing. Time noted 9:10 a.m.

Curtis Simpson, Quay County Emergency Management Coordinator joined the meeting. Time noted 9:10 a.m.

Sheriff Shafer presented the July Activity Report which is attached and made a part of these minutes. Shafer stated the office currently is staffed by five deputies, one of which is on sick leave and one on vacation, plus Sheriff Shafer and Under-Sheriff Garcia.

Donald Adams, Quay County Fire Marshall requested approval of the following Resolutions:

1. FY2016-2017 Resolution No. 13; Authorizing and Approving Submission of Application for Financial Assistance from NM Finance Authority to purchase a Type 5 Wildland Truck for Quay Valley Fire Department. Adams mentioned this Department will be purchasing two trucks but they have the funds in reserve to purchase one and the amount of this loan will be \$170,000.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve Resolution No. 13. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy of said Resolution is attached and made a part of these minutes.
2. FY2016-2017 Resolution No. 14; Authorizing and Approving Submission of Application for Financial Assistance from NM Finance Authority to purchase a Fire Tanker for Porter Fire Department. The amount of this loan will be \$100,000.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve Resolution No. 14. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy of said Resolution is attached and made a part of these minutes.

Curtis Simpson, Emergency Management Coordinator requested approval of changes and updates to the Emergency Operations Plan. Simpson said the plan is required to be updated every two years to keep the County in compliance to be eligible for certain funding. Simpson stated at this time, the main change is the Primary EOC is changing from the City of Tucumcari Police Department to the Quay County Courthouse. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the updated changes. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Larry Moore, Quay County Road Superintendent, gave the following report:

1. Cattle guards in Nara Visa are complete. Crews are still in the Nara Visa area cleaning up debris and gathering old culvert pipe from the Quay Road R project. Some of the good pipe will be used on Mike Riddle's property.
2. Waiting for the contractor to arrive so final signage, ditch work, delineator poles and striping can be completed on Quay Road 63.
3. An audit review took place on Friday, August 5 for the LGRF project. This is the first time an audit has been conducted of all six projects and all of the Quay Counties projects were approved with no exceptions. Moore is expecting an Audit of the CDBG project soon.
4. Picked up the CDBG documents in Santa Fe on Friday, August 5. The Pre-Con meeting is set for today at 2:00 p.m. Moore is expecting to receive the "Notice to Proceed" so a work order can be issued. The start date is expected to be August 22. It's expected to be a project lasting 120 days.
5. The LGRF paperwork will be submitted for the CAP and COOP projects. These are the last two projects for 2015. The CAP project totaled \$303,608.00. The COOP is \$149,391.00.
6. Blade reports were submitted.

Commissioner Dowell asked for updates on the following concerns:

- Mrs. Stull's request for tree trimming in Nara Visa. Richard Primrose responded they have not spoken to her regarding this issue. Primrose stated the last time the County trimmed trees following Mrs. Stull's request, the other residents were very unhappy.
- Judy Jasper realizes her road concern is forthcoming on a future project but is asking if anything can be done sooner regarding the narrowness of the road. Moore will follow up with the Jasper's.
- Quay Road AI and Hwy 54. Dowell reported the stop sign is back up but the AI sign has not been replaced. Primrose said Rob McClelland, the County Rural Addresser will be installing a new sign. Dowell said she still has a concern with the approach and the optical illusion of travelers approaching Hwy 54 heading north. She would like to see the County put a sign showing there is a curve ahead to eliminate a liability. Primrose stated Quay Road AD is the same way as are others throughout the County due to Transportation Department regulations regarding approaches to a state highway. Moore said he has brought these concerns to the Transportation Department at several meetings. Moore was told the only signs he could place without conducting costly surveys and studies would be caution signs such as "slow curve ahead". No regulatory signage is allowed without required studies. He will continue conversation with the Transportation Department. Dowell asked the County try and be proactive in preventing future accidents at that intersection.
- Kelley Boney called with a concern. Primrose stated he has been in contact with her.
- A concern came from Dan May regarding the Cemetery Road in Logan. The road is maintained in sections by the County, the Village of Logan and the State. The County portion was chip sealed several years ago and is breaking off at the edges and needs attention.

Chairman McCasland voiced his concern regarding Mrs. Stull wanting the County to trim trees. McCasland said he opposes the County doing this sort of maintenance especially at the request of one citizen who does not own the property where the trees are located. Commissioner Dowell said she is just reporting what the lady has requested not necessarily that she is in favor of doing so.

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

1. Resolution No. 15; Authorization of Budgetary Increases and Transfers for DWI. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve Resolution No. 15. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
2. Resolution No. 16; Authorization of Budgetary Increases to State Fire Funds. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve Resolution No. 16. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
3. Resolution No. 17; Authorization of Budgetary Decrease to Debt Services. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve Resolution No. 17. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
4. Approval of the NM DFA Local Government Division Enhanced 911 Act Grant Program. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Grant Agreement. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy of this Agreement is attached and made a part of these minutes.

Manager's Correspondence:

1. Memo from Quay County Assessor's appointment of the 2016 Protest Board. Members will be Keith Bowen and Tonya Rigdon. The alternate is Jimmy Fields. The hearing date has been set for August 23, 2016 in the Commission Chambers.
2. On Thursday, August 11 the Regional Economic Development Planning meeting will be held. The counties of Guadalupe, DeBaca, Torrance and Quay will be working on this plan for the Grant that has already been awarded.

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

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

Commissioner Dowell stated she has already spoke to Richard Primrose following a complaint she received regarding the parking spaces along Third Street being utilized by employees rather than keeping them available for customers. Dowell requested the employees at the Courthouse show courtesy by not parking in front of the building all day occupying those spaces. Primrose responded that he had addressed the issue during the last Department Head Meeting.

Chairman McCasland requested a break. Time noted 10:00 a.m. to 10:05 a.m.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to go into Executive Session pursuant to the Open Meetings Act pursuant to Section 10-15-1(H)7 to discuss Threatened or Pending

Litigation MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye".

Time noted 10:05 a.m.

-----EXECUTIVE SESSION-----

Return to regular session. Time noted 10:20 a.m.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell that only the items listed above were discussed during Executive Session and no action was taken. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

NO ACTION TAKEN

There being no further business, a MOTION was made by Sue Dowell, SECONDED by Mike Cherry to adjourn. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye". Time noted 10:25 a.m.

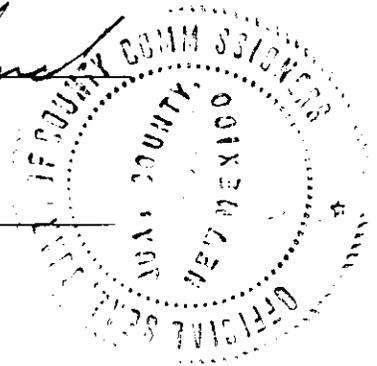
Respectfully submitted by Ellen White, Chief Deputy County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS

*Franklin McCasland*  
Franklin McCasland

*Sue Dowell*  
Sue Dowell

*Mike Cherry*  
Mike Cherry



ATTEST:

*Veronica Marez*  
Veronica Marez, County Clerk  
Ellen L. White, Chief Deputy

August 1, 2016  
Quay County Sheriff's Office report.

Calls for Service

Month Reported	Count
January	0
February	27
March	106
April	89
May	122
June	102
July	98
August	0
September	0
October	0
November	0
December	0

Civil Process

Month Received	Count
January	0
February	30
March	83
April	80
May	78
June	112
July	123
August	0
September	0
October	0
November	0
December	0
N/A	1

Prisoner Transports

Month Reported	Count
January	0
February	4
March	6
April	12
May	17
June	14
July	11
August	0
September	0
October	0
November	0
December	0

Arrest	Month Arrested	Count
	January	0
	February	1
	March	8
	April	6
	May	15
	June	6
	July	10
	August	0
	September	0
	October	0
	November	0
	December	0

Citations	Month Issued	Count
	January	0
	February	0
	March	11
	April	10
	May	13
	June	1
	July	5
	August	0
	September	0
	October	0
	November	0
	December	0

Traffic Stops	Month Occurred	Count
	January	0
	February	7
	March	35
	April	33
	May	32
	June	9
	July	17
	August	0
	September	0
	October	0
	November	0
	December	0

Seven full time Law Enforcement Officer's

1 Sheriff

1 Under Sheriff

5 Deputies (One on extended sick leave and one on vacation the week of July 25).

Russell Shafer, Sheriff

**2016-2017  
QUAY COUNTY  
RESOLUTION NO. 13**

**AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED  
APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL  
TO THE NEW MEXICO FINANCE AUTHORITY**

**WHEREAS**, the Quay County ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Quay County Board of Commissioners ("Governing Body") is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit; and

**WHEREAS**, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects; and

**WHEREAS**, the Governing Body intends to undertake acquisition, construction and improvement of a **Type 5 Wildland Truck with 400 gallon water tank and pump, hoses, equipment for Quay Valley/Quay County Fire District** ("Project") for the benefit of the Governmental Unit and its citizens; and

**WHEREAS**, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY:**

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

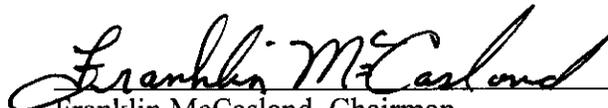
Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 8<sup>th</sup> day of August, 2016.

**BOARD OF QUAY COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Franklin McCasland, Chairman

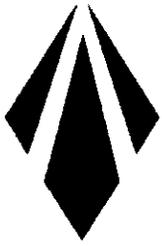
  
\_\_\_\_\_  
Sue Dowell, Member

  
\_\_\_\_\_  
Mike Cherry, Member

ATTEST:

  
\_\_\_\_\_  
Veronica Marez, Quay County Clerk





**NEW MEXICO  
FINANCE AUTHORITY**

<b>NMFA Use Only:</b>	
<b>App. #:</b>	<b>-PP</b>
<b>FA assigned:</b>	
<b>Legislative Authorization</b>	

**PUBLIC PROJECT REVOLVING FUND  
EQUIPMENT APPLICATION**

**I. GENERAL INFORMATION**

**A. APPLICANT/ENTITY**

**Application Date:** 7/28/2016

**Applicant/Entity:** Quay Fire District/Quay County

**Address:** P. O. Box 1246 Tucumcari, NM 88401

**County:** Quay **Census Tract:** 9586.02

**Federal Employer Identification Number (EIN) as issued by the IRS:** 85-6000238

**Legislative District:** **Senate:** 8 **House:** 67

**Phone:** 575-461-2112 **Fax:** 575-461-6208 **Email Address:** Richard.primrose@quaycounty-nm.gov

**Individual Completing Application:** Richard Primrose

**Address:** P. O. Box 1246 Tucumcari, NM 88401

**Phone:** 575-461-2112 **Fax:** 575-461-6208 **Email Address:** Richard.primrose@quaycounty-nm.gov

**II. PROJECT SUMMARY**

**A. Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

**1. Description of Equipment:** Brush Truck

Type 5 wildland truck with 400 gallon water tank, pump, hoses and equipment. Wildland Fire Apparatus on a 2016 Dodge RAM 5500 regular cab diesel chassis. Additional equipment such as extrication tools and other equipment to meet State Fire Marshal's specifications will be included.

2. When do you need NMFA funds available? October 30, 2016

**B. Total Project Cost & Sources of Funds Detail.**

Equipment Items	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Brush Truck	\$85,000	\$55,295	\$	\$140,295
Equipment to fully equip truck	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total Cost:\$</b>	<b>\$85,000</b>	<b>\$</b>	<b>\$</b>	<b>\$140,295</b>

**III. FINANCING**

A. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify: \_\_\_\_\_
- County Option GRT – please specify: \_\_\_\_\_
- Other Tax-Based Revenue: \_\_\_\_\_
- State-Shared GRT
- Law Enforcement Funds
- xx Fire Protection Funds
- Other Revenue: \_\_\_\_\_

B. Preferred financing term: 10\_\_ years.

C. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes  No

**If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.**

**IV. READINESS TO PROCEED ITEMS**

A. The following items must accompany this application in order for this application to be considered complete:

- Equipment cost breakdown (if applicable)
- Three most recently completed fiscal year audit reports

- Current unaudited financials
- Current fiscal year budget
- Equipment Application
- Application Resolution
- Minutes of public hearing meeting approving submission of application
- Any additional information requested by NMFA

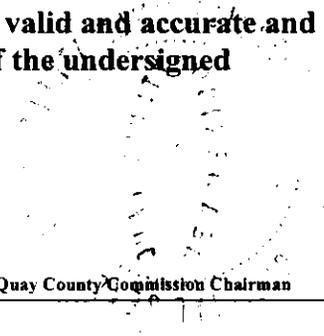
**V. CERTIFICATION**

**I certify that:**

**We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.**

**We will comply with all applicable state and federal regulations and requirements.**

**To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.**



Signature: Franklin McCasland  
 (Highest elected official)

Title: Quay County Commission Chairman

Jurisdiction: Quay County

Print Name: Franklin McCasland

Date: 7/28/2016

Signature: Richard A. Primrose

Date: 7/28/16

Finance Officer Richard Primrose

**2016-2017  
QUAY COUNTY  
RESOLUTION NO. 14**

**AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED  
APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL  
TO THE NEW MEXICO FINANCE AUTHORITY**

**WHEREAS**, the Quay County ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Quay County Board of Commissioners ("Governing Body") is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit; and

**WHEREAS**, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects; and

**WHEREAS**, the Governing Body intends to undertake acquisition, construction and improvement of a **Fire Tanker with extrication tools and other equipment to meet State Fire Marshal's specifications for Porter/Quay County Fire District** ("Project") for the benefit of the Governmental Unit and its citizens; and

**WHEREAS**, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY:**

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 8<sup>th</sup> day of August, 2016.

**BOARD OF QUAY COUNTY COMMISSIONERS**



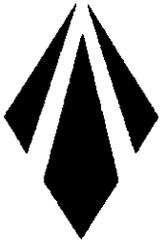
*Franklin McCasland*  
Franklin McCasland, Chairman

*Sue Dowell*  
Sue Dowell, Member

*Mike Cherry*  
Mike Cherry, Member

ATTEST:

*Veronica Marez*  
Veronica Marez, Quay County Clerk



# NEW MEXICO FINANCE AUTHORITY

<b>NMFA Use Only:</b>	
<b>App. #:</b>	<b>-PP</b>
<b>FA assigned:</b>	
<b>Legislative Authorization</b>	

## PUBLIC PROJECT REVOLVING FUND EQUIPMENT APPLICATION

### I. GENERAL INFORMATION

#### A. APPLICANT/ENTITY

**Application Date:** 7/28/2016

**Applicant/Entity:** Porter Fire District/Quay County

**Address:** P. O. Box 1246 Tucumcari, NM 88401

**County:** Quay **Census Tract:** 9586.02

**Federal Employer Identification Number (EIN) as issued by the IRS:** 85-6000238

**Legislative District:** **Senate:** 8 **House:** 67

**Phone:** 575-461-2112 **Fax:** 575-461-6208 **Email Address:** Richard.primrose@quaycounty-nm.gov

**Individual Completing Application:** Richard Primrose

**Address:** P. O. Box 1246 Tucumcari, NM 88401

**Phone:** 575-461-2112 **Fax:** 575-461-6208 **Email Address:** Richard.primrose@quaycounty-nm.gov

### II. PROJECT SUMMARY

A. **Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. **Description of Equipment:** Fire Tanker

All-Poly Series 3000 Tanker on 2017 Freightliner Me 106 Chassis. Additional equipment such as extrication tools and other equipment to meet State Fire Marshal's specifications will be included.

2. When do you need NMFA funds available? October 30, 2016

**B. Total Project Cost & Sources of Funds Detail.**

Equipment Items	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Brush Truck	\$100,000	\$140,058	\$	\$240,058
Equipment to fully equip truck	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total Cost:\$</b>	<b>\$100,000</b>	<b>\$140,058</b>	<b>\$</b>	<b>\$240,058</b>

**III. FINANCING**

A. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify: \_\_\_\_\_
- County Option GRT – please specify: \_\_\_\_\_
- Other Tax-Based Revenue: \_\_\_\_\_
- State-Shared GRT \_\_\_\_\_
- Law Enforcement Funds \_\_\_\_\_
- xx Fire Protection Funds \_\_\_\_\_
- Other Revenue: \_\_\_\_\_

B. Preferred financing term: 10\_\_ years.

C. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes  No

**If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.**

**IV. READINESS TO PROCEED ITEMS**

A. The following items must accompany this application in order for this application to be considered complete:

- Equipment cost breakdown (if applicable)
- Three most recently completed fiscal year audit reports

- Current unaudited financials
- Current fiscal year budget
- Equipment Application
- Application Resolution
- Minutes of public hearing meeting approving submission of application
- Any additional information requested by NMFA

**V. CERTIFICATION**

**I certify that:**

**We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.**

**We will comply with all applicable state and federal regulations and requirements.**

**To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.**

Signature: Franklin McCasland  
 (Highest elected official)

Title: Quay County Commission Chairman

Jurisdiction: Quay County

Print Name: Franklin McCasland

Date: 7/28/14

Signature: Richard D. Primrose

Date: 7/28/16

Finance Officer Richard Primrose

**QUAY COUNTY  
FISCAL YEAR 2016-2017  
RESOLUTION No. 15**

Authorization of Budgetary Increases to **DWI Grant Fund (624) and Underage  
Drinking Prevention (626)**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on August 8,  
2016 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request  
these Budgetary Increases and Transfers:

**State Fund 223**

**Budgetary Increases**

	<u>DEBIT</u>	<u>CREDIT</u>
624-00-37235 Intergovernmental Grant- Prior Year		\$17,785.47
624-99-97401 Transfer to General Fund	\$17,785.47	
401-99-95624 Transfer from DWI Grant		\$17,785.47
626-00-37231 Underage Drinking Prev.-Prior Year		\$3,921.56
626-99-97401 Transfer to General Fund	\$3,921.56	
401-99-95626 Transfer from UAge Drinking Prev.		\$3,921.56

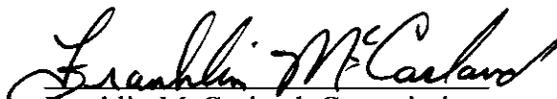
**Budgetary Transfers**

624-99-97401 Transfer to General Fund		\$17,785.47
401-99-95624 Transfer from DWI Grant	\$17,785.47	
626-99-97401 Transfer to General Fund		\$3,921.56
401-99-95626 Transfer from UAge Drinking Prev.	\$3,921.56	

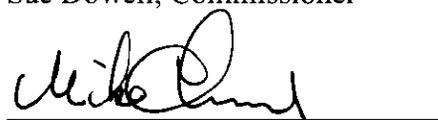
**WHEREAS**, the above activity was not contemplated at the time the final budget was  
adopted and approved **Budgeting FY16 Reimbursement Received in  
FY17 and Repaying General Fund for EOY Transfers**

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

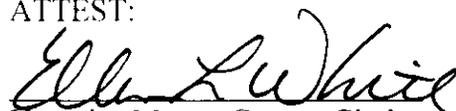
DONE at Tucumcari, County of Quay, New Mexico this 8<sup>th</sup> day of August, 2016.

  
Franklin McCasland, Commissioner

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

ATTEST:

  
Veronica Marez, County Clerk

**QUAY COUNTY  
FISCAL YEAR 2016-2017  
RESOLUTION No. 16**

Authorization of Budgetary Increases to **Fire Department Budgets 407, 408, 409, 410, 411, 412, 413, 415, 418 and 420**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on August 8, 2016 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request these Budgetary Increases:

**State Fund 209  
Budgetary Increases**

	<u>DEBIT</u>	<u>CREDIT</u>
<b>Rural I</b>		
407-00-37120 Fire Allotment		\$40,073.00
407-00-37232 NMFA Loan		\$110,000.00
407-12-48070 Vehicles	\$145,000.00	
407-12-48900 Capital Outlay		\$15,000.00
407-99-97562 Transfer to Debt Service		\$2,149.00
 <b>Rural II</b>		
408-00-37120 Fire Allotment		\$1,588.00
 <b>Rural III</b>		
409-00-37120 Fire Allotment		\$1,588.00
409-99-97562 Transfer to Debt Service		\$7,103.00
 <b>Nara Visa</b>		
410-00-37120 Fire Allotment		\$1,139.00
 <b>Forrest</b>		
411-00-37120 Fire Allotment		\$1,527.00
411-12-48900 Capital Outlay	\$12,058.00	
411-99-97562 Transfer to Debt Service		\$12,503.00
 <b>Jordan</b>		
412-00-37120 Fire Allotment		\$2,605.00
412-99-97562 Transfer to Debt Service		\$11.00
 <b>Bard Endee</b>		
413-00-37120 Fire Allotment		\$3,593.00
413-12-48100 Fire Protection Grant	\$72,000.00	
413-12-48900 Capital Outlay	\$118,000.00	
413-99-97562 Transfer to Debt Service		\$10,680.00
 <b>Quay Valley</b>		
415-00-37120 Fire Allotment		\$1,527.00

**Porter**

418-00-37120 Fire Allotment

\$1,139.00

**Fire Marshal**

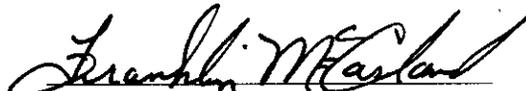
420-00-37120 Fire Allotment

\$1,527.00

**WHEREAS**, the above activity was not contemplated at the time the final budget was adopted and approved **Increases to FY17 Fire Allotments and Transfers to Debt Service Adjusted to FY17 Actual Expense**

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

DONE at Tucumcari, County of Quay, New Mexico this 8<sup>th</sup> day of August, 2016.

  
Franklin McCasland, Commissioner

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

ATTEST:

  
Veronica Marez, County Clerk



**QUAY COUNTY  
FISCAL YEAR 2016-2017  
RESOLUTION No. 17**

Authorization of Budgetary Decrease to **Debt Service Fund (562)**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on August 8, 2016 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request this Budgetary Decrease:

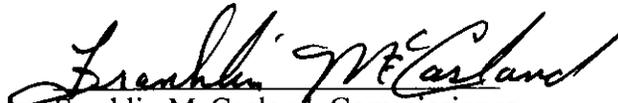
**State Fund 402  
Budgetary Decrease**

	<u>DEBIT</u>	<u>CREDIT</u>
562-12-48407 Rural 1 Payments		\$2,149.00
562-12-48409 Rural 3 Payments		\$7,103.00
562-12-48411 Forrest Payment		\$12,503.00
562-12-48412 Jordan Payment		\$11.00
562-12-48413 Bard Endee Payment		\$10,680.00
562-99-95407 Transfer from Rural 1	\$2,149.00	
562-99-95409 Transfer from Rural 3	\$7,103.00	
562-99-95411 Transfer from Forrest	\$12,503.00	
562-99-95412 Transfer from Jordan	\$11.00	
562-99-95413 Transfer from Bard Endee	\$10,680.00	

**WHEREAS**, the above activity was not contemplated at the time the final budget was adopted and approved **Fire Departments' Debt Service Adjustments to FY17 Actual**

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

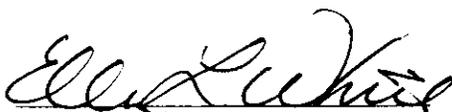
DONE at Tucumcari, County of Quay, New Mexico this 8<sup>th</sup> day of August, 2016.

  
Franklin McCasland, Commissioner

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

ATTEST:

  
Veronica Marez, County Clerk

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
ENHANCED 911 ACT GRANT PROGRAM

GRANT AGREEMENT

Project No. 17-E-14

**THIS GRANT AGREEMENT** made and entered into by and between the Department of Finance and Administration (DFA), State of New Mexico, acting through the Local Government Division, Bataan Memorial Building, Suite 201, Santa Fe, New Mexico 87501, hereinafter called the **DIVISION**, and the **County of Quay**, hereinafter called the **GRANTEE**.

**WITNESSETH:**

**WHEREAS**, this Grant Agreement is made by and between the DFA, State of New Mexico, acting through the Division, and the Grantee, pursuant to the authority in the Enhanced 911 Act, Sections 63-9D-1 *et seq.* NMSA 1978, (hereinafter referred to as the "Act") as amended, and the Enhanced 911 Rules, 10.6.2 NMAC (hereinafter referred to as the "Enhanced 911 Requirements" or "E-911 Rules."); and

**WHEREAS**, an enhanced 911 telephone emergency system is necessary to expand the benefits of the basic 911 emergency telephone number, to achieve a faster response time which minimizes the loss of life and property, provides automatic routing to the appropriate public safety answering point (PSAP), provides immediate visual display of the location and telephone number of the caller and curtails abuses of the emergency system by documenting callers; and

**WHEREAS**, the Grantee and the Division have the authority, pursuant to the Act, NMSA 1978, Sections 63-9D-1 *et seq.* , and the E-911 Rules, to enter into this Grant Agreement; and

**WHEREAS**, the Grantee complies with the definition of "Grantee" in 10.6.2.7(HH) NMAC, of the E-911 Rules; and

**WHEREAS**, the Division has the authority, pursuant to NMSA 1978, Section 63-9D-8, to administer the Enhanced 911 fund; and

**WHEREAS**, on June 21, 2016, the State Board of Finance awarded the Grantee \$ **298,952.00** for enhanced 911 services and equipment.

**NOW, THEREFORE**, the parties hereto do mutually agree as follows:

**ARTICLE I - LENGTH OF GRANT AGREEMENT**

A. Unless terminated earlier pursuant to Article IV herein, the term of this Grant Agreement, upon being duly executed by the Division, shall be from **July 1, 2016**, through **June 30, 2017**.

B. In the event that, due to unusual circumstances, it becomes apparent that this Grant Agreement cannot be brought to full completion within the time period set forth in Paragraph A above, the Grantee shall so notify the Division in writing at least 30 days prior to the termination date of this Grant Agreement, for the purpose of allowing the Grantee and

the Division to review the work accomplished to date and determine whether there is need or sufficient justification to amend this Grant Agreement and to provide additional time for completing the same. The Division's decision whether or not to extend the term of this Grant Agreement is final and non-appealable.

## **ARTICLE II – REPORTS**

A. PSAP Annual Report: No later than June 30th of each year, the Grantee shall submit to the Division a PSAP Annual Report, in the form attached hereto as Exhibit A, as may be changed from time to time upon the Division's written notice to the Grantee. The PSAP Annual Report shall include information described in 10.6.2.11.D NMAC, of the E-911 Rules, and any such other information as the Division may request, in sufficient detail to evaluate the effectiveness of the 911 equipment and services provided by the equipment vendor.

B. Federal 911 Resource Center Report: No later than January 30th of each year, the Grantee shall submit to the Division a Federal 911 Resource Center Report, in the form attached hereto as Exhibit B, as may be changed from time to time upon the Division's written notice to the Grantee.

## **ARTICLE III - CONSIDERATION AND METHOD OF PAYMENT**

A. In consideration of the Grantee's satisfactory completion of all work, purchase and maintenance of the equipment and services required to be performed in compliance with all the terms and conditions of this Grant Agreement, the Division shall pay the Grantee a sum not to exceed \$ 298,952.00 from the Enhanced 911 fund in accordance with Article III (D). The funds are to be expended in accordance with the approved Revenue/Expenditure Budget (Budget), attached to and incorporated by reference as Exhibit "C", and in accordance with 10.6.2.11 NMAC of the E-911 Rules, "PSAP Equipment, Acquisition, and Disbursement of Funds." It is understood and agreed that the Grantee's expenditure of these monies shall not deviate from the line items of the Budget without the prior written approval of the Division and the funds shall not be expended for ineligible costs, 10.6.2.11(F) of the E-911 Rules.

B. The funds mentioned in Paragraph A above shall constitute full and complete payment of monies to be received by the Grantee from the Division.

C. It is understood and agreed that if any portion of the funds set forth in Paragraph A above is not expended for the purpose of this Grant Agreement, after all conditions of this Grant Agreement have been satisfied, the unexpended funds shall be reverted by the Division in accordance with the Act and the E-911 Rules.

D. Pursuant to NMSA 1978, Section 63-9D-8, as amended, payments shall be made from the Enhanced 911 fund to, or on behalf of, participating local governing bodies or their fiscal agents upon vouchers signed by the director of the Division solely for the purpose of reimbursing local governing bodies or their fiscal agents, commercial mobile radio service providers or telecommunications companies for their costs of providing enhanced 911 service.

E. Payments may be made by the Division as follows: 1) on behalf of the Grantee to telecommunications companies, vendors and equipment providers; or 2) reimbursements to the Grantee for actual costs or expenditures after the Division receives a completed Request

for Payment Form, or an invoice certified correct by the Grantee and/or the Division for the E-911 equipment, equipment maintenance, and upgrades billed by the equipment provider. All purchases made by the Grantee for equipment, equipment maintenance, and upgrades require prior written approval by the Division to be eligible for reimbursement.

F. Payments will not be made to the Grantee for work, equipment, maintenance or services not specified in this Grant Agreement or in violation of or ineligible under the E-911 Rules.

#### **ARTICLE IV - MODIFICATION, TERMINATION AND MERGER**

A. Early Termination. Except as provided in Article IV (D) below, this Grant Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least 30 days prior to the intended date of termination. Except as otherwise allowed or provided under this Grant Agreement, the Division's sole liability upon termination shall be to pay for eligible Budget items purchased prior to the Grantee's receipt of the notice of termination, if the Division is the terminating party, or upon the Grantee sending a notice of termination, if the Grantee is the terminating party. A notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Grant Agreement. The Grantee shall submit an invoice for such eligible Budget items within 30 days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Grant Agreement may be terminated immediately upon written notice to the Grantee if the Grantee becomes unable to or fails to perform the terms of this Agreement, as determined by the Division or if, during the term of this Grant Agreement, the Grantee or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of state funds or due to the Appropriations paragraph herein. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE DIVISION'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE GRANTEE'S DEFAULT/BREACH OF THIS GRANT AGREEMENT, INCLUDING BUT NOT LIMITED TO, RETURN OF MISSPENT GRANT FUNDS BY THE GRANTEE TO THE DIVISION.*

B. Termination Management. Immediately upon receipt by either the Division or the Grantee of a notice of termination of this Grant Agreement, the Grantee shall: 1) not incur any further obligations for expenditure of funds under this Grant Agreement without written approval of the Division; and 2) comply with all directives issued by the Division in the notice of termination as to the performance under this Grant Agreement.

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

D. The terms of this Grant Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of the Grant Agreement. If sufficient appropriations and authorizations are not made by the Legislature, the Division may *immediately* terminate this Grant Agreement, in whole or in part, regardless of any existing legally binding third party contracts entered into by or between the Grantee and a third party, by giving the Grantee written notice of such immediate early termination. The Division's decision as to whether sufficient appropriations

are available shall be final and non-appealable. The Grantee shall include a substantively identical clause in all contracts between it and third parties that are (i) funded in whole or in part by funds made available under this Grant Agreement and (ii) entered into between the effective date of this Grant Agreement and the Termination Date or early termination date.

#### **ARTICLE V - CERTIFICATION**

The Grantee assures and certifies that it will comply with all state laws, the E-911 Rules, and other state laws, rules, policies and with respect to the acceptance and use of State funds. Also, the Grantee gives assurances and certifies with respect to the Grant that:

- A. It will comply with the New Mexico Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199.
- B. It will adhere to all financial and accounting requirements of the DFA.
- C. It will comply with all requirements set forth in the Act and prescribed by the Division in its E-911 Rules, or other guidelines and procedures in relation to receipt and use of State Enhanced 911 Grant Funds.
- D. It shall not at any time utilize or convert any equipment or property acquired or developed pursuant to this Grant Agreement for other than the uses specified, without the prior written approval of the Division.
- E. It will comply with NMSA 1978, Section 63-9D-4D and provide Geographic Information Systems (GIS) addressing and digital mapping data to the PSAP that provides the enhanced 911 service to the Grantee.
- F. It accepts responsibility for coordinating and providing accurately maintained GIS addressing, road centerline, boundary and other data in the service area to the Division per 10.6.2 NMAC. This information shall be compliant with the statewide dataset used by the local PSAPs.
- G. It agrees and acknowledges that all GIS data provided to the Division's statewide dataset in support of the E-911 program is public data and shall be shared with other governmental agencies.
- H. It will finance any amount exceeding the approved funding for the 911 equipment costs.
- I. It will not make any changes in the E-911 system configuration without first submitting a written request to the Division and obtaining the Division's written approval of the proposed change(s).
- J. It will provide to the Division, documentation of total insurance coverage for all hardware and software and other equipment purchased with E-911 funds. Insurance should, at a minimum, cover non-routine maintenance defects including, but not limited to, all acts of God, floods, fire, lightning strikes and water damage.
- K. It will provide all the necessary qualified personnel, material, and facilities to run the E-911 PSAP.

L. It will submit all project related contracts, subcontracts, and agreements to the Division for administrative review and approval prior to execution for compliance with the E-911 program requirements and not for legal sufficiency. Amendments to existing contracts also must be submitted to the Division for review and approval prior to execution.

M. It will comply with the PSAP consolidation requirement pursuant to the 10.6.2.15 NMAC of the E-911 Rules.

#### **ARTICLE VI – RETENTION OF RECORDS**

The Grantee shall keep and preserve such records as will fully disclose the amount and disposition of the total funds from all sources budgeted for a period of six years from the termination of the Grant Agreement, the purpose of undertaking for which such funds were used, the amount and nature of all contributions from other sources, and such other records as the Division shall prescribe.

#### **ARTICLE VII – REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS GRANT AGREEMENT**

A. The Grantee shall include the following or a substantially similar termination clause in all contracts that are (i) funded in whole or in part by funds made available under this Grant Agreement and (ii) entered into after the effective date of this Grant Agreement:

“This contract is funded in whole or in part by funds made available under a Department of Finance and Administration, Local Government Division (Division) Grant Agreement. Should the Division or the [insert name of Grantee] terminate the Grant Agreement, the [insert name of Grantee] may terminate this contract by providing the contractor written notice of the termination in accordance with the notice provisions in this contract. In the event of termination pursuant to this paragraph, the Grantee’s only liability shall be to pay the Contractor for acceptable goods/equipment and/or services delivered and accepted prior to the termination date.”

#### **ARTICLE VIII – REPRESENTATIVES**

A. The Grantee hereby designates the person listed below as the official Grantee Representative responsible for overall supervision of the approved project:

Name: Rodney Paris  
Title: TQRECC Chair  
Address: 206 E. Center  
Tucumcari, New Mexico 88401

Phone: 575-403-9072  
Fax: 575-487-9482  
Email: [volrodney@plateautel.net](mailto:volrodney@plateautel.net)

B. The Division designates the person listed below as its Program Manager, responsible for overall administration of this Grant Agreement, including compliance and monitoring of Grantee:

Name: Bill Range

Title: E-911 Program Manager  
Address: Department of Finance and Administration  
Local Government Division  
Bataan Memorial Building, Suite 202  
Santa Fe, NM 87501

Phone: 505-827-4804  
Fax: 505-827-4948  
Email: [bill.range@state.nm.us](mailto:bill.range@state.nm.us)

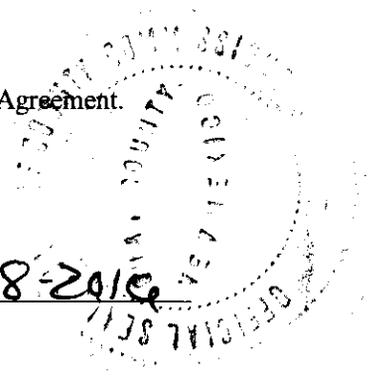
[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the Grantee and the Division do hereby execute this Grant Agreement.

THIS GRANT AGREEMENT has been approved by:

GRANTEE  
Franklin McCasland  
Authorized Signatory  
Franklin McCasland  
(Type or Print Name)

Date 8-8-2016



STATE OF NEW MEXICO )  
COUNTY OF Quay )ss.

The foregoing instrument was acknowledged before me this 8 day of August, 2016, by Franklin McCasland



Ellen L. Whid  
Notary Public

My Commission Expires: 3-21-2019

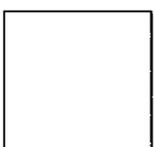
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION

By: \_\_\_\_\_  
Rick Lopez, Director

\_\_\_\_\_  
Date

STATE OF NEW MEXICO )  
COUNTY OF SANTA FE )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_.



\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## Exhibit A

### PSAP Annual Report

PSAP Annual Report Form For: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Section	PSAP Input
<b>Section 10.6.2.11 D(8)</b>	
PSAP Name	
Date of PSAP Report	
Exact address of the PSAP (No P. O. boxes)	
Number make and model of E911 and Radio Dispatch positions (if a position is used for both call taking and dispatching, list it as such)	
Type of equipment to include make and model	
Telephone switching equipment	
MIS System	
Mapping server	
Radio System	
UPS (for 911 Equipment)	
Back-up Generator	
Version of E911 operating system software	
Number and type of dedicated/ switched voice/data circuits	
Routing central office and PSAP end office	
Maintenance control center to include name of company, physical address, telephone number, Email address, and your point of contact for E911 equipment and voice logging recorder, if different from E911 equipment maintainer	
PSAP manager or coordinator and alternate: contact names, addresses, phone numbers, and their PSAP Email address	
MSAG coordinator name, address, phone number, and Email address	
GIS representative to include physical address, telephone number, and Email address	

Section	PSAP Input
Type and manufacturer of CAD system, if any, and type and manufacturer of voice logging recorder	
<b>Section 10.6.2.11 D(9)</b>	
Each PSAP shall maintain at least one 10-digit administrative number. This number shall also be used to receive incoming emergency calls transferred to the PSAP by other PSAPs for certain alternate and default routing arrangements. The preferred way to transfer an emergency call is via one-button transfer via 911 trunk, but the above method can be used for PSAPs that do not have one-button transfers the above mentioned PSAP.	
Provide the administrative number(s)	
<b>Section 10.6.2.11 D(14)</b>	
The PSAP shall maintain a list of fixed and auto-dial transfer features.	
List of fixed transfers	
List of auto-dial transfers	
<b>Section 10.6.2.11 D(18)</b>	
<b>Special circumstances.</b>	
(a) In accordance with the ADA each PSAP shall establish procedures to handle calls from speech and hearing impaired individuals. <u>Include a copy of your procedures.</u>	
(b) PSAPs shall develop procedures for handling unanswered or silent 911 calls. <u>Include a copy of your procedures.</u>	
<b>Miscellaneous Section</b>	
List the PSAP insurance provider name, POC, and policy numbers as proof of hazard and liability insurance for the PSAP facility	
List any back-up PSAP(s) and attach any MOU(s) documenting agreement(s)	

PSAP Annual Report Continued

<b>9-1-1 Calls</b>			
	<b>Wireline 9-1-1 Calls</b>	<b>Wireless 9-1-1 Calls</b>	<b>Total 9-1-1 Calls</b>
<b>Jul</b>			
<b>Aug</b>			
<b>Sep</b>			
<b>Oct</b>			
<b>Nov</b>			
<b>Dec</b>			
<b>Jan</b>			
<b>Feb</b>			
<b>Mar</b>			
<b>Apr</b>			
<b>May</b>			
<b>June</b>			
<b>Total</b>			
<b>Month Avg.</b>			
<b>Day Avg.</b>			

**Exhibit B**

**Federal 911 Resource Center Report**

Call Types	Annual Total of Calls from January 1 through December 31
Wireline	
Wireless	
Voice over Internet Protocol (VoIP)	
Multiline Telephone System (MLTS)	
Telematics	
Other	
Total of All Call Types	

New Mexico E-911 Program Grant  
 Local Government Division  
 Department of Finance and Administration

Exhibit C

Grantee:	County of Quay	Grant Award:	298,952
Address:	PO Box 1188	Project Number:	17-E-14
	Tucumcari, NM 88401	Grant Period:	July 1, 2016 - June 30, 2017
Telephone:	505-461-4400		
Number of Funded PSAP Positions:		Tucumcari - 4, DPS 9 - 2	

<b>Budget Line Items</b>	
<b>Capital</b>	
E-911 Equipment Upgrades	-
Firewall and Router Equipment	-
Dispatch Software	-
Recorder	-
UPS/Generator	-
<b>Capital Subtotal</b>	<b>-</b>
<b>Recurring Network/Managed Services</b>	
Voice Network	93,860
Data MPLS Network	48,168
Wireless Cost Recovery	400
<b>Recurring Network/Circuit Subtotal</b>	<b>142,428</b>
<b>Recurring Maintenance</b>	
System Maintenance	124,000
<b>Recurring Maintenance Subtotal</b>	<b>124,000</b>
<b>Services/Training</b>	
911 Related Training	4,000
911 Related GIS	2,500
911 Consulting Services	1,924
GIS Consulting Services	21,300
Interpretive Services	300
Minor Equipment	2,500
<b>Services/Training Subtotal</b>	<b>32,524</b>