



**T**ORRANCE **C**OUNTY  
**COMMISSION MEETING**  
**SEPTEMBER 12<sup>TH</sup>, 2018**  
**9:00 A.M.**

FOR PUBLIC VIEW, DO NOT REMOVE



# Torrance County Commission

**Regular Meeting to be Held at:**  
*Administrative Offices of Torrance County*  
*Commission Chambers*  
*205 South 9<sup>th</sup> Street*  
*Estancia, NM 87016*

**AGENDA**  
September 12<sup>th</sup>, 2018  
9:00 A.M.

**Please Silence All Electronic Devices**

Call Meeting to Order  
Pledge of Allegiance  
Invocation

Approval of Minutes: August 22<sup>nd</sup>, 2018 Regular Meeting August 29<sup>th</sup>, 2018 Special Meeting

Approval of Meeting Agenda

Approval of Consent Agenda:

1. *Approval of Checks*

**Public Requests:**

At the Discretion of the Commission Chair. For Information Only (No Action Can Be Taken). Comments are limited to three (3) minutes per person on any subject.

**ACTION ITEMS\*:**

**ITEMS TO BE CONSIDERED AND ACTED UPON**

Public Comment, each item: At the Discretion of the Commission Chair. Comments are limited to two (2) minutes per person.

**\*Commission Matters:**

1. Update and Presentation on Contract between Torrance County and EVSWA –Gerald Chavez, Torrance County EVSWA Representative
2. Vote on Approval to Move to a 5-Member Commission
3. Review Resolution 2017-051 Establishing the Solid Waste Management Fee as provided in Ordinance 94-12
  - a. Resolution 2018-44 Establishing the Solid Waste Management Fee as provided in Ordinance 94-12
4. Transportation Committee
5. La Miga Canyon Road
6. La Parra Road
7. Discussion of Solid Waste Pick-Up Options
8. Manzano Domestic Water Association Request

**\*Public Relations:**

9. Proclamation Naming September 2018 as Suicide Awareness and Prevention Month in Torrance County
10. Updates: a. Various County Departments b. Commission c. County Manager d. Other Boards or Land Grants (upon request) e. Forest Service

**\* Department Requests/Reports:**

11. Request Approval of Articles #2, #3 and Forms for the Torrance County Fire Department Policy and Procedure and Standard Operating Guidelines- Lester Gary, Fire Chief
12. Award No. 2018-01 Firefighter Brush Truck Bid – Noah Sedillo, Chief Procurement Officer
13. Request to Make Part-time Clerk Position into a Full-time Clerk Position-Stephanie Dunlap, Sheriff Administrator
14. Grant Agreement 19-CD-05-103 between the NM Dept. of Transportation, and Torrance County for Community DWI Funding – Tracey Master, DWI Prevention Coordinator
15. Request Approval of Timeclock Upgrade – Kristin Oliver, Human Resources Director
16. House Bill 98 Local Election Update – Linda Jaramillo, Clerk

**\*County Manager Requests/Reports:**

17. Straight Party Option on the General Election Ballot, Information Only
18. Presentation of Budget 2018-2019 Approval Letter, Information Only

**Public Requests:**

At the Discretion of the Commission Chair. For Information Only (No Action Can Be Taken). Comments are limited to three (3) minutes per person on any subject.

**EXECUTIVE SESSION:**

***As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be Discussed in Closed Session:***

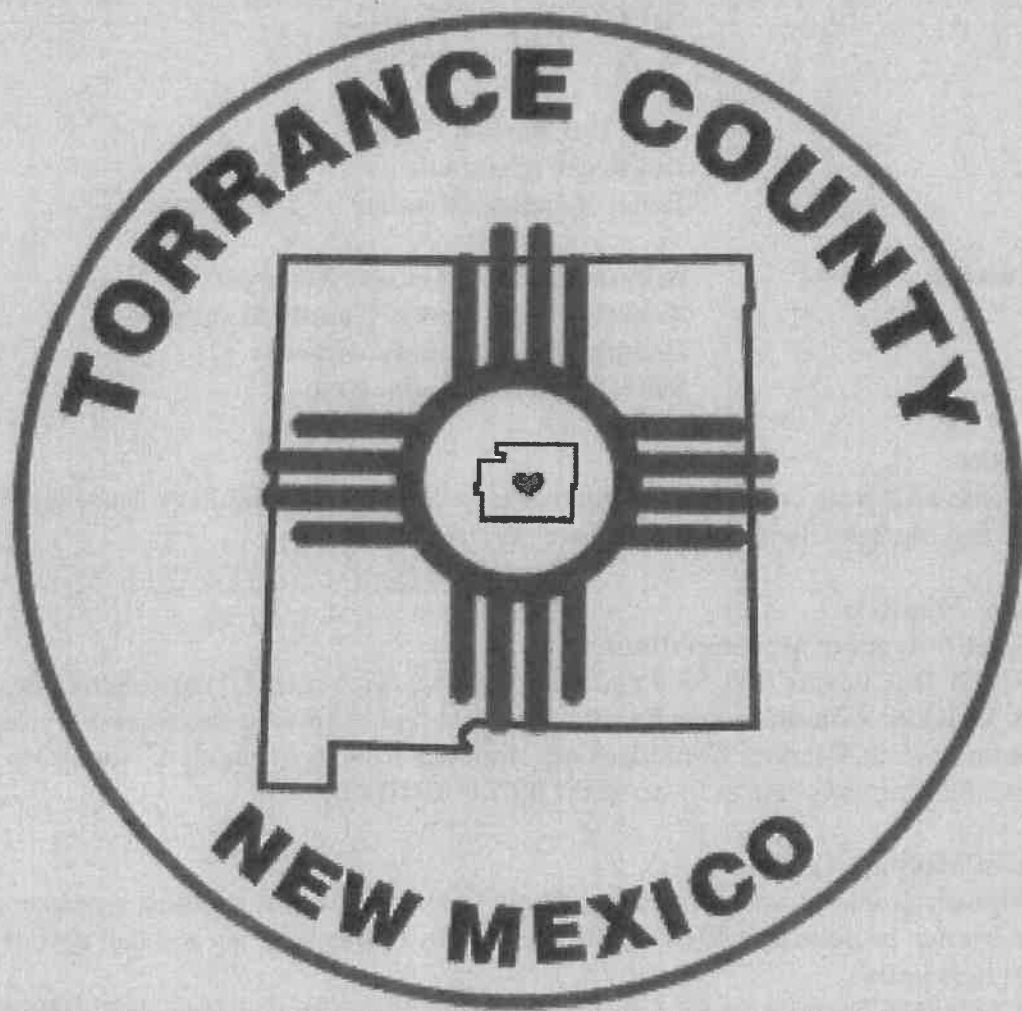
- a) Discussion regarding the purchase, acquisition or disposal of real property for Torrance County operations, Sec. 10-15-1 (H) (8)

**\*Reconvene from Executive Session:**

**Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:**

- b) Consider and Act upon, if necessary the purchase, acquisition or disposal of real property for Torrance County operations

**\*Adjourn**



*Minutes*

**DRAFT COPY  
TORRANCE COUNTY COMMISSION  
REGULAR MEETING  
AUGUST 22, 2018**

**Present:**                                 **Julia DuCharme, Chair**  
  **Jim Frost, Member**  
  **Javier Sanchez, Member**

**Others Present:**                       **Belinda Garland, County Manager**  
  **Annette Ortiz, Deputy County Manager**  
  **Dennis Wallin, County Attorney**  
  **Sylvia Chavez, Admin. Asst.**

**Call to Order:**  
Madam Chair DuCharme calls the meeting to order at 9:00 am. Glenda Page, leads the Pledge of Allegiance and Madam Chair DuCharme gave the Invocation.

**Approval of Minutes:**  
**August 8, 2018 Regular Meeting Minutes:**  
**Madam Chair DuCharme** asks for a motion to approve the August 8<sup>th</sup> meeting minutes.  
**ACTION TAKEN: Commissioner Frost** makes a motion to approve the August 8<sup>th</sup> Regular Commission Meeting Minutes. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**Approval of Meeting Agenda:**  
**County Manger Garland** asks for an amendment to the agenda, she asks that a portion of Executive Session be done at 9:30 due to the availability of the Attorney and that agenda item #3 be the first item heard.  
**Madam Chair DuCharme** asks for a motion to amend the meeting agenda. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve the amendments to the August 22, 2018 Regular Commission Meeting Agenda. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**Approval of the Consent Agenda:**  
**Madam Chair DuCharme** asks for a motion to approve the Consent Agenda. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the Consent Agenda. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**EXECUTIVE SESSION:**

***As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, The Following matters will be discussed in Closed Session:***

- a) Litigation related to Gonzales v. TCSO Baca, Section 10-15-1-(H)(3)



**ACTION TAKEN: Madam Chair DuCharme** makes a motion to go into Executive Session. **Commissioner Sanchez** seconds the motion. Roll Call Vote- District 1: Yes, District 2: Yes, District 3: Yes. **MOTION CARRIED.**

**Executive Session started at 9:05 am**

***\*Reconvene from Executive Session:***

**Reconvened from Executive Session at 9:38 am**

**ACTION TAKEN: Madam Chair DuCharme** makes a motion to come out of Executive Session. **Commissioner Frost** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

***Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Session***

c) Consider and Act Upon, if necessary Litigation related to Gonzales v. TCSO Baca

**Madam Chair DuCharme** states they the Commission received an update on this case.

***ACTION ITEMS\*:***

***ITEMS TO BE CONSIDERED AND ACTED UPON***

Public Comment, each item: At the Discretion of the Commission Chair, comments are limited to two (2) minutes per person.

***Commission Matters:***

**3. 5-Member Commission, Presentation of Redistricting Plans- Michael Sharp, Research and Polling**

**Mr. Sharp** informs the Commission that he has come up with 5 different scenarios for the 5 member Commission redistricting. Mr. Sharp goes over the experience he and his office have on redistricting, Mr. Sharp has been doing this since 1991. They do redistricting for State Legislators, County Governments, School districts as well as City Government. Mr. Sharp explains that redistricting is drawing lines so that each district is equal in population. He also explains that per state statute any population over 13,000 has to redistrict, research and polling gets their numbers from the NM census. Mr. Sharp explains who gets counted in the census, everyone gets counted.

Research and Polling was contacted by Torrance County to come up with plans for a 5 member Commission, Mr. Sharp goes over those plans and the Commission will choose from those plans if they choose to move forward with the 5 members. Mr. Sharp explains each map, stating that Research and Polling tried to keep all the municipalities within one Commission District, so not to split a municipality. Maps hereto attached.

**Mr. Sharp** explains that Torrance County's population of 15,764, that number is different than the 2010 census. Mr. Sharp has to deduct the amount of prisoners that were being housed at the detention facility since they are no longer here. Mr. Sharp explains that if you take the 15,764 and divide it by 5, you get 3,153 (that's a rounded off number) for each district plus or minus

5%. He explains that these districts are determined by population not the area each district covers. So in picture one district may look larger than the other but the populations are the same. Also the minority groups must also have representation, in NM those minority groups are Native American and the Hispanic groups. Which in Torrance County Hispanic's are 38-40% of the population so that is covered in each district.

Mr. Sharp explains each line break for each map, some of the lines will or may change for each current Commission district which could pose a different Commission district for the sitting 3 Commissioners. He explains the different variances in choosing the new districts, from subdivisions, to historic traditions and cities. All of these different things can play a role in the way redistricting is done. All of this is being done to be prepared for the Primary and General elections for 2020.

**Madam Chair DuCharme** states that by law the person running for that district must reside within the district they represent, therefore this may cause an issue for the current Commission Districts. Madam Chair also asks about who is counted in the census, is everyone counted even the undocumented people. Madam Chair DuCharme doesn't want to get into the legality of the census but people with Visa's are documented people but what about those undocumented people are they part of the census.

**Mr. Sharp** explains that everyone is counted, it may be difficult to get an accurate number on all undocumented people but everyone within the boundaries of the United States is counted. Theoretically when a Representative is elected they are elected to represent everyone within their district, no matter their status. You can use the same theory with registered voters, the amount of registered voters is not the same as the amount of people represented because not all of the population is registered to vote.

**Madam Chair DuCharme** asks for clarification on the prisoner population, is that number used as part of the census number for Torrance County and if so how will that affect Torrance County since the facility has since closed.

**Mr. Sharp** explains that, yes prisoner population is used in census numbers, knowing the prison has closed Mr. Sharp deducted that population for the proposed maps for the 5 member Commission. He also explains that with 2020 census coming up it could be a strong possibility that these district may not be equal in population and may have to change.

**Commissioner Sanchez** likes map "D", this is what he envisioned for the 5 member Commission. This map is a good representation for everyone and every municipality has their own Commissioner. Commissioner Sanchez suggests some small line changes to keep the continuity that the current communities have now.

**Madam Chair DuCharme** states that she is not ready to make any recommendations and is a bit surprised that Commissioner Sanchez is but she would like some time to look over the proposed maps. Madam Chair DuCharme asks Commissioner Frost if he has anything to say.

**Commissioner Frost** states that he is not ready either, he has some homework to do.

**Commissioner Sanchez** asks what the process will be to suggest these changes. How do we get the feedback to Research and Polling?

**County Manager Garland** states that the County will need to hold a public hearing for these proposed changes and once the Commission has had public hearing and any changes from that we can get back to Research and Polling.

**Mr. Sharp** states that changes will vary depending on the Commission, any changes should be done by the Commission and then those changes can be presented to the public during the public hearing process.

**Commissioner Sanchez** suggests having a Special Meeting/Workshop so that the Commission can go over each map and perhaps choose 2 or 3 maps that we can then take to the public. The Commission can suggest any changes to those maps and get those changes to the Research and Polling and have public input on those particular maps we have chosen.

**Dennis Wallin, County Attorney** advises the Commission that there is no need for a public hearing until the notice of the ordinance change is ready. The redistricting is totally up to the Commission not the public.

**Commissioner Sanchez** states that the Commission needs to have a consistent plan developed on how to address the public when they ask, "What are the size of the districts" and we need to be able to inform the public with accurate information.

**Commissioner Frost** states that the Commission needs to decide if we are even going to go forward with the 5 member Commission, we may even have to redistrict after the 2020 census. Which comes with a heavy price tag to do again.

**Commissioner Sanchez** we have already put our notice of intent to go to a 5 member Commission as well as invested on the intent to change to a 5 member Commission, we all voted on it.

**County Manager Garland** clarifies how the Commission wants to proceed, the Commission wants to have a workshop to go over the plans and then present the plans the Commission has chosen to the public.

**Commissioner Sanchez** replies that would be nice, yes.

**County Manager Garland** states that at some point the decision needs to be made on going forward with the 5 member Commission or not.

**Commissioner Sanchez** states that the Commission has already stated their intent to move to a 5 member Commission. Now we just need to come to a consensus on 1 or 2 plans to take to the public for their comment.

*Public Comment:*

**Billy Jack Broderick Jr** asks the Commission what is the purpose of changing the districts?

**Madam Chair DuCharme** states that many members of the public requested it, to provide better representation.

**Commissioner Sanchez** states that there are currently 3 districts, it's important to Commissioner Sanchez that each municipality have its own Commissioner. There can come a time where it could become a 2 against 1 vote on everything and one or more district can be easily dominated. We need better representation with an open system and this provides that. Commissioner Sanchez states that as a public servant everyone's voice needs to be heard, that's important to Commissioner Sanchez, everyone's voice has value.

**Madam Chair DuCharme** seconds what Commissioner Sanchez states, it's very important to have equal representation.

**County Manager Garland** asks if anyone has recommendations for boundary line changes before the workshop, so that she can get those to Mr. Sharp. Or would the Commission prefer to do those changes at the workshop?

**Commissioner Sanchez** replies that at the workshop would be fine.

**Commissioner Frost** states that he has not made up his mind on 3 or 5 but what he would like to say is that, the Commission has not yet decided to go to a 5 member Commission. We are getting

the cart before the horse. So let's decide if we are going to be 3 or 5 before we get to all of this planning of meetings and determinations before we even know if this is what we want to do. **Mr. Sharp** asks if he may take into consideration the changes that Commissioner Sanchez has made verbally in today's meeting and bring those changes to the workshop.

*Public Comment:*

**Billy Jack Broderick Jr.** states that if the Commission has not yet decided to go to a 5 member Commission then why are we sitting here listening to going to a 5 member and all these plans.

**Michael Godey** comments that in order to make an informed decision you must have as much information as possible to make good decisions. The Commission must remember that the public is your boss, so you should have public input.

**Commissioner Sanchez** states that the Commission has already issued the notice of intent to go to the 5 member Commission in either April or May and that was passed unanimously. All 3 of us Commissioners voted yes, now the next step is to take a look at the redistricting and that is why the Commission entered into a contract with Mr. Sharp's firm to have these drawn up. And now it looks like we don't have unanimity in this but it was unanimous from the get go.

**Billy Jack Broderick Jr** asks if that vote was from the 3 Commissioners.

**Madam Chair DuCharme & Commissioner Sanchez** both answered yes.

**Commissioner Frost** states that he suspects that a vote like that would be in the records of the minutes in the Clerk's office that would be the best way to determine of what exactly happened at that meeting.

**Ms. Linda Jaramillo, County Clerk** states that, yes, it would and she can provide that to the Commission and public if necessary.

**Norm "Speedy" Gonzales** states the he is in favor of a 5 member Commission, it is ideal that way everyone has representation and everything is divided up easily. 5 members makes the decision process a lot easier, this way you don't have a member not show to a meeting to throw everything off. The ball keeps rolling if you have a member absent.

**Madam Chair DuCharme** asks how many board members are there in the Municipalities.

**Sylvia Chavez (myself)** states that the Town of Estancia has 4 Trustees and a Mayor, I am not sure if you would consider the Mayor as a board member but that would be 5 members.

**Madam Chair DuCharme** asks how the Commission wants to end this agenda item.

**Commissioner Sanchez** states that County Manager Garland will set up a workshop and we will decide from there if we will move to a 5 member Commission.

*\*Public Hearing:*

**A Public Hearing to Review the Request for an Appeal to the Torrance County Planning & Zoning Board decision regarding Mrs. Melody Cain's Commercial Kennel Application.**

**The Cain property is located at 8 Aztec Rd being described as Lot 20-B Unit 3 of the Sweetwater Hills Subdivision Sec. 15 T9N R9E NMPM Torrance County, NM**

**Dennis Wallin, County Attorney,** explains the process of the public hearing and gives a brief explanation for the public hearing. Ms. Cain applied for a Commercial Kennel at the July 2, 2018 Planning & Zoning meeting her application was denied. Ms. Cain is here today to appeal the decision by the Planning & Zoning board.

**Steven Guetschow, Planning & Zoning Director** explains that Ms. Cain's application for a Commercial Kennel was denied by the Planning & Zoning board and Ms. Cain is appealing the action taken by P/Z board. Mr. Guetschow gives a brief explanation and history behind the application. Melody Cain aka Melody Von Farms, LLC has been operating a commercial kennel within a residential subdivision (Sweetwater Hills). Ms. Cain was in violation of the following ordinances and regulations:

- Ord. 93-10: Requirement of County Business Registration
- Zoning Ord. Section 6-H-1,3 & 4 Regarding Kennel Operations
- Zoning Ord. Section 4-B-2, 6 & 14, Sections 6-I-1, 8-A, B & C-5  
Regarding Small Feedlots.

Mr. Guetschow refers to a small feedlot due to the excessive amount of livestock on the 2.25 acres being used to house the animals. Ms. Cain submitted a sketch of the plans but not all of the property referenced on the plan is fenced in and is not being used to house the animals. Ms. Cain's operation is in violation of the Sweetwater Hills restrictive covenants # 1 & 2. Mr. Guetschow further explains that Ms. Cain's application stems from a citation issued by Animal Control officer Worley. The citation was for operating a kennel without a permit as well as other violations of the Animal Control Ordinance.

Mr. Guetschow asks the Commission to uphold the decision by the Planning & Zoning board and deny the Commercial Kennel permit. Other recommendations include a reduction in the amount of animals on the property.

*At this time Dennis Wallin swears in Melody Cain:*

**Melody Cain** reads a brief statement to the Commission of the reason of her appeal. Ms. Cain explains that the P/Z board denied her application due to "too much opposition", she feels that was in error. At the July 2<sup>nd</sup> P/Z board meeting there were only 4 people that spoke in opposition and in the testimony from two of the individuals they stated that her dogs were not a problem. Ms. Cain states that she breeds and raises Great Pyrenees dogs. This type of dog is vital to ranchers in the area, they protect their farm animals. She also mentions that a chosen few are picked to become service animals for veterans with PTSD. Every puppy that she has are sold, there are no extra puppies at her farm. At times Ms. Cain has had waiting lists for her dogs. She also mentions that she raises her own meat, fiber and milk from her farm, as well as some of her animals are used for show animals. Ms. Cain mentions that officer Worley did an inspection of her farm as part of the application process and had no complaints about the farm and its conditions. Officer Worley even asked Ms. Cain if Animal Services could use her farm as a temporary shelter facility for goats, sheep, rabbits and cats. Ms. Cain asks if her farm is sufficient for a rescue facility then why isn't it sufficient for a kennel.

Ms. Cain addressed Ms. Carpio's complaint, Ms. Carpio stated that she cannot walk her dog on Aztec road due to Ms. Cain's dogs attacking her. Ms. Cain explains that if her dogs had attacked Ms. Carpio why was Animal Control and the police not called and a report made. There was no report of this incident. The Carpio's made a complaint that the fence between their properties is damaged from Ms. Cain's dogs. Ms. Cain says that her dogs as well as the Carpio's dog both jump on the fence and bark at one another as sometimes dogs do. The fence keeps my dogs in my yard and their dog in their yard. Ms. Cain references the right to farm act, NM Statute 47, article 9, gives her the right to farm on her property. Article 9 states that if within one year of a farm being established and there are complaints they need to be addressed but after a year the right to farm act protects her farm from nuisance complaints. Ms. Cain explains that when she

realized she needed a kennel permit, she fully cooperated with everything the County has asked her to do.

**Madam Chair DuCharme** asks Ms. Cain how big her farm is.

**Ms. Cain** answers that her farm is 7 acres.

**Madam Chair DuCharme** asks how many neighbors Ms. Cain has.

**Ms. Cain** stated that she has 2 neighbors.

**Madam Chair DuCharme** asks how many of her neighbors have complained.

**Ms. Cain** answered that only 1 has complained.

*Dennis Wallin, swears in the following people who testified in favor of Ms. Cain's Commercial Kennel:*

**Lynn Hafely, Carol Parker, Patricia Maas, Derek Searles, Charles Weaver, Mona Cosmos, Julie Nowotny, Jennette Hunt, Lawrence Montoya, Arthur Falconer, Timothy Roberts, Ken Dow,**

The above mentioned people all testified to the demeanor of the dogs on Ms. Cain's farm, they are kind and gentle animals but they will protect the farm and the livestock on the farm, that's what these dogs are bred to do. The dogs have been around children with no incidents to report. The livestock on the farm are well taken care of, they are fed, watered and their pens are clean and in order. One of the individual's mentions that he purchased a dog from Ms. Cain to protect his land and livestock and has since lost his service dog and is planning on buying another dog from Ms. Cain to use as his service dog. The Great Pyrenees can make a great service dog because of the kind of temperament they have. Ms. Cain provides a wide variety of animals for the public to purchase.

**Commissioner Frost** asks each one of the individuals if they lived in the neighborhood where Ms. Cain's farm is, only one answered yes, the rest lived in other areas throughout the County and surrounding Counties.

*This concluded all testimony in favor of Ms. Cain's application for a Commercial Kennel.*

*Dennis Wallin, swears in the following in opposition of Ms. Cain's Commercial Kennel:*

**Ezekiel Carpio, Donna Carpio and Kevin McCall**

Mr. & Ms. Carpio have several concerns in regards to the Commercial Kennel within a residential area. The Carpio's explain to the Commission that they have lived at their residence for 24 years and have raised their family in Torrance County. The Cain's moved into the community in 2013 and they have watched them over the past 5 years get more and more animals and start breeding the Great Pyrenees. One of their concerns is the fence that adjoins their properties. The Carpio's state that the fence was installed within their right away easement on their property. They installed the fence for security purposes, it was never intended to keep Ms. Cain's dogs in her property or out of theirs. They had some concerns in regards to lighting on Ms. Cain's property and the dogs barking at all hours of the night. Mr. Carpio commends Ms. Cain on fixing the lighting and the dogs do not bark as much at night anymore and he thanks her for her efforts in taking care of this. The Carpio's state that Ms. Cain's dogs attacked Ms. Carpio and their German Sheppard on one of their daily walks through the neighborhood. They feel that if Ms. Cain had proper fencing on the property there would not be an issue of Ms. Cain's dogs getting out of their yard. The Carpio's would be fine with the kennel if Ms. Cain would follow

the conditions set forth from the County and in addition to a 6 foot barrier wall all along the Cain residence. The Carpio's do not have an issue with the livestock, they are just concerned about the amount within the residential area.

**Madam Chair DuCharme** asks Mr. Carpio how long he has lived at his residence.

**Mr. Carpio** answers that his family has lived there for 24 years.

**Madam Chair DuCharme** asks how long has there been a problem with the Cain's.

**Mr. Carpio** explains that it has been a slow process in the 5 years the Cain's have lived there. It started with a cow and just has progressed to what it currently is.

**Madam Chair DuCharme** when did the issue with the dogs begin.

**Mr. Carpio** when the dogs started to get bred, there were more dogs and they would bark throughout the night.

**Dennis Wallin** asks Mr. Carpio how many dogs are there on the property.

**Mr. Carpio** states that they are seven dogs that he can see.

**Madam Chair DuCharme** asks if the Carpio's have made complaints before this.

**Mr. Carpio** states they have not complained prior to this, they felt that what people do on their property is their own business. They did not want to have any animosity with any of the neighbors in the community.

**Madam Chair DuCharme** asks Mr. Carpio, "If the Cain's were to install a fence around their property, would you agree with the Ms. Cain's kennel?"

**Commissioner Sanchez** asks Mr. Carpio where he would like the fence to be installed.

**Mr. Carpio** states that the fence should be installed on the property line that is shared by both parties and believes that it should be a wall.

**Kevin McCall** is here today in support of the Carpio's. Ms. Carpio works for Mr. McCall and attest to her creditability and is a stellar person.

**Dennis Wallin** explains that this case is a Quasi-Judicial, so at this point he wants clarification if the applicant has meet all the requirements for the CU permit for the commercial kennel. Are they in violation with the amount of livestock they have?

**Steve Guetschow** yes they have more animals than should be permitted for the 2.25 acres they are on. There is a total of 55 animals on the property and this is excluding the rabbits, chickens and the other birds. Mr. Guetschow goes over the definition of a small feedlot, a small feedlot is 20-200 head of animals and anything larger than 200 head of animals is considered a large feedlot.

**Dennis Wallin** asks Mr. Guetschow that the Planning and Zoning board suggests to the Commission that the application be denied, correct.

**Steve Guetschow** states that yes they are suggesting it be denied due to the amount of animals on the property.

**Dennis Wallin** states that we need to allow the process to be done and allow for rebuttal at this point and allow the Commission to put conditions if they so choose.

**Commissioner Frost** asks how many dogs are allowed on people's property.

**Cindi Sullivan, Animal Services Director**, explains that the Torrance County Ordinance allows for five animals total. In whatever combination that may be. You cannot have five dogs and five cats, five animals in total is what is allowed.

**AC Officer Worley** states that she visited the farm due to the complaint received from someone who had bought a puppy from Ms. Cain and the pup ended up with parvo. So Officer Worley needed to inspect the other dogs and make sure they all had their shots.

**Madam Chair DuCharme** asks what the conditions of the farm were like.

**AC Officer Worley** states that on her initial visit she only saw three dogs and the conditions were fine, no concerns at all.

**Dennis Wallin** asks AC Officer Worley how many dogs are located at Ms. Cain's residence.

**AC Officer Worley** states that they are seven adult dogs, one had just had a litter of pups and another one was expecting or may have had the pups already.

*Rebuttal from Ms. Cain, Dennis reminds Ms. Cain that she is still under oath.*

**Ms. Cain** explains that when they purchased the property they were never told about the covenants for the subdivision. They have lived on the property for five years and there has never been an issue before. Ms. Cain explains that all her animals are healthy. The Carpio's have never had a legitimate complaint and now there complaints have changed. If the Carpio's want a privacy fence they can install it NM is a fence out state. Ms. Cain is open to reasonable conditions that the County requests.

**Madam Chair DuCharme** asks Ms. Cain if she is open to building a fence.

**Ms. Cain** states that there is a fence on the property line to the north and east of the Carpio's property line. If the Carpio's want a privacy fence they can build it themselves.

**Madam Chair DuCharme** asks if the permit is allowed will there be any changes that the Carpio's should be aware of.

**Ms. Cain** states that she is not planning on increasing the amount of dogs she has, she may down size but will not increase

**Dennis Wallin** states that at this time the hearing is closed, he informs the Commission that they have 30 days to make a decision. This can be discussed in closed session or in open session and even have deliberations if necessary and put conditions on the permit if applicable.

### **1. Commercial Kennel Application by Melody Cain**

Commissioner Sanchez states that the Commission can take the evidence that has been given to them and study it and make a decision at the next Commission meeting. Commissioner Frost states that there has been a lot of testimony given today for and against the kennel and the only way to find out what our decision is, is to vote on it. All documentation hereto attached.

**ACTION TAKEN: Commissioner Frost** makes a motion to support the Planning and Zoning board and deny the appeal of the Conditional Use Permit. **Commissioner Sanchez** seconds the motion.

**Commissioner Sanchez** states that he believes the issue to be that the commercial kennel has not met the requirements. Only two and quarter acres are being used for the farm, when it should be five acres. Perhaps if the additional acreage were to be used for the farm the Commercial kennel could be reconsidered.

*Public Comment:*

**Nancy Brockerman** states that the Commission has 30 days to vote on this.



**Timothy Roberts** informs the Commission that he has material that he is willing to donate for a fence if the Commission waits the 30 days.

**Madam Chair DuCharme** mentions that the land is also an issue, there is not enough acreage being used for the farm.

**Commissioner Sanchez** collaborates Madam Chair's comment and states that if the other acreage were to be used it could be compliant. Commissioner Sanchez states that the Commission wants businesses in the County but we want businesses that will be viable businesses for the future.

**Jennette Hunt** states that the County should want licensed kennels, the Commission can put conditions on the permit and if those conditions are not being met, then something can be done about it.

**Dennis Wallin**, states that the Commission can put conditions on the C.U.P. (Conditional Use Permit) and if those conditions are not met and then the Commission can do something about it at that time.

**Steve Guetschow** mentions that another thing that Ms. Cain needs to become compliant with is that she needs to get a business registration through the County.

**Ms. Cain** states that she applied with seven acres but only the two and a quarter are fenced. If the County were to give the 30 days, she could have the fence installed.

**Commissioner Sanchez** asks Mr. Wallin if Ms. Cain is given 30 days to build a fence would that be ok.

**Dennis Wallin** answers that Ms. Cain can be given the 30 days if the Commission so chooses to but Ms. Cain needs to be given those conditions that she needs to become compliant with.

**County Manager Garland** reminds the Commission that when the original application was submitted it was submitted with two and a quarter acres not the seven.

**Cindi Sullivan** also mentions that the original application was with the two and a quarter acres and Ms. Cain has been operating a business for 3 years and had no intention of coming to the County until Animal Services showed up at her residence.

**Commissioner Frost** asks if the Carpio's would be ok if Ms. Cain would install a fence.

**Ms. Carpio** answers that a fence would be nice but reminds the Commission that where the current fence is installed is not the property line, the fence is on the Carpio's property.

**Madam Chair DuCharme** asks Ms. Carpio if she is asking for a privacy fence on one side of the property.

**Ms. Carpio** stated that, yes, that would be fine.

**Mr. Carpio** stated that if Ms. Cain is going to expand her business he would like a privacy fence on two sides of the property.

**Ms. Cain** states that a five foot horse fence should keep everything in or out of her property.

**Commissioner Sanchez** states that it's just not about the fence and the Commission is treading on dangerous grounds here. The Commission is getting between the Carpio's and the Cain's personal business and the Commission cannot go against its own ordinance.

**Madam Chair DuCharme** asks "Why can't the Commission allow Ms. Cain to become complaint. They are a lot of people that spoke in favor of Ms. Cain and her farm."

**Commissioner Sanchez** states that he agrees with Madam Chair but we cannot allow a commercial kennel within a residential area. We cannot go against our ordinances.

**Commissioner Frost** states that we cannot make everyone happy so let's vote. Commissioners vote, 2 in favor, Madam Chair against. **MOTION CARRIED.**

## **2. EVSWA Vacant Exempt Denial, Appeal (s)**

**a. Charlie Herrera**

**b. Pablo Chavez**

**c. Jesus Trujillo**

**d. Ronnie Martinez**

**Commissioner Sanchez** states that with the new changes to the board at EVSWA there is good head way being done on the budget and numbers, the County is actually running the in black and will be getting money back instead of having to pay EVSWA. There is a healthy revenue stream going into the authority. Since the outlook is favorable for the County now would be a good time for the Commission to review the resolution for the vacancy exempt definitions. All documentation hereto attached. **ACTION TAKEN: Commissioner Sanchez** makes a motion to defer a decision on items A through D until we can revisit the resolution. **Madam Chair DuCharme** seconds the motion.

**County Manager Garland** asks the Commission to allow the people that came here the courtesy and time to speak, they have sat through all the previous items to do so.

**Commissioner Frost** states that if they came here to talk they should be allowed the opportunity to speak.

**Dan DeCosta-Code Enforcement** states that he would like to inform the Commission that since the beginning of the year he has done 332 inspections. He has put in two years' worth of time in these inspections. Mr. DeCosta feels that every time the Commission gets a little heat from customers they want to change the process. Dan knows that the Commission can change the process at any time but the Commission should take into consideration the amount of time and effort it takes for these inspections. He realizes that people are not happy about this but the Commission is the one who has directed the staff to these inspections.

**Commissioner Sanchez** replies that it's not about the heat, the Commission can take the heat it's about doing what is right and the current resolution is not conducive to what needs to be done in light of the progress being made at EVSWA.

**Charlie Herrera, Pablo Chavez, Jesus Trujillo** all addressed the Commission and informed them that their residents are vacant. They may have furnishings in the homes but no one lives in these residents. And any trash that may be accumulated when they are there they bag up and take with them and dispose of the trash at their homes they reside in.

**Dan DeCosta** asks the Commission to inform these people here today that he was doing the job that he was instructed to by the Commission. These people are genuinely upset with him.

**Commissioner Sanchez** states that “Yes Mr. DeCosta was doing the job the Commission instructed him to do”. Commissioner Sanchez states that he made a bad decision when voting for this resolution and I am saying now that it needs to be changed.

*Public Comment:*

**Michael Godey** states that there has been a lot of discussion not only with the Commission but as well with EVSWA board on the definition of vacancy and the furniture was an issue. There needs to be a true definition of what vacant means. Perhaps another inspector to help Dan could be helpful in this situation.

**Madam Chair DuCharme** states that she has received numerous complaints on this as well.

**4. Farm Event at the Old Windmill Dairy with Gruet Winery and Algodones Distillery- Aimee Kuckartz, The Old Windmill Dairy**

**Michael Lobaugh** is here today to ask for approval for his celebration at the farm. There will be cheese and wine tasting and then later a movie to enjoy with the goats. All documentation hereto attached. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the Farm Event at the Old Windmill Dairy with Gruet Winery and Algodones Distillery. **Commissioner Sanchez** seconds the motion.

**Madam Chair DuCharme** states that this is the third time that Mr. Lobaugh has had this event and hopes he stays successful.

Commission votes, all in favor. **MOTION CARRIED.**

**5. Legal Contract Analysis Report**

**a. Legal Contract Consideration**

**County Manager Garland** provides the Commission with a list of some of the duties the County Attorney assists with. The list consists of the following items: general legal advice, is present during the Commission Meetings, prepares the findings of fact and conclusion of law, helps with Planning and Zoning matters, labor laws, tort claims and law suits, helps elected officials and manager’s office, helps law enforcement (policies and procedures), federal and state laws, open meetings act, wind farms and IRB’s, GO bonds, county contracts, MOU’s, lease agreements, professional service agreements, resolutions, property donations, IPRA requests, construction law suits, water rights and development laws. County Manager Garland reached out to other Counties to find out if their Attorney is on a contract or if they have an in house Attorney, which means they are an actual County employee. The response was both, some counties have in house Attorney’s and contract Attorney’s. She reminds the Commission that Mr. Wallin’s contract ends in October. County Manger Garland is asking the Commission to extend his contract to the beginning of the New Year. For the reasons being that there will be new Commissioners on the board and the relationship an Attorney has with the Commission is a personal one. She means no disrespect to the current Commissioners but feels the new Commissioners should be the ones to make the choice on the new Attorney and if they want the Attorney on contract or in house.

**Commissioner Frost** states that he agrees with that.

**Madam Chair DuCharme** states that she also agrees with that but there are a lot of decisions that the current Commission is making, so should those decisions wait until the New Year for the new Commissioners. Madam Chair DuCharme asks if Mr. Wallin is willing to do this.

**Dennis Wallin** states that he can wait till the New Year but informs the Commission that he will not be reapplying for the position. With his new law firm he does not believe he will be able to. Dennis informs the Commission that he can work till the end of February 2019.

**County Manager Garland** asks if the RFP process should start now

Dennis Wallin states that, yes, the process can be started now, the Commission can RFP and or advertise for an in house attorney. The County can do both and see what kind of response the County gets and then make the decision. All documentation hereto attached. **ACTION TAKEN: Commissioner Frost** makes a motion to extend Mr. Wallin's contract to February 2019.

**Commissioner Sanchez** seconds the motion.

*Public Comment:*

**Myra Pancrazio** wants the Commission to know that consistency in the County is a very vital point when it comes to negotiations with the wind farms. The IRB process is a very difficult process and Dennis Wallin was very instrumental for the County in getting this process done. The County will soon be starting on phase two of one of the wind projects and would like to see Dennis help the new Attorney with these negotiations. So Ms. Pancrazio is happy to see that the Commission will be extending Dennis's contract to the New Year.

**Michael Godey** states that the next wind farm project will be more difficult then the Commission realizes and Dennis can help with that process.

Commission votes, 2 in favor Madam Chair DuCharme against. **MOTION CARRIED.**

**County Manager Garland** asks the Commission for direction on how to advertise for the position.

**Commissioner Frost** asks County Manager Garland what she needs from the Commission.

**County Manager Garland** states that she needs a motion from the Commission directing her to RFP or advertise for legal counsel and to start the process starting in October so be ready for the New Year.

**ACTION TAKEN: Commissioner Sanchez** makes a motion to RFP and take applications for legal counsel. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

## **6. 2020-2024 Infrastructure Capital Improvements Plan**

**Commissioner Sanchez** states that before the Commission is a list that County Manager Garland and Deputy County Manager Ortiz put together. The list is comprised of items from department heads as well as other agencies. Commissioner Sanchez asks County Manager Garland if anything was added or was the list rearranged.

**County Manager Garland** states that there were some additions and some removals from the list. McIntosh water system, the landfill cell and the vehicles for the McIntosh Senior center were removed. The vehicles for the senior center will be purchased this year, so they have been moved down further on the list. The animal control vehicles, solar panels, fencing of properties, the purchase of the pictometry software and the upgrade to computers have all been added to the list.

**Deputy County Manager Ortiz** brings up the fairground improvements, every year the Commission approves the rental of tents for the pig barn and show area. The past two years a tent has been rented for vendors and for the past two years the vendor's tent has been rained out.

The County continues to throw money away every year by renting tents for the fair. With the money spent on the rentals a new building could have already been built. Deputy County Manager feels the fairground improvements should be high on the ICIP list.

**Marcie Wallin** states that there are quite a few repairs that need to be done to the existing building as well as the parking area. Ms. Wallin states that the improvements can be phased out over a couple of years. The shell of a building can be erected first then the enclosure of that structure in the following year(s).

**Jason Quintana** is here for the La Merced de Manzano Land Grant, the land grant is in need of a building to have meetings for the land grant. The land grant visualizes this building being used for not only their meetings but it can be used as a community center as well. The building they would like to purchase is a polling place for County, the fear would be that someone else could purchase this building and not allow it be used for elections. Since the land grant is considered a government entity they are able to enter their own ICIP list but would like to have support from the County for this item.

**Norm "Speedy" Gonzales** is here for Punta de Agua, the village is in serious need of a building. There is nothing in Punta for the people to use, if there is a funeral people have to go to Mountainair to gather after the services, if people want to celebrate and have parties for birthdays or graduations they can't have it in their home town because there is nothing in Punta. The village isn't asking for a huge building but a small building like the one that was built in the Town of Mountainair. The land is even going to be donated by the land owner for this purpose. Mr. Gonzales is asked by the Commission if the village has some kind of revenue source for the up keep of this building, yes, the people of the village are willing to pay fees, donate or fund raise. Whatever it takes to help get a building in the village.

**County Manager Garland** will have Deputy County Manager Ortiz look into this project, we don't want to get into an anti-donation issue here.

At this time the Commission goes over the list, they discuss these items and try to narrow down the top five, the top five are what is looked at for funding purposes from the legislators. The Commission is in agreement of the following: Vehicles for the Sheriff's Office, Road Repairs & Building Repairs. The other two items are fairground improvements and the building for Punta de Agua. The placement of the list was not determined, the Commission suggests having a Special Meeting to discuss this further and make final decisions. All documentation hereto attached. **ACTION TAKEN: Commissioner Sanchez** makes a motion to table the ICIP and schedule a Special Meeting on Wednesday August 29 at 9am. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **ITEM TABLED.**

#### **7. Resolution 2018-043 Adopting a 2020-2024 Infrastructure Capital Improvement Plan**

**ACTION TAKEN: Commissioner Sanchez** makes a motion to table Resolution 2018-43 adopting the 2020-2024 Infrastructure Capital Improvement Plan. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **ITEM TABLED.**

**\*Department Requests/Reports:**

**8. Transportation Committee**

**Commissioner Sanchez** informs the Commission that he has met with the Municipalities and they are all on board and ready to move forward with the plan. The only question left is who will facilitate the meeting and to set a time and date. September is suggested to have this meeting. Commissioner Sanchez will work with staff and figure out the date and time. **INFORMATION ONLY, NO ACTION TAKEN.**

**9. Consider and Act Upon, La Miga Canyon Road**

**10. Consider and Act Upon, La Parra Road**

**Commissioner Sanchez** asks that these item be tabled, the requestors both were not able to attend today's meeting. **ACTION TAKEN: Commissioner Sanchez** makes a motion to table items 9 & 10. **Commissioner Frost** seconds the motion. No further discussion, all in favor. **BOTH ITEM'S TABLED.**

**11. Discussion of Solid Waste Pick-Up Options**

**Commissioner Sanchez** states that in light of the changes at EVSWA, he has had several people contact him about curb side services for the residents and Commissioner Sanchez did not have a reason as to why this could not be done. So Commissioner Sanchez would like to have research done to see if this would be a feasible plan to move forward with. The EVSWA is doing a great job but perhaps there could be better services for the customers. There has been discussion with the Executive Board from EVSWA on what would be the most efficient job for the customers and everyone agrees that it would come from a private hauler and still provide services at the collection stations. The potential private hauler would contact with EVSWA for their collections and the private hauler can possibly do 80-90% of the waste pick up and the County could see a cost savings as well as the customer. This could be done for \$40-45 dollars a month, which would cover the curbside pickup, the billing and tipping fees.

**County Manager Garland** asks if Commissioner Sanchez is wanting to end the contract with EVSWA and pursue private hauling. She also reminds the Commission that the County will still have to pay the \$800,000.00 per the contract unless amended.

**Commissioner Sanchez** states that this would be purely research to see if a private hauler would be beneficial for the County as well as the customers.

**County Manager Garland** states that though she and Commissioner Sanchez have met with EVSWA and we have a pretty good idea of what they will do, they still have not yet approved the contract with the County. She suggests the Commission wait till next Wednesday to make a decision.

**Commissioner Sanchez** states that he is merely suggesting the County do research on this plan not to make any decisions today.

**Leonard Lujan** states that there will need to be a lot of research done, as of right now there is not enough easement room to have the dumpsters in the road and have the road passable if there is traffic on the roads. Not to mention that by using private haulers you will have that much more heavy equipment on our roads. Mr. Lujan also mentions that in the winter when they are blading the roads they will not stop and move the dumpsters that will defeat the purpose of trying to get the roads open for the residents. Then they will be getting the calls to go pick up the trash they knocked over.

**Dennis Wallin** questions where the dollar amount to customers has come from, Mr. Wallin has lived in many different cities and he can't believe that a private hauler can charge \$15.00 a month for the rural areas.

**Commissioner Sanchez** states that the \$40-45 amount came from discussions he has had.

**Madam Chair DuCharme** states that right now, they are charging \$20.00 a month but for those that use a private hauler are getting penalized from the authority for a third of what the annual bill is on top of the payment for the private hauler.

**Commissioner Sanchez** explains that the Commission needs to do the research, not the EVSWA board members, on all the facts and numbers to get an accurate picture of what this will entail for the County as well as the customers.

**Madam Chair DuCharme** states that Lincoln County had a contract with waste management and then later to switch to a private hauler. Madam Chair DuCharme states, we as a County need to do the research to see if this will be better for the County and its customers.

*Public Comment:*

**Nancy Brockerman** strongly regrets the resignation of Andy Miller, the authority had a major change in how they take recyclables. Would like to go over the numbers with Commissioner Sanchez because she isn't sure how he was getting the numbers he came up with. And she reminds the Commission that Albuquerque should not be our role model on this either and she prefers going to the waste stations versus a roll cart at her house.

**Betty Cabber** states that when her family first moved out here 22 years ago they were paying \$55.00 a month to a private hauler because there was no authority at that time. She lives off a chip sealed road so the cost for her may be different than where Leonard lives because of amount of the miles and condition of the road. On the upside of this, there could be someone that decides to open a business to become a private hauler in the mountain areas and the cost may not be as much because their business would be based out of the area that they will service. This is a good idea but Ms. Cabber can see where a lot of research needs to be done on this before moving forward.

**Commissioner Sanchez** states that we need to do the research, that's all he is suggesting. We can monitor the situation now and over a course of time gather information.

**NO ACTION TAKEN, FOR INFORMATION ONLY**

*\*Public Relations:*

**12. Updates: a. Various County Departments, b. Commission, c. County Manager, d. Other Boards or Land Grants (upon request), e. Forest Service**

**a. Various County Departments**

**Linda Jaramillo, County Clerk** requests the Commission give a lunch break when the meetings are going to last as long as today's meeting. It is only courteous and considerate of the employees who are here for the duration.

**Lester Gary, Fire Chief** informs the Commission that Torrance County Fire Department took part in the burning of the church for the movie set located just right out of the city limits of Estancia. There will be seven members attending training for the next six Saturdays. The training will be held here in the Estancia Fire Department. By the end of year there will be ten more firefighters and seven more EMT's.

**Madam Chair DuCharme** asks about the \$70,000.00 the Fire Department received from the legislators.

Lester Gary states, yes, they received the money and will be doing bathroom repairs to some of the departments.

Madam Chair DuCharme asks about the process of the new truck purchase.

Lester Gary states that he and Noah Sedillo, Chief Procurement Officer are both new to this process and missed the deadline to get this item placed on today's agenda but it will be on the next agenda in September.

**\*Department Requests/Reports:**

**13. Approval of Membership of Partnership for a Healthy Torrance Community-Tracey Master, DWI Prevention**

Ms. Annette Ortiz, Deputy County Manager presented this item for Tracey Master. All documentation hereto attached. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the Membership of Partnership for a Healthy Torrance Community. **Commissioner Sanchez** seconds the motion.

Madam Chair DuCharme asks how the list of people were chosen.

Ms. Ortiz answered that she is not aware of how the people are picked but does see that there is a term limit for the people who serve.

Commission votes all in favor, no further discussion. **MOTION CARRIED.**

County Manager Garland asks the Commission to table the other executive session item due to the length of the meeting, this particular item could be quite lengthy in discussion. County Manager Garland asks that it be heard at the Special Meeting next week. **ACTION TAKEN: Commissioner Sanchez** makes a motion to table the Executive Session. Commissioner Frost seconds the motion. No further discussion, all in favor. **EXECUTIVE SESSION TABLED.**

**Adjourn**

**ACTION TAKEN: Commissioner Sanchez** makes a motion to adjourn the August 22, 2018 Regular Commission Meeting. **Commissioner Frost** seconds the motion. No further discussion, the Commission votes all in favor. **MOTION CARRIED.**

Meeting adjourned at 6:25 pm

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**Madam Chair DuCharme**

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**Sylvia Chavez**

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**Date**



The video of this meeting can be viewed in its entirety on the Torrance County NM website, Audio discs of this meeting can be purchased in the Torrance County Clerk's office and the audio of this meeting will be aired on our local radio station KXNM.

DRAFT COPY  
Torrance County Board of Commissioners  
Special Commission Meeting  
August 29, 2018  
5:00 PM

**Commissioners Present:** JULIA DUCHARME – CHAIR  
JAVIER SANCHEZ – MEMBER  
JAMES FROST – MEMBER

**Others Present:** BELINDA GARLAND – COUNTY MANAGER  
ANNETTE ORTIZ – DEPUTY COUNTY MANAGER  
DENNIS WALLIN – COUNTY ATTORNEY  
GENELL MORRIS – ADMIN ASSISTANT

**Call Meeting to order**

Madam Chair DuCharme: Calls the August 29, 2018 Special Commission Meeting to order at 5:05 PM  
Pledge lead by Belinda Garland  
Invocation lead by Noah Sedillo

**Approval of Meeting Agenda**

Commissioner Frost: Moves to approve meeting agenda  
Commissioner Sanchez: Seconds the motion  
All in favor: MOTION CARRIED

**\*ACTION ITEMS**  
ITEMS TO BE CONSIDERED AND ACTED UPON

**\* Commission Matters:**

**1. Approval of Lease Agreement between Torrance County and the Tajique Land Grant: Solid Waste Transfer Station**

The lease agreement states starting September 1, 2018, Torrance County will pay \$200.00 a month for 3 years. In that time the County agrees to make a good faith effort to relocate the Solid Waste Transfer Station. The County shall provide quarterly reports to the Tajique Land Grant with updates of the progress of the relocation. If the County is successful in the relocation of the solid waste facility, this lease agreement shall terminate immediately.

Madam Chair DuCharme will abstain from voting, has not had time to review the Lease Agreement.

Commissioner Sanchez: Moves to approve Lease Agreement between Torrance County and the Tajique Land Grant: Solid Waste Transfer Station

Commissioner Frost: Seconds the motion

2 in favor: MOTION CARRIED

Madam Chair DuCharme: abstains from vote

## **2. Request for Funding Torreon Acequia Improvements**

Commissioner Sanchez states the Torreon Acequia will be awarded a \$150,000 grant from the Interstate Stream Commission, this grant requires a 5% match for phase 2. The East Soil and Water Conservation District has agreed to half of the match. Torreon Acequia is requesting \$3,500.00 be included in the county budget for the other half of the match if no other resources are available.

The first phase will be completed in January 2019, the East Soil and Water Conservation District paid 100% of the match (\$7,000). Phase 1 included a water catchment area, revitalization of a cistern and piping from the spring to the water catchment. The East Soil and Water Conservation District will cover 50% of the match in the amount of \$3,500 for phase 2. Phase 2 will be a reutilization of acequia that goes into Torreon and feeds the various parcels where gardens are planted, approximately 60 acres benefiting all heirs along the acequia and entire village. The benefit goes beyond the acreage. The shape that it is in, is useless to the community. That's a breeding ground for mosquitos, when we have moisture. If the time comes the commission would still need to vote on its utilization of the funding, this is just a budget request. The only funding would be the PILT fund. Attorney Dennis Wallin's concern is if the Acequia has all proper documentation.

County Manager Belinda Garland and Attorney Dennis Wallin will gather the information needed to see if the county can help fund the improvements in the amount of \$3500.00.

## **3. 2020-2024 Infrastructure Capital Improvements Plan Work Session**

Attorney Dennis Wallin explains why we can't represent Punta De Agua in the purchase of a building. They are a mutual domestic water association and the purpose of the mutual domestics is limited. Mutual domestic water association statute under the sanity projects act. The purpose is to improve the public health of rural communities by establishing and maintaining a public subdivision of the state to receive public funds for the acquisition, construction and improvements of water supply, reuse, storm drainage and waste water facilities in the community and to operate and maintain facility for the public good. The statutory purpose is so specific, we would be taking a risk and would need DFA approval to include a community building as water supply reuse, storm drainage and waste water facilities. Not sure a community building will fall within that purpose and allow us to apply for ICIP funds, unless we own the building. If this is done, the question is who is responsible for the repair and maintenance. La Merced De Manzano is a statutorily created land grant. The land grant council is waiting for the Attorney General's opinion as to the status of La Merced De Manzano and if money can be submitted to them. Attorney Dennis Wallin feels that under the Act that created La Merced De Manzano, it can be done.

Commissioner's top 5 choices were discussed, including a presentation from the County Fair board, Norman Gonzalez spoke in favor of Punta de Agua and Manger Garland states the need for upgrades to the County administrative building. The County Fair board, Marcie Wallin, Angela Redondo and Keira Encinas, requested to be on the top 5 for a multi-purpose building for year around training. We are the center of the county and state, this will promote economic growth, enrich the lives of all community members, enhance educational operations from birth to grave, preserve diverse cultural beliefs and heritages, provide a safer, healthier community environment, demonstrate Torrance County commitment to the citizens of New Mexico and pride in our community. The current location has many safety hazards especially when it rains and the cost of renting tents will go up because we are growing out of what we are currently using. This is not handicap or elderly friendly, unsecure area for vendor products with year around vandalism.

Phase 1 in the amount of \$300,000 for planning, design, construction of frame, roof and electricity.

Phase 2 in the amount of \$200,000 for construction of exterior walls, insulation, and rough in plumbing.

Phase 3 in the amount of @200,000 to finish interior design and top out plumbing.

Mr. Gonzalez informs the commission Punta De Agua does not have a facility for any community gatherings. They are requesting \$235,000 for a building, the County will own the building and the Punta De Agua community will maintain it. Manger Garland explains the boiler in the admin building is old and no parts can be found, the air conditioner needs to be updated and the building is not ADA compliant.

Commissioner Frost reminds everyone that the fair board and other entities are not asking for money from the county, they are asking the county to ask the legislature for money. The state has more money this year than years past.

Commissioner Sanchez: Motions the following order for the 2020-2024 Infrastructure Capital Improvements

1. Sheriffs Vehicles \$90,000
2. Repairs to the Administrative Building \$250,000
3. Road Improvement to McNabb Rd. \$600,000
5. Punta De Agua Building \$235,000

Will vote on #4 in a moment.

Madam Chair DuCharme: Seconds the motion

All in favor: MOTION CARRIED

Commissioner Sanchez: Makes Motion that #4 for the 2020-2024 Infrastructure Capital Improvements be

4. County Fair Building \$300,000

Commissioner Frost: Seconds the motion

All in favor: MOTION CARRIED

Commissioner Frost: Makes Motion that #6 and #7 for the 2020-2024 Infrastructure Capital Improvements be

6. Computer software \$300,000
7. Manzano \$185,000

Commissioner Sanchez: Seconds the motion

All in favor: MOTION CARRIED

County Manger suggest #8 volunteer Fire Department \$ 200,000, Commission agrees.

Madam Chair DuCharme: Makes Motion that #9 for the 2020-2024 Infrastructure Capital Improvements be

9. Moriarty Senior Center \$60,000

Commissioner Frost: Seconds the motion

All in favor: MOTION CARRIED

County Manager and Deputy County Manger will create the following years.

#### **4. Resolution 2018-043 Adopting a 2020-2024 Infrastructure Capital Improvements Plan**

Commissioner Frost: Motions to approve Resolution 2018-043 Adopting a 2020-2024 Infrastructure Capital Improvements Plan

Madam Chair DuCharme: Seconds the motion

All in favor: MOTION CARRIED

**EXECUTIVE SESSION:**

***As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be Discussed in Closed Session:***

a) Discussion regarding the purchase, acquisition or disposal of real property for Torrance County operations, Sec. 10-15-1 (H) (8)

Madam Chair DuCharme: Motions to go into Executive Session

Commissioner Frost: Seconds the motion

Roll call vote: All in Favor

**\*Entered into Executive Session 7:50 PM**

***\*Reconvene from Executive Session: 8:32 PM***

Commissioner Frost: Motions to reconvene from Executive Session

Madam Chair DuCharme: Seconds the motion

All in favor: MOTION CARRIED

**Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:**

b) Consider and Act upon, if necessary the purchase, acquisition or disposal of real property for Torrance County operations

No decisions were made.

***\*Adjourn***

Commissioner Frost: Motion to adjourn Special Commission Meeting.

Madam Chair DuCharme: Seconds the motion.

All in favor: MOTION CARRIED

**Meeting adjourned at 8:33 PM**

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JULIA DUCHARME – CHAIR

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Genell Morris – Administrative Assistant

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Date

The Video of this meeting can be viewed in its entirety on the Torrance County NM website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on out local radio station KXNM.



## *Consent Agenda*

Date: 9/06/18 17:14:11 (CHEC61)

C E R T I F I C A T I O N

TOTAL CHECKS PRINTED 129

THE UNDERSIGNED MEMBERS OF THE TORRANCE COUNTY BOARD OF COMMISSIONERS DO CERTIFY THAT THE CLAIMS ENUMERATED ABOVE WERE APPROVED ALLOWED & DO AUTHORIZE THE WARRANTS AGAINST THE FUNDS OF TORRANCE COUNTY FOR THE SUM OF 292,483.85 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 09/06/2018 . WE CERTIFY THAT THE WITHIN NAMED PERSONS ARE LEGALLY ENTITLED UNDER THE CONSTITUTION OF THE STATUTES OF NEW MEXICO TO RECEIVE THE COMPENSATION STATED HEREIN. THAT THE SERVICES HAVE BEEN PERFORMED AS STATED IN THE ACCOUNTS HEREIN, THAT THEY ARE NECESSARY AND PROPER, THAT THIS VOUCHER HAS BEEN EXAMINED, THAT THE AMOUNTS CLAIMED ARE JUST, REASONABLE, AND AS AGREED AND THAT NO PART HAS BEEN PAID BY TORRANCE COUNTY.

SIGNED

ATTEST BY

James W. Frost

Javier Sanchez

Julia Ducharme

Linda Jaramillo

THE UNDERSIGNED COUNTY TREASURER DOES HEREBY CERTIFY THAT SUFFICIENT FUNDS EXIST FOR THESE ACCOUNTS PAYABLE CHECKS TO BE ISSUED ON THIS DATE AND DOES HEREBY AUTHORIZE THE FINANCE DEPARTMENT TO PROCESS THESE CHECKS.

Tracy L. Sedillo





CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
		COUNTY FAIR						
		6583.06						
	08/27/2018		CANOPY, (18) 10'X20' SIDEWALLS, 14 GLOBE LIGHTS 2018 COUNTY FAIR INVOICE #1174				32683 32683	
		COUNTY FAIR						
		860.32						
	01 R 104772	AMBITIONS TECHNOLOGY GROUP LLC	1000 TORRANCE COUNTY TREASURER'S 401-30-2221		482318	08/23/2018	32763	860.32
		860.32	CUSTOM PENS				32763	
	08/27/2018		TORRANCE COUNTY CUSTOM STRETCH 401-30-2221				32763	
			TABLE CLOTHS.				32763	
			SUPPLIES TO USE AT SATELLITE				32763	
			OFFICES & OUTREACH EVENTS				32763	
			GRT				32763	
			401-30-2221				32763	
			INVOICE#12362					
		COUNTY TREASURER						
		860.32						
	01 R 104773	APPLE MOUNTAIN PRINTS	2 FT. MCR FAIR RELEASE FORMS	412-53-2221	382318	08/23/2018	32713	38.81
		38.81	2018 TORRANCE COUNTY FAIR				32713	
	08/27/2018							
		COUNTY FAIR						
		38.81						
	01 R 104774	BEST WESTERN	1 OVERNIGHT STAY FOR LIVESTOCK	412-53-2299	582318	08/23/2018	32630	101.41
		101.41	JUDGE				32630	
	08/27/2018		2018 LIVESTOCK JUDGE					
		COUNTY FAIR						
		101.41						
	01 O 104775	CATERPILLAR FINANCIAL SVCS CORP.	BACK HOE PAYMENT	621-96-2613	1082318	08/27/2018		862.76
		2757.08	INVOICE #19142980					
	08/27/2018		LOADER					1874.32
			INVOICE #19090012					
		CAPITAL OUTLAY GROSS R 2757.08						
		3884.47						
	01 R 104776	CENTRAL NW ELECTRIC COOP.	404536900	412-53-2208	682318	08/23/2018		234.57
		3884.47	404571500					
	08/27/2018		404572200					
			404572300					
			8880064700					
			INVOICE #224					
			404273000/COURTHOUSE					
			COURTHOUSE					3869.69
			JUDICIAL COMPLEX 07/01/18-					
			07/31/18					
			ACCT#8880179001					
			MONTHLY ELECTRIC BILLING					
			20570901/MYAIR SENIOR CENTER					
			401421201/MORIANITY SENIOR CENTER					
			8880109702/ESTANCIA SENIOR					
			CENTER					1865.48
		COUNTY FAIR						
		234.57	ADMINISTRATIVE OFFICES	3869.69				
			JUDICIAL COMPLEX MAINT	3914.73				



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY CLERK		266.36						
01 R 104786		MORLARTY FOODS	ITEMS FOR TORRANCE COUNTY FAIR / 412-53-2247		2082318	08/27/2018	32646	136.59
		136.59	CONCESSION STAND				32646	
			ACCT# 554 CLEANING SUPPLIES AND					
			ITEMS NEEDED FOR DANCE AND FAIR					
			2018 TORRANCE CTY FAIR					
COUNTY FAIR		136.59						
01 O 104787		NMAC RISK MANAGEMENT AFFILIATE	NMAC RISK MANAGEMENT	500-06-2369	2182318	08/27/2018		75.00
			AFFILIATE DURS/MEETING FEES					
RISK MANAGEMENT		75.00						
01 R 104788		NMSU, REGENTS OF	(5) DECAPITATIONS FOR RABIES	401-82-2272	2282318	08/27/2018	32715	35.00
			TESTING				32715	
			CASE #18-23111 (018-8-18)					
ANIMAL SHELTER		35.00						
01 R 104789		NORTHERN SAFETY CO INC	SAFETY BOOTS FOR ARELY CUEVAS & 401-15-2248		2382318	08/27/2018	32616	200.00
			CARL LANGE.				32616	
			INVOICE #903028001/					
			101687606 ACCT#19876663					
ADMINISTRATIVE OFFICES		200.00						
01 R 104790		ORKIN INC.	STANDARD MONTHLY PC	401-05-2272	2482318	08/27/2018		84.67
			SERVICE 7/24/18 TAX					
COUNTY COMMISSION		84.67						
01 R 104791		ORKIN INC.	INVOICE#171826083	401-16-2203	2582318	08/27/2018		118.25
			JUDICIAL COMPLEX PC STANDARD					
			MONTHLY PC SERVICE 07/24/18					
			TAX					
JUDICIAL COMPLEX MAINT		118.25						
01 R 104792		POWER PHONE INC	TABLET SOFTWARE ANNUAL	911-80-2228	2682318	08/27/2018		188.59
			MAINT.					
			TAX INVOICE #58372					
911-DISPATCH CENTER		188.59						
01 R 104793		PRESBYTERIAN MEDICAL SERVICES	CLEANING EXPENSES FOR COUNTY	631-57-2272	2782318	08/27/2018		833.33
			SENIOR CITIZEN CENTER-SERVICES					
			FOR JULY 2018					
			INVOICE #82018					
SENIOR CITIZEN'S PROGR		833.33						
01 R 104794		RICOH USA, INC		690-09-2218	2882318	08/27/2018		58.00

CK#	DATE	Name	Description	Line Item	Invoice #	FO #	Amount
			WIND PILT				
			58.00				
08/27/2018		ROCK'N IT! LEATHERWORKS	BLACK AND WHITE AND COLOR COPIES JULY 1, 2018 - JULY 31, 2018 INVOICE DATE AUGUST 1, 2018 INVOICE #5053848544	412-53-2251	2982318 08/27/2018	32835 32835	130.00
08/27/2018			LEATHER PROJECTS FOR FAIR ENTERTAINMENT INVOICE #100				
COUNTY FAIR							
			130.00				
01 R 104796		SAMEA HOLDINGS, INC.	DRIVERS LICENSE MONITORING FV19 7/1/18-7/31/18 DRIVER MONITOR TAXES/FEE ACCT# 98578	401-05-2272	3082318 08/27/2018	32818	209.28
08/27/2018							
COUNTY COMMISSION							
			209.28				
01 R 104797		THE TYRE WELDER	TYRE REPAIR LINE ITEM #402-60-2244 INVOICE #48208	402-60-2244	3182318 08/27/2018	32808	330.00
08/27/2018							
COUNTY ROAD DEPARTMENT							
			330.00				
01 O 104807		AMERICAN REGISTRY FOR INTERNET	ANNUAL MAINTENANCE FOR IPV4 INVOICE# SJ307029	401-65-2272	1582318 08/29/2018		100.00
09/04/2018							
INFORMATION TECHNOLOGY							
			100.00				
01 O 104808		ARREOLA, PABLO H.	NWSA ANNUAL TRAINING CONFERENCE RUIDOSO NM	401-50-2205	182318 08/29/2018		40.00
09/04/2018							
COUNTY SHERIFF							
			40.00				
01 O 104809		BETH MITCHELL PHOTOGRAPHY	2018 PHOTOS FOR COUNTY FAIR SALES AND CALENDAR INVOICE# AUG 18	412-53-2272	4082318 08/29/2018	32633 32633	713.21
09/04/2018							
COUNTY FAIR							
			713.21				
01 O 104810		BINGHAM PLUMBING	FIX AND CAP-OFF 2 CLEANOUTS AND REPAIR BROKEN PIPE IN WALL, AT THE TORRANCE COUNTY FAIR GROUNDS MEN'S ROOMS. INVOICE #871589	401-15-2215	382318 08/29/2018	32831 32831 32831	388.57
09/04/2018							
ADMINISTRATIVE OFFICES							
			388.57				
01 O 104811		CENTRAL NM ELECTRIC COOP.	ELECTRIC BILL-POWERPOLE/WELL JULY ACCR#19705500	911-80-2208	482318 08/29/2018		54.48
09/04/2018							
01 O 104812		CENTRAL NM ELECTRIC COOP.	ELECTRIC BILL-CAPILLA PEAK TOWER JULY	911-80-2208	582318 08/29/2018		170.56
09/04/2018							



CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
09/04/2018		COUNTY SHERIFF	ERS, VEHICLE MAINTAENCE FOR TCSO				
			JULY 2018			32595	
			YOUNG, NERIO, CHAVEZ, HOOVER, COBB			32595	
			DURAN, TYROLT, FORMENTO, WATTS,				
			COLLIER				
			INVOICE# TCSO 32595				
01 O	104815	DUNLAP, KRISTIN	NMSA ANNUAL TRAINING CONFERENCE	401-50-2205	1982918 08/29/2018		89.00
09/04/2018							
COUNTY SHERIFF							
01 O	104816	DURAN, JORDAN	NMSA ANNUAL TRAINING CONFERENCE	401-50-2205	2082918 08/29/2018		40.00
09/04/2018							
COUNTY SHERIFF							
01 O	104817	EPCOR WATER, INC.	MONTHLY CHARGES JULY 3, 2108	406-91-2210	2382918 08/29/2018		106.68
09/04/2018			TO AUGUST 1, 2018				
			DIST 2 VFD				
STATE FIRE ALLOTMENT							
01 O	104818	GARCIA, TIMOTHY	NMSA ANNUAL TRAINING CONFERENCE	401-50-2205	2482918 08/29/2018		40.00
09/04/2018			RUIDOSO NM				
COUNTY SHERIFF							
01 O	104819	GARLAND, BELINDA	PUREGLASS 2 SCREEN PROTECTOR	401-10-2219	2582918 08/29/2018		36.00
09/04/2018							
COUNTY MNNAGER							
01 O	104820	GINO'S PIZZA BARN	PIZZA FOR SALE EVENT	412-53-2247	4682918 08/30/2018	32833	275.90
09/04/2018			INVOICE #54				
COUNTY FAIR							
01 O	104821	HART'S TRUSTWORTHY HARDWARE	11 PC. PAINT ROLLER KIT, (2)	418-91-2215	2682918 08/29/2018	32700	307.19
09/04/2018			5 GALLONS OF RED AND BLACK			32700	
			PAINT				
			INVOICE #B283124 ACCT# 33				
STATE FIRE ALLOTMENT							
01 O	104822	HART'S TRUSTWORTHY HARDWARE	NUTS, BOLTS, SCREWS, KEYS, LOCKS	401-50-2218	2782918 08/29/2018	32596	626.33
09/04/2018			FOR SHERIFF'S OFFICE, JULY 2018.			32596	
			B279395 WELDING CLAMP, LIQUID				
			PAINT, RAM LOCKING CLAMP, BONDLO				
			FAST, STRIPPING MOUNT CABLE, BLACK				
			CABLE, LONG NOSE BLIER, AUTO WIRE,				
			LIGHT DUTY CLIMPER				



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	FO #	Amount
COUNTY FAIR	8.00							
01 O 104828		LUCERO, MARTIN	SCIENCE OF DISASTER AND PLANNING	604-83-2205	6182918	08/30/2018		356.00
09/04/2018			COURSE					
			RUIDOSO NW					
COMMUNICATIONS/EWS TAX	356.00							
01 R 104829		MARKETING STRATEGIES INC	AGRICULTURAL LAND FLYERS	610-40-2221	3982918	08/29/2018	32783	100.00
09/04/2018			8"x11" COLORED				32793	
			INVOICE#3103					
			ACCT# TORRANCE					
COUNTY ASSESSOR	100.00							
01 O 104830		MARLIN BUSINESS BANK	CONTRACT BIZHUP COPIER SALES TAX	911-80-2203	3982918	08/29/2018		256.51
09/04/2018			INVOICE#16232097					
			ACCT#1441060					
911-DISPATCH CENTER	256.51							
01 R 104831		MGS COMMUNICATIONS	RADIO FOR DODGE RAM 2500 AND	402-60-2248	3782918	08/29/2018	32776	722.68
2042.92			INSTALLATION. REPAIR ON HAND	402-60-2248			32776	357.98
09/04/2018			HELD RADIOS.	402-60-2248			32776	962.28
			ROAD INVOICE #M618-243, SC18-158,					
			M618-244					
COUNTY ROAD DEPARTMENT	2042.92							
01 O 104832		NAT'L FIRE FIGHTER CORP.	BRUSH 2 300 GALLON ROLY TANK	406-91-2248	3682918	08/29/2018	32598	18905.00
18905.00			WITH REMOVABLE TOP SKID UNIT.				32598	
09/04/2018			REFERENCE FOR 37319 FROM FILE.				32598	
			INVOICE#1541718 ACCT#R3581					
STATE FIRE ALLOTMENT	18905.00							
01 O 104833		NEXTEVA INC	ASSESSOR	610-40-2207	4282918	08/30/2018		360.36
1912.85			CLERK	401-20-2207				194.04
09/04/2018			MANAGER	401-10-2207				138.60
			FINANCE	401-55-2207				83.19
			MAINTENANCE	401-15-2207				55.44
			PURCHASING	401-27-2207				27.72
			COMMISSION	401-05-2207				55.44
			PZ	401-08-2207				55.44
			CODE ENFORCE	685-08-2207				27.72
			DWI	605-02-2207				55.44
				401-65-2207				27.72



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			IT			/ /		
			ROAD	402-60-2207		/ /		55.46
			PROBATE	401-90-2207		/ /		27.72
			ASSESSOR	675-07-2207		/ /		27.72
			SHERIFF	401-50-2207		/ /		277.20
			SHERIFF	420-73-2207		/ /		27.72
			TREASURER	401-30-2207		/ /		221.76
			TCPO	629-49-2207		/ /		55.44
			EXTENSION	401-05-2207		/ /		111.00
			CIVIL DEFENSE	604-83-2207		/ /		27.72
			COUNTY ASSESSOR	360.36				
			FINANCE DEPARTMENT	83.19				
			COUNTY COMMISSION	166.44				
			INFORMATION TECHNOLOGY	27.72				
			RURAL ADDRESSING	27.72				
			COUNTY TREASURER	221.76				
			COUNTY CLERK	194.04				
			ADMINISTRATIVE OFFICES	55.44				
			PLANNING & ZONING	83.16				
			COUNTY ROAD DEPARTMENT	55.46				
			COUNTY SHERIFF	277.20				
			HOME VISITING GRANT FY	55.44				
			COMMUNICATIONS/BMS TAX	27.72				
			NM WASTE SERVICE INC	30 YD ROLL OFF CONTAINER	1482918	08/29/2018	32634	345.00
			WASTE SERVICES	TCFB INVOICE#60222			32634	
			STATE FIRE ALLIANCE	4 YD. CONTAINER MONTHLY SERVICE, 406-91-2210	4182918	08/29/2018	32582	277.56
			STATE FIRE ALLIANCE	OCTOBER NOVEMBER & DECEMBER 2018				
			COUNTY FAIR	345.00				
			ORTIZ, JENEA R	CONTINUUM COORDINATOR GR	2182918	08/29/2018		2750.00
			PITNEY BOWES PURCHASE POWER	AUGUST 2018 INVOICE 01-FY2019				
			CYFD JUVENILE JUSTICE	ACCT#19-690-15201				
			POSTAGE REFILL 07/19/18	401-05-2206	4382918	08/30/2018		1073.42
			LATE FEE					
			FINANCE CHARGES					
			COUNTY COMMISSION	1073.42				
			PLATEAU WIRELESS	DIST 1 VFD INVOICE #8654882	4582918	08/30/2018		176.90
			STATE FIRE ALLIANCE	ACCT #2211365				
			PREBYTERIAN MEDICAL SERVICES	08/22/18 TO 09/21/2018				
			SENIOR CITIZEN CENTER SERVICES	575-584-2244 LANDLINE				
			CLEANING EXPENSES FOR COUNTY	631-57-2272	282918	08/29/2018		1666.66

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
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SENIOR CITIZEN'S PROGR 1666.66								
01 O 104839	09/04/2018	RICH FORD SALES	REAR SUSPENSION PARTS	610-40-2201	6382918	08/30/2018	32787	349.17
FOR NOVEMBER & DECEMBER 1,2017								
INVOICE #112017, 122017								
SERVICE, LABOR & PARTS - REAR								
REAR SUSPENSION PARTS								
FOR 2004 FORD ESCAPE								
INVOICE #2019160 ACCT#31623								

COUNTY ASSESSOR 349.17								
01 O 104840	09/04/2018	SANTA FE COUNTY CORRECTIONS DEPT	JULY 2018 HOUSING	420-70-2172	4882918	08/30/2018		95365.00

ADULT INMATE CARE 95365.00								
01 O 104841	09/04/2018	SEDILLO, SOPHIA	OTD RODRO PAVOUT	412-53-2299	4982918	08/30/2018		15.00
FLAGS, POLES								

COUNTY FAIR 15.00								
01 O 104842	09/04/2018	STAPLES BUSINESS ADVANTAGE	1" & 1.5" BINDERS, CALL, BELL, CA 401-10-2219		5082918	08/30/2018	32817	265.30
LL REGISTER, TAB DIVIDERS (BLANK								
& ALPHABETICAL) SCOTCH TAPE 5								
TAB HANGING FOLDERS, CARD REFILL								
PAGES, STORAGE BOXES, ORGANIZER								
ROUNDER, DUST OFF, WIRELESS MOUS								
E, POST, LPS, MED, AND LG BINDER								
CLIPS, KLEENEX								
INVOICE #338757553,3387178439								

COUNTY MANAGER 265.30								
01 O 104843	09/04/2018	STAPLES BUSINESS ADVANTAGE	INCENTIVES FOR STARS AND STRIPES 804-89-2219		5182918	08/30/2018	32569	110.82
FAMILY BALL 7/7/18, MORIARTY								
COMIC CON 8/4/18 BALL AND DANCE								
UNDER THE STARS 9/8/18								
INVOICE #3382996744, #3383024109,								
#3383024110, #3383024111,								
#3383024112								

DRUG EDUCATION 110.82 DMI SCHOOL 0.00								
01 O 104844	09/04/2018	STAPLES BUSINESS ADVANTAGE	INCENTIVES FOR STARS AND STRIPES 804-89-2219		5282918	08/30/2018	32569	160.45
FAMILY BALL 7/7/18, MORIARTY								
ACCT#DAL70109685 INCENTIVES FOR								
7/7,8/4,9/18 INVOICE #3385129875								
#3382879822, #3382879823,								
#3382936149, #3382936150								

DRUG EDUCATION 160.45 DMI SCHOOL 0.00								
01 O 104845	09/04/2018	STOCOM, JOHN	NMSA ANNUAL TRAINING CONFERENCE	401-50-2205	5382918	08/30/2018		72.00
RUIDOSO NM								

COUNTY SHERIFF 72.00								
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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY FAIR	5.00							
01 O 104893	9-00	ACOSTA, MANUEL	OTD RODEO PAYOUT BARRELS	412-53-2235	29618	09/06/2018		9.00
COUNTY FAIR	9.00							
01 O 104894	5048.85	AMBITIONS TECHNOLOGY GROUP LLC	MAINTENANCE CONTRACT	401-65-2203	49618	09/06/2018		5048.55
09/06/2018			8/1/2018-8/31/2018					
			INVOICE # 29861706					
INFORMATION TECHNOLOGY	5048.55							
01 O 104895	1383.50	ANIMAL CARE EQUIPMENT (ACES)	(2) TOMAHAWK FOLDING CNT TRAPS	401-82-2222	39618	09/06/2018	32716	1383.50
09/06/2018			(2) TOMAHAWK TRANSFER CAGES (2)				32716	
			TRUCATCH SKUNK TRAPS (4) HUMANI				32716	
			AC 3FT CATCH POLES (2) HUMANIAC				32716	
			4FT CATCH POLES (1) STANDARD				32716	
			SNAKE TONGS (5) PEPPER SHOT KEY				32716	
			CHAINS (5) CITRONELLA SPRAY ANI				32716	
			MIL INTERFERENT (2) HUMANIAC				32716	
			ASSORTED FLAT BRUSHES. PLUS				32716	
			SHIPPING AND HANDLING. PLUS				32716	
			INVOICE # 64007, 64319, 64296					
			65079					
ANIMAL SHELTER	1383.50							
01 O 104896	896.37	ARIZONA JET MAIL SERVICES LLC	2018 NOV 5 TO INCLUDE	401-05-2206	59618	09/06/2018		896.37
09/06/2018			DEBIT METER ORDER FOR 2018					
			NOV. MAILERS INCLUDES MAIL					
			PREP & POSTAL DELIVERY					
			INVOICE # 63794					
COUNTY COMMISSION	896.37							
01 O 104897	74.16	AI & T MOBILITY LLC	MONTHLY CHARGES-MANAGER CELL	401-10-2207	89618	09/06/2018		74.16
09/06/2018			7/21/2018-8/20/2018					
COUNTY MANAGER	74.16							
01 O 104898	420.95	BINGHAM PLUMBING	CLEAR OBSTRUCTION FROM SEWER	401-15-2215	79618	09/06/2018		420.95
09/06/2018			T.C PAIR BUILDING					
			INVOICE # 871580					
			TWP# 080718 ISSUED					
			BY NOAH SEDILLO.					
ADMINISTRATIVE OFFICES	420.95							
01 O 104899	119.99	BOOT BARN INC	BOOTS AND WORK GLOVES FOR ANIMAL	401-82-2248	519618	09/06/2018	32799	119.99
09/06/2018			CONTROL OFFICER				32799	
			ACCT#970863					
ANIMAL SHELTER	119.99							
01 O 104900	38.34	CENTRAL NM ELECTRIC COOP.	MONTHLY BILL VOTING MACHINE	401-21-2308	89618	09/06/2018		38.34

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
ELECTIONS								
01 O	09/06/2018	38.34	REPAIR IN DUAL TIRE ON	406-91-2201	179618	09/06/2018	32871	234.35
01 O	09/06/2018	234.35	DRIVER SIDE BRUSH TRUCK 2-2.				32871	
01 O	09/06/2018	899.00	LT235/80R17/10 TOY OPEN COUNTRY				32871	
01 O	09/06/2018	234.35	II MOUNT AND BALANCE				32871	
01 O	09/06/2018	234.35	INVOICE #25212				32871	
STATE FIRE ALLOTMENT								
01 O	09/06/2018	899.00	EQUUS PREMIUM PLUS COMPUTER	520-94-2228	109618	09/06/2018	32786	899.00
01 O	09/06/2018	899.00	SOLELY TO OPERATE SOFTWARE FOR				32786	
01 O	09/06/2018	899.00	LIVE WEB DOCUMENTS				32786	
01 O	09/06/2018	899.00	INVOICE # 167157				32786	
INFRASTRUCTURE GROSS R								
01 O	09/06/2018	899.00	OIL, OIL FILTERS, FUEL FILTERS,	408-91-2201	189618	09/06/2018	32709	8.97
01 O	09/06/2018	899.00	WIPER BLADES, ANTIFREEZE, ITEMS	408-91-2201			32709	414.27
01 O	09/06/2018	899.00	NEEDED FOR VEHICLE MAINTENANCE/	405-91-2201			32709	179.99
01 O	09/06/2018	899.00	REPAIR. JULY/AUGUST 2018.	418-91-2201			32709	179.99
01 O	09/06/2018	899.00	INVOICE#452266, #451670, #451671,				32709	179.99
01 O	09/06/2018	899.00	#452266				32709	179.99
STATE FIRE ALLOTMENT								
01 O	09/06/2018	783.22	CLERK MONTHLY GAS BILL	612-20-2308	119618	09/06/2018		24.00
01 O	09/06/2018	783.22	COURTHOUSE MONTHLY BILL	401-15-2209				24.00
01 O	09/06/2018	783.22	JUDICIAL MONTHLY BILL	401-16-2209				60.32
01 O	09/06/2018	783.22	MEDICAL MONTHLY BILL	401-24-2209				52.43
01 O	09/06/2018	783.22	SENIOR CENTER'S MONTHLY BILL	401-05-2209				136.58
01 O	09/06/2018	783.22	ROAD MONTHLY BILL	402-61-2209				53.41
01 O	09/06/2018	783.22	TCFB MONTHLY BILL	412-53-2209				24.00
COUNTY CLERK								
01 O	09/06/2018	24.00	ADMINISTRATIVE OFFICES	24.00				60.32
01 O	09/06/2018	52.43	COUNTY COMMISSION	136.58				53.41
01 O	09/06/2018	24.00	COUNTY ROAD SHOP					
ESTANCIA, TOWN OF								
01 O	09/06/2018	1596.90	TCFB MONTHLY BILL	412-53-2210	129618	09/06/2018		981.70
01 O	09/06/2018	1596.90	COURTHOUSE MONTHLY BILL	401-15-2210				184.28
01 O	09/06/2018	1596.90	JUDICIAL MONTHLY BILL	401-16-2210				245.01
01 O	09/06/2018	1596.90	MEDICAL MONTHLY BILL	401-24-2210				70.12
01 O	09/06/2018	1596.90	SENIOR CENTER MONTHLY BILL	401-05-2210				115.79
COUNTY FAIR								
01 O	09/06/2018	981.70	ADMINISTRATIVE OFFICES	184.28				245.01
01 O	09/06/2018	70.12	COUNTY COMMISSION	115.79				245.01
01 O	09/06/2018	28887.82	AUGUST 31, 2018					
01 O	09/06/2018	28887.82	TORRANCE COUNTY TIPPING FEE'S	419-05-2292	139618	09/06/2018		28887.82
01 O	09/06/2018	28887.82	INVOICE # 2180					
COUNTY COMMISSION								
01 O	09/06/2018	218.22	BOTTLES OF FATAL PLUS EUTHANASIA	401-82-2115	149618	09/06/2018	32771	218.22
01 O	09/06/2018	218.22	INVOICE # X49961					
ANIMAL SHELTER								
01 O	09/06/2018	218.22	FIRST VETERINARY SUPPLY					
01 O	09/06/2018	218.22	INVOICE # X49961					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	104908	GSD - ADMIN SERVICES DIVISION	LPB UNEMPLOYMENT	401-05-2108	159618	09/06/2018		10172.05
	10172.05		INVOICE # GSD-056335					
09/06/2018								
COUNTY COMMISSION	10172.05							
01 O	104909	GUSTISCHOW, STEVEN	NM FLOODPLAIN MANAGERS ASSOCIATION 2018 FALL CONFERENCE RUIDOSO, NM	401-08-2266	169618	09/06/2018		220.00
09/06/2018								
PLANNING & ZONING	220.00							
01 O	104910	GUSTIN HARDWARE INC.	PARTS AND TOOLS FOR MAINTENANCE	412-53-2215	199618	09/06/2018	32632	548.00
09/06/2018			2018 TORRANCE COUNTY FAIR ACCOUNT #124					
COUNTY FAIR	548.00							
01 O	104911	HART'S TRUSTWORTHY HARDWARE	(2) 16 PACKS AAA BATTERIES, (2) 16 PACKS AA BATTERIES (2) 4 PACKS 9 VOLT BATTERIES (8) QUARTS WHITEBOARD PAINT, DOOR LOCKSET (2) 11 PC PAINT ROLLER KIT, (6) ROLLS PAINTER TAPE	408-91-2248	209618	09/06/2018	32678	118.30
09/06/2018			INVOICE# B280235 ACCT#33					
STATE FIRE ALLOTMENT	118.30	1/4# FIRE EXCISE TAX	250.60					
01 O	104912	HERNANDEZ, NATALIO	OTD RODEO PAYOUT TEAM ROPING FLAGS POLES	412-53-2259	219618	09/06/2018		20.00
09/06/2018								
COUNTY FAIR	20.00							
01 O	104913	JONES, ASHLYN	OTD RODEO PAYOUT BARRELS GOATS	412-53-2259	229618	09/06/2018		19.00
09/06/2018								
COUNTY FAIR	19.00							
01 O	104914	KXMM-FM 88.7	AUGUST 2018 BROADCAST FOR COMMISSION MEETINGS AND FSA'S INVOICE#1474	401-05-2243	239618	09/06/2018		1250.00
09/06/2018								
COUNTY COMMISSION	1250.00							
01 V	104915	LUCENO, MARTIN		604-83-2205	249618	09/06/2018		20.00
09/06/2018								
COMMUNICATIONS/EMS TAX	20.00							
01 O	104916	MORIARTY PIPE & IRON	METAL FOR APRINS FOR DUMP TRUCKS	402-60-2244	259618	09/06/2018	32854	251.70
09/06/2018			PIPE FITTINGS FOR RODEO ARENA INVOICE #3624					
COUNTY ROAD DEPARTMENT	251.70	COUNTY FAIR	394.48					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	104917	MOUNTAINAIR PUBLIC SCHOOLS	MEALS FOR SUPERINTENDENTS AND JUDGES MOUNTAINAIR EFA	412-53-2247	289618	09/06/2018	32631	240.00
	240.00		CONCESSION TCFFB				32631	
	09/06/2018		2018 TORRANCE COUNTY FAIR				32631	
COUNTY FAIR 240.00								
01 0	104918	MOUNTAINAIR, TOWN OF		401-05-2210	279618	09/06/2018		93.38
	193.27		ACCOUNT#1716	401-05-2209				99.89
	09/06/2018							
COUNTY COMMISSION 193.27								
01 0	104919	NIMS CALVANI & ASSOCIATES	INVOICE#16687	621-96-2611	299618	09/06/2018		4897.01
	4897.01		LEGAL ADS.MILEAGE, PRINTING, NM GRT					
	09/06/2018							
CAPITAL OUTLAY GROSS R 4897.01								
01 0	104920	NM WASTE SERVICE INC	INVOICE#60125 ACCT#4312	685-08-2274	309618	09/06/2018		623.90
	623.90		DUMPSTERS SHILO RD CLEANUP TIPPING FEES PER TON					
	09/06/2018							
PLANNING & ZONING 623.90								
01 0	104921	NTS COMMUNICATIONS		401-10-2207	319618	09/06/2018		1.15
	9.19			612-20-2207				1.15
	09/06/2018			401-30-2207				2.30
				401-40-2207				2.30
				401-50-2207				1.14
				605-02-2207				1.15
COUNTY MANAGER 1.15 COUNTY CLERK 1.15 COUNTY TREASURER 2.30								
COUNTY ASSESSOR 2.30 COUNTY SHERIFF 1.14 DWI LOCAL GRANT FY18 1.15								
01 0	104922	OLIVAS, LUIS	ACCT#5053842418	412-53-2299	329618	09/06/2018		10.00
	10.00		OTD RODEO PAYOUT					
	09/06/2018		SHEEP RIDING					
COUNTY FAIR 10.00								
01 0	104923	ORTIZ, ADRIAN	TEEN COURT SERVICES AUGUST 2018	605-22-2272	339618	09/06/2018		3159.80
	3159.80		6.75% GRT					
	09/06/2018		INVOICE #8312018					
DWI LOCAL GRANT FY17 3159.80								
01 0	104924	PRUDENTIAL OVERALL SUPPLY	MATS, MOPS, UNIFORMS FOR ADMIN BUILDING	401-15-2203	349618	09/06/2018		287.00
	486.52		MATS AND MOPS FOR JUDICIAL	401-16-2203				199.52
	09/06/2018							
ADMINISTRATIVE OFFICES 287.00 JUDICIAL COMPLEX MAINT 199.52								

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0 104925	09/06/2018	WEST CORPORATION	CLERK MONTHLY BILL	401-20-2207	99618	09/06/2018		55.54
			MANAGER MONTHLY BILL	401-10-2207				191.27
			TREASURER'S MONTHLY BILL	401-30-2207				57.00
			SENIOR CENTER'S MONTHLY BILL	401-05-2207				363.67
COUNTY CLERK		55.54	COUNTY MANAGER	191.27				57.00
COUNTY COMMISSION		363.67						
01 0 104926	09/06/2018	RENNY, WARREN T	DISTRICT 3 MAIN STATION	408-91-2215	359618	09/06/2018	32723	5458.00
			REPLACE BOOSTER PUMP & MOTOR					
			4X3/4 1/2 FLANGED INCLUDES 6"					
			BLANK PLATE & REPAIR PARTS					
			LABOR FOR PRESSURE PUMP TEST					
			SUPPLIES BUILDING AND HYDRANT					
STATE FIRE ALLOTMENT		5458.00						
01 0 104927	09/06/2018	RICOH USA, INC	MFC2E04	612-20-2203	369618	09/06/2018		313.79
			INVOICE#100338306					
COUNTY CLERK		313.79						
01 0 104928	09/06/2018	RICOH USA, INC	PERIODIC PAYMENT	690-09-2284	379618	09/06/2018		197.80
			09/01/18-09/30/18					
			INVOICE PAGE 8/17/18					
			INVOICE #30573875 ACCT#3940880					
WIND PULF		197.80						
01 0 104929	09/06/2018	RICOH USA, INC	PERIODIC PAYMENT	402-60-2203	389618	09/06/2018		72.19
			INVOICE#30405010 ACCT#3940880					
COUNTY ROAD DEPARTMENT		72.19						
01 0 104930	09/06/2018	RIDECKI & COMPANY	AUGUST 2018 NM GROSS RECEIPT TAX	401-05-2272	399618	09/06/2018		2704.69
COUNTY COMMISSION		2704.69						
01 0 104931	09/06/2018	SHIVER, BRISTOL	OTD RODEO PAYOUT	412-53-2299	469618	09/06/2018		18.00
			BARRELS, POLES, FLAGS					
COUNTY FAIR		18.00						
01 0 104932	09/06/2018	SOUND & SIGNAL SYSTEMS OF NM	TREASURER'S OFFICE TRAVEL GR	401-30-2218	459618	09/06/2018	32762	186.62
			INVOICE #SD1509 ACCT#19510					
COUNTY TREASURER		186.62						
01 0 104933	09/06/2018	STAPLES BUSINESS ADVANTAGE	COUNTER CHECK SEPARATOR, NOTEBOOK	401-30-2219	409618	09/06/2018	32740	1186.45
			KS, CORDLESS MOUSE, HEAVY-DUTY					
			SHREDDER BAGS, LEGAL STORAGE BOX					
			ES, MANILLA FILE FOLDERS, PERMANE					
			NT MARKERS, HAND SANITIZER, FACI					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY TREASURER	1186.45							
01 O 104934	33.78	STAPLES BUSINESS ADVANTAGE	COUNTER CALL BELLS	401-21-2219	419618	09/06/2018	32821	33.78
09/06/2018			INVOICE#3387594332					
			ACCT#394849					
ELECTIONS	33.78							
01 O 104935	540.95	STAPLES BUSINESS ADVANTAGE	MOUSE PAD, LAPTOP BAG, DIVIDERS, PAPER, FILE FOLDERS, STAPLER, INK, PAID STAMP, PLEDGE BOXES, FINGER TIP MOISTENER, 3 RING BINDER, AIR DUSTER, CLOROX WIPES, PENS, LYSOL, HANGING FOLDERS, BUSINESS CARDS.	401-10-2219 401-55-2219	429618	09/06/2018	32841	34.16
09/06/2018								506.79
COUNTY MANAGER	34.16	FINANCE DEPARTMENT	506.79					
01 O 104936	1553.47	STAPLES BUSINESS ADVANTAGE	STAR OFFICE CHAIRS, LATERAL FILE CABINET, BUSH FILING CABINET, CASIO DESK CALCULATOR, TEMPUR-PEDIC CHAIR, SMEAD DIVIDERS, ADV ANTUS STORAGE BOX	401-21-2219	439618	09/06/2018	32795	1553.47
09/06/2018								
ELECTIONS	1553.47							
01 O 104937	1500.00	STEINER, JOHN	INVOICE TC07-2018 JULY 2018	605-22-2272	449618	09/06/2018		1500.00
09/06/2018			7.8575\$ GRT					
			INVOICE TC08-2018 7.875\$ GRT					
DWI LOCAL GRANT FY17	1500.00							
01 O 104938	2498.00	TWO GUNZ CUSTOMZ & HYDROGRAPHICRUSH 2-2	INSTALLATION OF NEW 300 GALLON SKID UNIT	406-91-2218	479618	09/06/2018	32860	2498.00
09/06/2018			INVOICE#1387					
STATE FIRE ALLOTMENT	2498.00							
01 O 104939	6.00	VIGIL, JASON	OTD RODEO PAYOUT	412-53-2299	499618	09/06/2018		6.00
09/06/2018			GOATS					
COUNTY FAIR	6.00							

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 O	104940	VIGIL, JOHNNA	OTD RODEO PAYOUT	412-53-2299	509618 09/06/2018		25.00
	09/06/2018		BARRELS, GOATS, POLES, FLAGS				
COUNTY FAIR 25.00							
01 O	104941	WITMER PUBLIC SAFETY GROUP	LEATHERHEAD TOOLS DRYWALL HOOK	405-91-2248	489618 09/06/2018	32701	2110.64
	09/06/2018		PRO LIVE HI-VIZ FIBERGLASS POLE			32701	
			3' YELLOW, (3) LEATHERHEAD TOOLS			32701	
			DOG-BONE AMERICAN HOOK PIKE, HI-			32701	
			VIZ, REFLECTIVE I-BEAM FIBERGLAS			32701	
			S POLE 8' - ROUND END, FD-760 FO			32701	
			RCIBLE ENTRY SAW - D HANDLE/OPTI			32701	
			ON 2.				
			INVOICE#1877778.#1877778.001				
			ACCT #TORCOU				
STATE FIRE ALLOTMENT 2110.64							
01 O	104942	LUCERO, MARTIN	HOMELAND SECURITY & EMERGENCY	604-83-2205	249618 09/06/2018		20.00
	09/06/2018		MANAGERS CONFERENCE				
			RETURN ALBUQUERQUE				
COMMUNICATIONS/EMS TAX 20.00							
129			TOTAL				252483.85 / /

20.00 VOIDS

		DEBITS	CREDITS
** GRAND TOTAL **		292,483.85	.00
**TOTAL		61,970.38	.00
GENERAL FUND			
COUNTY COMMISSION			
401-05-2108	UNEMPLOYMENT COMPENSATION	20,560.20	.00
401-05-2202	VEHICLE FUEL	10,172.05	.00
401-05-2205	MILEAGE/PER DIEM	65.00	.00
401-05-2206	POSTAGE	1,079.75	.00
401-05-2207	TELECOMMUNICATIONS	1,969.79	.00
401-05-2208	ELECTRICITY	559.35	.00
401-05-2209	HEATING/GAS/PROPANE	1,865.48	.00
401-05-2210	WATER/SEWER/TRASH	236.47	.00
401-05-2211	KXMM COMMUNITY FOUNDATION 501C3	209.17	.00
401-05-2243	PROFESSIONAL SERVICES	1,250.00	.00
401-05-2272	PLANNING & ZONING	3,153.14	.00
**DEPT			
401-08-2201	VEHICLE MAINTENANCE/REPAIR	473.44	.00
401-08-2202	VEHICLE FUEL	12.50	.00
401-08-2207	TELECOMMUNICATIONS	134.08	.00
401-08-2221	PRINTING/PUBLISHING/ADVERTISING	70.06	.00
401-08-2266	TRAINING	36.80	.00
**DEPT			
401-10-2205	COUNTY MANAGER	220.00	.00
401-10-2207	MILEAGE/PER DIEM	2,174.43	.00
401-10-2219	TELECOMMUNICATIONS	1,344.12	.00
**DEPT			
401-10-2219	OFFICE SUPPLIES	335.46	.00
**DEPT			
401-15-2202	ADMINISTRATIVE OFFICES MAINTENAN	5,602.86	.00
401-15-2203	VEHICLE FUEL	172.37	.00
401-15-2207	MAINTENANCE CONTRACTS	287.00	.00
401-15-2208	TELECOMMUNICATIONS	56.00	.00
401-15-2209	ELECTRICITY	3,869.69	.00
401-15-2209	HEATING/GAS/PROPANE	24.00	.00
401-15-2210	WATER/SEWER/TRASH	184.28	.00
401-15-2215	BUILDING MAINTENANCE/REPAIR	809.52	.00
401-15-2248	SAFETY EQUIPMENT	200.00	.00
**DEPT			
401-16-2203	JUDICIAL COMPLEX MAINTENANCE	4,537.83	.00
401-16-2208	MAINTENANCE CONTRACTS	317.77	.00
401-16-2209	ELECTRICITY	3,914.73	.00
401-16-2210	HEATING/GAS/PROPANE	60.32	.00
401-16-2210	WATER/SEWER/TRASH	245.01	.00
**DEPT			
401-20-2207	COUNTY CLERK	252.45	.00
**DEPT			
401-20-2207	TELECOMMUNICATIONS	252.45	.00
**DEPT			
401-21-2205	ELECTIONS	1,777.59	.00
401-21-2219	MILEAGE/PER DIEM	152.00	.00
401-21-2308	OFFICE SUPPLIES	1,587.25	.00
**DEPT			
401-24-2209	VOTING MACHINE STORAGE	36.34	.00
401-24-2210	HEALTH DEPT BLDG MAINTENANCE	123.85	.00
401-24-2210	HEATING/GAS/PROPANE	52.13	.00
401-24-2210	WATER/SEWER/TRASH	70.12	.00
**DEPT			
401-27-2207	PURCHASING DEPARTMENT	27.72	.00
401-27-2207	TELECOMMUNICATIONS	27.72	.00
**DEPT			
401-27-2207	COUNTY TREASURER	2,604.98	.00

401-30-2202	VEHICLE FUEL	81.50	.00
401-30-2207	TELECOMMUNICATIONS	290.09	.00
401-30-2218	EQUIPMENT MAINTENANCE/REPAIR	186.62	.00
401-30-2219	OFFICE SUPPLIES	1,186.45	.00
401-30-2221	PRINTING/PUBLISHING/ADVERTISING	860.32	.00
**DEPT	COUNTY ASBSSOR	2.30	.00
401-40-2207	TELECOMMUNICATIONS	2.30	.00
**DEPT	COUNTY SHERIFF	15,236.20	.00
401-50-2201	VEHICLE MAINTENANCE/REPAIR	805.00	.00
401-50-2202	VEHICLE FUEL	10,819.80	.00
401-50-2203	MAINTENANCE CONTRACTS	179.24	.00
401-50-2205	MILEAGE/PER DIEM	370.00	.00
401-50-2207	TELECOMMUNICATIONS	2,435.83	.00
401-50-2218	EQUIPMENT MAINTENANCE/REPAIR	626.33	.00
**DEPT	FINANCE DEPARTMENT	630.65	.00
401-55-2207	TELECOMMUNICATIONS	123.86	.00
401-55-2219	OFFICE SUPPLIES	506.79	.00
**DEPT	INFORMATION TECHNOLOGY DEPARTMENT	5,176.27	.00
401-65-2203	MAINTENANCE CONTRACTS	5,048.55	.00
401-65-2207	TELECOMMUNICATIONS	27.72	.00
401-65-2272	PROFESSIONAL SERVICES	100.00	.00
**DEPT	ANIMAL SHELTER	2,763.19	.00
401-82-2115	PHARMACY SUPPLIES	218.22	.00
401-82-2202	VEHICLE FUEL	178.38	.00
401-82-2207	TELECOMMUNICATIONS	58.48	.00
401-82-2208	ELECTRICITY	420.62	.00
401-82-2222	FIELD SUPPLIES	1,383.50	.00
401-82-2248	SAFETY EQUIPMENT	119.99	.00
401-82-2272	PROFESSIONAL SERVICES	384.00	.00
**DEPT	PROBATE JUDGE	27.72	.00
401-90-2207	TELECOMMUNICATIONS	27.72	.00
**TOTAL	ROAD FUND	23,486.49	.00
**DEPT	COUNTY ROAD DEPARTMENT	23,443.08	.00
402-60-2202	VEHICLE FUEL	17,188.47	.00
402-60-2203	MAINTENANCE CONTRACTS	100.57	.00
402-60-2207	TELECOMMUNICATIONS	4,038.93	.00
402-60-2244	MACHINERY MAINTENANCE/REPAIR	2,042.92	.00
402-60-2248	SAFETY EQUIPMENT	53.41	.00
**DEPT	COUNTY ROAD SHOP	53.41	.00
402-61-2209	HEATING/GNS/PROPANE	53.41	.00
**TOTAL	DISTRICT 5 VFD	3,518.65	.00
**DEPT	STATE FIRE ALLOTMENT	3,518.65	.00
405-91-2201	VEHICLE MAINTENANCE/REPAIR	179.99	.00
405-91-2202	VEHICLE FUEL	736.11	.00
405-91-2208	ELECTRICITY	491.91	.00
405-91-2248	SAFETY EQUIPMENT	2,110.64	.00
**TOTAL	DISTRICT 2 VFD	22,629.15	.00
**DEPT	STATE FIRE ALLOTMENT	22,629.15	.00

Date: 9/06/18 17:14:11

D I S T R I B U T I O N

CHECKS PRINTED AUGUST 16, 2018-SEPTEMBER 9, 2018

DEBITS CREDITS

406-91-2201	VEHICLE MAINTENANCE/REPAIR	234.35	.00
406-91-2202	VEHICLE FUEL	453.73	.00
406-91-2208	ELECTRICITY	153.83	.00
406-91-2210	WATER/SEWER/TRASH	384.24	.00
406-91-2218	EQUIPMENT MAINTENANCE/REPAIR	2,498.00	.00
406-91-2248	SAFETY EQUIPMENT	18,905.00	.00
**TOTAL	DISTRICT 1 VFD	450.29	.00
**DEPT	STATE FIRE ALLOTMENT	450.29	.00
407-91-2202	VEHICLE FUEL	145.45	.00
407-91-2207	TELECOMMUNICATIONS	176.90	.00
407-91-2208	ELECTRICITY	127.94	.00
**TOTAL	DISTRICT 3 VFD	7,114.56	.00
**DEPT	STATE FIRE ALLOTMENT	7,114.56	.00
408-91-2201	VEHICLE MAINTENANCE/REPAIR	423.24	.00
408-91-2202	VEHICLE FUEL	376.00	.00
408-91-2208	ELECTRICITY	739.02	.00
408-91-2215	BUILDING MAINTENANCE/REPAIR	5,458.00	.00
408-91-2248	SAFETY EQUIPMENT	118.30	.00
**TOTAL	DISTRICT 4 VFD	163.49	.00
**DEPT	STATE FIRE ALLOTMENT	163.49	.00
409-91-2202	VEHICLE FUEL	34.43	.00
409-91-2208	ELECTRICITY	129.06	.00
**TOTAL	COUNTY FIRE PROTECTION FUND	250.60	.00
**DEPT	1/4% FIRE EXCISE TAX	250.60	.00
411-92-2248	SAFETY EQUIPMENT	250.60	.00
**TOTAL	COUNTY FAIR	11,945.91	.00
**DEPT	COUNTY FAIR	11,945.91	.00
412-53-2208	ELECTRICITY	234.57	.00
412-53-2209	HEATING/GAS/PROPANE	24.00	.00
412-53-2210	WATER/SEWER/TRASH	1,326.70	.00
412-53-2215	BUILDING MAINTENANCE/REPAIR	942.48	.00
412-53-2221	PRINTING/PUBLISHING/ADVERTISING	38.81	.00
412-53-2225	AWARDS FOR COUNTY FAIR	14.00	.00
412-53-2245	TRASHES	621.68	.00
412-53-2247	FOOD/CONCESSION SUPPLIES	652.49	.00
412-53-2251	FUNDRAISER SUPPLIES	130.00	.00
412-53-2272	PROFESSIONAL SERVICES	1,359.21	.00
412-53-2299	EVENT SERVICES	6,822.97	.00
**TOTAL	FIRE DEPARTMENT ADMIN	2,580.53	.00
**DEPT	STATE FIRE ALLOTMENT	2,580.53	.00
413-91-2201	VEHICLE MAINTENANCE/REPAIR	1,350.00	.00
413-91-2202	VEHICLE FUEL	1,061.14	.00
413-91-2207	TELECOMMUNICATIONS	149.39	.00
**TOTAL	DISTRICT 6 VFD	1,140.40	.00
**DEPT	STATE FIRE ALLOTMENT	1,140.40	.00
418-91-2201	VEHICLE MAINTENANCE/REPAIR	179.99	.00
418-91-2202	VEHICLE FUEL	566.60	.00

	DEBITS	CREDITS	
418-91-2208	ELECTRICITY	86.62	.00
418-91-2215	BUILDING MAINTENANCE/REPAIR	307.19	.00
**TOTAL	EVSWA CONTRACT	28,887.82	.00
**DEPT	COUNTY COMMISSION	28,887.82	.00
419-05-2292	EVSWA TIPPING FEES	28,887.82	.00
**TOTAL	JAIL FUND	95,526.84	.00
**DEPT	ADULT INMATE CARE	95,365.00	.00
420-70-2172	CARE OF INMATES	95,365.00	.00
**DEPT	COMMUNITY MONITORING	161.84	.00
420-73-2202	VEHICLE FUEL	110.12	.00
430-73-2207	TELECOMMUNICATIONS	51.72	.00
**TOTAL	SAFETY PROGRAM	115.90	.00
**DEPT	RISK MANAGEMENT	115.90	.00
600-06-2248	SAFETY EQUIPMENT	40.90	.00
600-06-2259	MEMBERSHIP DUES/SUBSCRIPTIONS	75.00	.00
**TOTAL	CIVIL DEFENSE FUND	702.86	.00
**DEPT	COMMUNICATIONS/EMS TAX	702.86	.00
604-83-2202	VEHICLE FUEL	112.93	.00
604-83-2205	MILEAGE/PER DIEM	450.00	.00
604-83-2207	TELECOMMUNICATIONS	129.93	.00
**TOTAL	DWI PROGRAM FUND	5,264.20	.00
**DEPT	DWI LOCAL GRANT FY18	189.76	.00
605-02-2202	VEHICLE FUEL	133.16	.00
605-02-2207	TELECOMMUNICATIONS	56.59	.00
**DEPT	DWI DISTRIBUTION GRANT FY17	414.62	.00
605-13-2207	TELECOMMUNICATIONS	14.62	.00
605-13-2271	NON-PROFESSIONAL SERVICES	400.00	.00
**DEPT	DWI LOCAL GRANT FY17	4,659.80	.00
605-22-2272	PROFESSIONAL SERVICES	4,659.80	.00
**TOTAL	DWI SCROOL	569.62	.00
**DEPT	DWI SCHOOL	569.62	.00
606-35-2257	OUTREACH MATERIALS/SUPPLIES	569.62	.00
**TOTAL	PROPERTY VALUATION FUND	976.15	.00
**DEPT	COUNTY ASSESSOR	976.15	.00
610-40-2201	VEHICLE MAINTENANCE/REPAIR	349.17	.00
610-40-2202	VEHICLE FUEL	166.62	.00
610-40-2207	TELECOMMUNICATIONS	360.36	.00
610-40-2221	PRINTING/PUBLISHING/ADVERTISING	100.00	.00
**TOTAL	CLERK'S EQUIPMENT FUND	702.28	.00
**DEPT	COUNTY CLERK	702.28	.00
612-20-2203	MAINTENANCE CONTRACTS	580.15	.00
612-20-2207	TELECOMMUNICATIONS	1.15	.00

DEBITS CREDITS

612-20-2218	EQUIPMENT MAINTENANCE/REPAIR	96.98	.00
612-20-2308	VOTING MACHINE STORAGE	24.00	.00
**TOTAL		899.00	.00
**DEPT	COUNTY INFRASTRUCTURE GRT	899.00	.00
620-94-2228	INFRASTRUCTURE GROSS RECEIPTS TX	899.00	.00
**TOTAL		899.00	.00
**DEPT	CAPITAL OUTLAY GROSS RECEIPTS TX	7,654.09	.00
621-96-2611	CAPITAL OUTLAY GROSS RECEIPTS TX	7,654.09	.00
621-96-2613	CO/BUILDINGS & IMPROVEMENTS	4,897.01	.00
**TOTAL	CO/ROAD CONSTRUCTION/RECONSTRUCT	2,757.08	.00
**DEPT	HOME VISITING GRANT	55.44	.00
629-49-2207	HOME VISITING GRANT FY18	55.44	.00
**TOTAL	TELECOMMUNICATIONS	55.44	.00
**DEPT	SENIOR CITIZEN'S FUND	2,499.99	.00
631-57-2272	SENIOR CITIZEN'S PROGRAM	2,499.99	.00
**TOTAL	PROFESSIONAL SERVICES	2,499.99	.00
**DEPT	JUVENILE JUSTICE GRANT	6,000.00	.00
635-67-2272	CYFD JUVENILE JUSTICE GRANT FY17	6,000.00	.00
**TOTAL	PROFESSIONAL SERVICES	6,000.00	.00
**DEPT	ESTANCIA BASIN WATER STUDY	3,842.90	.00
650-71-2272	WATER BOARD	3,842.90	.00
**TOTAL	PROFESSIONAL SERVICES	3,842.90	.00
**DEPT	RURAL ADDRESSING	27.72	.00
675-07-2207	RURAL ADDRESSING	27.72	.00
**TOTAL	TELECOMMUNICATIONS	27.72	.00
**DEPT	P&Z COURT FEES	790.16	.00
685-08-2202	PLANNING & ZONING	790.16	.00
685-08-2207	VEHICLE FUEL	137.98	.00
685-08-2274	TELECOMMUNICATIONS	28.28	.00
**TOTAL	PZ PROPERTY CLEANUP	623.90	.00
**DEPT	DOMESTIC VIOLENCE GRANT	314.74	.00
690-09-2207	WIND PILT	314.74	.00
690-09-2218	TELECOMMUNICATIONS	58.94	.00
690-09-2284	EQUIPMENT MAINTENANCE/REPAIR	58.00	.00
**TOTAL	EQUIPMENT LEASES	197.80	.00
**DEPT	DRUG EDUCATION PROGRAM	271.27	.00
804-89-2219	DRUG EDUCATION	271.27	.00
**TOTAL	OFFICE SUPPLIES	271.27	.00
**DEPT	EMERGENCY-911 FUND	2,102.42	.00
911-DISPATCH CENTER		2,102.42	.00

Date: 9/06/18 17:14:11

D I S T R I B U T I O N    C H E C K S   P R I N T E D   A U G U S T   1 6 ,   2 0 1 8 - S E P T E M B E R   9 ,   2 0 1 8

	DEBITS	CREDITS
911-80-2203		
911-80-2207	256.51	.00
911-80-2208	102.34	.00
911-80-2228	1,554.98	.00
BANK01	188.59	.00
=====		
MAINTENANCE CONTRACTS		
TELECOMMUNICATIONS		
ELECTRICITY		
SOFTWARE		
WELLS FARGO	292,483.85	.00
** BANK TOTALS **	292,483.85	.00





*Agenda Item  
No. 1*

205 9th Street  
Estancia, NM 87016  
(505) 544-4700 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



**County Commission**  
Commissioner James "Jim" Frost, District 1  
Commissioner Julia DuCharme, District 2  
Commissioner Javier E. Sanchez, District 3  
**County Manager**  
Belinda Garland  
**Deputy County Manager**  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY COMMISSION AGENDA**  
This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is **WEDNESDAY, NOON** prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: Gerald Chavez FVSWA  
First Last Department / Company / Organization Name

Today's Date: 8-28-18 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: \_\_\_\_\_

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

Brief explanation of business to be discussed:  
Update and presentation on contract between Torrance County and FVSWA.

Is this a Resolution, Contract, Agreement, Grant Application, Other? NO

Has this been reviewed by Grant Committee?  YES  NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES  NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept?  YES  NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_



*Agenda Item*  
*No. 2*

10 DUA 70  
205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 544-4700 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



**County Commission**  
Commissioner James "Jim" Frost, District 1  
Commissioner Julia DuCharme, District 2  
Commissioner Javier E. Sanchez, District 3  
**County Manager**  
Belinda Garland  
**Deputy County Manager**  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**

This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is **WEDNESDAY, NOON** prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: Jim Frost Commission  
First Last Department / Company / Organization Name

Today's Date: 8-28-18 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: \_\_\_\_\_

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

Brief explanation of business to be discussed:

Vote on approval to move to 5 member  
commission.

Is this a Resolution, Contract, Agreement, Grant Application, Other? NO

Has this been reviewed by Grant Committee?  YES  NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES  NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept?  YES  NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_



*Agenda Item*  
*No. 3*



## **RESOLUTION 2017-051**

### **Establishing the Solid Waste Management Fee as provided in Ordinance 94-12**

**WHEREAS**, the county of Torrance has entered into a contract for collection and billing of solid waste services for the residents of unincorporated Torrance County, with the Estancia Valley Solid Waste Authority; and,

**WHEREAS**, said contract with Estancia Valley Solid Waste Authority identifies costs associated with providing collection and billing of solid waste services to residents of unincorporated Torrance County; and,

**WHEREAS**, the Torrance County Board of Commissioners does levy the Solid Waste Management Fee enacted in Ordinance 94-12, to offset the costs of solid waste services for the citizens of unincorporated Torrance County; and,

**WHEREAS**, the Torrance County Board of Commissioners, upon revising solid waste ordinance 94-12, does wish to grant certain discounts of the solid waste management fee to residents of unincorporated Torrance County, by resolution;

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Torrance County that the Solid Waste Management Fee will hereby be established at the base rate of \$19.21 plus tax per month per billable account, and so instructs the Estancia Valley Solid Waste Authority to proceed as contracted; and,

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that the Board of County Commissioners instructs the Estancia Valley Solid Waste Authority to offer the following discounts to County residents who qualify:

1. Any responsible party, as herein defined, may make application to the Solid Waste Authority, on forms approved by said Authority, for a reduced monthly fee as set out above, and by furnishing to the Authority with said application proof that the responsible party is an individual that qualifies for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Low Income Home Energy Assistance Program (LiHEAP), General Assistance (GA) or Medicaid according to the standard of need as set forth in Sections 27-2-3 and 27-2-4 NMSA 1978, as they currently exist or may hereafter be amended. Upon approval of the application, the

solid waste management fee for any such responsible person shall be 50% (Fifty Per Cent) of the established solid waste management fee.

2. Any responsible party contracting with a private hauler franchised to collect and transport solid waste within the county shall be entitled to a reduction of the established county solid waste management fee. The reduced rate is hereby set \$6.40 per month, plus tax. Proof of contract with a private hauler shall be the responsibility of the property owner, and shall be submitted biannually. If it is determined that the contract with the private hauler has been terminated, the Estancia Valley Solid Waste Authority will change the billing for that property owner to the full amount.

**NOW THEREFORE BE IT STILL FURTHER RESOLVED** that the Board of County Commissioners further instructs the Estancia Valley Solid Waste Authority to waive the solid waste management fee to any responsible party owning or possessing a vacant residence, upon affidavit and verification that the residence is indeed vacant. Affidavit shall be the responsibility of the property owner, and shall be submitted biannually. Any property owner falsely certifying that a residence is vacant is in violation of the Solid Waste Ordinance, and is subject to penalties set forth in Section 16.A.

**Definition of "Vacant" for Ordinance 94-12, Solid Waste Ordinance Section 13.E.**

Vacant is defined as something that is without content or occupant. A dwelling with furniture but no occupant is not considered vacant, it is unoccupied. The Code Enforcement Officer will verify the vacant status of the residence through legal means with permission from the home owner or an inspection order issued by the Court. Home owners or the party responsible for the property may appeal the Code Enforcement Officer's determination to the County Commission by submitting in writing on prescribed forms obtainable from the Zoning Director upon payment of the applicable fee. Appeals not submitted within 30 days after determination shall not be considered by the County Commission.

**PASSED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of November, 2017.

**TORRANCE COUNTY COMMISSION**

  
Javier Sanchez, Chair

  
Jim Frost, Member

  
Julia DuCharme, Member

Attest:



  
Linda Jaramillo, Clerk of the Board



*Agenda Item*

*No. 4*





*Agenda Item*

*No. 5*



*Agenda Item  
No. 6*



*Agenda Item*  
*No. 7*



*Agenda Item  
No. 8*



*Agenda Item*  
*No. 9*

**WHEREAS**, suicide has been declared a serious public health problem by the United States Surgeon General; and

**WHEREAS**, in January 2017, the New Mexico Department of Health reported that suicide was the cause of 498 New Mexico deaths in 2015; and

**WHEREAS**, suicide is the eighth leading cause of death in New Mexico; and

**WHEREAS**, suicide is the second leading cause of death among New Mexico residents between the ages of 10 and 49; and

**WHEREAS**, New Mexico suicide rate has consistently been more than 50% higher than the U.S. rate; and

**WHEREAS**, New Mexico suicide rates increased by 32% from the period of 2005 – 2015 and by 17.5% from the period of 2013 - 2015; and

**WHEREAS**, suicide rates among adults age 65 and older has increased by 52% between 2009 and 2015; and

**WHEREAS**, New Mexico has the fourth highest suicide rate in the United States; and

**WHEREAS**, the Partnership for a Healthy Torrance Community, located at the New Mexico National DWI Memorial of Perpetual Tears, is working with a cadre of community partners to address the impact of suicide and other health related issues; and

**WHEREAS**, strong relationships and cohesion are protective factors during life's greatest challenges; and

**WHEREAS**, one small act to show support, offer hope or build trust can make a difference and may save a life; and

**WHEREAS**, talking openly about stress and psychological health builds trust, reduces barriers to care, and enables early intervention; and

**WHEREAS**, it is the duty of every citizen to respond to a call-to-action to change the way we discuss, perceive and react to suicide and help-seeking; and

**WHEREAS**, the collaboration of government agencies, health organizations, and public and private partners should be encouraged and supported; now

**THEREFORE**, we, the Board of Commissioners of the County of Torrance, New Mexico, do hereby proclaim September 2018 as SUICIDE AWARENESS AND MONTH, recognizing that suicide is a serious public health issue.



*Agenda Item  
No. 10*



## UPDATES

✓

- Various County Departments
- Commission
- County Manager
- Other Boards, Land Grants
- Forest Service





*Agenda Item*

*No. 11*

**TORRANCE COUNTY  
FIRE DEPARTMENT**



**Policy and Procedure**

**&**

**Standard Operations  
Guideline**

**Articles #2, #3 and Forms**

Effective Date: xx/xx/2018




**TORRANCE COUNTY  
FIRE DEPARTMENT**



**ARTICLE #2  
FIRE OPERATIONS**



	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>ACCOUNTABILITY</b>	<b>2.1</b>
	<b>Scope:</b>	Firefighter Scene Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

**ACCOUNTABILITY**

An Accountability procedure has been implemented which will allow the IC to track all personnel on the fireground.

1) The PAS (Personnel Accountability System) will:

- a) keep track of firefighters/
- b) promote safety.
- c) prevent freelancing.
- d) provide emergency medical information.
- e) provide rapid accounting of all personnel on scene.

2) Each firefighter will be issued an accountability tag, which will be attached to the firefighter's helmet with a metal snap or attached to the outside of the firefighter's turnout gear.


3) On major structure fires, accountability tags will be brought to the Command Post, so the IC can track firefighters, their assignment, and the apparatus that they responded with. Firefighters that respond POV will report to the Command Post with their accountability tag.

4) After an evacuation signal is given, the IC will ensure that all personnel are accounted for.

5) After a firefighter's assignment is completed, the firefighter will report back to the IC. The firefighter will be placed in Staging, reassigned another duty, or sent to Rehab.

6) Firefighters will pick up their accountability tags and place them back on their helmets when released from the scene.

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	Fire Helmet Color Policy <span style="float: right;"><b>2.1.2</b></span>
	<b>Scope:</b>	Department Administration <span style="float: right;"><b>Volunteer</b></span>
	<b>Authority:</b>	Torrance County Fire Chief <span style="float: right;"><b>Effective Date:</b></span>

**PURPOSE:**

To provide a system to quickly and effectively identify member of Torrance county fire of their fire training qualifications and physical ability by the color of their helmet.

**POLICY:**

All Members of Torrance County Fire Department shall wear a helmet while on scene at all structure and wildland fire and at all traffic accidents, the color of the helmet will be based on their individual training qualifications and ability, and shall be easily identified by the Incident Commander and other on-scene personnel. The color designations are as follows:

**Yellow:** Indicates the member is qualified to perform **exterior** firefighting support functions.

**Black:** indicates the member is qualified to perform **interior** firefighting as well as exterior support functions.

**Red:** Indicates the member is a line or company officer.

**White:**Indicates the member is a chief officer.

**Blue:** Indicates the member is EMS qualified only and cannot perform firefighting duties.

**1. Procedure**

- a. All members will be assigned a helmet of the appropriate color in accordance with their qualifications and physical abilities.
- b. The District Chief along with the County Training Coordinator will be responsible for determining the qualification of a district member based on the members successful completion of, at a minimum, (1) County Firefighter Basic, which equates to exterior firefighter or. (2) County Firefighter 1, which equates to interior firefighter or. (3) IFSAC or Pro Board certified as a Firefighter 1 or 2



which equates to interior firefighter, In addition each member shall be qualified based on SCBA fit testing and physical ability (successful passing of a combat challenge or the arduous pack test).

c. **Yellow Helmet (Exterior Firefighter)**

**Yellow Helmet (support functions only):** Members who have completed the required and approved minimal training levels as outlined above but are otherwise un-fit for interior firefighting due to their inability to wear SCBA, physical or mental fitness, or injury. These personnel would generally function in the “Cold” and “Warm” zones of an incident and provide support functions as listed below:

Support functions include but are not limited to:

- Apparatus Driver
- Engineer/pump operator
- FF Rehab/EMS
- Water Supply
- Extrication
- Traffic Control/Scene Security
- Runner
- Scribe/Support Officer
- Accountability

Support functions do **NOT** include:

- Interior firefighting operations
- Any function involving the use of an SCBA
- Any work in the designated “Hot” zone such as close proximity exterior firefighting, ventilation operations, rescue operations.

d. **Black Helmet (Interior Firefighter)**

**Black Helmet (all fire ground functions):** Members who have completed all the required firefighter training (ie, FF-1 or FF-2) and are approved for all aspects of regular structural firefighting. These members must meet SCBA fit testing standards and be physically capable and able to perform all aspects of firefighting including interior firefighting and all support functions.


e. **Red Helmet (Company Officer):** Member who hold a line or company officer position (Lieutenant or Captain). Members who are Company officers within Torrance County Fire Department must meet the minimum qualifications of their specific job description which includes Firefighter 1 or Firefighter 2 and Fire Officer training. Company officers are expected to be qualified for and physical capable of performing the same tasks as their subordinates including interior structure firefighting.

f. **White Helmet (Chief Officer):** Members who hold a chief officer position (Battalion Chief or Assistant District Chief) are expected the have knowledge of

their own limitations and therefore will inform the incident commander if they are assigned a task for which they are not qualified or physically able to complete.

- g. Blue Helmet (EMS Only): Members who are EMS trained and qualified to perform emergency medical functions only.
- 
- 2. Failure to comply with this policy could result in personal injury or death or injury or death to a fellow firefighter. Therefore, failure to comply with this policy through fraudulent approvals of non-qualified individuals and/or by submitting false documentation of one's personal qualifications, training or fitness capabilities will result in disciplinary action up to and including termination and separation from the Torrance County Fire Department.
  - 3. The Helmet color policy is designed for fire ground operations and can be adapted for use on other emergency scenes.

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	CARBON MONOXIDE RESPONSE <span style="float: right;"><b>2.2</b></span>
	<b>Scope:</b>	Firefighter Scene Operations <span style="float: right;"><b>Volunteer</b></span>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

**PURPOSE AND SCOPE:**

To describe carbon monoxide gas and associated hazards, and department operating procedures with regard to emergency responses to activation of carbon monoxide detectors. This guideline applies to all members of the department.

**Guideline:**

Department personnel are not experts on the detection and mitigation of carbon monoxide. We do not and will not represent ourselves as such. Our response should be precautionary, based on ventilating the premises, removing occupants to fresh air and shut down of suspected carbon monoxide sources and contacting the utility or other expert to address the problem.

**Procedure:**

**General**

Carbon monoxide may be produced by the following:


- a) fireplaces / blocked chimneys
- b) portable liquid-fueled heaters (kerosene)
- c) gas heaters and appliances
- d) gas barbecue grills
- e) internal combustion engines
- f) burning charcoal in enclosed areas

Carbon monoxide can enter, build-up, or remain in the home or work environment in the following ways:

- a) improper burning gas or oil-fueled appliance due to lack of oxygen
- b) out of chimneys and vents creating a back-draft condition
- c) vehicles operating in enclosed areas (garages)
- d) corrosion, gaps, or holes in flue pipes or exterior venting systems
- e) yellow-flamed gas burners indicative of incomplete combustion
- f) dirty or fouled furnace filters
- g) faulty furnace heat exchanger
- h) dirty ovens
- i) blocked chimney or flue
- j) equipment defects; improper installation and/or lack of maintenance in cooking and heating appliances

## **Response to a Carbon Monoxide Detector Alarm**

- 1) First on scene unit will attempt to make a determination if a measurable carbon monoxide emergency exists using the department's carbon monoxide detector. If any increased level is detected, the utility company shall be called to investigate further.
- 2) First on the scene unit will do the following:
  - a) Perform size-up.
  - b) Protect all departmental personnel entering the building with SCBAs if high levels are known or suspected.
  - c) Slow down or return emergency equipment if not needed.
  - d) Assess medical condition of occupants and render the appropriate level of care.
  - e) Determine if alarm is an actual carbon monoxide alert or a low battery "chirp."
  - f) Ventilate the occupancy and vacate the structure if appropriate.
  - g) Using the broad criteria contained in the two lists above describe how carbon monoxide is produced and enters; builds-up; and remains inside an occupancy, attempt to determine if there may be a readily identifiable carbon monoxide source.
  - h) Recommend discontinuing use of any heating and/or cooking appliance that may be responsible for producing carbon monoxide.
  - i) If there is a detectable level of carbon monoxide, contact the utility company, have occupant contact a licensed plumber, or a heating and air conditioning firm to perform a carbon monoxide concentration check of the premises using calibrated and approved carbon monoxide measuring devices.
  - j) If the levels are high, wait for these agencies within reason.

	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>CHAINSAW USAGE</b>	<b>2.3</b>
	<b>Scope:</b>	<b>Fire Ground Operations</b>	<b>Volunteer</b>
<b>Authority:</b>	<b>Torrance County Fire Chief</b>	<b>Effective Date:</b>	

**PURPOSE AND SCOPE:**

To establish a guideline to indicate the proper maintenance, training, use, and personal protective equipment needed in order to ensure the safety of the fire department personnel when operating a chainsaw. This guideline applies to all members of the department.

**Guideline:**

It is for the safety of every firefighter to keep the chainsaws in proper condition. Regular inspections, maintenance, and training of power tools can accomplish the level of safety needed during an emergency. It is essential to use the proper protective clothing whenever operating a chainsaw because of the potential of serious injury that can happen from kickback or accident contact with the moving chain. Following this standard operating guideline will help in preventing injuries that can occur from the misuse of equipment.

**Procedure:**

**Maintenance and Inspection**

1. Once a year and/or after extended use the chainsaw shall be inspected. This will insure the chainsaw is in proper running order and safe to operate.
2. After each use the chainsaw will be inspected for chain sharpness, proper chain tension, loose parts, chain brake function, throttle trigger and shut-off switch operation, clogged air filter and lubrication hole, and wear on the bar. If any problems are found that cannot be resolved immediately, take the chainsaw out of service, and report the problem. The chainsaw will be taken to a service technician for repairs.
3. When preparing to use the chainsaw, inspect for chain sharpness, proper chain tension, loose parts, chain brake function, throttle trigger and shut-off switch operation, clogged air filter and lubrication hole, and wear on the bar. Start the chainsaw to insure it is running smoothly (Never drop start the chainsaw, place on ground hold rear handle down with right foot, grasp front handle firmly with left hand, and then grasp pull cord with right hand and pull.) If any problems are found that cannot be resolved immediately, take the chainsaw out of service, and report the problem. The chainsaw will be taken to a service technician for repairs.
4. Chaps shall be inspected before and after using and taken out of service if there are any holes, cuts, or defects found.

## **5. Training**

6. The Firefighter I class covers the use of chainsaws, but it is important that the department provide operation manuals and chainsaw safety training for the use of chainsaw.
7. Firefighters who do not have experience using chainsaws shall not use them until training is provided.


## **8. Personal Protective Equipment**

9. When using the chainsaw the proper personal protective clothing shall be worn. When cutting trees in a non-hazardous area the minimum personal protective clothing shall consist of full PPE bunker gear or wildland gear, helmet, goggles, and gloves.
10. When using the chainsaw for venting the proper personal protective clothing shall be worn. When venting roofs or cutting building material for overhaul, follow Personal Protective Clothing and Self Contained Breathing Apparatus SOGs.

## **Buddy System**

Always work in teams with one firefighter watching for hazard that the chainsaw operator cannot see while operating the chainsaw. Some of the hazards to watch for:

- 1) Operators footing while backing up
- 2) Tripping hazards
- 3) Unstable tree tops
- 4) Personal entering fall zone
- 5) Fire danger
- 6) Operator fatigue

	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	HAZARDOUS MATERIALS <span style="float: right;"><b>2.4</b></span>
	<b>Scope:</b>	Firefighter Scene Operations <span style="float: right;"><b>Volunteer</b></span>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

**Purpose and Scope:**

To establish procedures to be utilized during a hazardous materials incident response.

**Definition:**

HAZARDOUS MATERIALS INCIDENT An incident which threatens public health and/or safety involving the actual or potential release of a hazardous substance or material.

**Response:**

FIRST-IN COMPANY is responsible for the safe assessment of the incident to determine whether or not the incident is to be classified as a hazardous materials incident.

INITIAL SIZE-UP is to be conducted from a safe distance. The recommended initial distance is 150 ft. (D.O.T.E.R.G.) and whenever possible, from the upwind and uphill side of the spill or incident. If there is any question as to the existence of any type of leak or spill, all personnel shall immediately don SCBA and use them until otherwise directed.

If the incident, including odor investigations, cannot be handled by a single engine company, or is outside of the level of training given to the first in company officer, request mutual aid from Torrance County Fire.

It will be the responsibility of the Incident Commander, with input from the senior tech on scene, to decide actions to be taken.

**Identification:**

Attempt to identify any product that may have spilled from a vehicle by using any and all on-scene identification available such as placards, shipping papers or information obtained from the driver. (Keep in mind that the driver may not be fully cooperative, especially if any hazardous material is being transported without a license.)

Stage all incoming units at least one block away from this incident and upwind, uphill whenever possible.

Begin procedures to identify the product and implement any special precautions related to the product as detailed in the DOT Emergency Response Guide. Be prepared to pass along this information to dispatch and other incoming companies. Indicate the name of the chemical and the E.R.G. guide number you are using. Follow only those initial procedures indicated in the E.R.G. until trained Hazmat Team personnel arrive on the scene.

If product is not identifiable, assume all containers and materials are hazardous until proven otherwise.



Do not attempt to enter a suspected Hazmat area for any reason (even a rescue) until the area is determined to be safe, or the proper protective clothing, including S.C.B.A. has been donned properly.


**Notifications:**

Only the Duty Officer, Incident Commander or Chief Officer will make the decision to call The E.P.A. or any other outside agency. No other individual may contact any outside agency.

**Training:**

All Members of the Torrance County Fire Department will be trained to the Awareness /Operations Level.

All Members will attend continuing education classes yearly on Haz/Mat Operations.

	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	MCI/ ACTIVE SHOOTER	<b>2.5</b>
	<b>Scope:</b>	Firefighter Scene Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

## **MULTICASUALTY INCIDENT – MCI**

### **PURPOSE AND SCOPE:**

This guideline provides organization and structure for managing emergencies that result in multiple patient injuries, illnesses, or deaths, regardless of the cause. Implementation of the procedures detailed here are directed toward the goal of producing the largest number of survivors while providing for responder and community safety, accountability, welfare and environmental concerns.

This document provides specific guidance for an MCI and uses the NIMS Incident Command System (ICS) as required by the State of New Mexico.

### **Definitions:**

#### **System Level MCI:**

An incident that taxes the immediate area EMS system.

#### **Low Level MCI:**

An incident with 5 patients of which 2 or more are Red Tag (critical) patients.

#### **High Level MCI:**

An incident with more than 5 patients, or more than 2 Red Tag (critical) patients.

### **Procedures:**

#### **Scene Size Up:**

- The first unit on scene will commit to the following actions (DO NOT BEGIN TREATMENT): Confirm that an MCI exists Have Dispatch notify and dispatch the EFD EMS Chief (or other Command Staff if the EMS Chief is unavailable). Rapidly assess the incident Estimate the number of patients Determine the need for additional EMS

resources Determine the need for additional outside agencies, resources or specialized equipment (e.g., law enforcement, HazMat, heavy equipment)

•  
**Notification of Hospitals:**

The appropriate notification to area hospitals concerning the existence of a MCI should occur as soon as possible by the Incident Commander or designated officer. Specific information (e.g., unit, patient numbers, criticality, etc.) should be conveyed directly to these hospitals as the incident progresses.

- Contact Torrance County Communications Center, and advise them of the incident (County Command page for MCI). They can then utilize the EM Resource to notify the hospitals of the situation. If Christus St. Vincent Hospital will be getting patients, have Torrance County Communications Center contact and advise them of the situation.
- Coordinate transport destination(s) with AAS Dispatch (If no TCFD Command staff on scene for transportation officer) based on TCFD MCI SOG # \_\_\_\_\_. Advise them of tag color and number of patients on board.
- Transporting units should not be making individual radio reports in a large scale MCI unless there is a significant change in patient condition.

**Assignment of Officers:**

The Incident Commander (IC) may assign the following positions as needed:

Triage Officer

Staging Officer

Public Information Officer (PIO)

Treatment Officer

Transportation Officer (if required)

Extrication Officer (if required)

Rehabilitation Officer (if required)

**Role of EMS Medical Director:**

The EMS Medical Director shall be notified of all High Level MCIs at the earliest opportunity. If the EMS Medical Director arrives on scene, s/he shall be briefed upon arrival by the IC, and then sent to the EMS Sector for assignment and further briefing.

- Medical Control when the Medical Director is not present will take place via the written guidelines. See also Medical Control Guidelines (Page 22 of EMS Protocols)

- Personnel are NOT required to CONTACT MEDICAL CONTROL, even to perform life threatening procedures if they are deemed appropriate by field personnel in these situations.

## **START TRIAGE**

Each TCFD Unit is equipped with the commercially available START Triage Kit, and each member of the crew should be familiar with the START Triage system.

**RED (IMMEDIATE/CRITICAL):** These are the patients of the highest priority, which, in most circumstances, are removed and treated first. This category EXCLUDES patients that are in cardiopulmonary arrest, or are near death and have, in the judgment of the Triage Officer, fatal injuries.


**YELLOW (DELAYED/SERIOUS):** Patients whose injury/illness is serious and needs attention. However, treatment and transport may be delayed until viable RED patients have been treated and transported.

**GREEN (MINOR/STABLE):** Patients who may have treatment and/or transport delayed.

**BLACK (DECEASED):** Patients who are already dead or so severely injured that death is certain within a short timeframe, regardless of treatment given.

**CONTAMINATED:** These patients may be from any triage category but need to be grossly decontaminated prior to transport. Colors should be used with Triage Tags, tape, ribbons, tarps, flags, etc.

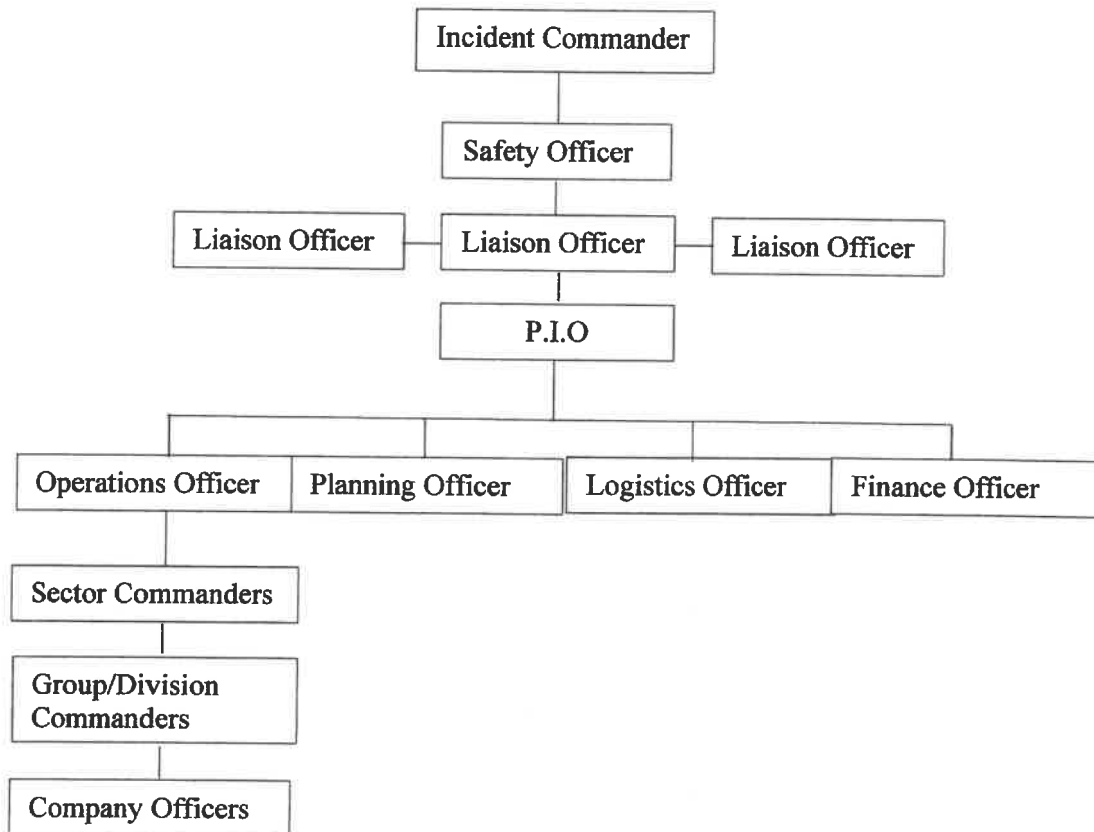
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	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>INCIDENT COMMAND SYSTEM</b>	<b>2.6</b>
	<b>Scope:</b>	Firefighter Scene Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

**INCIDENT COMMAND SYSTEM (ICS)**

The Torrance County Fire Department will use the I.C.S. on all calls, including response of more than one apparatus, such as structure fires, fire alarms, or large Motor Vehicle Accidents (MVA's). The National Incident Management System (NIMS). NIMS has been approved and adopted into resolution by the Torrance County Board of County Commissioner's.

The following chart shows the structure of an I.C.S. system:



## DEFINITIONS

**Incident Commander (I.C.)** – Officer in overall command of the incident. Usually a Chief Officer, Captain, or the senior firefighter on the scene. He\she will develop the strategy for handling the incident.

**Operations Officer**– Usually will be an Officer, or a senior firefighter appointed by the I.C. The Ops. Officer will be responsible for carrying out the strategic and tactical aspects of the incident. He\she takes the overall plan, or commander’s intent, and makes it happen.

**Safety Officer**– This person’s primary function is to stand back and maintain an overall picture of the incident and, watch for potential life safety hazards. He\she reports directly to the I.C., and is the only person other than the I.C. that can stop operations before notifying command if a life safety hazard develops. He\she can also call for a full evacuation without notifying command first if a life safety hazard develops.

**Staging Officer**– The staging officer’s function is to control the placement of the incoming apparatus at the staging area, and he\she must also stay in continuous contact with the operations officer in order to dispatch companies to the incident, as they are needed. The staging officer is usually the officer aboard the first arriving company to the staging area.

**Police Liaison**– The senior officer on scene from the police department that has jurisdiction in that area. This person is the link between the fire department command and the police department’s command if they are involved in the incident.

**EMS Liaison** – Highest level EMT on scene. This person will control all of the medical assets on the scene in coordination with the Fire department Command.

**Logistics Officer** – This person is responsible to supply, or make the arrangements to supply, all of the materials, food, money, or whatever else is needed to support an extended incident.

**Sector Commanders** – Usually a Captain or Supervisor. If the incident is of a large scale and needs to be sectorized off, it will be necessary to have someone in charge of each sector in order to maintain good command and control, as well as good accountability. These sector commanders will be responsible for the personnel and equipment operating in their sector.

**Division Commanders** – Usually will be a Captain or Supervisor. Divisions are used on incidents involving multistory buildings, each floor is a division. Each Division will have a commander that will be accountable for the men and equipment operating on that floor.

**Public Information Officer (P.I.O.)** – This person will be the link between the I.C. and the media. He\she will supply information to the media as it becomes available and is released to the public by the I.C.

**Company Officers** – Captains and Supervisors. These personnel will be in charge of the apparatus and crew to which they are assigned. They will maintain complete accountability of the crew, and insure all assignments and tasks are completed in a quick yet safe manner.

They must also maintain contact with the Officer in charge of the area to which they are assigned.

### **INCIDENT PRIORITIES.**

- a) Life Safety.
- b) Incident Stabilization.
- c) Property Conservation.

Geographic Designation System – Each exterior side of a structure will be given a letter designation. The side of the structure facing the street (address side) will be designated as “A”. The remaining sides shall be designated “B”, “C”, and “D”, in a clockwise manner. Exposures shall be designated in a like manner. Radio terminology will be Alpha, Bravo, Charlie, Delta.

### **ACTIVATION OF THE INCIDENT COMMAND SYSTEM**

The Company officer of the first arriving unit has two options; first, he\she may take command of the incident and instruct the other incoming units. Or, second, he\she may choose to pass command and immediately start rescue and suppression operations.

The decision to “Take Command” or to “Pass Command” should be made on the following factors:

1. Will immediate intervention by the first arriving company make an impact on the overall outcome of the incident?
2. Is there a need for immediate rescue of possible victims inside of the structure?
3. Is the incident so large that the first arriving companies will not be able to handle it, and more resources will be needed? In this situation it will be necessary for the first in unit to take command and direct all of the incoming units to insure things do not get bogged down.
4. Once incident command is established on a working incident, a Safety Officer will be assigned as soon as manpower permits.
5. The I.C. will assign other roles in the I.C.S. as the need arises.
6. The Incident Commander and Sector Officers will wear IC vests. On multi-company responses, the IC board will be utilized to track incoming apparatus and personnel. A stationary Command Post will be established.
7. A Rapid Intervention Team (RIT team) will be assigned as soon as possible, if personnel are assigned to interior fire suppression. Usually the third arriving company.



8. If the incident becomes sectored, sector commanders will be assigned and sector command posts must be set up. And all companies entering, or leaving a sector will check in and out at the command post.
9. Should the incident be in a high rise, divisions will be established, and a Division commander should be assigned to each division. A Division command post should be established on each floor, and all companies will check in and out at these command posts. Any Sector Officer position not staffed will remain the responsibility of the IC.
10. If level 2 staging is needed, the officer on the first unit to arrive in the staging area will assume the role of staging officer. The staging officer will establish the area to be used as the staging area. This area should be far enough from the incident to keep crews and equipment safe from harm, yet close enough to allow rapid access to the scene if units are called from staging to the scene.

Level 1 staging – all incoming units will stage in direction of travel closely to the scene. Engine companies will stage at nearest hydrants.

Level 2 staging – a specific location will be established for all incoming apparatus to park, such as a parking lot.

## **TRANSFERRING COMMAND**

Once the I.C.S. is put into effect, and an Officer has assumed command, the following guidelines should be used to insure a smooth transfer of command takes place. Command cannot be taken, it must be passed.

1. Officer to whom command is being transferred to must be of the same rank or higher. Command cannot be passed down in rank unless the incident is determined to be minor, and can be handled by the company officer on scene.
2. Before command may be passed, the officer assuming command must get a brief initial report from the officer that is releasing command. This includes events that have taken place up to that point, unit strength and locations, assignments already given to the companies on scene, and the releasing officers' initial plan of action. All of this should be accomplished face-to-face so nothing will be misunderstood, but it may be done over the radio if the situation is such that a face-to-face meeting cannot take place at that time. Once all of the information has been passed and the officer assuming command is up to speed on the situation, he\she will announce over the radio, who he\she is, where he\she is, and that he\she will be assuming command from the officer that he\she is relieving. He\she should also announce where the command post is or will be if it is to be moved.


## **RELEASE OF INFORMATION TO THE MEDIA**

If the incident is of such magnitude that the media becomes involved, the following guidelines will be used.

1. A Public Information Officer, (P.I.O.) or Company Officer, will be appointed by the Incident Commander if the media is present at the scene. His/her function will be to relay information to the media as it becomes available for release to the public.
2. No member of the Torrance County Fire Department will disclose any information about an ongoing incident, investigate, or disciplinary action to the media. They should direct them to the P.I.O., or to the I.C.
3. If a fatality is involved, information will not be released to the public until the next of kin have been notified and they agree to release the information.

No member of the Torrance County Fire Department will conduct an interview with the media concerning department business unless the chief has been notified and approves the interview.

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>LOCKOUT/TAGOUT</b>	<b>2.7</b>
	<b>Scope:</b>	Fire Scene Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

**PURPOSE:**

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

**Lock-out Tag-out at Emergency Scenes**

Lockout/ tag out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or member exposure to live electrical parts or exposure to a stored energy source on any machinery or equipment.

Whenever a situation is encountered that meets the above criteria upon arrival at the scene Torrance Fire Department personnel shall check to see if building/plant personnel or company personnel have begun Lockout/Tagout procedure. If they have begun the procedure then Estancia Fire Department locks or tags shall be added to the ones already present.

If Lockout/ Tag out procedures have not been initiated then the Estancia Fire Department personnel will initiate this guideline. Notify all affected personnel that a Lockout/Tagout procedure is required and the reason why (i.e. emergency). With the assistance of the building/plant personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled won't be hurt any further.

Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches are not isolating devices.

Dissipate and isolate all stored energy (if applicable) such as that found in springs, elevated machine members, rotating parts, hydraulic systems and air, gas, steam or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

Lockout the energy isolation devices with energy lockout device(s) issued to each station for lockout tagout procedures. If one or more station is working at the same incident then each station will put their individual lock(s) and or tag(s) on the energy lockout device.


If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A Tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter at the controls to keep the machine/equipment from being activated shall be used.

Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.

Once the disentanglement of the patient has been completed, the equipment shall remain locked/tagged out until proper notifications, investigations have been completed. A photograph of the lock/tag out equipment shall be taken for evidence purposes before removal.

#### Compliance with This Program

All members are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized members are required to perform the lockout in accordance with this procedure. All members, upon *observing* a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	LIQUIFIED GAS RESPONSE	<b>2.8</b>
	<b>Scope:</b>	Firefighter Scene Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

**PURPOSE:**

To outline the guidelines for handling natural and liquefied gas leaks.

**Guideline:**

Information

- A. As much information as possible should be obtained from the person reporting the leak; information such as the type of product, amount or size of the container, how long it has been leaking, are there any known ignition sources in the vicinity
- B. Size-up (gathering of information) should start as soon as the alarm is received and continue while responding to determine the extent and details of the leak.
- C. Once size-up has been completed, apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.
- D. Ensure Dispatch has requested the proper assistance from the appropriate utilities

Operational Procedures

- A. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with the pertinent details covered such as the type of gas, source of leak, ventilation in place, use of SCBA.
- B. The tactics should involve the minimum number (at least 2) personnel needed to accomplish them and all remaining personnel shall be staged in a safe and secure area. All operations that can be completed outside of the structure should be done outside. Every reported gas leak must be treated seriously and the risk to the firefighters managed as safely as possible.

Use of Equipment

- A. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area such as a basement and the area would be oxygen deficient and you could suffocate. Should an explosion occur, you will need to not only survive the explosion effect, but also the burning gases. While fire may only be a momentary flash, should you be

inhaling a breath at that moment you could severely damage your respiratory system.

### General Considerations

#### A. Characteristics of gases


1. Natural gas (methane) is colorless, treated with an odor detector, lighter than air -- rises and may be more predominant in the upper levels of a structure.
2. LP gas (propane or butane) is colorless, treated with an odor detector, heavier than air -- settles and may be more predominant in the lower levels of a structure. Caution if the structure has strong air currents. As an example, up open stairways or stud channels as may happen in a wood frame balloon constructed building the vapors may also be found in the upper levels as well as the lower.

#### B. Ignition sources

1. While it is impossible to identify every potential ignition source, some of the more common ones to be considered are as follows:
  - a. Pilot lights of appliances
  - b. Motors that may start
  - c. Arcing from electrical switches opening or closing -- could be as small as a flashlight to as large as a knife switch on an electrical cut off.
  - d. Static electricity arc

While it is impossible to outline every possible problem that may be encountered or anticipated dealing with gas leaks or solutions to resolve them, they should be treated with the utmost care. Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignment.

It is essential that a good size up be done, the real problems identified, a sound strategy developed and tactical assignments made to support the strategy.

	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>MAYDAY</b>	<b>2.9</b>
	<b>Scope:</b>	Firefighter Safety	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

**PURPOSE:**

The nature of firefighting places the firefighter at risk for becoming lost, trapped or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander and the Rapid Intervention Team. The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

**Definition:**

The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

**Procedures:**

The number one basic self-survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

- All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
- Minimum entry crew size is two members. These members must remain intact and together.
- Crews must also be working on a specific assignment and be working under the direct supervision of a Division/Group Officer or Command.
- Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

**Emergency Procedures:**

When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.

- **Call For Help Immediately** – Report on a portable radio “**Mayday – Mayday – Mayday**”. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter



thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.

- **Lost/trapped firefighter(s) should give Command information: LUNAR**

L = Location (as accurately as possible)

U = Unit ID i.e. Eng. 3930)

N = Name (names of lost or trapped crew members)

A = Assignment (assignment crew was working on or assigned to prior to encountering trouble)

R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s)).

- **THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.**

- **If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.**


#### **Radio Channels:**

- Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
- After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.
- All communications will be directed to the RIT officer. All non-affected companies shall switch to another channel as assigned by the IC and the communications center.
- All companies shall continue to operate in their originally assigned Division/Group.
- **Activate PASS Device** – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- **Crews Stay Together** – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction.
- **Follow Hose or Lifeline Out** - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the

- outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.
- **Searching For an Exit** – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breaching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.
- **Retreat to a Safe Refuge** – Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.
- **Stay Calm and Conserve Air** – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.
- **Horizontal Position** – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- **Flashlight / Tapping Noise** – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).
- **Company or Division / Group Officers** – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible the officer's report should include who is missing, their last known location, and the actions being taken. Firefighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.
- **Personal Accountability Report** – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).

**Assignment Upgrade** – Depending on severity and scope of the incident, IC is strongly encouraged to upgrade the assignment if additional resources are, or might be needed. This will be up to the Incident Commander on a case by case issue.

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	POSITIVE PRESSURE VENTILATION <span style="float: right;"><b>2.10</b></span>
	<b>Scope:</b>	Firefighter Scene Operations <span style="float: right;"><b>Volunteer</b></span>
	<b>Authority:</b>	Torrance County Fire Chief <span style="float: right;"><b>Effective Date:</b></span>

**PURPOSE AND SCOPE:**

**Purpose and Scope:**

To establish a procedure that provides a process for implementing Positive Pressure Ventilation (PPV) for support of: rescue operations, establishing fire control, overhaul procedures, or haz-mat situations. This guideline applies to all members of the department.

**Guideline:**

PPV is an accepted ventilation procedure that can be used by the personnel of the department. When there are contra-indications that prohibit the use of PPV, other ventilation procedures must be considered. Personnel will adhere to established procedures when PPV is initiated.

**Procedure:**

**PPV is Prohibited When**

- 3) Signs of back-draft are present.
- 4) The location of the fire is unknown.
- 5) In the pre-fire control mode, if properly sized attack lines cannot be in place immediately (within 15 seconds) after starting PPV.
- 6) The only available PPV discharge opening is to a location that allows smoke, fire, or hot gases to be pushed into areas which may contain trapped victim(s), or the situation may be worsened by PPV.
- 7) The discharge openings for pressurized air in a fire building cannot be controlled.
- 8) The only available exhaust opening is on the windward side of the structure and the wind is strong enough that it does not permit a functional discharge.
- 9) The existing opening(s) are too large or cannot be controlled to an acceptable ratio in regards to the inlet.

**Conditions to be Met When Using PPV**

- 10) Positive pressure ventilation is coordinated with other firefighting activities.
- 11) The flow or path of pressurized air between the inlet opening and discharge opening must be controlled; opening and closing doors, windows, etc. will assist in this process. The discharge opening may be changed to facilitate complete ventilation of the structure.
- 12) The discharge opening should be the same size as that of the intake, dependent upon the number and size of blower(s) used at the intake. Other openings of the structure acting as an exhaust should be closed or separated to build a positive pressure inside

the structure. Consider HVAC if they counteract PPV. Establish the discharge opening prior to pressurizing the structure.

- 13) Position the blower(s) outside the structure at the inlet, so the cone of air produced by the blower(s) covers the opening to form a seal around the opening.
- 14) Determine and control the path of egress for the occupants as it pertains to the flow of contaminated air to the discharge opening.

#### **Conditions to be Met When Using PPV with Fire Attack**

- 1) The location of the fire is known.
- 2) The fire is confined.
- 3) Discharge opening(s) can be controlled and do not exceed the recommended size.
- 4) Discharge opening(s) must be close to the fire location to prevent fire spread to other locations.
- 5) Attack line(s) can be advanced within 15 seconds after implementing PPV.

#### **Steps for Using PPV with Fire Attack**

- 6) IC or Officer identifies the location of the fire.
- 7) IC or Officer identifies an appropriate discharge for PPV close to fire.
- 8) Position charged attack line(s) at the inlet opening to the structure.
- 9) Position blower(s) at the inlet opening and start blower.
- 10) \*\* (1 thru 4 may involve several personnel performing tasks simultaneously)
- 11) Open exhaust opening.
- 12) Open inlet opening and pressurize the structure.
- 13) Allow 5 - 15 seconds to pressurize the structure.
- 14) Advance attack line(s).

#### **Definitions**

**Blower** - Gasoline engine-powered fan used for mechanical ventilation. (An electric powered fan may be used, but the results are decreased).

**HVAC** - Heating, ventilating, and air conditioning systems of the structure.

**IC** - Incident Commander.

**ICS** - Incident Command System that is utilized by the department.


**PPV** - Positive Pressure Ventilation.

The forcing of air from the outside of a structure to create a higher pressure within the structure than the pressure on the exterior, forcing heat, smoke, and gases from the structure, vehicle, or container.

**Ventilation** - The planned and systematic removal of smoke, fire, or gases, and replacement with cooler and cleaner air.

**Windward** - The side of the building where the wind is striking; the opposite side is leeward.

**SCBA** - Self-contained breathing apparatus.

	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	<b>RAPID INTERVENTION TEAM</b>
	<b>Scope:</b>	<b>Firefighter Scene Operations</b>
	<b>Authority:</b>	<b>Torrance County Fire Chief</b>
		<b>2.11</b>
		<b>Volunteer</b>
		<b>Effective Date:</b>

**PURPOSE:** Firefighters and other emergency responders are exposed to the highest occupational risk of injury while operating at the scene of emergency incidents. This policy establishes the procedures for a Rapid Intervention Team (R.I.T.) within the framework of the Incident Management System.

**Definition:** A Rapid Intervention Team is composed of four firefighters who may be called upon to quickly rescue or otherwise intervene and return to safety trapped or injured firefighters operating at the scene of an emergency.

The R.I.T. establishes a means of quickly and effectively assisting members suddenly threatened by a dangerous situation at an incident. The R.I.T. provides a means for the Incident Commander to initiate an immediate rescue effort.

**Procedure:** Incident Command should establish a R.I.T. whenever Fire Department personnel are required to operate under hazardous conditions or in an Immediately Dangerous to Life and Health (IDLH) atmosphere.

The composition and structure of the R.I.T. should be flexible based on the size of the incident and the complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating teams, and shall provide one or more intervention teams (RIT's) commensurate with the needs of the situation.

In the early stages of an incident, the R.I.T. shall be either:

- On scene personnel assigned and dedicated as R.I.T.
- On scene personnel performing other functions but ready to redeploy to perform R.I.T. functions.

As the incident expands in size or complexity, the R.I.T.(s) shall be on scene and personnel dedicated solely to that function.

Companies designated as R.I.T. must park their apparatus so as not to interfere with fire ground operations. The R.I.T. will bypass staging

If used for other tactical assignments, the R.I.T. must be replaced with another crew. If the need for rescue is diminished, the R.I.T. may be assigned to other tasks.

**Guide:**

**Arrival**

Face to Face with IC  
Passports to IC

**Size-Up**

360° of the building  
Occupancy  
Entry and egress locations  
Potential danger of high security doors, barred windows, building modifications

**Tactics**

Offensive, Marginal, Defensive  
Location of interior crews  
Fire ground time v. progress  
Check tactical worksheet  
Check accountability system

**Other Operations**


Check with Safety/compare information  
Potential collapse and collapse area  
Consider need for additional Rapid Intervention Teams  
Note location of EMS units  
Review egress routes and appropriate laddering to upper floors  
Confirm laddering to fire floor and floor above fire

**Equipment**

Tarp for Tool Staging  
Portable Radio(s)  
Rescue Rope (100')  
Utility Rope (100')  
Flashlights  
Thermal Imaging Camera  
(1) RIT SCBA  
Halligan/Flat head  
Bolt Cutters  
Pike Poles  
Pick Head Axe  
Saws (K12 Saw & Chain Saw)

**Other Considerations**

Hose line(s) available  
Air Bags  
Cribbing  
Shoring  
Hydraulic Tools

	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	SEARCH AND RESCUE MISSING PERSON(S) <span style="float: right;"><b>2.12</b></span>
	<b>Scope:</b>	Fire Scene Operations <span style="float: right;"><b>Volunteer</b></span>
	<b>Authority:</b>	Torrance County Fire Chief <span style="float: right;"><b>Effective Date:</b></span>

**PURPOSE AND SCOPE:**

To establish a method to perform a search and rescue for a missing person(s). This guideline applies to all members of the department.

**Guideline:** This guideline applies to search and rescue operations for missing person(s).


**Procedure:**

**General**

- 1) The priorities for operating at search and rescue operations:
  - Establishment of the last point of sighting.
  - Preservation of the scene (for tracking dogs or criminal investigations).
  - Establishment of an accountability system for rescuers.
  - Development of strategic search plans.
  - Recovery
- 2) Protective clothing shall be applicable to the area being searched. Searching heavy woods, for example, requires different attire than open fields, or residential areas. Common sense applies.
- 3) Department personnel shall provide manpower, equipment, and resources to support the overall search effort as requested by the Incident Commander.
- 4) All personnel shall stage away from the last point of sighting, and shall remain in staging until called for by the Incident Commander.
- 5) Department personnel shall work in teams of two or more, and shall participate in the accountability system.
- 6) Each group conducting a search shall have a group leader and a portable radio.
- 7) Each person shall have a flashlight for night-time searches.
- 8) Each group shall “check-in” at least once every hour with a status and Personnel Accountability Report.
- 9) This incident may be terminated when the search has been completed or suspended by the Incident Commander.



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	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	SCBA USE	<b>2.13</b>
	<b>Scope:</b>	Firefighter Scene Operations	<b>Volunteer</b>
	<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

**Procedure: Purpose and Scope:**

To establish guidelines for the use of respiratory protective equipment for all department personnel involved in emergency operations and for avoidance of any respiratory contact with products of combustion, super-heated gases, toxic products or any other hazardous contaminants. This guideline applies to all members of the department.

**Guideline:**

All personnel expected to respond and function in areas of atmospheric contamination or oxygen deficiency be equipped with Self-Contained Breathing Apparatus (SCBA) and be trained in its proper use and maintenance. Firefighters shall guard against damage to SCBAs and report any malfunction or apparent damage to the Chief or a Fire Officer.

**General**

Firefighters using SCBAs shall be properly trained, in good health and physical condition, and knowledgeable in the limitations of themselves and their equipment.

Firefighters shall possess and maintain a NM Task Book or IFSAC Firefighter I certification to wear an SCBA in a hazardous environment.

All personnel, whose assignment may require the wearing of SCBA, shall, at least once every year, demonstrate their knowledge of components, operation, use and maintenance of SCBAs and demonstrate their skill in donning an SCBA in a proper, safe and timely manner.

SCBAs stored on fire apparatus should be protected from exposure to water and direct sunlight.

The SCBA shall be stored with the cylinder valve closed, the main line and bypass valves closed, with pressure relieved from the high pressure hose, low pressure hose and the regulator.

Straps shall be fully extended.

Face pieces shall be stored in bags and in such a manner that distortion of parts will not occur.

**Operations**

15) All firefighters entering the hazardous environment will be masked up. Any firefighters that are not masked up will remain outside the hazardous environment.

16) In instances when nothing is visible upon arrival, it shall be permissible, as allowed by the Officer in charge, to carry your face piece with the breathing tube attached to the regulator, ready to be donned quickly if necessary.

17) It will be the responsibility of all firefighters to utilize SCBA where the following environments exist or are likely to exist:

- a. Fire environments
- b. Post-fire environments (overhaul/salvage)
- c. Chemical environments
- d. Hazardous materials environments
- e. Confined spaces any other environment having an atmosphere that contains harmful contaminants or is deficient in oxygen

Firefighters shall continue to use SCBA on the scene where hazardous atmospheres were encountered until the officer in charge determines the environment to be safe.

Except as limited by the number of SCBA provided, SCBA shall be worn by the full crew (excluding the apparatus operator) of apparatus responding to:

- f. All structure fires
- g. All hazardous material incidents
- h. All LP or propane tank calls
- i. All vehicle fires

Other incidents where SCBAs may be necessary are (but not limited to):

- j. Odor investigations
- k. CO2 Investigations
- l. Any fire getting a single engine response
- m. Grass and brush fires
- n. Vehicle accidents

Apparatus operators shall be aware of conditions that may warrant the use of SCBA and shall, when encountering such conditions, have ready access to a SCBA or be moved to a safe area.

When using SCBA the following guidelines should be used:

Do not use SCBA when overexerted or after exposure to other gases.

Before entering a hazardous atmosphere, check for a good face to facepiece seal and check to insure the SCBA is operating properly.

Conserve air by working efficiently.

Allow time to get out of the hazardous area before the air supply is exhausted.

If possible, work in pairs and stay in contact with a hose or lifeline.

### **Incident Termination**

18) Each fire fighter is responsible for restoring to service the SCBA they used during an emergency.

19) This shall include replacing the air cylinder with a full cylinder, cleaning of the face piece and the harness, testing the unit for proper operation, and stowing the SCBA in its assigned location.

20) The parts, including face piece, should be washed in a mild cleaning solution, rinsed thoroughly and should then be allowed to air dry. Alcohol should not be used because it may deteriorate rubber parts.

If a problem is discovered, it is to be immediately reported to the Chief or a Fire Officer and the SCBA tagged "Out Of Service" and sent for repairs.

### **SCBA In-Service Inspections**

- 21) Fire fighters shall test and inspect each SCBA each month during maintenance inspections, after each use and at any other time it may be necessary to render the equipment in a ready state of condition.
- 22) Routine inspections shall be conducted of all respiratory protection equipment and reserve cylinders on the apparatus.
- 23) The test shall include the following:
  - a. Visually inspect the entire respirator for worn or aging parts.
  - b. Check cylinder pressure gauge for "FULL" indication. If cylinder pressure is less than  $\frac{3}{4}$  full, recharge cylinder or replace with a fully charged cylinder and recharge cylinder.

### **Safety**

- 1) Personnel shall be monitored for indications of fatigue or other factors that can result in unsafe conditions.
- 2) Personnel using SCBA in hazardous atmospheres shall operate in teams of two or more who are in communication with each other through visual, physical, electronic or other means to coordinate their activities and are in close proximity to each other to provide assistance in case of an emergency.

### **SCBA Training**


- 24) Formal training in the use of SCBA shall be given at least annually to each person who might use an SCBA.
- 25) The Officer in-charge of Training shall be responsible for annually evaluating each firefighter's performance in the use and knowledge of respiratory protection equipment.
- 26) Prior to initial training, personnel shall be examined and certified by a physician as being medically and physically fit in accordance with department standards, and any other applicable standards. (DOT or OSHA Physical)
- 27) The face piece seal capability of each member qualified to use SCBA shall be verified by quantitative fit testing, as administered by the Officer in-charge of Training, on an annual basis and any time new types of SCBA are issued.

A fit test shall be repeated when a person has a condition that may interfere with facepiece sealing, such as a significant change in weight (10 lbs. or more), significant scarring in the area of the face seal, dental changes, reconstructive or cosmetic surgery or any other condition that may affect the fit of the face piece seal.
- 28) Each new member shall be tested before being permitted to use SCBA in a hazardous atmosphere.
- 29) Only members with a properly fitting face piece shall be permitted by the department to function in a hazardous atmosphere with SCBA. Beards, sideburns or facial hair that interferes with the face piece seal shall be prohibited for members required to wear SCBA.
- 30) If eyeglasses are to be worn, the member shall use frames that do not pass through the seal area of the face piece.

- 31) Personnel shall be able to successfully demonstrate their ability to operate under simulated emergency incident conditions.
- 32) Periodic evaluations shall be held to determine the proficiency level of personnel while using SCBA under simulated emergency conditions. These simulated emergency incident conditions shall be as realistic as possible while maintaining a safe level of protection for the wearer as determined by the Officer in-charge of Training.
  - a) Training and evaluations should include:
    - i) Recognizing hazards that may be encountered
    - ii) Understanding the components of SCBA
    - iii) Understanding the safety features and limitations of SCBA
    - iv) Donning and doffing SCBA
    - v) Performing applications
    - vi) Maintaining and testing of SCBA
  - b) Initial training shall include:
    - i) Identification of SCBA components
    - ii) Terminology
    - iii) Operation of SCBA and related equipment
    - iv) Inspection and maintenance of equipment with SCBA donned
    - v) Perform related emergency scene activities, advance hose line, climb ladders, crawl through windows, perform rescues, etc.

#### **SCBA Maintenance**

- 1) Failure of an SCBA pack and/or bottle must be addressed IMMEDIATELY! The pack and/or bottle will be exchanged and taken "Out Of Service".
- 2) Report the problem to the Fire Chief or a Fire Officer.
- 3) In a reasonable time mark the pack and/or bottle with red electrical tape located in the tool box of Eng. 3 and Eng. 4 and Eng. 1 to ensure the pack and/or bottle is correctly identified.
- 4) After the call identify the problem and report it back to the Fire Chief or a Fire Officer.
- 5) If the issue is minor and members of TCFD are capable of fixing it then have the problem fixed and report the fix to the Fire Chief or a Fire Officer.
- 6) If the issue is major then let the Fire Chief or a Fire Officer know and a service call will be made.
- 7) Once the problem is fixed KEEP the red tape on the SCBA and/or bottle until the Fire Chief or Fire Officer states it can be removed.
- 8) All the above steps will be documented to ensure the safety of all TCFD members.

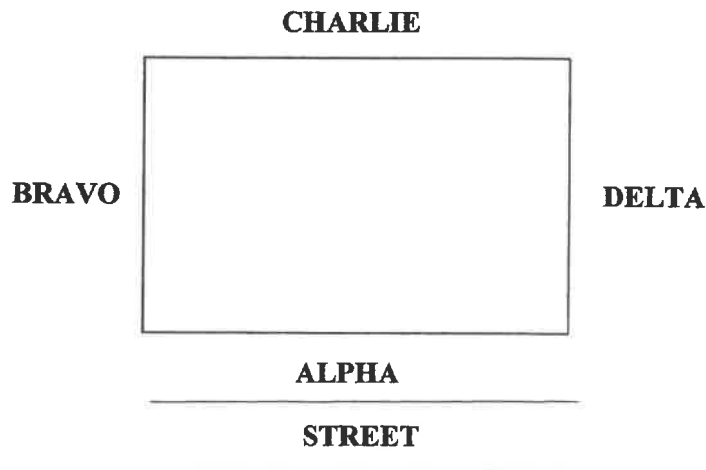
	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>SIDES OF STRUCTURE</b>	<b>2.14</b>
	<b>Scope:</b>	<b>Firefighter Scene Operations</b>	<b>Volunteer</b>
	<b>Authority:</b>	<b>Torrance County Fire Chief</b>	<b>Effective Date:</b>

**PURPOSE AND SCOPE:**


To clearly identify the four primary sides of a structure to ensure all personnel can communicate efficiently.

**Guidelines:**

1. The structure will be divided into four basic sides as follows:
  - a. **Alpha Side** – The front of the structure, usually the side facing the street and the side in which the address is identified on the structure will be the Alpha side. In cases where the front is not obvious, the Incident Commander will determine the Alpha side and will announce the location.
  - b. **Bravo Side** – The first side proceeding clockwise from the Alpha side. When facing the structure from the alpha side, Bravo side is to the left.
  - c. **Charlie Side** – The second side proceeding clockwise from the Alpha side. Facing the structure from the Alpha side, Charlie is the rear side of the structure.
  - d. **Delta Side** – The third side proceeding clockwise from the Alpha side. Facing the structure from the Alpha side, Delta is to the right.



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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	STRUCTURE FIRE OPERATIONS <span style="float: right;"><b>2.15</b></span>
	<b>Scope:</b>	Fire Ground Operations <span style="float: right;"><b>Volunteer</b></span>
	<b>Authority:</b>	Torrance County Fire Chief <span style="float: right;"><b>Effective Date:</b></span>

**PURPOSE AND SCOPE:**

To establish guidance for fighting structure fires. This guideline applies to all members of the department.

**Guideline:**

All personnel shall observe the practices and precautions established in this guideline when responding to structure fires. The incident commander may adapt and modify the guideline as required by the magnitude of the emergency and existing conditions.

**Procedure:**

**General**

- 1) Fire fighter safety/first responder safety and health shall be the overriding consideration at all emergency response operations and shall take priority over all other factors.
- 2) All personnel shall check in and out by the established Passport Accountability System.
- 3) All fire fighters shall wear NFPA compliant protective clothing consisting of:
  - a. Protective coat
  - b. Protective pants
  - c. Helmet with goggles
  - d. Boots
  - e. Gloves
  - f. Fire retardant (NOMEX) hood
  - g. Personnel exposed to vehicular traffic shall wear reflective vests.
- 4) Self-contained breathing apparatus (SCBA) with PASS alarm shall be worn by fire fighters operating in, adjacent to or above active fire areas.
- 5) Fire fighters shall operate in pairs.
- 6) A two person backup team wearing full protective equipment including SCBAs with pass alarms shall be provided when fire fighters operate in, adjacent to or above active fire areas.
- 7) The backup team shall have a charged attack line.
- 8) The backup team shall provide houseline protection as required.



- 9) Medical personnel shall be on ready standby when fire fighters operate in, adjacent to or above active fire areas.
- 10) Fire fighters shall use care and caution when entering burning structures.
- 11) Stand off to side when opening doors/windows. Limit damage to structure when forcing entry.
- 12) All fire fighters shall maintain a clear means of escape when entering active fire areas.
- 13) Personnel shall remain alert for fire ground safety and health hazards:
  - a. Overhead power lines
  - b. Vehicular traffic
  - c. Hazardous materials
  - d. Backdraft and flashover conditions
  - e. Structural failure—steel truss roofs, overhangs and false fronts
  - f. Any condition that does not look or feel right
- 14) All hazards shall be reported to the IC/ Safety Officer.
- 15) All personnel shall take adequate rest periods and remain alert for any signs/symptoms of heat stress or hypothermia/frostbite.
- 16) Personnel with signs or symptoms of heat stress or hypothermia/frostbite shall report to the rehab area (if a rehab area has not been established report to the IC/ Safety Officer).
- 17) Personnel shall report all injuries and/or symptoms of illness to the IC/ Safety Officer.

### **Action Plan**

#### **Resource Allocation**

- 1) Identify apparatus to be staffed (refer to SOG - Vehicle Response for Calls).
- 2) Communicate to dispatch (by radio) units responding and staffing.
- 3) If adequate staffing is not available, request mutual aid.

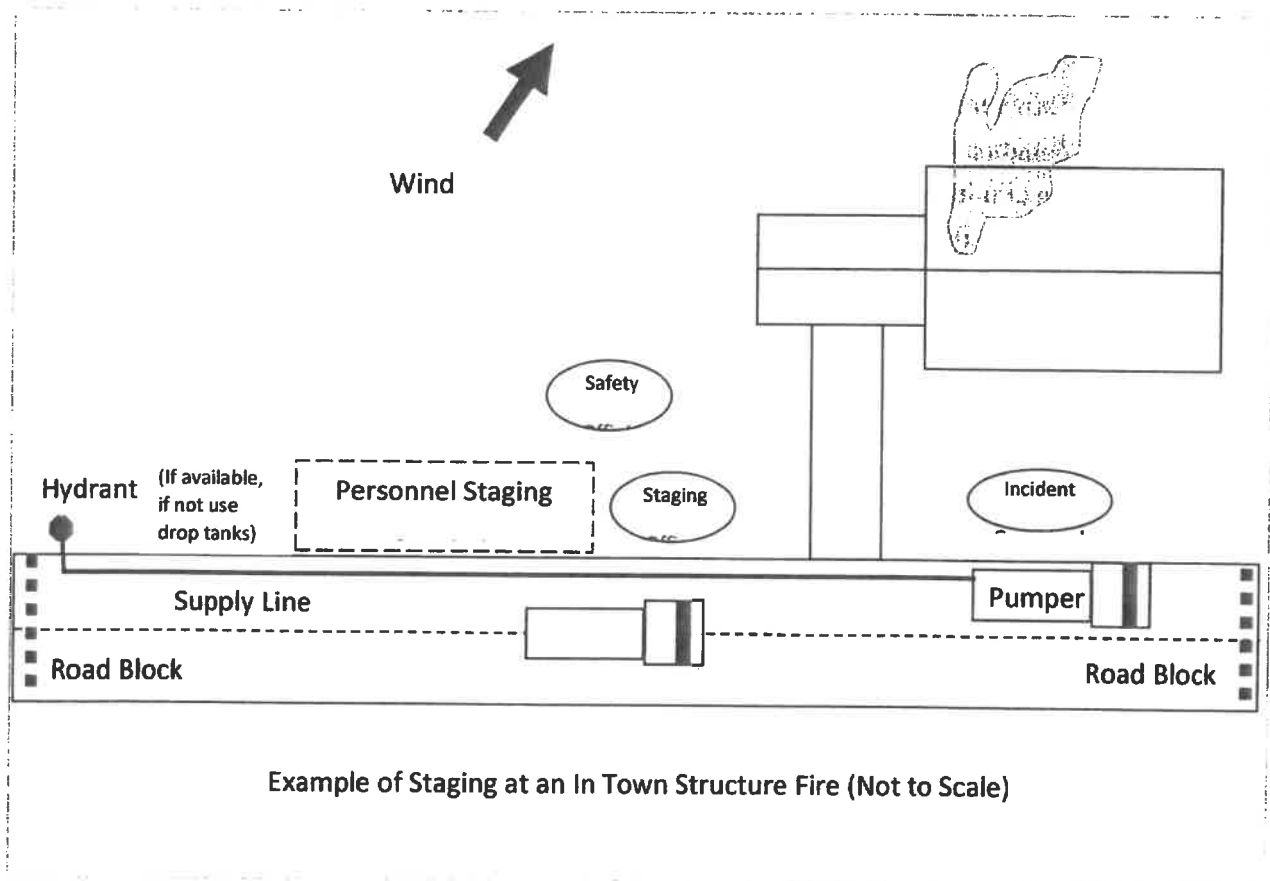
#### **Approach**

- 1) Enroute to the emergency fire department vehicles shall be driven carefully at speeds that are appropriate for existing conditions.
- 2) Caution shall be exercised when approaching intersections and when traveling through residential areas.
- 3) All riders shall be seated with seat belts fastened.
- 4) While en route observe weather conditions and plan initial actions. Approach from the uphill/upwind direction.

- 5) Approach scene with care and caution. Slow down and size up the situation as you approach. Be alert for special hazards:
  - a. Down power lines.
  - b. Involvement of hazardous materials (occupancy/location, container/vehicle type, markings/placards and/or unusual smoke/fire).
  - c. Other special hazards or circumstances.

### Staging Fire Department Vehicles

- 1) Apparatus shall be staged at a safe location that is upwind of the fire.



### Incident Management

#### Actions Size-Up

- 1) The ranking on-scene officer shall assume incident command and establish the incident management system.
- 2) Communicate to dispatch (by radio) command, units on-scene, staffing and situation. Advise dispatch of involvement and best approach.
- 3) Establish scene control and security.

- 4) Establish traffic control as required by the situation/location.
- 5) Request assistance from law enforcement as required.
- 6) Remove civilians to a safe location. As required designate fire fighter/medical personnel to comfort/console family/friends.  
Have dispatch contact Red Cross if temporary housing or other assistance is required by the family
- 7) Increase the alarm level as required by the situation.

### **Fire Ground Operations Size-Up**

- 1) Command shall review pre-incident plan if applicable.
- 2) Command shall size-up the situation to identify priorities and tactics.
  - a. Life/safety issues (is everyone out of the structure)
  - b. Fire location, intensity and involvement
  - c. Entry points
  - d. Exposures
  - e. Weather conditions
  - f. Special hazards/conditions
- 3) Command shall identify and communicate priorities and tactics.
  - a. Search and rescue
  - b. Offensive—interior fire attack and ventilation
  - c. Defensive—exterior fire attack and protect exposures
- 4) Identify priorities and tactics by life/safety issues, water supply and staffing.  
Secure Utilities
  - a. Shut off electric and gas services.
- 5) Establish Water Supply
  - a. When approaching fire scene forward lay a supply line to engine from the hydrant nearest the involved structure.
  - b. Connect additional units to other hydrants as available.
- 6) If available hydrants are not adequate treat as rural structure fire.
  - a. Position drop tank for drafting.
  - b. Establish a tanker shuttle.

### **Search and Rescue Operations**

- 1) As determined by existing conditions ventilate (forced or vertical) structure to reduce heavy smoke before entry is made.
- 2) Search and rescue shall be performed by two person teams (buddy system) wearing full protective gear including SCBAs with pass alarms with a fully charged attack line.
- 3) Chose rule of right or left and be consistent.
- 4) Maintain contact with attack line.
- 5) Perform primary search (fire area, floor above fire and fire floor) and secondary search (other areas of structure).

- 6) Identify rooms/areas that have been searched.

### **Interior Fire Attack**

- 1) As determined by existing conditions ventilate (forced or vertical) structure to reduce heavy smoke before entry is made.
- 2) Interior fire attack shall be performed by two person teams (buddy system) wearing full protective gear including SCBAs with pass alarms.
- 3) Attack fire by suitable mean— attack line or fire extinguisher.
- 4) Coordinate attack teams.
- 5) Minimize property damage. When possible remove or cover furnishings.
- 6) Maintain contact with attack line.

### **Exterior Fire Attack / Exposure Protection**

- 1) Exterior fire attack shall be performed by two person teams (buddy system) wearing full protective gear including SCBAs with pass alarms.
- 2) Based on existing conditions SCBAs may be omitted at the discretion of the safety officer.
- 3) Coordinate attack teams.

### **Vertical Ventilation**

- 1) Coordinate ventilation with other fire ground operations.
- 2) Fire fighters operating on roofs that are directly above active fires shall operate in pairs and wear full protective including SCBAs with pass alarms.
- 3) Place two ladders for alternate means of escape.
- 4) Place roof ladder on roof. Fire fighters shall remain on the roof ladder.
- 5) Cut ventilation hole at the desired location using suitable tools.

### **Forced Ventilation**

- 1) Coordinate ventilation with other fire ground operations.
- 2) Fire fighters positioning forced ventilation equipment shall operate in pairs and wear full protective equipment including SCBAs with pass alarms.
- 3) Place mechanical ventilator.
- 4) Provide a second opening in structure to ventilate desired room/area.

### **Salvage and Overhaul**

- 1) Salvage and overhaul shall be performed by two person teams (buddy system) wearing full protective gear including SCBAs with pass alarms.
- 2) Based on existing conditions SCBAs may be omitted at the discretion of the IC/ Safety Officer.
- 3) Protect structure/contents from unnecessary damage.
- 4) Locate and extinguish all hot spots.
- 5) Place structure in a safe condition.

## **Incident Termination**

- 1) Determine fire origin and cause.
- 2) Preserve any evidence if arson is suspected. Notify law enforcement and State Fire Marshall.
- 3) Return control of structure to owner/tenant.
- 4) Be sure the fire is completely extinguished before returning to station.
- 5) Insure that all personnel are accounted for before leaving scene.
- 6) Communicate to dispatch (by radio) that the incident has been terminated and that all units are returning to station.
- 7) Clean apparatus and equipment.
- 8) Replace used or damaged equipment on apparatus.
- 9) Fuel apparatus.
- 10) Conduct a debriefing as required for the incident.
- 11) Note any signs of stress, injuries or complaints of illness. Ensure follow-up.
- 12) Complete incident reports.



<b>Torrance County Fire Department Standard Operating Guidelines</b>		
<b>SOG:</b>	TWO IN / TWO OUT RULE	<b>2.16</b>
<b>Scope:</b>	Fire Ground Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

**PURPOSE AND SCOPE:**

Establish guidelines for the implementation of OSHA 29 CFR 1910.134-Two In/Two Out Rule and its application during emergency operations. This “Two-In/Two Out” Rule provides for rapid rescue of initial entry personnel operating in the IDLH atmosphere. This guideline applies to all members of the department.

**Guideline:**

“Two In/Two Out” requires a standby team of at least two members to be organized to back up the entry of two members before the initial attack into an IDLH atmosphere. These members shall be fully equipped with appropriate protective clothing, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation under way. Therefore, there must be at least four individuals on-scene at the incident to initiate interior firefighting operations in an IDLH scenario.

**Procedure:**

**Definitions**

- 1) IDLH: Immediately Dangerous to Life and Health atmosphere (IDLH); i.e., interior structure fire, confined space, toxic, or oxygen deficient environments. This includes environments with the potential to become IDLH.
- 2) RIT: Rapid Intervention Team (RIT) consists of at least two personnel fully equipped with appropriate protective clothing, Self-Contained Breathing Apparatus (SCBA), and any specialized rescue equipment that might be needed given the specifics of the operation under way.
- 3) Standby Team: Standby Team is the crew available for rescue prior to the assignment of a dedicated RIT. This consists of at least two personnel fully equipped with appropriate protective clothing, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation underway. This team may be engaged in secondary activities as described.

**Operations**

- 4) Two In/Two Out: Regulation requiring a team of at least two members to be organized before entering into an IDLH atmosphere. It requires a standby team of at least two personnel outside the IDLH atmosphere to back up the entry team in the event that the entry team requires rapid rescue.

- 5) **Exception:** An exception to the “Two In/Two Out” Rule may be taken only for life rescue given the following criteria:
  - a. You have information that an immediate risk to life safety exists within the interior IDLH atmosphere.
  - b. You have realistic expectations of successfully performing a rescue.
- 6) Entry Team Members operating in hazardous areas at emergency incidents shall operate in teams of two or more and be equipped with SCBA. Team members shall be in communication with each other through visual, audible, physical, or safety guide rope in order to coordinate their activities.

**Communication between the two member team making entry is not allowed by radio; therefore, team members must be in close proximity to each other to provide assistance in case of emergency.**

- 7) Standby Team Members shall be in communication with each other through visual or audible means (other than radio communication) in order to coordinate their activities. Only one of the two Standby Team Members outside the IDLH atmosphere may be engaged in secondary duties. For example, a fire engineer, incident commander, or other qualified member, may fill a standby position provided that their primary focus is to be dressed for and ready to perform a rescue from the IDLH atmosphere. The Standby member may only be involved in secondary duties if abandoning those duties does not jeopardize the safety or health of any member on-scene. No one shall be permitted to serve as a standby member when other activities to which they are engaged inhibit their ability to assist in performing a rescue, or are of such importance that they cannot be abandoned without placing other firefighters in danger.
- 8) In a three-story (or greater) building, a minimum of a four-member initial fire attack team shall ascend to the reported fire. Two members of the team shall be used as fire attack and the remaining two members shall standby as a RIT in the stairwell. In this situation, the company officer could be in the stairwell with another standby member while two members advance a hose line into the fire floor or the company officer could be part of the two member fire attack while two other members remain in the safe atmosphere. The Incident Commander shall provide backup for the initial fire attack team as soon as possible through the use of additional fire attack teams, companies in staging, and/or a RIT, which might normally be assigned at staging.

### **Rapid Intervention**

- 1) The department will provide personnel for the rescue of members performing interior operations involving IDLH atmospheres.
- 2) In the early stages of an incident, rescue shall be performed by a standby team or a designated RIT.
- 3) In either case, the teams shall be fully equipped with appropriate protective clothing and equipment:
  - a. RIT. On-Scene personnel designated and dedicated as a rapid intervention crew.
  - b. Standby Team. On- Scene members performing other functions but ready to redeploy to perform rapid intervention crew functions.
- 4) As an incident expands in size or complexity, which includes an Incident Commander’s request for additional resources beyond the First Alarm assignment, at least one company shall, upon the arrival of additional resources, be designated as a RIT.


**TORRANCE COUNTY  
FIRE DEPARTMENT**



**ARTICLE #3  
EMS OPERATIONS**




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	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	EMERGENCY MEDICAL PROTOCOLS	<b>3.1</b>
	<b>Scope:</b>	EMS Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>	

**“SEE ATTACHED EMS PROTOCOLS”**

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	CONTINUOUS QUALITY IMPROVEMENT
	<b>Scope:</b>	EMS Operations
	<b>Authority:</b>	Torrance County Fire Chief
		<b>3.2</b>
		<b>Volunteer</b>
		<b>Effective Date:</b>

**Purpose:** The purpose of this SOG is to clearly define the Torrance County Fire Department's guidelines for Continuous Quality Improvement (CQI). CQI is defined as the process by which a minimum set of patient care standards are being met in a competent manner by all members of the department.

**CQI Aspects:**

1. Medical report documentation
2. EMS protocol adherence
3. EMS orientation for new members
4. EMS procedures and equipment
5. EMS protocol updates
6. EMS SOG updates

**CQI Goals:**

- A. Review of medical documentation for accuracy and completion
- B. Review of medical documentation for protocol adherence
- C. Implementation of EMS orientation policies
- D. Performance and documentation of EMS critical procedures
- E. Review and revision of EMS protocols
- F. Review and revision of EMS SOG's

**CQI Process:**

- I. All patient care related medical documentation will be reviewed by qualified personnel for accuracy and completion of documentation and to insure that all personnel at each specific incident followed approved EMS protocols. Protocol driven incident review forms will be used and updated as needed. The following incidents will be reviewed by the medical director:
  1. Recommended for review by peer or officer reviewer.
  2. Responses where patient care is marked as inappropriate.
  3. Responses where care does not comply with protocols.
  4. Cardiac arrest.
  5. Trauma alerts.
  6. STEMI requests.
  7. Medication error or omission
  8. Stroke Alerts

- II. Any member of the CQI group may request an incident to be reviewed by the medical director. The CQI audit forms will be destroyed after the CQI review and the member completing the report has reviewed the audit.  
(See Audit Form Attachment)
- III. The Company Officers will develop and implement an EMS orientation manual and procedure for all new members of the department. All existing staff of the department will complete the EMS Probationary Packet. All staff with an EMS certification must be signed off on the entire EMS Packet before being the primary care provider on a call. The orientation will be mandatory for all new staff on the Torrance County Fire Department. All newly certified staff run reports will be audited by the CQI group as necessary. (See Orientation Manual Attachment)
- IV. All medically certified staff will be required to perform certain critical skills quarterly and this will be documented to prove proficiency. These skills may include, but are not limited to: dysrhythmia recognition, intravenous cannulation, IO insertion, esophageal intubation, defibrillation/AED, and CPR. The preferred method of performance is on actual patients, however this is not always possible. Other acceptable methods include anatomical mannequins and animal labs. Members who perform patient care in other employment may use that experience, as long as proper documentation is provided. The departmental training will provide opportunities to complete these skills quarterly. It is the responsibility of the CQI group and the departmental Company Officers to ensure this aspect of quality assurance is being completed.
- V. All medically certified staff will be required to perform certain skills within their scope of practice annually and this will be documented to prove proficiency. All medically certified staff should review their scope of practice annually. The preferred method of skill performance is on actual patients, however this is not always possible. Members who perform patient care in other employment may use that experience, as long as proper documentation is provided. These skills may include, but are not limited to: endotracheal intubation, foreign body airway obstruction, CPR certification, BLS certification, patient assessment and vital signs, LBB, c-collars, splinting, HARE traction, KED, scoop stretcher, pedi-pak, stair chair, oxygen equipment and suction. The department training will provide opportunities to complete these skills quarterly. It is the responsibility of the CQI group and the departmental Company Officers to ensure this aspect of quality assurance is being completed.
- VI. All staff of the department shall share the duty of performing vehicle and equipment checks and documenting these on the appropriate forms. All equipment will be varied that it is stocked and in working order.

- VII. Certified EMS providers shall read and function within the departments Pharmacy Policies and Procedures as listed in the SOG's of the department.  
(See Use and Documentation of Medications SOG)
- VIII. The department officers and all current EMS certified staff will be part of the CQI committee or as determined by the medical director.
- IX. It is the responsibility of the CQI group, the Company Officers, and the medical director to review and revise medical protocols and SOG's as frequently as needed and possible.

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**Torrance County  
Fire Department  
Standard Operating Guidelines**

<b>SOG:</b>	CQI Review Audit	<b>3.3</b>
<b>Scope:</b>	EMS Operations	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

<b>PERSONNEL</b>		<b>INCIDENT INFORMATION</b>	
Personnel:		Date of Incident:	
Primary Attendant:		Incident Number:	
Person Completing Report:		Date of this Review:	
Reviewed By:		ALS Response: Y ___ or N ___	
<b>WRITTEN DOCUMENTATION REVIEW</b>		Date of report:	
Is all written documentation complete: Y ___ N ___		Response time to scene:	
Are only approved abbreviations used: Y ___ N ___		Scene time:	
Was the report completed in a timely manner: Y ___ N ___		Response time to hospital:	
Are all required fields met: Y ___ N ___		Are all times appropriate for the Call? Comments:	
History and Physical exam complete: Y ___ N ___			
<b>REVIEWERS COMMENTS ON WRITTEN DOCUMENTATION:</b>			
Protocol #1 used _____ Was the protocol followed correctly? Y ___ N ___ Comments: _____			
Protocol #2 used _____ Was the protocol followed correctly? Y ___ N ___ Comments: _____			




**FURTHER COMMENTS FROM REVIEWER:**

**Medical Director Comments:**

**Crew / Rescue Officer Comments:**

Route to Medical Director if this incident involved (circle one) Death CPR Legal Concern Trauma Alerts

Would you like this Audit to be reviewed by the Medical Director for any reason? Yes \_\_\_\_\_ No \_\_\_\_\_

	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	EXPOSURE CONTROL / BLOODBORNE PATHOGEN PROGRAM	3.4
	<b>Scope:</b>	EMS Operations	<b>Volunteer</b>
	<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

**PURPOSE AND SCOPE:**

This program was created to provide our Department members with procedures and policies to reduce or eliminate occupational exposure to blood-borne pathogens to ensure their safety and health. This program was prepared in accordance with OSHA regulation Section 1910.1030 Blood-borne Pathogens.

Copies of this program shall be located at each site where members report to work.

**Program administrator:** The program administrator shall be responsible for annual review of the program, coordination of Blood-borne pathogen infection control training, purchase of equipment, incident reviews of injuries or illnesses that involve potential and actual exposures and maintain medical records.

Members should refer their questions or comments about this program to the administrator.

The program administrator is the Fire Chief.

**Members covered:**

Members that perform tasks that meet one of the following descriptions shall be covered under this program:

- a. Tasks that involve actual or potential for mucous membrane or skin contact with blood, body fluids or tissues.
- b. Tasks that involve no exposure to blood, bodily fluid or tissues, but membership may require exposure in an emergency.

The tasks that may result in occupational exposure will be included for each classification as well as the personal protective equipment that is provided to the employees.

**Personal protective equipment:** Personal protective equipment (PPE) shall be provided to members based on the exposure review consistent with the PPE policy of the Town of Estancia Volunteer Fire Department. Contaminated equipment and clothing shall be cleaned, laundered or disposed of by the department.

**Universal precautions:** Members must comply with the following precautions if exposed to blood or blood products:

- a. Wash hands after any potential exposures as soon as practical. Bottles of waterless

- hand soap may be issued to all employees working at locations without water sources.
- b. Use necessary PPE with limited exception.
  - c. Contaminated sharps, glass or needles must be disposed in a puncture resistant and leak proof container with proper warning labels.
  - d. Disinfect respirators after each use.
  - e. Employees with cuts or scrapes on their hands while preparing food shall use food preparation gloves.
  - f. Eating, drinking, smoking, applying makeup or handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure.

**Member information and training:** Any covered member or those who supervise covered employees shall receive training as required by the following Sections in CFR 1910.1030(g)(2). Training will include:

- a. An accessible copy of the regulatory text of this standard and an explanation of its contents;
- b. A general explanation of the epidemiology and symptoms of blood-borne diseases;
- c. An explanation of the modes of transmission of blood-borne pathogens;
- d. An explanation of the employer's exposure control;
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE;
- g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE;
- h. An explanation of the basis for selection of PPE;
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and
- j. Information on the appropriate actions to take and persons to contact in an emergency vaccination will be offered free of charge;
  - involving blood or other potentially infectious materials;
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information on the post-exposure evaluation and follow-up that the member is required to provide for the member following an exposure incident;
- m. An explanation of the signs and labels or color coding.

Training will be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training will be documented.

**Every member will be trained prior to undertaking any task where exposure could exist and retrained annually.**

**Housekeeping:** All work-sites and vehicles will be maintained in a clean and sanitary condition.

All contaminated equipment or locations shall be cleaned up as soon as feasible using the universal precautions. All bins, pails, cans and similar receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials should be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination. Biohazard bags and container will be provided for contaminated material disposal.

### **Hepatitis B vaccination and post-exposure evaluation and follow-up**

Hepatitis B vaccine and vaccination series will be provided free of charge to all employees who have occupational exposure including post-exposure evaluations and follow-ups for all employees who have had an exposure incident. Medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, will be performed by or under supervision of a licensed physician.

Employees accepting Hepatitis B vaccinations shall complete the consent form.

Employees declining the Hepatitis B vaccinations shall complete the declination form.

The forms and other medical records shall be maintained in the members' confidential medical file.

### **Significant Exposure**

1. A significant exposure occurs when blood or other potentially infectious materials come into direct contact with eyes, nose, mouth, into an open cut or by needle puncture injury.
2. If an member experiences a significant exposure to blood or other potentially infectious materials, or experiences a situation where a significant exposure is likely to have occurred, the member will:
3. Report the incident to the supervisor on duty as soon as possible.
4. The member will complete a short form describing the incident completely. The report will document specifically the method of potential transmission of infectious disease.
5. The supervisor will complete the required notice of injury forms.
6. Communicable Disease Exposure Report Form:
7. Immunodeficiency Disorder Virus. If the source individual declines to give consent, the department shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

8. When the source individual is already known to be infected with HBV or HIV, testing of the source individual's blood need not be repeated.
9. Results of the source individual's testing shall be made available to the exposed member and the member shall be informed of the applicable laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
10. The exposed member's blood shall be collected as soon as feasible and tested after consent is obtained. If the member consents to base line blood collection but does not consent to HBV or HIV testing, then the sample shall be preserved for at least 90 days. If the member elects to have the base line sample tested within this 90 day period, then the testing shall be done as soon as feasible after the request.
11. Consulting during this period will be made to the member.

**Post exposure procedures:**

Members subjected to an exposure incident shall:

- a. Immediately report exposure incident to a supervisor
- b. Complete member's personnel exposure report within 12 hours of exposure
- c. Report to designated health care provider for post exposure evaluation, care and counseling

**Violation of blood-borne pathogens/exposure control program:** Members who violate procedures will be disciplined according to the personnel policy. Members will also be required to attend retraining on the procedures or policies that were violated.

# Torrance County Fire Department

## Hepatitis B

### Vaccination Record & Consent

This is to certify that I, \_\_\_\_\_ have been informed of my need to take the Hepatitis B vaccination due to the exposure created by my membership.

I have read the prescribed information for the Hepatitis B vaccine and understand the usage, contraindications, precautions, adverse reactions, dosage and administration related to the vaccine.

I understand that I must have three (3) doses of the vaccine to confer immunity and that the cost of the Hepatitis B vaccine will be assumed by the employer.

I also understand that there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine.

*I have read this form and understand its contents, therefore, I request that the Hepatitis B vaccine be given to me.*

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Person Administering Vaccine**

\_\_\_\_\_  
**Date**

Vaccination Date	Lot Number	Site Given	By Whom	Manufacturer

2<sup>nd</sup> Dose = 1-2 months after initial dose 3<sup>rd</sup> dose = 4-6 months after initial dose

# Torrance County Fire Department

## Hepatitis B

### Vaccination Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials that I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge. However, I decline the Hepatitis B vaccination at this time. I understand that by declining vaccination, I continue to be at risk of acquiring Hepatitis B virus infection.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccination, I can receive the series at no charge to me.

I have read this form and understand its contents. **Member's initials:** \_\_\_\_\_

**Member's Name:** \_\_\_\_\_

\_\_\_\_\_  
**Member's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**

# Torrance County Fire Department

## Exposure Record

Incident No. \_\_\_\_\_ Incident Name: \_\_\_\_\_ Incident Time \_\_\_\_\_

Name \_\_\_\_\_

Last First Middle Date of Birth Social Security Number

Complete street address and mailing address City Town State Zip

Home Telephone Work Telephone Email address

Officer on Scene: \_\_\_\_\_ Location of incident: \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Exposure type:</b> <input type="checkbox"/> Inhalation <input type="checkbox"/> Direct Contact <input type="checkbox"/> Ingestion	<b>Materials:</b> _____ _____ _____ _____
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Decontamination Method \_\_\_\_\_ By whom? \_\_\_\_\_

Length of Exposure \_\_\_\_\_ Symptoms (if any) \_\_\_\_\_

\_\_\_\_\_



**Treatment at Scene? \_\_\_\_\_ By whom? \_\_\_\_\_**

**Type of treatment \_\_\_\_\_**

**Treatment at Medical Facility? \_\_\_\_\_ Where? \_\_\_\_\_**

**By whom? \_\_\_\_\_**

**Type of treatment \_\_\_\_\_**

**List protective clothing and/or procedures used prior to exposure \_\_\_\_\_**

**Safety Officer's Comments:**

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**Additional pertinent information:**

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**Signature of Firefighter/EMS** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Safety Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	<b>PATIENT CONFIDENTIALITY</b>
	<b>Scope:</b>	<b>EMS Operations</b>
	<b>Authority:</b>	<b>Torrance County Fire Chief</b>
		<b>3.5</b>
		<b>Volunteer</b>
		<b>Effective Date:</b>

**PURPOSE AND SCOPE:**

To establish a procedure that clearly states the expectations regarding business and patient confidentiality. This guideline applies to all members of the department.

**Policy:** It is the obligation and guideline of the department to protect the privacy of patient information and to maintain the confidentiality of all information and protect all individual rights to privacy.

1. All information gathered while responding on an alarm is strictly confidential and will not be discussed with any person not active on the Torrance County Volunteer Fire Department. This includes, but is not limited to the following information:
  - a. Reason for the alarm
  - b. Medical history of patient
  - c. Mental status of patient
  - d. Medications of the patient
  - e. Events leading up to or causing the alarm
  - f. Any detail of the events that happened before, on, or after the alarm
  - g. Any suspicions of alcohol or drug use by the patient
  - h. Any treatments rendered by the Torrance County Volunteer Fire Department or the receiving medical facility
  - i. Any information obtained from the receiving hospital such as outcome and update reports on the patient condition
  - j. Any other protected health information as defined by the HIPAA act of 1996.
  
2. Any of the information gathered as listed in #1 above should only be discussed with other members of the Torrance County Volunteer Fire Department that either responded on the call or are performing CQI activities. Any discussion should ONLY take place while physically at the Torrance County Volunteer Fire Department where there is no chance of the information being obtained by other individuals. This information will not be discussed with other family members, spouses, or other friends.

3. All physical documentation of confidential information as outlined in #1 above will remain on the premises of the Torrance County Volunteer Fire Department. This information could include, but is not limited to:
  - a. Patient care report (PCR)
  - b. Scratch notes taking during alarm
  - c. EKG readings
  - d. Medication lists
  - e. Insurance sheets from the receiving hospital
  - f. Dispatch information
  - g. Audit forms and notes
  - h. Any other documentation that could potentially reveal protected health information
  
4. Patient care reports (PCR) and all other physical documents shall be placed in the records storage room inside of the filing cabinet upon completion of the alarm. All information as listed in #1 above will only be in one of six places:
  - a. Records storage room inside of the filing cabinet in the folder marked "EMS reports"
  - b. In the officers room for audit and billing purposes
  - c. In the possession of the medical director for audit purposes
  - d. In the possession of billing for billing purposes
  - e. In the locked storage.
  - f. In possession of the CQI committee for audit reviews
  
5. The records storage area shall be locked at all times when a member of the Torrance County Volunteer Fire Department is not on the premises. Only active members of the Torrance County Volunteer Fire Department shall have access to the records storage room.
  
6. Patient care report data should be entered into the PCR software in a timely fashion. Access to the data will be made through a password into the application. All members shall be issued their own password, which should be kept confidential. The software administrator will periodically check the login activity to the application.
  
7. Once patient care reports have been entered into the software, the original report as well as all other information should be placed back in the filing cabinet. The EMS Coordinator will remove the reports to prepare them for audits (and billing).
  
8. Any physical documents that have protected health information or confidential information pertaining to an alarm will be shredded immediately if they are to be discarded.

9. All information will be stored in the filing cabinet and all billing information will remain on the premises of the Torrance County Volunteer Fire Department.
10. Confidential information received via fax will remain in the record storage room. This room shall be locked at all times to prevent a possible disclosure of information should a fax be received when no members are present at the department.
11. Any request for confidential information that does not pertain to the immediate treatment of the patient listed in #1 above shall be directed to the Fire Chief. No member shall disclose any confidential information. All requests for information must be made to the Fire Chief at which time the request will be reviewed and the appropriate steps taken.
  - a. Confidential information may be released to:
    - i. The receiving medical facility or BLS/ALS service for the purposes of treatment
    - ii. The billing agency for the purposes of billing
    - iii. Coroners and medical examiners for the purpose of identification and determining cause of death
  - b. Confidential information may only be released by the Fire Chief or in the following situations:
    - i. Law enforcement inquires (local, county, and state)
    - ii. Workers compensation inquires
    - iii. Judicial or law firm inquires
    - iv. Department of Transportation inquires
    - v. DNR inquires
    - vi. Social services
    - vii. Department of Public Health
    - viii. Media
    - ix. Research purposes
    - x. First responder service inquires
    - xi. Mutual aid fire department inquires
    - xii. Town administration inquires
    - xiii. Patients employer inquires
12. To prevent accidental disclose of confidential information, only members of the Torrance County Volunteer Fire Department shall be permitted in the records storage room. Members shall make all reasonable efforts to protect confidential information while working on paperwork that contains confidential information.
13. While in the process of exchanging confidential information for reason listed in #11, section a above, members of the Torrance County Volunteer Fire Department shall make reasonable attempts to protect the information from being disclosed to non-acceptable parties. This should include, but is not limited to the following:

- a. Place of discussion (ER hallway – vs – patients room)
  - b. Level of conversation (yelling – vs – normal conversation levels)
  - c. Other people in the area (ER waiting room – vs – patients room or nurses desk)
14. Communication via email pertaining to the events of a response, patient information and updates, or any other information normally classified as confidential is strictly prohibited. Although email communication is an easy way to share information, emails can be forwarded quickly and end up in the wrong hands.

# Torrance County Volunteer Fire Department

## Notice of Privacy Practices SOG 3.6

**IMPORTANT: THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

As an essential part of our commitment to you, the Torrance County Volunteer Fire Department maintains the privacy of certain confidential health care information about you, known as Protected Health Information or PHI. We are required by law to protect your health care information and to provide you with the attached Notice of Privacy Practices.

The Notice outlines our legal duties and privacy practices with respect to your PHI. It not only describes our privacy practices and your legal rights, but lets you know, among other things, how the Torrance County Volunteer Fire Department is permitted to use and disclose PHI about you, how you can access and copy that information, and how you may request restrictions on our use and disclosure of your PHI.

*Purpose of this Notice:* Torrance County Volunteer Fire Dept. is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information or PHI, and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. This Notice describes your legal rights, advises you of our privacy practices, and lets you know how the Town of Torrance County Fire Department is permitted to use and disclose PHI about you.

Torrance County Volunteer Fire Dept. is required to abide by the terms of the version of this Notice currently in effect. In most situations we may use this information as described in this notice without your permission, but there are some situations where we may use it only after we obtain your written permission, if we are required by law to do so.

*Uses and Disclosures of PHI:* Torrance County Volunteer Fire Dept. may use PHI for the purposes of treatment, payment, and health care operations, in most cases without your written permission. Examples of our use of your PHI:

*For treatment.* This includes such things as verbal and written information that we obtain about you and use pertaining to your medical condition and treatment provided to you by us and by other medical personnel (including doctors and nurses who give orders to allow us to provide treatment to you.). It also includes information we give to other health care personnel to whom we transfer your care and treatment, and includes transfer of PHI via radio or telephone to the hospital or dispatch center as well as providing the hospital with a copy of the written record we create in the course of providing you with treatment and transport.

*For payment.* This includes any activities we must undertake in order to get reimbursed for the services we provide to you, including such things as organizing your PHI and submitting bills to insurance companies (either directly or through a third party billing company), management of billed claims for services rendered, medical necessity determinations and reviews, utilization review, and collection of outstanding accounts.

*For health care operations.* This includes quality assurance activities, licensing, and training programs to ensure that our personnel meet our standards of care and follow established policies and procedures, obtaining legal and financial services, conducting business planning, processing grievances and complaints, creating reports that do not individually identify you for data collection purposes, and certain marketing activities.

*Use and Disclosure of PHI without your Authorization.* Torrance County Volunteer Fire Dept. is permitted to use PHI without your written authorization, and without providing an opportunity to object in certain situations, including:

For Torrance County Volunteer Fire Dept.'s use in treating you or in obtaining payment for services provided to you or in other health care operations;

For the treatment activities of another health care provider;



To another health care provider or entity for the payment activities of the provider or entity that receives the information (such as your hospital or insurance company);

To another health care provider (such as the hospital to which you are transported) for the health care operations activities of the entity that receives the information as long as the entity receiving the information has or has had a relationship with you and the PHI pertains to that relationship;

For health care fraud and abuse detection or for activities related to compliance with the law;

4 To a family member, other relative, or close personal friend or other individual involved in your care if we obtain your verbal agreement to do so or if we give you an opportunity to object to such a disclosure and you do not raise an objection. We may also disclose health information to your family, relatives, or friends if we infer from the circumstances that you would not object. For example, we may assume you agree to our disclosure of your personal health information to your spouse when your spouse has called the ambulance for you. In situations where you are not capable of objecting (because you are not present due to your incapacity or medical emergency), we may, in our professional judgment, determine that a disclosure to your family member, relative, or friend is in your best interest. In that situation, we will disclose only health information relevant to that person's involvement in your care. For example, we may inform the person who accompanied you in the ambulance that you have certain symptoms and we may give that person an update on your vital signs and treatment that is being administered by our ambulance crew;

To a public health authority in certain situations (such as reporting a birth, death or diseases as required by law, as part of a public health investigation, to report child or adult abuse or neglect or domestic violence, to report adverse events such as product defects, or to notify a person about exposure to a possible communicable disease as required by law;

For health oversight activities including audits or government investigations, inspections, disciplinary proceedings, and other administrative or judicial actions undertaken by the government (or other contractors) by law to oversee the health care system;

For judicial and administrative proceedings as required by a court or administrative order, or in some cases in response to a subpoena or other legal process;

For law enforcement activities in limited situations, such as when there is a warrant for the request, or when the information is needed to locate a suspect or stop a crime;

For military, national defense and security and other special government functions;

To avert a serious threat to the health and safety of a person or the public at large;

For workers' compensation purposes, and in compliance with workers' compensation laws;

To coroners, medical examiners, and funeral directors for identifying a deceased person, determining cause of death, or carrying on their duties as authorized by law;

If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ donation and transplantation;

For research projects, but this will be subject to strict oversight and approvals and health information will be released only when there is a minimal risk to your privacy and adequate safeguards are in place in accordance with the law;

We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

Any other use or disclosure of PHI, other than those listed above will only be made with your written authorization, (the authorization must specifically identify the information we seek to use or disclose, as well as when and how we seek to use or disclose it). **You may revoke your authorization at any time, in writing, except to the extent that we have already used or disclosed medical information in reliance on that authorization.**

*Patient rights: As a patient, you have a number of rights with respect to the protection of your PHI, including:*

*The right to access, copy, or inspect your PHI. This means you may come to our offices and inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. We may also charge you a reasonable fee for you to copy any medical information*

*that you have the right to access. In limited circumstances, we may deny you access to your medical information, and you may appeal certain types of denials*

We have available forms to request access to your PHI and we will provide a written response if we deny you access and advise you of your appeal rights. If you wish to inspect and copy your medical information, you should contact the Fire Chief.

*The right to amend your PHI. You have the right to ask us to amend written medical information that we may have about you. We will generally amend your information within 60 days of your request and will notify you when we have amended the information. We are permitted by law to deny your request to amend your medical information only in certain circumstances, like when we believe the information you have asked us to amend is correct. If you wish to request that we amend the medical information that we have about you, you should contact the Fire Chief.*

*The right to request an accounting of our use and disclosure of your PHI. You may request an accounting from us of certain disclosures of your medical information that we have made in the last six years prior to the date of your request. We are not required to give you an accounting of information we have used or disclosed for purposes of treatment, payment or health care operations, or when we share your health information with our business associates, like our billing company or a medical facility from/to which we have transported you.*

We are also not required to give you an accounting of our uses of protected health information for which you have already given us written authorization. If you wish to request an accounting of the medical information about you that we have used or disclosed that is not exempted from the accounting information, you should contact the Fire Chief.

*The right to request that we restrict the uses and disclosures of your PHI. You have the right to request that we restrict how we use and disclose the medical information that we have about you for treatment, payment or health care operations, or to restrict the information that is provided to family, friends or other individuals involved in your health care. But if you request a restriction and the information that you asked us to restrict is needed in order to provide you with emergency treatment, then we may use the PHI or disclose the PHI to a health care provider to provide you with emergency treatment. Torrance County Volunteer Fire Department is not required to agree to any restrictions you request, but any restrictions agreed to by Torrance County Volunteer Fire Department are binding on Torrance County Volunteer Fire Department.*

*Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice on Request. If we maintain a web site, we will prominently post a copy of this Notice on our web site and make the Notice available electronically through the web site. If you allow us, we will forward you this Notice by electronic mail instead of on paper and you may always request a paper copy of this Notice.*

*Revisions to the Notice. Torrance County Volunteer Fire Department reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all protected health information that we maintain. Any material changes to the Notice will be promptly posted in our facilities and posted to our web site, if we maintain one. You can get a copy of the latest version of this Notice by contacting the Fire Chief.*

*Your Legal Rights and Complaints. You also have the right to complain to us, or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or to the government. Should you have any questions, comments or complaints you may direct all inquiries to the Fire Chief. Please Contact:*

**Fire Chief**


**Torrance County Volunteer Fire Department**

**P.O. Box 48**

**Estancia, New Mexico 87016**

**(505)384-1067**

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>		
	<b>SOG:</b>	<b>MASS CAUSULTY INCIDENT</b>	<b>3.7</b>
	<b>Scope:</b>	<b>EMS Operations</b>	<b>Volunteer</b>
	<b>Authority:</b>	<b>Torrance County Fire Chief</b>	<b>Effective Date:</b>

**MULTICASUALTY INCIDENT – MCI**

**PROCEDURE AND SCOPE:**

This guideline provides organization and structure for managing emergencies that result in multiple patient injuries, illnesses, or deaths, regardless of the cause. Implementation of the procedures detailed here are directed toward the goal of producing the largest number of survivors while providing for responder and community safety, accountability, welfare and environmental concerns.

This document provides specific guidance for an MCI and uses the NIMS Incident Command System (ICS) as required by the State of New Mexico.

**Definitions:**

**System Level MCI:**

An incident that taxes the immediate area EMS system.

**Low Level MCI:**

An incident with 5 patients of which 2 or more are Red Tag (critical) patients.

**High Level MCI:**

An incident with more than 5 patients, or more than 2 Red Tag (critical) patients.

**Procedures:**

**Scene Size Up:**

- The first unit on scene will commit to the following actions (DO NOT BEGIN TREATMENT): Confirm that an MCI exists Have Dispatch notify and dispatch the EFD EMS Chief (or other Command Staff if the EMS Chief is unavailable). Rapidly assess the incident Estimate the number of patients Determine the need for additional EMS resources Determine the need for additional outside agencies, resources or specialized equipment (e.g., law enforcement, HazMat, heavy equipment)

## **Notification of Hospitals:**

The appropriate notification to area hospitals concerning the existence of a MCI should occur as soon as possible by the Incident Commander or designated officer. Specific information (e.g., unit, patient numbers, criticality, etc.) should be conveyed directly to these hospitals as the incident progresses.

- Contact Torrance County Communications Center, and advise them of the incident (County Command page for MCI). They can then utilize the EM Resource to notify the hospitals of the situation. If Christus St. Vincent Hospital will be getting patients, have Torrance County Communications Center contact and advise them of the situation.
- Coordinate transport destination(s) with Torrance County Dispatch (If no TCFD Command staff on scene for transportation officer). Advise of tag color and number of patients on board.
- Transporting units should not be making individual radio reports in a large scale MCI unless there is a significant change in patient condition.

## **Assignment of Officers:**

The Incident Commander (IC) may assign the following positions as needed:

Triage Officer

Staging Officer

Public Information Officer (PIO)

Treatment Officer

Transportation Officer (if required)

Extrication Officer (if required)

Rehabilitation Officer (if required)

## **START TRIAGE**

Each TCFD Unit is equipped with the commercially available START Triage Kit, and each member of the crew should be familiar with the START Triage system.


**RED (IMMEDIATE/CRITICAL):** These are the patients of the highest priority, which, in most circumstances, are removed and treated first. This category EXCLUDES patients that are in cardiopulmonary arrest, or are near death and have, in the judgment of the Triage Officer, fatal injuries.

**YELLOW (DELAYED/SERIOUS):** Patients whose injury/illness is serious and needs attention. However, treatment and transport may be delayed until viable RED patients have been treated and transported.

**GREEN (MINOR/STABLE):** Patients who may have treatment and/or transport delayed.  
**BLACK (DECEASED):** Patients who are already dead or so severely injured that death is certain within a short timeframe, regardless of treatment given.

**CONTAMINATED:** These patients may be from any triage category but need to be grossly decontaminated prior to transport. Colors should be used with Triage Tags, tape, ribbons, tarps, flags, etc.

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	<b>Torrance County Fire Department Standard Operating Guidelines</b>	
	<b>SOG:</b>	Respiratory Protection Program <span style="float: right;"><b>3.8</b></span>
	<b>Scope:</b>	Firefighter Scene Operations <span style="float: right;"><b>Volunteer</b></span>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b>

**PURPOSE**

The purpose of this policy is to ensure the protection of all employees from respiratory hazards, through proper use of self-contained breathing apparatus (SCBA). SCBA shall be used only during activities designated for their use according to the specifications established by the manufacturer.

This policy contains minimum requirements of a fire service respiratory protection program. The regulations of 29 CFR 1910.134 require written procedures governing the selection, use, and maintenance of protective breathing apparatus (SCBA) be established.

**RESPONSIBILITY**

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.
2. All firefighters have the responsibility to learn and follow this policy.

**DEFINITIONS**

1. **Hazardous Atmosphere:** Any atmosphere that is oxygen deficient (<19.5%) or that contains a toxic or disease-producing contaminant. A hazardous atmosphere might or might not be immediately dangerous to life and death.
2. **Respiratory Hazard:** Any exposure to products of combustion, superheated atmospheres, toxic gases, vapors, or dust, or potentially explosive or oxygen-deficient atmospheres, or any condition that creates a hazard to the respiratory system.
3. **Self-Contained Breathing Apparatus (SCBA):** A respirator worn by the user that supplies a respirable atmosphere that is either carried in or generated by the apparatus, and that is independent of the ambient environment.
4. **Supplied Air Respirator:** A respirator that provides respirable air to the user on demand. This system is equipped with an escape bottle. The normal breathing air is connected with hose to a bank of cylinders or smaller cylinders.

**POLICY**

- A. Medical Certification
  1. Medical evaluation required
    - a. Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee.



- b. The Torrance County Fire Department provides a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator on incident responses.
2. Medical evaluation procedures
  - a. All Torrance County Fire Department personnel shall be medically evaluated, examined and certified to use self-contained breathing apparatus.
  - b. The extent of this evaluation and examination shall be determined on a schedule in coordination with Occupational Medicine Services.
  - c. A written policy of the medical examination.
  - d. Each member will be medically evaluated at least every other year.
3. Follow-up medical examination
  - a. The Torrance County Fire Department shall ensure that a follow-up medical examination is provided for department members:
    1. Whose initial medical examination demonstrates the need for a follow-up medical examination.
      - a. The follow-up medical examination shall include any medical tests, consultations, or diagnostic procedures that the Physician deems necessary to make a final determination.
4. Administration of the medical questionnaire and examinations
  - a. The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee.
  - b. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content.
  - c. The Torrance County Fire Department shall provide the employee with an opportunity to discuss the questionnaire and examination results with the Physician.
5. Supplemental information for the Physician
  - a. The following information must be provided to the Physician before the Physician makes a recommendation concerning an employee's ability to use a respirator:
    1. The type and weight of the respirator to be used by the employee.
    2. The duration and frequency of respirator use (including use for rescue and escape).
    3. The expected physical work effort.
    4. Additional protective clothing and equipment to be worn.
    5. Temperature and humidity extremes that may be encountered.
    6. Any supplemental information provided previously to the Physician regarding an employee need not be provided for a subsequent medical evaluation if the information and the Physician remain the same.
  - b. The Torrance County Fire Department has provided the Physician with a copy of the written respiratory protection program.
6. Medical determination
  - a. In determining the employee's ability to use a respirator, the Torrance County Fire Department shall:
    1. Obtain a written recommendation regarding the employee's ability to use the respirator from the Physician.
    2. The recommendation shall provide only the following information:

- a. Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
- b. The need, if any, for follow-up medical evaluations.
- c. A statement that the Physician has provided the employee with a copy of the Physician's written recommendation.

7. Additional Medical Evaluations

- a. At a minimum, the Torrance County Fire Department shall provide additional medical evaluations that comply with the requirements of this section if:
  - 1. An employee reports medical signs or symptoms that are related to ability to use a respirator.
  - 2. A Physician, supervisor, or the respirator program administrator informs the Torrance County Fire Department that an employee needs to be reevaluated.
  - 3. Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation.
  - 4. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

B. Face Piece Fit Testing

- 1. All personnel shall on an annual basis be fit tested using a qualitative testing method. The purpose of this testing shall be to ensure proper face piece size and function. Records of these tests shall be kept in the employee's medical file.
- 2. All new personnel shall be tested prior to SCBA use.
- 3. Members shall be clean-shaven to prevent the possible failure of SCBAs to protect their respiratory system.
- 4. If a firefighter wears eyeglasses, the fire fighter shall use frames that do not pass through the seal area of the face piece. A firefighter will receive a pair of special glasses that fit inside face piece.

C. Training

- 1. The department's training program shall evaluate the ability of members to:
  - a. Demonstrate knowledge of the components of respiratory protection as outlined in OSHA 1910.134(k).
  - b. Demonstrate the use of all types of SCBA utilized by the department under conditions of obscured visibility.
  - c. Demonstrate the emergency operations that are required when a SCBA fails.
  - d. Demonstrate emergency techniques using a SCBA to assist other members, conserve air, and show restrictions in use of bypass valves.
  - e. Demonstrate the use of a SCBA in limited or confined spaces.
  - f. Training shall be conducted under simulated stressful circumstances to promote immediate response to emergency operations.
  - g. Annual SCBA training shall be provided to each member required to use breathing apparatus.

#### D. Emergency Scene Use

1. All members who are exposed to respiratory hazards or who might be exposed to such hazards without warning shall use respiratory protection. Members who are operating in areas that might be subject to these hazards where there is sufficient warning to don respiratory protection equipment shall have respiratory protection equipment readily available for use.
2. These hazards include overhaul situations, unless it is determined that the area has been adequately ventilated to eliminate respiratory hazards. The environment in question will be monitored during frequent intervals using the air monitor.
3. All members operating in confined spaces, below ground level, or where the possibility of a contaminated or oxygen-deficient atmosphere exists until, or unless, it can be established by monitoring and continuous sampling that the atmosphere is not contaminated or oxygen deficient, shall use respiratory protection equipment.
4. One of the contaminants that can be readily measured is carbon monoxide (CO). Respiratory protection equipment should not be removed where tests reveal a concentration greater than 35 ppm of CO or where other toxic contaminants are known or suspected to be present.
5. Members shall wear respiratory protection equipment according to the manufacturer's requirements.
6. Members shall be clean-shaven to prevent the possible failure of SCBAs to protect their respiratory system.
7. Members shall be monitored for indications of fatigue or other factors that can result in unsafe conditions per Policy 200.08.
8. After a firefighter has consumed two consecutive SCBA bottles of air, he/she shall go to the rehab area for rest per Policy 200.08. The firefighter may return to duty after receiving Rehabilitation Group Supervisor and/or Incident Commander approval.
9. Members using SCBA or Supplied Air Respirators shall operate in teams of two or more who shall be able to communicate with each other through voice, visual, or touch to coordinate their activities and who shall be in close proximity to each other to provide assistance in case of an emergency.
10. Where members are involved in operations that require the use of SCBA or other respiratory protective equipment, at least one member shall be assigned to remain outside the area where respiratory protection is required. This member shall be responsible for maintaining a constant awareness of the number and identity of members using a SCBA, their location and function, and their time of entry. Members with SCBA shall be available for rescue.

#### E. SCBA Monthly Inspection

1. Monthly inspection of respiratory protection equipment shall be conducted.
2. Battery Test - the PAK-ALERT SE 7 distress alarm, the battery condition can be tested manually as follows:
  - a. Make sure the PAK-ALERT SE 7 distress alarm is in the off condition (cylinder valve closed with no flashing green lights)
    1. Press and hold the RESET button on the console. Observe the FINAL light color in the sequence to determine the status. The back frame lights will display a BRIGHT light FOLLOWED BY THE FINAL STATUS COLOR as follows:

- a. GREEN lights illuminated on the control console and back frame lights indicate sufficient battery power remaining
  - b. RED lights on the control console and back frame lights indicate that the batteries are low must be replaced before the respirator is to be used again. See Battery Replacement section of SCBA Manufacturer's Operating and Maintenance Manual
3. Inspect the complete respirator for worn or damaged components.
  - a. Inspect hoses and rubber parts which exhibit cracking, splitting, or brittleness.
  - b. Inspect RIC rubber boot for wear and cleanliness
  - c. Inspect RIC for cleanliness.
  - d. Inspect harness webbing for cuts, tears, abrasion, fraying, or indication of heat of chemical damage.
  - e. Check all buckles and fasteners for proper operation.
  - f. Check the cylinder retention system for damage and for proper operation.
  - g. Verify that the respirator is clean.
4. Inspect the gasket on the breathing regulator that seals against the face piece for rips or damage that may break the seal.
5. Inspect the breathing regulator for damaged or missing components.
  - a. Verify that the regulator gasket is not damaged and is in place around the outlet port of the regulator.
  - b. Verify that the purge valve (red knob) is not damaged and turns smoothly one-half turn from stop to stop.
  - c. Inspect the Heads-Up Display for damage.
    1. Verify that the rubber guard is in place and is not torn or damaged.
6. If the hose to the breathing regulator is equipped with a quick disconnect, inspect both the male and female quick disconnects.
7. Pay special attention to the following:
  - a. Inspect the operation of the locking sleeve on the female quick disconnect. If any damage is noted, remove it from service and tag for repair.
  - b. Inspect the condition of the male quick disconnect for signs of wear. Particularly look for wear on the locking ridge. If the coating is worn through and bare metal is showing, do not use the regulator assembly. Remove it from service and tag for replacement.
8. Verify that the quick disconnect operates properly. Breathing regulators equipped with a quick disconnect use a Pull-back Sleeve Coupling.
9. If the regulator is not attached to the face piece, proceed as follows:
  - a. Align the two flats of the regulator outlet port with the corresponding flats in the face piece port (the red purge valve on the regulator will be in the 12 o'clock position). Insert the regulator into the face piece port.
  - b. Rotate the regulator counterclockwise (as viewed from inside of face piece) until the red purge valve knob is on the left side of the face piece. The lock tab on the regulator will lock into the face piece retainer with a "click." When the lock tab is properly engaged, the regulator will not rotate.
10. Verify that a FULL cylinder is properly installed in the back frame and that the reducer hose coupling is hand tightened to the cylinder valve outlet.
11. Check that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise and pointer on knob upward).

12. Fully depress the center of the air saver/donning switch on the top of the regulator and release.
13. Slowly open the cylinder valve by fully rotating the knob counterclockwise.
  - a. VIBRALERT alarm shall actuate and then stop.
  - b. The HEADS-UP DISPLAY will initialize with all five lights on for twenty seconds followed by display of cylinder supply level.
    1. If the LOW BATTERY light at the far right of the display remains lit or begins to flash, replace the batteries.
  - c. The PAK ALERT SE 7 distress alarm (PASS) which will be actuated when the cylinder valve is opened.
    1. Check the Module lights are operating as described below:
      - a. Start up PASS (Open Cylinder) - Bright Light then Flash GREEN
      - b. Normal Operation - Flash GREEN
      - c. Respirator Low air (1/4 cylinder) - Flash ORANGE (alternately)
      - d. Low Battery while ON - Flash ORANGE once every two (2) seconds
      - e. Shut down - Lights OFF
      - f. Press MANUAL ALARM with unit OFF - Flash GREEN then Full Alarm Flash RED
      - g. Press RESET from manual alarm - Returns to Flash GREEN
      - h. PASS Pre-Alarm - Flash RED (alternately)
        1. Audible notification is heard
      - i. PASS Full alarm - Flash RED (simultaneously)
        1. Louder Audible notification is heard
14. Check that the remote pressure gauge is operating properly and that it reads within 10% of the value on the cylinder pressure gauge.
15. Don the face piece or hold the face piece to the face to affect a good seal. Inhale sharply to automatically start the flow of air. Breathe normally from the face piece to ensure proper operation.
16. Remove face piece from face. Air shall freely flow from the face piece.
17. Fully depress the air saver/donning switch on the top of regulator and release. The flow of air from the face piece shall stop.
  - a. Examine the complete respirator for air leaks. There shall be no leakage of air from any part of the respirator.
18. The regulator is equipped with a red purge knob which allows air to flow into the face piece in an emergency without breathing on the respirator. The purge control is also used to release residual air from the respirator after the cylinder valve is turned off. Check the purge valve as follows:
  - a. Rotate purge valve 1/2 turn counterclockwise (pointer on knob downward). Air shall freely flow from the regulator.
  - b. Rotate purge valve 1/2 turn clockwise to full closed position (pointer on knob upward). Air flow from regulator shall stop.
19. Push in and rotate the cylinder valve knob clockwise to close.
  - a. When the cylinder valve is fully closed, open the purge valve slightly to vent residual air pressure from system.
  - b. As the residual air pressure vents from the system, the remote pressure gauge needle will swing from "FULL" and move towards "EMPTY."

- Observe the lights of the HEADS-UP DISPLAY and verify that they light properly in descending order.
- c. Close the purge valve when the gauge needle crosses the “¼” mark but before the beginning of the red “EMPTY” band.
  - d. The VIBRALERT end of service indicator alarm shall actuate (rapid clicking).
  - e. The red light on the far left of the HEADS-UP DISPLAY shall flash rapidly at ten (10) times per second.
20. After verifying that all alarms are functioning, open the purge valve slightly to vent the remaining residual air pressure from the system.
    - a. All alarms shall cease operation when the system pressure drops to zero except the accessory electronic end of service time indicator.
    - b. To terminate the electronic end of service time indicator, press the Manual Reset button on the Control Console twice and then twice again after the flashing green light sequence.
  21. When air flow stops completely, return purge valve to the fully closed position (pointer on knob upward).
  22. If there is any discrepancy or malfunction noted during the inspection. Do not use the respirator. Remove it from service, tag it with an Out of Service Tag and follow those procedures.
  23. Inspection of respiratory protection equipment shall be conducted by the user before and after each use.
  24. All inspections and cleaning will be recorded on the Station SCBA Inspection Record.
    - a. Each SCBA unit will have an inspection record.
  25. Consult SCBA Manufacturer’s Operating and Maintenance Manual for further information and diagrams of some of the steps above.

#### F. After Use Inspection

1. After every use of an SCBA fire personnel shall be responsible for the following:
  - a. Fill cylinder(s) to the correct pressure
  - b. Clean SCBA of dirt and other contaminants
  - c. Decontaminate the regulator
    1. Remove any obvious dirt from the external surfaces of the regulator using SCOTT recommended sanitizing or disinfecting cleaner with a sponge or soft cloth.
      - a. Alcohol wipes
      - b. Wescodyne Plus solution
    2. Inspect the inside of the regulator assembly through the regulator opening.
      - a. If excessive dirt or soil is present, forward regulator assembly to SCOTT trained authorized personnel for thorough cleaning.
    3. Depress the donning/air saver switch, close the purge knob by turning fully clockwise.
    4. Use the SCOTT recommended sanitizing or disinfecting cleaner (noted above) in the regulator opening and the immediate area around the opening.
      - a. Be sure to cover internal components completely.

- b. Follow the user instructions for the SCOTT recommended cleaner. A specific contact time may be required for sanitizing or disinfecting before rinsing.
- 5. Rinse the regulator with drinking water using a spray bottle or gently running tap water.
- 6. Shake excess water out of regulator. Completely air dry the regulator before use.
  - a. To speed drying of the regulator, gently blow dry with clean, dry breathing air of 30 psig maximum. **Do not use shop air or any other air containing lubricants or moisture.**
- 7. If regulator was disconnected from air supply for cleaning, reconnect and open purge valve to remove any moisture from regulator spray bar. Close purge valve.
- 8. Perform REGULATOR CHECK as follows (Complete this before Step D):
  - a. Check to make sure the respirator cylinder is at least 1/4 full.
  - b. Verify that the donning/air saver switch is fully depressed.
  - c. Close the purge knob.
  - d. Reattach the regulator to the respirator, (if removed for cleaning).
  - e. Slowly open the cylinder valve at least one (1) full turn.
  - f. If air flow from the regulator is heard, close the cylinder valve, repeat steps 1, 2 and 3. If air flow is still heard, close the cylinder valve fully, tag unit for repair and remove from service.
  - g. Open the purge valve and observe the air flow from the regulator spray bar. Droplets of water indicate the regulator is not dry. Dry the regulator according to Step 7 listed above and repeat the REGULATOR CHECK
- d. Follow MONTHLY INSPECTION steps
- e. Record the information on the appropriate SCBA inspection record
- f. Place the SCBA back into service in the appropriate location
- g. Consult SCBA Manufacturer's Operating and Maintenance Manual for further information and diagrams of some of the steps above.

#### G. Personal Alert Safety System (PASS)

- 1. One PASS device shall be provided for each SCBA.
- 2. PASS devices are integrated into operation of the SCBA. The PASS will activate upon the air being turned on the SCBA.
- 3. When using the Supplied Air Respirators, the firefighter shall turn the PASS device to the "on" position and ensure the audible alarm is sounding. After the alarm has been verified, the switch shall be rotated to the "auto" position.
- 4. The method of checking the PASS is listed under Section E – Monthly SCBA Inspection
- 5. The batteries that are used to power the device shall be changed every 6 months.
- 6. Any malfunction of the PASS device shall be reported immediately to the company officer and the SCBA shall be taken out of service.

#### H. Annual SCBA Maintenance

- 1. Qualified personnel in accordance with manufacturer's instructions shall complete annual inspection, servicing and testing of SCBA.

## I. Storage of SCBA

1. All SCBA shall be properly secured in the brackets provided on each vehicle.
2. Stationary cascade systems shall be properly chained or otherwise secured against falling.
3. Spare air cylinders shall be stored in brackets or other holders provided and shall not be stored loose or where there may be risk of damage.
4. When and where practical, SCBA that are subject to adverse cold weather conditions shall be temporarily stored in heated areas to protect from freezing.

## J. Face Piece Inspection and Maintenance

1. All personnel are issued an individual face piece with a face piece bag for storage.
2. The maintenance and inspection is the responsibility of the wearer.
3. These masks shall be maintained in a clean, dry and useable condition.
4. Care of the face piece is as follows (Consult SCBA Owner's Manual for further information):
  - a. With the regulator removed, carefully wash the face piece assembly with SCOTT recommended cleaner according to the instructions provided with the cleaner and thoroughly rinse in clean water.
  - b. If the face piece is heavily soiled, it may be necessary to first wash the face piece with a solution of mild soap or detergent in warm water (110° F / 44° C maximum).
  - c. A nose cup is designed to be an integral part of the face piece and does not need to be disassembled for cleaning.
  - d. To sanitize or disinfect the face piece, use the SCOTT recommended sanitizing or disinfecting cleaner according to the instructions provided with the cleaner.
  - e. Sanitizing or disinfecting may require a specific contact time of the cleaner prior to rinsing.
  - f. The Kevlar head harnesses are made of porous material, SCOTT recommended cleaner may not be effective on porous material.
  - g. Rinse with drinking water using a spray bottle or running water.
  - h. Shake excess water off of face piece and then dry with a clean, lint free cloth or gently blow dry with clean, dry breathing air of 30 psig or less pressure. Do not use shop air or any other air containing lubricants or moisture.
5. If there is a problem with a face piece, the problem shall be brought to a Company, Chief Officer or Fire chief for correction of problem or replacement of face piece.
6. There is an extra face piece carried on each apparatus carrying SCBA for use in the case of a problem with an individual's face piece.

## K. Recharging Air Cylinders

1. All breathing air cylinders will be refilled only from a cascade system that has been set up for this purpose.
2. Only personnel who have been trained on the proper procedures and equipment shall fill air cylinders.
3. Personnel assigned to operate fill station equipment shall visually inspect all cylinders before refilling.



4. Cylinders that do not meet the manufacturer's requirements due to defects or damage, or that have not met hydrostatic test requirements, shall be left unfilled and removed from service.

#### L. Hydrostatic Testing

1. Every cylinder shall be hydrostatically tested within 60 days before the latest hydrostatic test date has lapsed.
2. All carbon wrapped cylinders every five years.
3. Any cylinder that has been exposed to extreme conditions such as dropping, excessive heat, or accident shall be hydrostatically tested before being placed back in service.

#### M. Air Quality Testing

1. All breathing air used in SCBA and produced by stationary compressors shall be a minimum of Grade D or E.
2. Compliance with this requirement shall be achieved through quarterly testing of all compressors for air purity through a third party authorized laboratory.
3. All department compressors shall be maintained and serviced annually to insure optimum operation and air purity.
4. An authorized third party shall change oil, replace filters and otherwise perform maintenance per manufacturer's specifications.

#### N. Records and Reports

1. All information on all SCBA shall be recorded on the particular SCBA inspection form.

#### O. Records

1. The Fire Chief shall be responsible for all records pertaining to SCBA use, testing, maintenance, repair, wearer use and appropriate testing of the individual users.
2. All such records shall be kept in a file in the Fire Chief's Office.

#### P. SCBA Program Evaluation

1. The department shall annually review the SCBA Respiratory Protection Program for the purpose of determining the need to upgrade or change various aspects of the program.
2. Further, an annual review of this policy shall be conducted to ensure they are being followed and to make necessary adjustments for the effective operation of the program.

**References** Code of Federal Regulations 29 CFR 1910.134, Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog.php>, SCOTT Operating & Maintenance Instructions, August 2009

**TORRANCE COUNTY  
FIRE DEPARTMENT**



**ARTICLE #4  
FORMS**



## Torrance County Fire Dept Daily/Ambulance Inspection Report

Ambulance: \_\_\_\_\_ Date: \_\_\_\_\_ Mileage: \_\_\_\_\_ Crew: \_\_\_\_\_

**Vehicle Exterior**  
 Headlights-High/Low  
 Running Lights  
 Brake Lights  
 Turn Signals/Flashers  
 Back-up Lights and Alarm  
 Light bar  
 Emergency Lights  
 Cleanliness

Good	Repair

Glass  
 Mirrors  
 Exhaust  
 Tires  
 Body  
 License Plate Condition  
 License Plate Number

Good	Repair

Remarks: \_\_\_\_\_

**Under the Hood**  
 Hoses (leaks/Cracks)  
 Windshield Washer Fluid

Good	Repair

Belts  
 Oil Level  
 Batteries

Good	Repair

Remarks: \_\_\_\_\_

**Vehicle Interior**  
 Fuel Gage  
 1/4 1/2 3/4 Full  
 Communications  
 Heating/Cooling Systems  
 Turn Signals

Good	Repair

Windshield Wipers  
 Cleanliness  
 Interior Lights  
 Seatbelts  
 Parking Brake  
 Siren

Good	Repair

Remarks: \_\_\_\_\_

**Vehicle in Motion**  
 Steering Smoothness  
 Suspension

Good	Repair

Brakes  
 Back-Up Alarm

Good	Repair

Vehicle Starting: \_\_\_\_\_

Easy                      Hard                      Stutters                      Hesitates                      "Jump"                      Doesn't                      Circle One

Remarks: \_\_\_\_\_

**Miscellaneous**  
 Insurance Card/Exp Date  
 Registration Card  
 Fire Extinguisher  
 Fuel Card  
 Cleanliness of Equipment

Yes	No

Reflectors/Triangles  
 Flashlights  
 ERG  
 County Map Book  
 County Protocols

Yes	No

Yes                      No

*By signing below, each crew member verifies the accuracy of this report along with stating that they have a current NM drivers license, with no current driving restrictions (i.e. revoked DWI ect.)*

Crew Signature: \_\_\_\_\_

Crew Signature: \_\_\_\_\_



Suction	Personal Protective Equipment
1 On Board Suction Unit	2 Box Gloves (Small)
Port. Suction Unit either Manual or Batt powered	2 Box Gloves (Medium)
High Flow on Board Regulator	2 Box Gloves (Large)
On Board Flow meter w/tubing adapter	2 Box Gloves (X-Large)
Suction Catheters	Emesis Basin or Convenience Bags
Stretcher	4 Gowns
All purpose multi-level ambulance stretcher	Sharps Container
Two sets of clean linen including blankets & pillows	2 Eye Protection
Stretcher safety straps	Bio-Hazard Bags
Stretcher impervious mattress	Hand Sanitizer and Disinfectant
Stretcher mechanism lockign device-Gurney Latch	Masks ( 1 BOX N95 )
Stretcher safety catch-"J" Hook	Obstetrics
Communication	2 commercially available OB kit
(1)UHF Frequency two way radio	Advanced Level Equipment & Supplies
(1)Copy of the EMS/COM manual	6 IV catheters 14Ga
(1)800 MHz Frequency two way radio	6IV catheters 16Ga
(1)VHF two way radio (optional)	6 IV catheters 18Ga
2 handheld two way radios	6 IV catheters 20Ga
Splintintz Devices	6 IV catheters 22Ga
2 sets Cervical Collars Infant to Adult	6 IV catheters 24Ga
1 Adult Traction Splint	5 Macro IV Drip tubing (10 Drops / ml )
1 KED	5 Micro IV Drip tubing (60 Drops / ml )
2 Backboards	2 Buretrol Tubing or Chambers
2 set straps,(6 Individual, 2 "spider" style)	1 Intra Osseous needle 18Ga
2 Head Blocks	1 Intra Osseous needle 15Ga
2 sets Extremity Splinting Devices	1 Pediatric Dosage Wheel or Tape
Assorted Arm Boards or Sam Splints- Infant through adult	6 Normal Saline Bags 1,000ml
1 set Blood Pressure Cuffs (A,P,1)	3 I ,000ml Lactated Ringers Bags
1 Stethoscope	2 Blood sets
Trauma	Assorted Syringes (1cc, 3cc, 5cc, 10cc, 20cc, 60cc)
2 liters of sterile water or saline for Irrigation	Assorted Needles 25g , 22 g , 18g
12 sterile soft roller bandages	
6 Triangular Bandages	
1 Box Band Aids	Airway bag
1 Pair Trauma Sheers	
6 Sterile Trauma Dressings 3 L, 3 S	
50 Sterile 4x4	Glucose meter
4 rolls adhesive tape (2-1/2inch & 2-1/2inch)	Semi-automatic defibrillator
4 Cold Packs	I.V. Warmer
4 Hot Packs	Medications as designed by the service
2 Sterile Burn Sheets Individually wrapped	
3 Sterile Occlusive Dressings	Portable Medical Kit or BAG
1 Manual Resuscitation Devices (BVM) Adult	1 blood pressure kit with cuffs for sizes Infant, Peds & Adult
1 Manual Resuscitation Devices (BVM) Peds	1 stethoscope
1 Manual resuscitation Devices (BCM) Infant	4 soft sterile Roller, (Kerlix/King) style bandage
1 On Board O2 Delivery Tank with Regulator	3 Triangular bandages
1 On Board O2 Delivery Flow Meter	2 trauma dressings
2 "13" size O2 Portable Tanks & Regulator	10 4X4 sterile dressing bandages
4 Nebulizer sets	1 roll tape 1 inch
6 Disposable Nasal Canulas (Adult)	1 roll tape 2 inch
6 Disposable Nasal Canulas (Peds)	1 pair trauma sheers
6 Disposable High Concentration Oxygens Masks (Peds) & (6) Adult	1 penlight
2 Combitube's ( 1 )41F & ( 1 )37F	2 sterile burn dressings
2 sets OPA & NPA	1 Adult Size BVM
Safety Equipment	1 Set OPA & NPA sets
Reflective Apparel to outfit crew members	2 Sterile Occlusive Dressings
2 D Cell Flashlights with batteries	Multiple Sized Pairs of Gloves
3 Triangular Reflective devices	
(1) North American Response Guidebook	CLEANLINESS & ORGANIZATION OF EQUIPMENT
Fire ext inguisher ( 1 ) 10 pound or (2)5 pound	CLEANLINESS & ORGANIZATION OF SUPPLIES





Torrance County  
Fire Department



Citizen Complaint form

Name of person taking complaint: \_\_\_\_\_

Name of person making complaint: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results of investigation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date complainant contacted with the results of the investigation and action taken:

Name of person investigating Complaint: \_\_\_\_\_





**MED BOX INVENTORY**  
**T.C.F.D. UNIT # \_\_\_\_\_**

<b>MEDICATION</b>	<b>EXP. DATE</b>	<b>ON HAND</b>	<b>NEED</b>
5-ALBUTEROL			
5-IPRATROPIUM			
3-ORAL GLUCOSE			
1-ASA/ASPIRIN			
1-ACETAMINOPHEN			
3-EPINEPHRINE			
LOXONE			
2-50% DEXTROSE			
1-NITROGLYCERIN			
1-1000ML NORMAL SAL.			

<b>ITEM</b>	<b>EXP. DATE</b>	<b>ON HAND</b>	<b>NEED</b>
1-SHARPS CONTAINER			
1-IV DRIP TUBING (10 DROPS/ML)			
1-IV DRIP TUBING (60 DROPS/ML)			
15- ALCOHOL PREP PADS			
2- TOURNIQUETS			
ASSORT. SYRINGES 1/3/5/10cc			
ASSORT. NEEDLES 25g,22g,18g			
EXTENSION SET			
2-EACH 14,16,18,20,22,24 ANGIO			
3-VENI-GARD			
ASSORT. 4X4/2X2			

EMT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_













**Torrance County**

**Employee Performance Review**

Employee Information			
Name		Employee ID/Badge #	
Job Title		Date	
Department		Department Head	
Review Period			

Ratings					
	1=Poor	2=Fair	3=Satisfactory	4=Good	5 = excellent
Demonstrates Required Job Skills and Knowledge					
Has the Ability to Learn And Use New Skills					
Uses Resources Available In An Effective Manner					
Responds Effectively To Assigned Responsibilities					
Meets Attendance Requirements					
Listens To Directions From Management					
Takes Responsibility For Actions					
Honors Commitments					
Demonstrates Problem Solving Skills					
Follows Policies and Procedures					
Demonstrates A Good Work Ethic					
Communicates Effectively					
Customer Service Skills					
<b>Totals</b>					







# Torrance County

Overall Performance Rating Circle One: POOR FAIR SATISFACTORY GOOD EXCELENT

## Evaluation

Additional Comments

Goals (as agreed upon by employee and manager)

## Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Manager Signature		Date	

Please turn evaluation forms into Fire Administration upon completion.









TORRANCE COUNTY FIRE DEPARTMENT

APPARATUS CHECK SHEET

District # \_\_\_\_\_



UNIT NUMBER	DATE						
Inspected by							
MILEAGE	SUN	MON	TUES	WED	THURS	FRI	SAT
ENGINE COMPARTMENT							
ENGINE OIL/OIL CHANGE NEEDED							
BELTS							
RADIATOR FLUID / HOSES / LEAKS							
PWR STEERING-FLUID LEAKS							
BATTERIES/CHARGED/WATER LEVEL/ TERMINALS							
BRAKES/FLUID/AIR PRESSURE							
TURN SIGNAL, BRAKE, REV., LIGHTS/SIREN/HORN							
HEADLIGHTS							
HEATER/AC							
WINDSHIELD CONDITION							
WIPERS AND BLADES							
FIRE/EMS REPORTS/DRIVER LOGS/FUEL LOGS							
RADIO/PORTABLES							
COMPARTMENT LIGHTS							
TRUCK CLEAN INSIDE AND OUT							
BODY DAMAGE							
TIRES/DAMAGE/AIR PRESSURE/WHEEL DAMAGE							
TANK FULL /WATER AND FUEL							
DISCHARGE AND SUCTION VALVE OPERATION							
GAUGES / PUMP PRESSURE							
PRIMER OPERATION AND PRIMER OIL							
CHECK PUMP FOR LEAKS							
RELIEF VALVE OPERATION							
PUMP DRAIN AND BLEEDER / DRAIN VALVES							
CHECK COOLER VALVES							
EXTINGUISHER/SPANNER/HYDRANT WRENCHES							
LADDERS/PIKE POLES							
WYES/ADAPTORS/GATE VALVE/HOSE							
TOOL KIT/ FIRST AID KIT							
SCBA / SPARE BOTTLES/ HAND LIGHTS							
GENERATOR PERFORMANCE/ OIL LEVEL							
RESCUE SAW / PPV FAN/ GAS CAN							
EXTRICATION PUMP PERFORMANCE/ OIL LEVEL							
CORDLESS TOOL BATTERY CHECK							
/ OR X = OK							
R= repairs required (comment of repairs needed)							
C= CORRECTED							













## Med Channels

Med Channel	Hospital	Phone number
Med 1	UNM hospital 2211 Lomas	505-272-3115
Med 2	Albuquerque Base	
Med 3	VA hospital 2100 Ridgcrest Dr.	505-256-2793
Med 4		
Med 5	St Vincents (Santa Fe) 455 Saint Michaels Dr	505-913-3934
Med 6	Lovelace Downtown 601 Dr. Martin Luther King	505-272-1002
	Lovelace Womens 4701 Montgomery	505-272-7713
	Heart Hospital 504 Elm	505-724-2375
Med 7	Presbyterian Downtown 1100 Central Ave.	505-841-1642
	Kaseman 8300 Constitution	505-291-2122
	Rust Presbyterian (Rio Rancho) 2400 Unser Blvd.	505-253-7878
Med 8	UNM Sandoval Regional Medical (Rio Rancho)	505-994-7615
Med 9	Albuquerque Ambulance	
Med 10		
	Superior Ambulance-Torrance	505-832-6589
	Morarity Fire	505-832-4301
	Torrance County Dispatch	505-384-2705









Torrance County  
Fire Department  
Medication Administration Log



Run Number:	Date:
Medication:	Lot#/Exp. Date:
Dose:	
Route:	
Notes:	
EMT Signature:	
Run Number:	
Date:	
Medication: :	Lot#/Exp. Date:
Dose:	
Route:	
Notes:	
EMT Signature	
Run Number:	
Date:	
Medication: :	Lot#/Exp. Date:
Dose:	
Route:	
Notes:	
EMT Signature:	
Run Number:	
Date:	
Medication: :	Lot#/Exp. Date:
Dose:	
Route:	
Notes:	
EMT Signature:	
Run Number:	
Date:	
Medication: :	Lot#/Exp. Date:
Dose:	
Route:	
Notes:	
EMT Signature:	











# Torrance County Fire Department



## OMI CALL REPORT

**Date:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Transported from:** \_\_\_\_\_

**Transported to:** \_\_\_\_\_

**Mileage:** \_\_\_\_\_

**Notes:**

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**Date Submitted:** \_\_\_\_\_

**Transporting Crew:** \_\_\_\_\_

Please make sure that you receive a case number from OMI or have OMI send the case number to Fire Administration. Fill out form with notes on transport details along with personnel providing transport. Any questions please contact Fire Administration.







# TORRANCE COUNTY FIRE DEPARTMENT

## PERSONAL PROTECTIVE EQUIPMENT INSPECTION FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

### COAT

- Tag Indicating Coat meets NFPA Standard?  Yes  No  
If not, Is there a tag indicating coat meets any standard?  Yes  No  
Which Standard?: \_\_\_\_\_  
Is the Vapor Barrier Intact?  Yes  No  
Is the Thermal Barrier Intact?  Yes  No  
Is the outer shell intact?  Yes  No  
Is there any contamination of the outer shell or any liner?  Yes  No  
Is there any separation of the seams of the outer shell, or any of the liners?  Yes  No  
Is the coat acceptable for use?  Yes  No

### PANTS

- Tag indicating Pants meet NFPA Standard?  Yes  No  
If no, is there a tag indicating pants meet any standard?  Yes  No  
Which Standard?: \_\_\_\_\_  
Is vapor Barrier Intact?  Yes  No  
Is thermal Barrier Intact?  Yes  No  
Is the outer shell intact?  Yes  No  
Any Contamination to Shell or Liners?  Yes  No  
Any Separations of seams of shell or liners?  Yes  No  
Are Pants Acceptable for Use?  Yes  No

### GLOVES

- Tag Indicating Gloves meet NFPA Standard?  Yes  No  
If not, Tag indicating meet any Standard?  Yes  No  
Which Standard? \_\_\_\_\_  
Any Tears on Seams or shell of gloves?  Yes  No  
Are Liners Intact?  Yes  No  
Any Contamination to Shell or liners?  Yes  No  
Are Gloves Acceptable for use?  Yes  No

### HELMET

- Tag indicating helmet meets NFPA Standard?  Yes  No  
If not Tag indicating helmet meets any standard?  Yes  No  
Which Standard? \_\_\_\_\_  
Is Visor attached without cracks?  Yes  No  
Does the helmet have flaps for ears and neck?  Yes  No  
Is the outer shell dented or cracked?  Yes  No  
Is helmet acceptable for use?  Yes  No

### BOOTS

- Tag indicating boots meet NFPA Standard?  Yes  No  
If no, Tag indicating boots meet any standard?  Yes  No  
Which Standard? : \_\_\_\_\_  
Are there any tears or abrasions that would allow water or heat To penetrate?  Yes  No  
Are boots acceptable for use?  Yes  No

### HOOD

- Is the hood made of NOMEXX, PBI or other Fire retardant material?  Yes  No  
Is the hood intact?  Yes  No  
Any Contamination of the outer shell or liner?  Yes  No  
Is hood long enough to protect ears and neck?  Yes  No  
Is hood acceptable for use?  Yes  No

Which equipment failed inspection? : \_\_\_\_\_

Reason for Failure: \_\_\_\_\_

Was equipment replaced?  Yes  No With What? : \_\_\_\_\_

Was a variance from the NFPA Standard Granted?  Yes  No Why? : \_\_\_\_\_

NAME OF PERSON GRANTING VARIANCE: \_\_\_\_\_

SIGNATURE OF PERSON GRANTING VARIANCE: \_\_\_\_\_

SIGNATURE OF PERSON INSPECTING PPE: \_\_\_\_\_

**THIS FORM SHALL BE MAINTAINED ON A MASTER FILE OF PPE INSPECTIONS FOR THE FIRE DEPARTMENT FOR REVIEW BY INSPECTORS. DO NOT FILE THIS FORM IN THE FIREFIGHTER'S PERSONNEL FILE OR OTHER FILE.**





ID # \_\_\_\_\_

### TORRANCE COUNTY FIRE DEPARTMENT Exposure Record

Incident No. \_\_\_\_\_ Incident Name: \_\_\_\_\_ Incident Time \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Date of Birth Social Security Number

Complete street address and mailing address City Town State Zip

Home Telephone Work Telephone Email address

Officer on Scene: \_\_\_\_\_ Location of incident: \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Exposure type:</b> <input type="checkbox"/> Inhalation <input type="checkbox"/> Direct Contact <input type="checkbox"/> Ingestion	<b>Materials:</b> _____ _____ _____
---	--

Decontamination Method \_\_\_\_\_ By whom? \_\_\_\_\_

Length of Exposure \_\_\_\_\_ Symptoms (if any) \_\_\_\_\_

Treatment at Scene? \_\_\_\_\_ By whom? \_\_\_\_\_

Type of treatment \_\_\_\_\_

Treatment at Medical Facility? \_\_\_\_\_ Where? \_\_\_\_\_

By whom? \_\_\_\_\_

Type of treatment \_\_\_\_\_

List protective clothing and/or procedures used prior to exposure \_\_\_\_\_  
\_\_\_\_\_

Safety Officer's Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional pertinent information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Signature of Firefighter/EMS** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Safety Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_









Torrance County  
Fire Department



**Training Request Form**

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Location: \_\_\_\_\_

Class Dates: \_\_\_\_\_

Are you requesting reimbursement for expenses?  
(Attach Travel Expense Reimbursement Form)

Why do you want to take this class and how will it benefit the Department?

-----  
Approved:  
Not Approved:  
Why?

Expenses Approved:  
Chief:  
Date:







# TORRANCE COUNTY TRAVEL REIMBURSEMENT FORM

Anticipated

Revised 03/29/2012

Traveler		Vendor No.	
Destination			
Justification			
Budget Code			
Program Charged			
Will you be traveling in state (Answer Y or N)?			
Will you be traveling to Santa Fe (Answer Y or N)?			
Is this form for ACTUAL or ANTICIPATED Reimbursement?			

## Departure

**ANTICIPATED**

Date & Time of Departure:  Be sure to write AM or PM when entering time

Do you depart before the start of the normal workday (answer Y or N) ? (i.e. 8 AM)

How many hours earlier?

Traveling To (location/site):  Be sure to include mileage chart or map printout

Miles from worksite:

Will you be using a County-owned vehicle? (answer Y or N)

Will you be requesting mileage paid to you? (answer Y or N)

If you are not traveling in a County-owned vehicle, please explain:

## Return

**ANTICIPATED**

Date & Time of Return:  Be sure to write AM or PM when entering time

Does your return occur after the end of the normal workday (answer Y or N)? (i.e. 5 PM)

How many hours later?

Returning From:  Be sure to include mileage chart or map printout

Miles to worksite:

## Airline or other fares (train, bus, taxis, airport transport, etc.)

Total Costs:

All receipts must be attached

## Mileage

miles at  0.450 per mile

## Per Diem

Total Travel and business time:  hours

Does this qualify for overnight travel?  hours beyond work day 24 hour periods

## Partial Day

Partial day per diem when occasional or irregular travel extends beyond the normal workday and no overnight lodging is required.

Less than 2 hours	\$	-
2 but less than 6 hours	\$	12.00
6 but less than 12 hours	\$	20.00
12 or more hours	\$	30.00

## Overnight Travel

In state	\$	85.00
Special Areas (Santa Fe only)	\$	135.00
Out of State	\$	115.00

Actual meals and lodging (per policy)

Actual expenses are limited per the travel policy and receipts are REQUIRED.

## Partial Day following a 24-hour period where lodging is not required

Hours beyond 24-hour period		
Less than 2 hours	\$	-
2 but less than 6 hours	\$	12.00
6 but less than 12 hours	\$	20.00
12 or more hours	\$	30.00



**Total Cost of Travel**

Amount of Advance	
Amount Due to Traveler Upon Return	
Traveler Certification: I certify that the above travel was necessary and proper County business and the amounts claimed are just and true in all aspects.	
Signature _____	Date _____

Approvals	Signatures	Date
Department Head _____	_____	_____
County Manager _____	_____	_____
County Treasurer _____	_____	_____

**Defensive Driving Requirement**

Do you have a current National Safety Council Defensive Driving Certificate (within last 2 years)? **Yes** **No**

If yes, please attach a copy of your certificate.

If no, you are not allowed to collect mileage or per diem as per the TC Personnel Manual Section 11.1 and TC Safety Manual and Loss Control Handbook Section VI.

**Per Diem Explanation**

If you are traveling within the 50-mile radius and are requesting per diem, an explanation must be noted. Likewise, if you are traveling outside the 50-mile radius and not requesting per diem, an explanation must be noted.

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ADOPTED, and approved this \_\_\_\_\_ day of, 2018.

TORRANCE COUNTY COMMISSION

\_\_\_\_\_  
James "Jim" Frost, District 1

**Attest:**

\_\_\_\_\_  
Julia DuCharme, District 2

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Javier E. Sanchez, District 3





*Agenda Item  
No. 12*





# Torrance County

Purchasing Department

Noah Sedillo

PO Box 48

205 S 9<sup>th</sup> Street

Estancia, NM 87016

Phone: (505) 544-4730 Fax: (505) 384-5294

[www.torrancecountynm.org](http://www.torrancecountynm.org)

Email: [njsedillo@tcnm.us](mailto:njsedillo@tcnm.us)

**No. 2018-01**

## **INVITATION FOR BIDS FOR FIREFIGHTER BRUSH TRUCK**

Torrance County is inviting sealed competitive bids for a Firefighter Brush Truck on the attached specification sheet.

A completed ***Campaign Contribution Form*** (included in the IFB) must be submitted with all proposals. Compliance with NMSA 1978 13-1-191.1 (2006) is required. Any company that fails to submit the ***Campaign Contribution Form*** with their proposal will be considered unresponsive.

**Torrance County requires one (1) original bid and four (4) copies** for the bid selection team. Any bidder that fails to submit the required number will be considered to be unresponsive.

Clearly mark your sealed bid as **"IFB 2018-01 – Brush Truck"**

**Bid Deadline:** Bids must be submitted to the Torrance County Purchasing Department located in the Torrance County Administrative Offices at 205 S 9<sup>th</sup> Street in Estancia, NM by 2:00 PM on September 10, 2018.

**Bid Opening:** Bids will be opened at 2:15 PM on September 10, 2018 in the Purchasing Office located within the Torrance County Administrative Offices at 205 S 9<sup>th</sup> Street in Estancia, NM.

**Bid Review:** The bids will be reviewed by a bid selection team. A recommendation will be given to the County Commission after all bids are reviewed.

**Bid Award:** The Torrance County Commission will formally award the bid at their regular commission meeting on September 12, 2018. This award date is tentative and can be changed without notice.

*Torrance County reserves the right to reject any or all bids if it is not in the best interest of the County or waive any informality in the bid process. The Invitation for Bids process will be conducted according to the New Mexico Procurement Code (Sections 13-1-28 through 13-1-199, NMSA 1978) which imposes civil and criminal*

*penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.*

*According to 13-1-158.A., no warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction of items of tangible personal property have been received and meet specifications.*

All bids must be sealed or will not be accepted. Bids will NOT be accepted after the deadline. Bids may be delivered in person to Torrance County Purchasing Department 205 South 9<sup>th</sup> Street, Estancia, NM 87016 or my mail to the Torrance County Purchasing Department, P.O. Box 48, Estancia, NM 87016. NOTE: United States Postal Service mail is not delivered until after 1:00 PM Mountain Standard Time.

#### **Resident Business Preference**

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident business possessing a valid resident business certificate shall receive 5% preference less the total cost. The Offeror's proposal must contain a copy of the Resident Business Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference.

#### **Resident Veterans Preference**

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident veteran may submit a completed Resident Veterans Preference Certificate in the proposal. The resident veteran shall receive up to 10% preference less the total cost. The Offeror's proposal must contain a Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference.

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE INVITATION FOR BIDS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)



# Torrance County

Purchasing Department

Noah Sedillo

PO Box 48

205 S 9<sup>th</sup> Street

Estancia, NM 87016

Phone: (505) 544-4730 Fax: (505) 384-5294

[www.torrancecountynm.org](http://www.torrancecountynm.org)

Email: [njsedillo@tcnm.us](mailto:njsedillo@tcnm.us)

**No. 2018-01**

## **SPECIFICATIONS FOR FIREFIGHTER BRUSH TRUCK**

Torrance County is inviting sealed competitive bids for a Firefighter Brush Truck and the following associated equipment:

### **General Construction:**

The apparatus will be designed with due on consideration of load between the front and rear axles. Weight balance and distribution will be in accordance with the recommendations of the National Fire Protection Association.

### **Chassis Specifications:**

- 2018 Dodge Ram 5500 Tradesman 4x4 Crew Chassis
- 60" CA
- 6.7 Liter Power I6 Cummins Turbo Diesel Engine
- AISIN Heavy Duty 6-Speed Auto Transmission
- 19,000 lb GVWR
- Steel Flat Bed
- 8' high x 8' wide
- 23' Total Length

### **Exterior:**

- White Chassis
- Chrome Grille (Heavy Duty Brush Guard)
- Roof Clearance Lamps
- Front Loop Tow Hooks
- Halogen Quad Lamps
- Fog Lamps
- Power Mirrors
- Chrome Appearance Group

## **Interior:**

- Air Conditioning
- Cloth Seats
- Black Vinyl Floor Covering
- Power Steering
- Power Door Locks
- Rear Folding Seat
- Electronic Vehicle Info Center
- Tilt Wheel
- Cruise Control
- Power Windows
- Keyless Entry

## **Functional:**

- Electronic Stability Control
- Heavy Duty Alternator
- Manual Shift-on-the-fly
- Transfer Case
- Anti-Spin Differential Rear Axle
- Dana Rear Axle
- Conventional Differential Front Axle
- Front Stabilizer Bar
- Rear Heavy Duty Stabilizing Bar
- Heavy Duty Engine Cooling
- Instrument Panel Mounted
- Auxiliary Transmission Oil Cooler
- Automatic Headlamps
- Sentry Key Theft Deterrent System
- 7 Pin Wiring Harness
- 52 Gallon Rear Fuel Tank
- Advanced Multistage Front Airbags
- Anti-Lock 4 Wheel Disc Brakes
- 730 AMP Maintenance Free Battery
- (4) ALL-Traction Tires
  - Matching Spare Tire
- Tow Hitch
- Standard Reflective Striping
- Whelen light & Siren Package: 56" Light Bar w/ 20 LED Module (RED) 4 Flashing on Driver Side, Passenger Side Alley Lights, and Front Work Light
- Traffic Advisor Whelen Siren w/ 9 Switch Light Control Panel
- 17 Scan Lock Siren Tones
- Whelen Mounting & Installation Kit
- Hale Pump (HPX75-B23)
  - 155 GPM @ 50 PSI, 110 GPM @ 150 PSI
  - 80 GPM @ 200 PSI, 30 GPM @ 285 PSI
  - 23 HP V-Twin Briggs & Stratton Engine
  - EPA (Evaporative Requirement Approved) Fuel Tank Exhaust Primer Standard

- OPTIONAL: Hand or Electric Primer
- Exterior Control Panel
  - To Include Suction & Discharge Gauge
  - To Include Low Oil Light & Work Switch Light
- 2" Drafting Inlet & 1.5" Discharge
- 400 Gallon UPF Defender 2CE Tank 12 Gallon Foam Cell
  - To include Lifetime Warranty
- Blue Color Coded Tank Fill
- Green Color Coded Tank Fill
- Water Level Site Fill Gauge
- Scotty Foam System (Through-the Pump)
- (2) Electric Hannay Hose Reels w/ Chrome Rollers
- (2) 100' Length 1" Hose
- (2) 1" Hose Nozzles
- Manifold System
  - (2) 1" Discharge NPSH with Aluminum Caps
  - (1) 1.5" discharge NH with Aluminum Cap
  - (1) 1" tank fill
  - (1) 1.5" check valve for pump protection
- Spanner Wrench Set

**Warranty:**

- 5 Year / 100,000 Mile Powertrain Limited Warranty
- 3 Year / 36,000 Mile Basic Limited Warranty
- 5 Year / 100,000 Mile Roadside Assistance



*Agenda Item  
No. 13*



PO Box 48  
205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 246-4725 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



**County Commission**  
Commissioner Lonnie Freyburger, District 1  
Commissioner Leanne Tapia, District 2  
Commissioner LeRoy M. Candelaria, District 3  
**County Manager**  
Joy Ansley  
**Deputy County Manager**  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**  
This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is **WEDNESDAY, NOON** prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: Stephanie Dunlap Sheriff  
First Last Department / Company / Organization Name

Today's Date: 8/20/2018 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: sdunlap@tcnm.us

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

**Brief explanation of business to be discussed:**  
Request to make Part-Time Clerk Position into a Full-Time Clerk Position  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a Resolution , Contract, Agreement, Grant Application, Other? \_\_\_\_\_

Has this been reviewed by Grant Committee?  YES  NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES  NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept?  YES  NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_

Position	Annual Salary	FICA	Medicare	Retiree HC	PERA	Annual Medical	Annual Dental	Annual Vision	Total Annual Salary W/ Benefits
Part-time records	\$11,700.00	\$725.40	\$169.65	\$234.00	\$1,117.35	\$0.00	\$0.00	\$0.00	\$13,946.40

Position	Annual Salary	FICA	Medicare	Retiree HC	PERA	Annual Medical	Annual Dental	Annual Vision	Total Annual Salary w/ Benefits
Full time Records	\$30,160.00	\$1,869.92	\$437.32	\$603.20	\$3,212.04	\$17,104.62	\$1,095.64	\$243.36	\$54,726.10





*Agenda Item  
No. 14*

GRANT AGREEMENT

This grant agreement is between the New Mexico Department of Transportation (**Department**) and Torrance County (**Grantee**). The Department and the Grantee agree as follows:

1. **Award.** The Department hereby awards the Grantee funding for the following Project: Community Driving While Impaired (CDWI), Project No. 19-CD-05-103, \$2,689.00, (Project).

2. **Scope of Work.** The Grantee shall perform the professional services stated in exhibit A.

3. **Payment.** To be reimbursed for eligible expenses, the Grantee must submit timely, properly prepared reimbursement requests as provided in the Department's CDWI Manual. The Grantee acknowledges that the Department will not pay for any expenses incurred prior to both parties signing the agreement, after termination of the agreement, or in excess of the amount of the award noted in Section 1. The Grantee must submit its final reimbursement request no later than thirty days after termination of this agreement.

4. **Records and Audit.** The Grantee shall strictly account for all receipts and disbursements related to this agreement. The Grantee shall record costs incurred, services rendered and payment received, and shall maintain these financial records during the agreement and for three years from the date of submission of the final reimbursement request. On request, the Grantee shall provide the financial records to the Department and the state auditor, and shall allow the Department and the state auditor to inspect or audit these financial records during business hours at the Grantee's principal office during the agreement and for five years after termination. If the financial records provided by the Grantee are insufficient to support an audit by customary accounting practices, the Grantee shall reimburse the Department for any expense incurred related to the insufficient documentation within thirty days of written notice from the Department. If an audit or inspection reveals that funds were used for expenses not directly related to the Project, or otherwise used inappropriately, or that payments were excessive or otherwise erroneous, the Grantee shall reimburse the Department for those funds or payments within thirty days of written notice.

5. **Officials Not to Benefit.** The parties intend that no member of the New Mexico legislature or the United States Congress, or any public official, public employee or tribal council member, in that person's individual capacity, will benefit from this agreement.

6. **Termination.** The Department may terminate this agreement for any reason, by giving the Grantee thirty days written notice. The Grantee may only terminate this agreement based on the Department's uncured, material breach of the agreement. On receipt of a "Notice of Cancellation," the Grantee shall suspend work unless otherwise directed by the Department

in writing. The parties acknowledge that termination will not nullify obligations incurred prior to termination.

7. **Appropriations.** The Grantee acknowledges that:

- a. this agreement is contingent upon sufficient appropriations and authorizations being made by the Congress of the United States or the New Mexico state legislature;
- b. if sufficient appropriations and authorizations are not made, this agreement will terminate upon written notice by the Department to the Grantee; and
- c. the Department will not expend any funds until they are approved for expenditure, and the Department's determination as to whether approval has been granted will be final.

8. **Compliance with Law.** The Grantee, its employees, agents and contractors, shall comply with the following:

- a. Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Environmental Justice Act of 1994, the Civil Rights Restoration Act of 1987, and 49 C.F.R. Section 21.
- b. All federal and state laws, rules, and regulations, and executive orders of the Governor of the state of New Mexico pertaining to equal employment opportunity, including the Human Rights Act, NMSA 1978, Sections 28-1-1 through -15. In accordance with such, the Grantee states that no person, on the grounds of race, religion, national origin, sex, sexual orientation, gender identity, spousal affiliation, serious medical condition, age or handicap, will be excluded from employment with or participation in, denied the benefits of, or otherwise subjected to, discrimination in any activity performed under this agreement. If the Grantee it is found to be in violation of any of these requirements, the Grantee shall take prompt and appropriate steps to correct such violation.
- c. State laws applicable to workers compensation benefits for the Grantee's employees, including the Workers' Compensation Act, NMSA 1978, Sections 52-1-1 through -70, and related regulations.

9. **Notices.** For a notice under this agreement to be valid, it must be in writing; be delivered by hand, registered or certified mail return receipt requested and postage prepaid, fax or e-mail; and be addressed as follows:

to NMDOT at:  
New Mexico Dept. of Transportation  
Attn: Traffic Safety Division  
P.O. Box 1149  
Santa Fe, NM 87504

to the Grantee at:  
Torrance County  
Attn: Tracey Master  
P.O. Box 48  
Estancia, NM 87016

10. **Severability.** The parties intend that if any provision of this agreement is held to be unenforceable, the rest of the agreement will remain in effect as written.

11. **Tort Claims.** The parties intend that: (1) immunity from liability for tortious conduct under NMSA 1978, Section 41-4-4(A) will apply to all conduct relating to this agreement; (2) only the waivers of immunity from liability under NMSA 1978, Sections 41-4-1 through 41-4-30 will apply; and (3) this agreement does not waive immunity from liability for tortious conduct relating to this agreement of any employee of the Department or the Grantee.

12. **Jurisdiction and Venue.** The Grantee acknowledges the jurisdiction of the courts of the state of New Mexico for any adversarial proceeding arising out of this agreement, and that venue for any such proceeding will be in the First Judicial District Court for the county of Santa Fe, New Mexico.

13. **Project Responsibility.** The Grantee acknowledges that it bears sole responsibility for performing the services referred to in Section 2.

14. **Term.** This agreement takes effect upon signature of all parties. If the Grantee does not deliver the signed agreement to the Department within sixty days of the Department's signature, the agreement will be voidable by the Department. The agreement terminates at midnight on June 30, 2019 unless earlier terminated as provided in Section 6 or Section 7.

15. **Applicable Law.** The laws of the state of New Mexico, without giving effect to its choice of law principles, govern all adversarial proceedings arising out of this agreement.

16. **Amendment.** No amendment of this agreement will be effective unless it is in writing and signed by the parties.

17. **No Third-party Beneficiary.** This agreement does not confer any rights or remedies on anyone other than the Department and the Grantee.

18. **Merger.** This agreement constitutes the entire understanding between the parties with respect to the subject matter of the agreement and supersedes all other agreements, whether written or oral, between the parties, except that this agreement does not supersede the Grantee's rights under any other grant agreement.



Each party is signing this agreement on the date stated opposite that party's signature.

DEPARTMENT OF TRANSPORTATION

Date: \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Cabinet Secretary or Designee

TORRANCE COUNTY

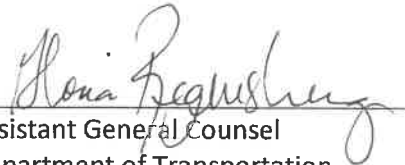
Date: \_\_\_\_\_, 2018

By: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to form and legal sufficiency.

Date: August 21, 2018

By:   
Assistant General Counsel  
Department of Transportation

Approved as to form and legal sufficiency.

Date: \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Counsel for Torrance County

**Exhibit A**

**SCOPE OF WORK, TRAINING, REIMBURSEMENT AND REPORTING**

**COMMUNITY DRIVING WHILE IMPAIRED PROGRAMS (CDWI) PROJECT NO. 19-CD-05-103**

1. **Scope of Work.** The Grantee shall conduct the following activities as required below:

(1) Utilize funding from the Department to purchase and distribute coasters and key tags that promote the Smart Choice Ride Designated Driving Program.

2. **Definitions.** For purposes of this exhibit, the following definitions apply:

“**Agency Coordinator**” means the person assigned by the Grantee to assume direct responsibility for administering all phases of the Project agreement.

3. **Training and qualifications.** The Agency Coordinator must attend Department training as required by the Department. The Grantee shall notify the Department of any changes in the Agency Coordinator. The Grantee’s officers must have law enforcement certifications in all areas necessary to conduct the services noted in paragraph 1 of this exhibit.

4. **Reimbursement.** The Department will pay the Grantee for the actual cost of activities listed in the scope of work section of this attachment. The Grantee should submit claims no later than 10 days after the end of each month. The Department will pay the Grantee for the following:

- (1) the actual costs of items listed in the scope of work; and
- (2) conference and training fees, per diem, and other related costs required under the grant and approved by the Department in advance.

5. **Reporting.** The Grantee must submit quarterly activity reports by October 31, 2018, January 31, 2019, April 30, 2019 and July 31, 2019. Quarterly activity reports should summarize the Grantee’s goals and accomplishments for the fiscal year funded under this agreement. Further, the report should detail how the Grantee’s activities contributed to meeting the Department’s highway safety targets, missions and goals.

6. **Funding.** Funding for this CDWI Project comes from a \$75.00 fee imposed on convicted drunk drivers, as allowed by NMSA 1978, § 31-12-7(B) and NMAC 18.20.6. The Grantee may transfer funds between budget categories only with prior written approval from the Department. The Project’s itemized budget is as follows:

Personal Services	\$
Contractual Services	\$
Commodities	\$2,689.00
Indirect	\$
Other	\$
<b>TOTAL</b>	<b>\$2,689.00</b>

7. **Equipment.** The Grantee may only purchase equipment under this agreement with prior approval of the Department.



*Agenda Item  
No. 15*

TimeClock Plus  
 by Data Management, Inc.  
 1 Time Clock Drive, San Angelo, TX 76904  
 325 223-9500 800 749-8463  
 sales@timeclockplus.com

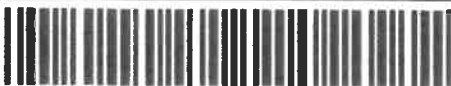
Quote	Customer	Quote Date
458729	198865	08/30/2018

CUSTOMER
Torrance County Kristin Oliver (505) 544-4706 205 9th St Estancia, NM 87016

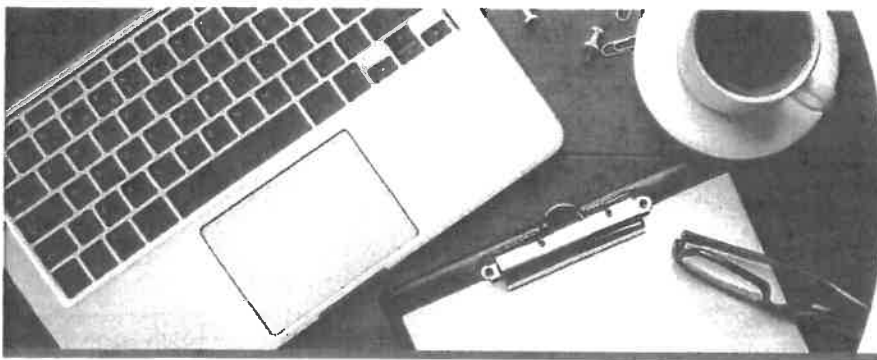
Rep	Entry	Method of Shipment	Method of Payment
MHERNANDEZ	MSOCHA	N/A	Visa

Stock No.	Ordered	Description	Unit Cost	Total
		One-Time Setup (\$249.00)		
1025-1130	1	TimeClock Plus Professional Initial Activation	249.00	249.00
		Remote Implementation/Training (\$1,800.00)		
800-814	8	Dedicated Support Services (Per hour)	225.00	1,800.00
		TCP Annual Subscription-First Year (Includes Software Support, Updates and Upgrades)		
1025-8030	110	TimeClock Plus Professional Annual Employee Licenses	60.00	6,600.00
		↳ Manager Approved Discount	(24.00)	(2,640.00)
1030-878	110	FMLA Tracking - Family and Medical Leave Act / Per Employee	10.00	1,100.00
		↳ Manager Approved Discount	(3.00)	(330.00)
30-779	1	MobileClock for Android and iOS - OnDemand	0.00	0.00

Valid for 30 days. Expires 09/29/2018.



Product Total:	9,749.00
Discount:	(2,970.00)
Subtotal:	6,779.00
S & H:	0.00
Tax:	255.17
Total:	7,034.17

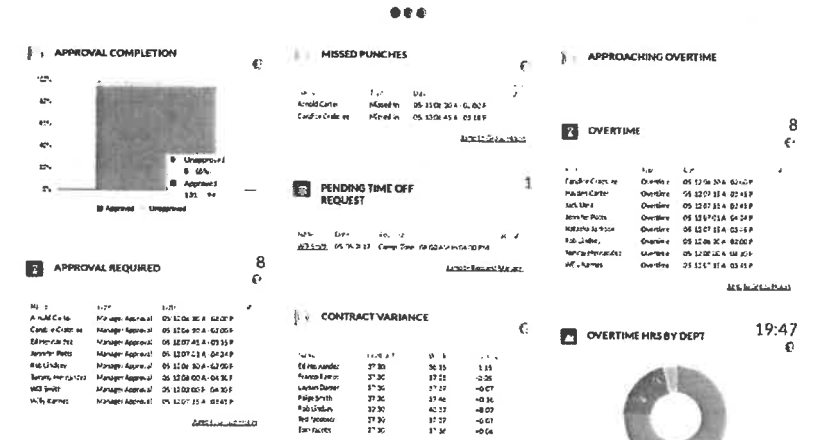


# TIMECLOCK PLUS V7

## MANAGER DASHBOARD

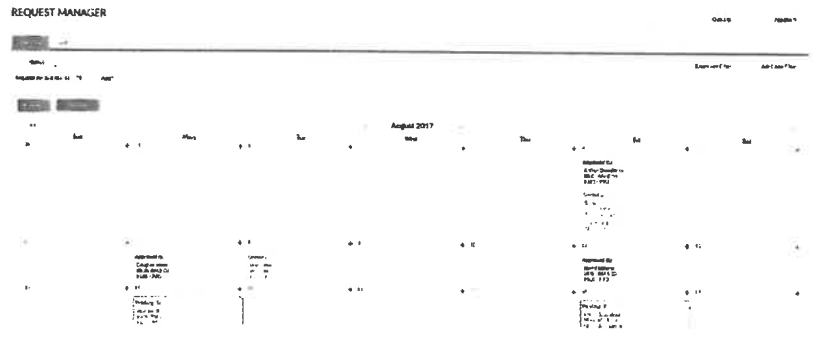
TimeClock Plus v7 software is our simplest, best in class solution with seamless innovative control to help you better manage labor costs, reduce compliance risk, and easily comply with labor regulations all in real-time. All the same features you are accustomed to with improved optimization to streamline all your workforce management.

Check leave requests, approve hours, see overtime, and more all with a few simple clicks.



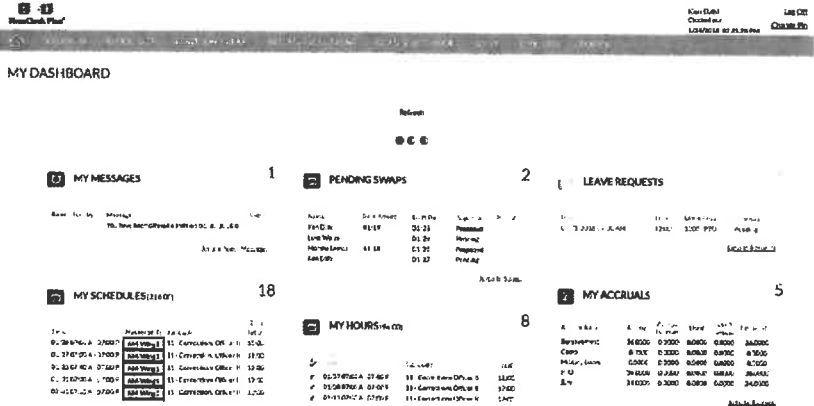
## ABSENCE MANAGEMENT

Managers can receive notifications of time off requests via the Manager Dashboard, Request Manager, or through email notifications. This allows managers to quickly approve or deny leave requests with one click of a button, sending an approval or denial notification to the employee.



## EMPLOYEE EYE VIEW

Employees can easily view their schedules, hours worked, and leave requests with a simply dashboard. The Employee Dashboard is only accessible through WebClock. However, employees have the ability to view hours, leave requests, and other self-service capabilities through the RDTg and MobileClock.

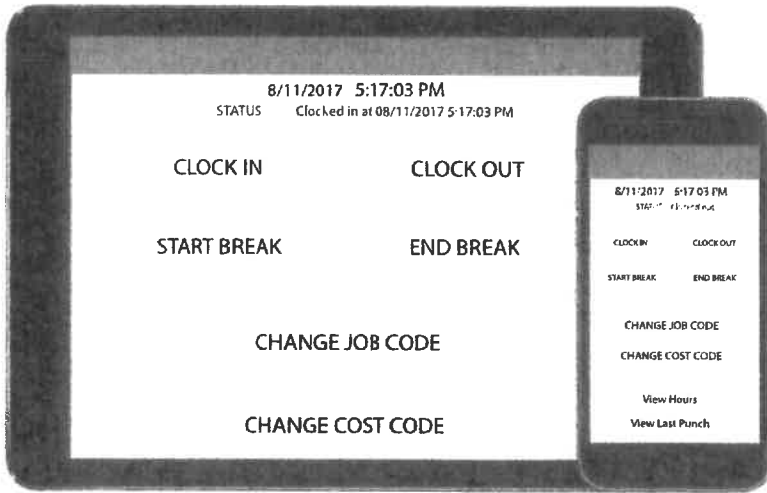




# TIMECLOCK PLUS MOBILECLOCK

## USE ANYWHERE

TCP MobileClock is built to put the power of TimeClock Plus into the hands of your employees wherever they go whether inside or outside the walls of your organization. Employees can perform all of the clock operations they are familiar with performing on a fixed-mount device right from the smart phone in their pocket. Geo-tagging and geo-fencing allow you to control where and when an employee can punch ensuring your pay policies are enforced even when your employees are in the field. Time tracking has never been easier and more convenient for the mobile employee.

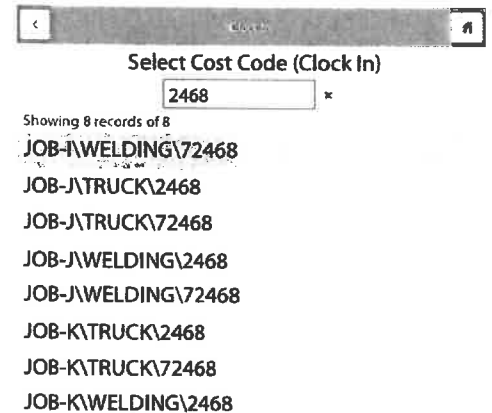
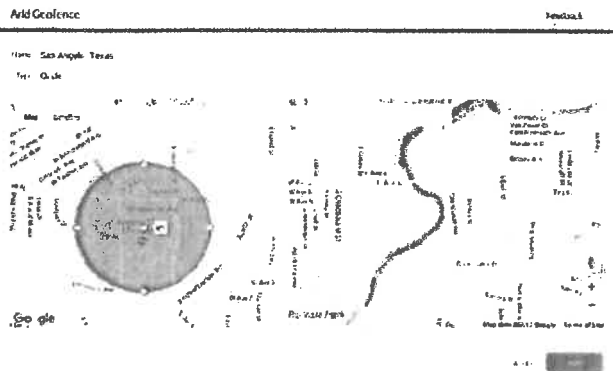


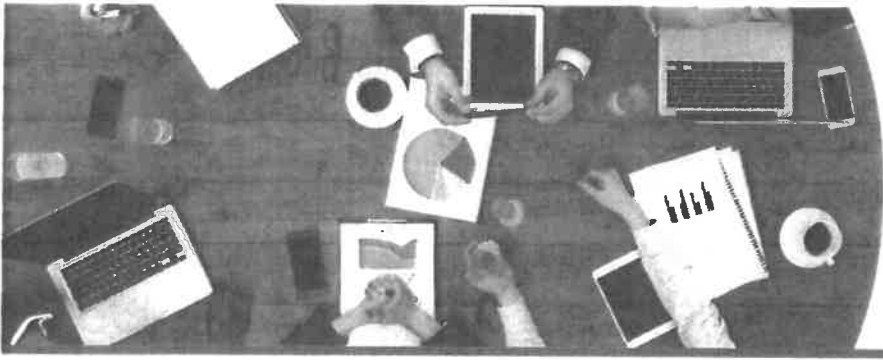
## FEATURES

- Clock in /clock out
- Go on break
- Change job code
- Track mileage, tips, etc.
- Missed punches
- Message review from management
- Manage approvals
- Geo-Location
- Geo-Fencing
- Time-off request
- Touch ID compatible (iOS only)
- Fallback Mode

## ADD-ONS

- Cost-code tracking
- Photos with clock operation
- Mobile kiosk





# TIMECLOCK PLUS MANAGER

TCP Manager is a comprehensive tool that streamlines data for users to better manage employee labor, reduce compliance risk, and easily optimize your workforce management all in real-time.

## TCP MANAGER

- View & approve hours
- Manage time-off requests
- Send messages
- Track exceptions
- Employee status
- Reports
- Create & track employee schedules
- Dashboard

## MANAGER DASHBOARD

With the Manager Dashboard feature you can customize different widgets to approve hours, check leave requests, monitor overtime, and more all with a few simple clicks.

## REQUEST MANAGER

Easily approve or deny time leave requests from our new calendar view.

## GROUP HOURS

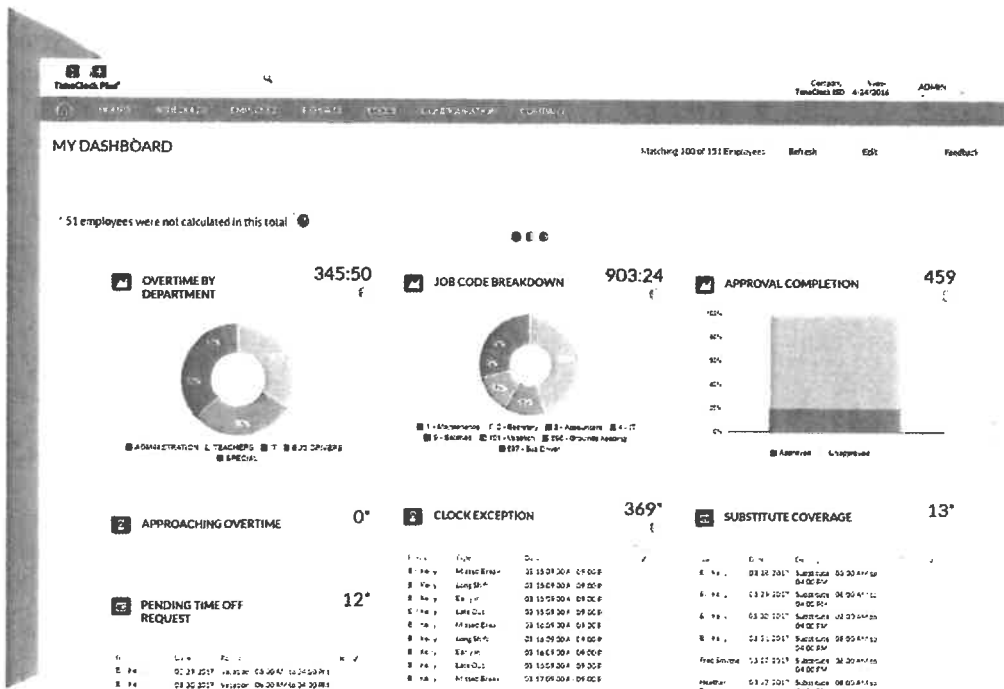
Review, edit, and approve time all in a comprehensive view and all in real-time.

## PAYROLL REPORTS

Run over 70 different reports or customize your own to your specific needs.

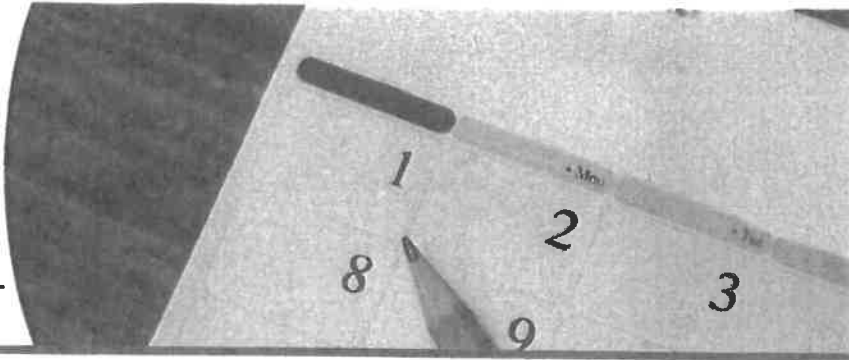
## EMPLOYEE STATUS

Snapshot of who is currently clocked in, clocked out, on break, on leave, and absent.





# TIMECLOCK PLUS ABSENCE MANAGEMENT



## THE EMPLOYEE EXPERIENCE

Before making a request for time off, employees are able to view their current leave balances at any accessible WebClock, RDTg, or MobileClock device. This access allows employees to make informed decisions about their time off request in the future and prevents ineligible time off.

## MANAGING WITH EASE

Once a leave request has been made through v7, a message is sent to management via the manager dashboard, the request manager, or email notifying them of a new leave request. Managers are then able to quickly approve or deny leave requests with one click of a button, sending an approval or denial notification to the employee, completing the leave request process.

In Request Manager, managers have access to a real-time snapshot of all leave requests by calendar date. This helps management easily make workforce decisions when approving leave. Managers can also track FMLA leave and substitute vacancies and assignments if necessary from this screen.

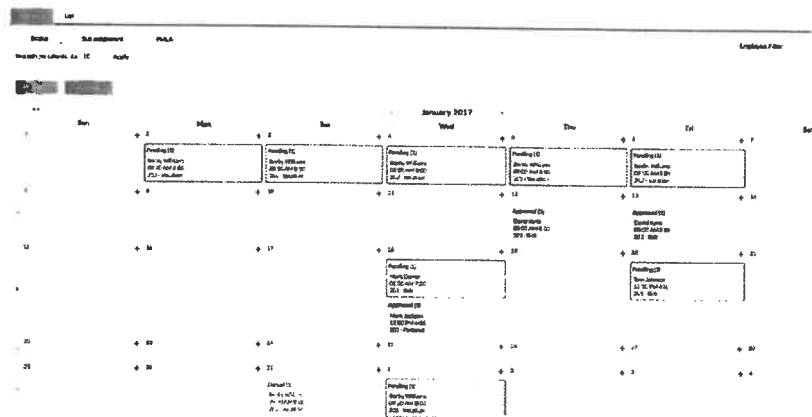
## ACCRUALS

Select forecast date 1/31/2017  Update

Showing 4 records of 4

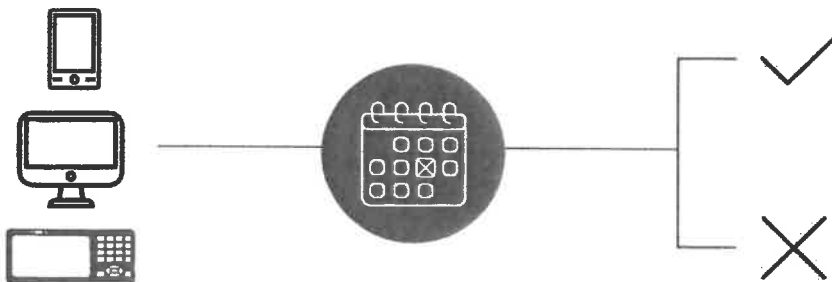
Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Comp Time	17.0000	0.0000	2.0000	0.0000	15.0000
Other	8.0000	0.0000	0.0000	0.0000	8.0000
Sick Time	24.0000	0.0000	0.0000	2.0000	22.0000
Vacation	40.0000	0.0000	0.0000	16.0000	24.0000

## REQUEST MANAGER



## TIME OFF REQUEST AT YOUR FINGERTIPS

Employees have the ability to view accruals and complete time off requests from their device using either MobileClock, WebClock, or a RDTg terminal.





*Agenda Item  
No. 16*

PO Box 48  
205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 544-4700 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



County Commission  
Commissioner James "Jim" Frost, District 1  
Commissioner Julia DuCharme, District 2  
Commissioner Javier E. Sanchez, District 3  
County Manager  
Belinda Garland  
Deputy County Manager  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**

This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is **WEDNESDAY, NOON** prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: Linda Jaramillo Clerk  
First Last Department / Company / Organization Name

Today's Date: 9/5/2008 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: ljaramillo@tcnm.us

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

**Brief explanation of business to be discussed:**

HOUSE BILL 98 Local Election Update  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a Resolution, Contract, Agreement, Grant Application, Other? \_\_\_\_\_

Has this been reviewed by Grant Committee?  YES  NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES  NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept?  YES  NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_

## HOUSE BILL 98: LOCAL ELECTION ACT

PROVIDING FOR A SINGLE ELECTION DAY AND UNIFORM PROCESS FOR CERTAIN LOCAL GOVERNMENT ELECTIONS: FIRST OF THESE ELECTIONS TO BE HELD ON NOVEMBER 5, 2019

Between one hundred twenty and one hundred fifty days before the next local election, each local government shall **notify the secretary of state** of all local government positions that are to be filled at the next election for that government.

PARTICIPATING ENTITIES IN TORRANCE COUNTY:

### MUNICIPALITIES (WHO OPT IN)

Moriarty  
Estancia  
Mountainair  
Willard  
Encino

- MUNICIPALITIES WHO CHOOSE TO **OPT IN** MAY BY ORDINANCE OPT IN TO THE ELECTION OF ITS MUNICIPAL OFFICERS IN THE REGULAR LOCAL ELECTION IF THE MUNICIPALITY PASSES AN ORDINANCE AND FILES THE ORDINANCE WITH THE **SECRETARY OF STATE** NO LATER THAN JANUARY 30<sup>TH</sup> OF THE YEAR IN WHICH THE REGULAR LOCAL ELECTION IS SCHEDULED. **SAMPLE ORDINANCE ATTACHED.**
- THE ORDINANCE SHALL ALSO DETERMINE IF THE TERMS OF OFFICE FOR CURRENT OFFICE HOLDERS WILL BE **LENGTHENED OR SHORTENED TO CORRESPOND WITH THE NEW ELECTION DATE.** **Please see page 6 for more specifics**

**SCHOOL DISTRICTS**

Moriarty-Edgewood School District  
Estancia School District  
Mountainair School District

**SOIL AND WATER CONSERVATION DISTRICTS**

Edgewood  
East Torrance  
Claunch Pinto

HB 98 **REPEALS** SCHOOL ELECTION CODE 1-22 AND THE MUNICIPAL CODE 3-8 REQUIRING ALL ELECTIONS TO CONFORM TO THE GENERAL ELECTION CODE WHICH IS RETITLED: **NMSA 1-22 "LOCAL ELECTIONS"**

**ANNUAL ASSESSMENT PER LOCAL GOVERNMENT:**

- \$250.00 PER \$1 MILLION OR FRACTION THEREOF, OF LOCAL GOVERNMENT **GENERAL FUND** EXPENDURES
- FUNDING **HELD BY SECRETARY OF STATE** TO REIMBURSE COUNTIES FOR COSTS
- NO ASSESSMENT SHALL BE PAID BY A LOCAL GOVERNMENT WITH GENERAL FUND EXPENDITURES LESS THAN ONE HUNDRED THOUSAND DOLLARES (\$100,000).

**SPECIAL ELECTIONS**

ALL SPECIAL ELECTIONS SHALL BE **PAID BY LOCAL GOVERNMENTS** CALLING THE ELECTION AND SHALL BE ALL MAIL BALLOT ELECTIONS. SPECIAL ELECTIONS SHALL BE RUN BY THE COUNTY CLERK.

## 2019 LOCAL ELECTION CALENDAR

Proclamation from Governing Body to SOS Office and copy to County Clerk	<b>June 8-July 8, 2019</b>
SOS issues a public proclamation calling for a regular local election	<b>August 7, 2019</b>
Publication of Proclamation by County Clerk's Office	<b>August 22, 2019</b>
No other elections within 70 days prior to or following Election	<b>Aug. 27, 2019- Jan. 14, 2020</b>
Ballot questions to County Clerk and copy of the resolution proposing the	<b>August 27, 2019</b>
Question sent by CC to SOS (NO NON-BINDING OR ADVISORY QUESTIONS)	<b>Aug. 27, 2019 9:AM to 5:PM</b>
CANDIDATE FILING DAY (COUNTY CLERK'S OFFICE)	<b>Sept. 3, 2019 9:AM to 5:PM</b>
Write In Candidate Filing Day (COUNTY CLERK'S OFFICE)	<b>September 3, 2019</b>
Withdrawal of Candidacy (COUNTY CLERK'S OFFICE)	<b>September 6, 2019</b>
Notify Candidates of qualification	<b>September 21, 2019</b>
First day to mail federal qualified elector (FOE) ballots	<b>October 8, 2019</b>
Books Close	<b>October 8, 2019</b>
Absentee Begins	<b>October 19, 2019</b>
Early Voting Begins	<b>November 1, 2019</b>
Absentee Ends	<b>November 2, 2019</b>
Early in Person Voting Ends	<b>November 5, 2019</b>
<b>ELECTION DAY</b>	<b>November 8, 2019</b>
Canvass of election (COUNTY COMMISSION)	<b>November 11, 2019</b>
Books open	<b>January 1, 2020</b>
Elected Officials take office	

## **CANDIDATE FILING INFORMATION**

**FILING DAY TUESDAY AUGUST 27, 2019 9:00AM TO 5:00PM**

- File a declaration of candidacy and certified copy of voter registration with proper filing officer  
Proper filing officer means: **Clerk of the County**
- At the **County Clerk's Office**
- A candidate shall file for only one position in the same local government but may file for a position in more than one local government.
- No person shall become a candidate in a local election unless **the person's record of voter registration shows that the person is a qualified elector of the state, physically resides in the district in which the person is a candidate and was registered to vote in the district on the date the proclamation calling a local election is filed in the office of the secretary of state.**
- A candidate or campaign committee that has received contributions or made expenditures of five hundred dollars (\$500) or more shall file with the secretary of state.
- If a candidate or campaign committee has not received any contributions and has not made any expenditures since the last report filed with the secretary of state, the candidate or campaign committee shall only be required to file a statement of no activity.

## BALLOT ORDER

- ❖ **Municipal Election**
  - Executive Officers
  - Governing Board
  - Judicial Officers
- ❖ **School Board Election**
- ❖ **Special District Election (In order by voting population-most to least)**
- ❖ **Ballot questions in order prescribed by the Secretary of State**
  - County Questions
  - Local Government Questions
  - Other Ballot Questions Authorized by Law

**Ballots will be specific to each voter. I live in the city of Estancia, I am in the Estancia School District and am in the East Torrance Soil and Water Conservation District so I would receive a ballot which would include the Town of Estancia Election, the Estancia School District Election and the East Torrance Soil and Water Conservation District Election and after those I would have any questions to be voted on. First with a county question, 2<sup>nd</sup> Local Government Question and last any question authorized by law.**

**If I lived outside a city I would have a ballot without a Municipal Election on it. This would apply to anyone who lives in a municipality who chooses to opt out of the Local Election.**



## TERM OF OFFICE

- ❖ **The term of office of a candidate elected in a regular election shall begin on January 1, following the candidate's election**

### SECTION 172 TEMPORARY PROVISION

- A. The term of an elected local government officer that was set to expire on or before June 30, 2020 pursuant to the governing statutes of that local government in effect before the effective date of this act shall expire on December 31, 2019 and that officer's successor shall be elected in the regular local election held on the first Tuesday after the first Monday of November 2019 for a term beginning on January 1, 2020
- B. The term of an elected local government officer that was set to expire on or before July 1, 2020 but on or before June 30, 2022 pursuant to the governing statutes of that local government in effect before the effective date of this act shall expire on December 31, 2021 and that officer's successor shall be elected in the regular local election held on the first Tuesday after the first Monday of November 2021 for a term beginning on January 1, 2022
- C. The term of an elected local government officer that was set to expire on or before July 1, 2022 pursuant to the governing statutes of that local government in effect before the effective date of the act shall expire on December 31, 2023 and that officer's successor shall be elected in the regular local election held on the first Tuesday after the first Monday on November 2023 for a term beginning on January 1, 2024

## SPECIAL ELECTIONS

Special election procedures; cost of election prohibition on nongovernmental entities

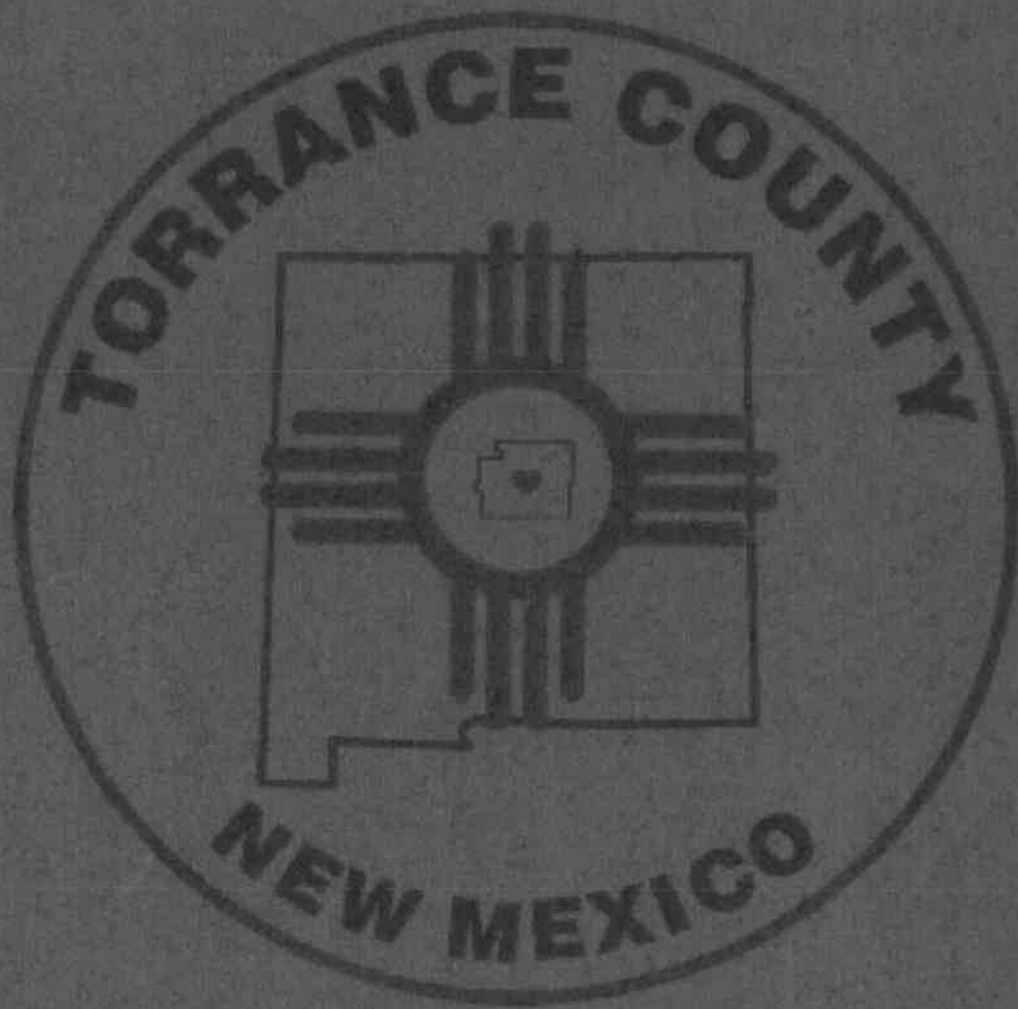
- A. ALL COSTS of conducting a special election shall be paid for by the state or local government calling for the special election.
- B. No individual, corporation, person, political action committee or other nongovernment entity shall pay for or reimburse the state or a local government for the costs associated with conducting a special election.
- C. Upon a finding of a violation this section, the district court shall nullify the votes cast in the special election and shall void the results of the special election.

Special election proclamation; publication

- A. Whenever a local government special election is to be called or is required by law, the governing body shall by resolution issue a public proclamation calling the election. The proclamation shall forthwith be filed with the County Clerk.

Special election procedures; conduct

- A. The county clerk shall conduct by mailed ballot any special election called by the state or a local government except for a special election for the office of United States representative
- B. Upon the calling of an election by a mailed ballot, the county clerk shall send each voter of the relevant jurisdiction an absentee ballot along with a statement that there will be no polling place for the election. The voter shall not be required to apply for the absentee ballot. The ballot shall be mailed to each voter on the 28<sup>th</sup> day before the election or as soon as practicable thereafter. The return envelope for the ballot shall be postage-paid.
- C. Mailed ballot election shall be used exclusively for voting in special elections on a ballot question, including a recall election.
- D. The state shall pay for all costs of a statewide special election



*Agenda Item*  
*No. 17*

## **Annette Ortiz**

---

**From:** Steve Kopelman <skopelman@nmcounties.org>  
**Sent:** Tuesday, September 04, 2018 12:06 PM  
**To:** Commission Chairs; Managers Affiliate; Attorneys Affiliate; Board of Directors  
**Subject:** Straight-party balloting lawsuit  
**Attachments:** 2018-08-30-Writ-Petition-Final.pdf

Dear Board of Directors, Commission Chairs, Managers, and Attorneys:

As you probably have read, the secretary of state is pursuing placing a straight party option on the general election ballot. It appears some commissions are looking to weigh in on this as well.

I am attaching to this email the petition that was filed in the state supreme court challenging the secretary of state's action. I am also attaching an email sent to the county clerks by Daniel Ivey-Soto, written in his capacity as Executive Director for the County Clerks Affiliate. I think Daniel's memo is helpful, as he has a good grasp of the election code.

In the end, this issue will be decided by the supreme court.

Please feel free to call you'd like to discuss further.

Steve

Steve Kopelman  
Executive Director  
444 Galisteo Street  
Santa Fe, NM 87501  
505.820.8117 | Cell: 505.469.5584  
[skopelman@nmcounties.org](mailto:skopelman@nmcounties.org)



--  
You received this message because you are subscribed to the Google Groups "Managers Affiliate" group.  
To unsubscribe from this group and stop receiving emails from it, send an email to  
[Managers.Affiliate+unsubscribe@nmcounties.org](mailto:Managers.Affiliate+unsubscribe@nmcounties.org).

## Annette Ortiz

---

**From:** Belinda Garland  
**Sent:** Wednesday, September 05, 2018 9:02 AM  
**To:** Steve Kopelman  
**Cc:** Annette Ortiz  
**Subject:** RE: Important Notes on Straight Party

Thank You

**From:** Steve Kopelman [mailto:skopelman@nmcounties.org]  
**Sent:** Wednesday, September 05, 2018 8:46 AM  
**To:** Belinda Garland <bgarland@tcnm.us>  
**Subject:** FW: Important Notes on Straight Party  
**Importance:** High

Here you go, Belinda,

Steve Kopelman  
505.820.8117 | Cell: 505.469.5584



**From:** Daniel A. Ivey-Soto <daniel@nmclerks.org>  
**Sent:** Tuesday, September 4, 2018 7:05 AM  
**To:** 'Steve Kopelman' <skopelman@nmcounties.org>; 'Grace Philips' <gphilips@nmcounties.org>  
**Subject:** FW: Important Notes on Straight Party  
**Importance:** High

FYI:... Sent this morning...

**From:** Daniel A. Ivey-Soto <daniel@nmclerks.org>  
**Sent:** Tuesday, September 4, 2018 7:04 AM  
**To:** 'ClerkList@NMClerks.org' <ClerkList@NMClerks.org>  
**Subject:** Important Notes on Straight Party  
**Importance:** High

Greetings!!

So, I missed the final day of Election School, as I was asked to speak that morning to the Municipal League in Roswell. As I understand it, on Wednesday morning the Secretary of State announced that she intends to restore the Straight Party option on the General Election Ballot.

I have had a chance to read the press release sent out by the SOS and the lawsuit filed against the SOS in the Supreme Court, as well as the memo sent to each County Clerk by Messrs. Clarkson, Hendricks & Dunn. Given that some County Commissions are planning to meet this

week to weigh in, I thought it appropriate to field a few answers to issues that have been arising. I apologize for the length of this email, but some of these matters bear some explanation:

**Q1) Does the Secretary of State have the authority to determine if Straight Party will be on the General Election Ballot?**

A1) Since this very question is before the state Supreme Court, we don't have to answer that question. The Supreme Court will determine if the SOS can order the inclusion of a Straight Party Option as part of her statutory duty of determining the format of the ballot. If the Supreme Court says Yes, then as a matter of law the answer is Yes; and if the Supreme Court says No, then as a matter of law the answer is No. Whichever answer the Supreme Court provides will apply statewide.

**Q2) Can a County Clerk determine unilaterally whether to include the Straight Party option on the ballots approved for a particular County?**

A2) No. Anyone who tells you otherwise is situationally reading statutes and asking you to violate your duties or doesn't apprehend the structure of The Election Code. Section 1-10-4(B) is crystal clear that each Proper Filing Officer shall prepare that portion of the ballot under the control of that Proper Filing Officer and send it to the ballot printer. A person who does not understand the Election Code may not realize that in each County there are two Proper Filing Officers: the County Clerk for some offices and questions and the Secretary of State for other candidates and questions.

This means that the Secretary of State sends to the ballot printer the names of federal candidates, statewide candidates, candidates whose districts cover parts of more than one county, and all district judges. The SOS also certifies all constitutional amendments and ballot questions of a statewide nature. A County Clerk does not get to decide which Constitutional Amendments to include on the ballot of your particular County, nor does a County Clerk get to decide which names of statewide or federal candidates will appear. Not only does a County Clerk not get to decide this, but the County Clerk doesn't even certify these matters to the ballot printer.

Likewise, the County Clerk sends to the ballot printer the names of all County Officers, Magistrate Judges, and Legislative Candidates whose districts are completely within that County. The County Clerk also certifies all local government ballot questions that have been approved by the BOCC to appear on the General Election Ballot. The SOS does not have a say in these matters, cannot overrule the County Clerk on these matters, and it is the County Clerk that certifies these names and questions directly to the ballot printer.

This very issue was litigated before the Supreme Court earlier this year when a District Judge ordered the Secretary of State to direct a County Clerk to include a name on the Primary Ballot where the County Clerk was the Proper Filing Officer, not the SOS. The SOS appealed and was joined by the Affiliate in explaining to the Supreme Court this division of labor. In its decision, the Supreme Court stated that “the Secretary of State is not statutorily authorized” to direct a County Clerk what to do when the Proper Filing Officer is the County Clerk.

**Q3) Can the Board of County Commissioners decide not to place Straight Party on the General Election Ballot for that County?**

A3) No. Anyone telling you otherwise is not reading the law correctly. The BOCC is granted authority to determine which local government ballot questions are authorized to appear on the General Election Ballot. That grant of authority is through almost identical language in Section 1-10-8(O)(2) and Section 1-12-71. Where the Legislature clearly demonstrated an ability to give the BOCC authority to determine one matter on the ballot, the failure to specify additional authority for the BOCC means they don’t have that authority. Again, no BOCC gets to determine which Constitutional Amendments will appear in the ballot for that County, even if a majority of the BOCC is opposed to a particular Constitutional Amendment. Likewise, they don’t get to cherry pick statewide GO bonds or anything else of a statewide nature.

**Q4) Does the BOCC have the authority to ask the County Clerk not to place the Straight Party option on the ballot for that County?**

A4) Not with a straight face, they don’t. Despite this they may have the votes and may indeed pass a Resolution asking the County Clerk not to place the Straight Party option on the General Election ballot, but what they are really saying is, “Since we don’t have the authority to do this ourselves, we are going to publicly ask the County Clerk to do something the Clerk doesn’t have the authority to do either.” What is important is ensuring that the BOCC is properly educated as to who has authority to do what.

This doesn’t mean the BOCC is powerless to do anything, however. The BOCC clearly has the authority pass a resolution disapproving of Straight Party. The BOCC could also decide the join in the lawsuit that is before the Supreme Court as a Friend of the Court, called an Amicus Curie. The BOCC could also institute its own litigation against the Secretary of State, individually or with other BOCCs. All of these are possible – the BOCC is not without options if the BOCC wants to act, but they should do so lawfully and within their (and your) authority.

**Q5) Didn’t the Legislature abolish Straight Party in 2001?**

A5) No. What the Legislature did in 2001 was to repeal the technical specifications for lever voting machines. These are the technical specifications that are required for a system to be



certified for use in this state. The technical specifications have to do with the functional requirements of the machinery only and are not themselves substantive election law.

Our current Election Code was adopted in 1969 (there were previous Election Codes before that). As far as I can tell, Straight Party was in use before the current Election Code was adopted and used continuously through the 2010 General Election. As far as I can tell, a specific Straight Party instruction never appeared in the Election for any of the 42 years when it was in use.

The only oblique reference that exists is in Section 1-7-6(B), where the election Code provides that the emblem for each party shall be used to designate the ticket for that party. The problem is that nowhere does the Election Code define what is "ticket" is. This doesn't surprise me, since when they initially wrote the Code everyone knew what they were talking about. However, it leaves us without a lot of direction 50 years later.

## **Conclusion**

At the end of the day, the Supreme Court will determine if Straight Party is provided for or permitted. Though late in the game, the Petition before the Supreme Court is an orderly process that will render a binding statewide decision in time for the 2018 General Election to be administered by the County Clerks. Adding to the chaos does not add value to the proper administration of elections. Attempts at local variations on a statewide issue are futile and counter-productive. It is incumbent upon each County Clerk to abide by whatever decision is issued by the Supreme Court.

Please be aware that I am not taking sides on the underlying substantive matter and as with other issues that have come up in the past, as your Executive Director I am not staking out a political position. I am, however, fervently looking out for the best interests of each County Clerk. Also, if it be appropriate for us to have an emergency Affiliate teleconference, please alert our Chair, Dave Kunko, so that he can make that determination. In the meantime, I am available to answer any questions anyone may have, either through discussion on the ClerkList or one-on-one either via email: [daniel@nmclerks.org](mailto:daniel@nmclerks.org), or by phone: (505) 620-2085.

-- Daniel.

**FOR IMMEDIATE RELEASE**

**August 29, 2018**

Contact: John Blair (505) 490-1952

## **SOS Toulouse Oliver Announces Straight-Party Voting Option for 2018 General Election Ballot**

SANTA FE -- Today, New Mexico Secretary of State Maggie Toulouse Oliver announced that she is formatting the 2018 general election ballot to once again include the option for “straight-party” voting. The straight-party option had long been a fixture on general election ballots until 2012 when then-Secretary of State Dianna Duran chose to no longer provide the option.

“Like absentee voting and early voting, straight-party voting gives New Mexicans another option for casting their ballot. Voters can choose to use straight-party voting, if they decide it will work best for them. They can also choose to fill out the ballot for each individual race,” said Secretary Toulouse Oliver. “The more options people have, the easier it is for more eligible voters to participate--and participation is the key to our democratic process.”

The straight-party option allows a voter to cast a single vote for all partisan candidates of one party (known as a ticket or slate) simply by marking the oval next to that major party’s name at the top of the ballot. Voters can do this and still choose candidates of different political parties in any individual partisan race. Straight-party simply gives voters a choice of how to cast their vote.

Voters can also ignore the straight-party option altogether and fill in the oval next to every candidate they support. Questions that are non-partisan in nature – starting from the retention of judges down through any constitutional or ballot questions –will always require that the voter fill in an oval for each individual race or question.

“As Secretary of State, I am committed to making it easier—not harder—for New Mexicans to vote,” said Secretary Toulouse Oliver. “From moms juggling work and kids to elderly veterans who find it hard to stand for long, straight-party voting provides an option for voters that allows their voices to be heard while cutting in half the time it takes them to cast their ballot.”

New Mexico law gives the Secretary of State the explicit authority to decide the format of the paper ballots used in our elections. Specifically, state law provides that ballots will be “in the form prescribed by the secretary of state.” (NMSA 1978, Section 1-10-12)

###

Follow Secretary Toulouse Oliver on [Facebook](#) and [Twitter](#).

  
Joey D. Moya

**IN THE SUPREME COURT OF THE STATE OF NEW MEXICO**

UNITE NEW MEXICO, HEATHER  
NORDQUIST, ELECT LIBERTY PAC,  
LIBERTARIAN PARTY OF NEW  
MEXICO, and REPUBLICAN PARTY  
OF NEW MEXICO,

Petitioners,

vs.

No. S-1-SC-37227

MAGGIE TOULOUSE OLIVER,  
Secretary of State of New Mexico,

Respondent.

---

**EMERGENCY VERIFIED PETITION FOR WRIT OF MANDAMUS**

---

**Peifer, Hanson & Mullins, P.A.**  
Carter B. Harrison IV  
P.O. Box 25245  
Albuquerque, NM 87125  
(505) 247-4800  
charrison@peiferlaw.com

**Christopher T. Saucedo**  
P.O. Box 30046  
Albuquerque, NM 87190  
(505) 338-3945  
csaucedo@saucedochavez.com

**WESTERN AGRICULTURE, RESOURCE  
AND BUSINESS ADVOCATES, LLP**  
A. Blair Dunn, Esq.  
400 Gold Ave. SW, Suite 1000  
505-750-3060  
abdunn@ablairdunn-esq.com

*Attorneys for the Petitioners*

The Petitioners – two competing political parties, a candidate for elective office, and two political committees, all of whom are heavily involved in the upcoming November 2018 general election – ask this Court to issue a writ of mandamus to New Mexico Secretary of State Maggie Toulouse Oliver to prevent her from carrying out her just-announced, last-minute plan to implement “straight party ticket” voting. *See* Sec’y of State Announcement (attached as Exhibit 1). The Secretary has neither statutory authority to add a straight-ticket item to the ballot – the legislature in fact went out of its way to repeal the statutory provision for straight-ticket ballots that *used to* exist – nor has she even exercised her own rulemaking power in an attempt to at least create a colorable claim of regulatory authority, electing instead to circumvent the notice, comment, and public-hearing provisions of the State Rules Act, NMSA 1978, §§ 14-4-1 to -11, and in doing so defying her own earlier express promise to the public.

## **BACKGROUND**

1. The basic facts here are not in dispute. The New Mexico Constitution specifically vests the responsibility of regulating of the state’s electoral process solely with the legislative branch, *see* N.M. Const. art. VII, § 1 (“The legislature shall have the power to require the registration of the qualified electors as a requisite for voting and shall regulate the manner, time and places of voting. The legislature shall enact such laws as will secure the secrecy of the ballot and the purity of

elections and guard against the abuse of elective franchise.”), and, although the legislature has of necessity assigned many of the ministerial and administrative tasks of conducting elections to the Secretary of State, *see* NMSA 1978, §§ 1-2-1, -2, this Court has held that, where the Election Code is unambiguous, the Secretary may neither contravene it nor exceed her authority under it, *see Weldon v. Sanders*, 1982-NMSC-136, ¶¶ 31-33 (“Does the secretary of state have the power to change mandatory provisions of the Election Code? The answer is ‘no’ . . . . Although the secretary of state is the chief election officer, she cannot negate mandatory provisions of the Election Code. To allow the secretary of state to do so would violate the doctrine of separation of powers.”).

2. Prior to 2001, the Election Code provided that ballots had to “permit[] each voter . . . to vote a straight party ticket in one operation.” NMSA 1978, § 1-9-4 (in effect 2001). The legislature repealed that section *in toto* in 2001 by way of House Bill 931, which passed both houses of the legislature unanimously and was signed into law by Governor Gary Johnson. *See* H.B. 931 § 16, at 27 (2011 Reg. Sess.), <https://www.nmlegis.gov/Legislation/Legislation?Chamber=H&LegType=B&LegNo=931&year=01> (last visited Aug. 30, 2018) (passed House 60-0 and Senate 42-0) (“REPEAL.-- Sections 1-9-3, 1-9-4, and 1-9-10 NMSA 1978 . . . are repealed.”). Although a straight-ticket item continued to be placed on the ballot for several more election cycles (apparently inadvertently, as it was never challenged

in, nor upheld by, any court), in 2011 the Secretary of State finally removed the item and brought ballots into compliance with New Mexico law.

3. Since its repeal – and in obvious recognition of the fact that the law as it currently exists prohibits the use of the straight party instrument on the ballot – members of the legislature have attempted no fewer than three times to amend the Election Code to once again allow straight ticket voting. The first of these attempts was Senate Bill 582 (2011 Reg. Sess.), which died in committee, the second was Senate Bill 218 (2012 Reg. Sess.), which passed the Senate but died on adjournment before being voted on in the House, and the third and final attempt was Senate Bill 276 (2013 Reg. Sess.), which passed the Senate but died in the House. *See* Legislation Listing Database, [https://www.nmlegis.gov/Legislation/Legislation\\_List](https://www.nmlegis.gov/Legislation/Legislation_List) (last visited Aug. 30, 2018). All of those bills contained language providing that “the ballot shall be designed to allow the voter to vote for all of a qualified party’s slate of candidates on the ballot by marking a single straight party option,” and all three of those bills failed to become law. *Id.*

4. Despite the clear intention of the legislature in repealing the straight ticket voting statute and then failing to reenact it three times, the current Secretary of State began indicating earlier this year that she might move to reinstate straight ticket voting without legislative authorization. She assured the public, however, that, in keeping with the Election Code’s requirement that “[t]he secretary of state

shall . . . [be] subject to the State Rules Act,” NMSA 1978, § 1-2-1(B)(2), she would only attempt such a move after providing public notice, opening a public-comment period, and holding public hearings at which she could fully consider the move and gauge the public’s support for such a decision, *see* Dan Boyd, *Straight Party Voting May Return to New Mexico*, Albuquerque J. (Mar. 23, 2018), available at <https://www.abqjournal.com/1150042/straight-party-voting-may-return-to-new-mexico.html> (last visited Aug. 30, 2018) (“A Secretary of State’s Office spokesman said Toulouse Oliver intends to hold public hearings before implementing straight party voting.”). The deadline to adopt such a rule is 63 days prior to the election, which is September 4, 2018, *see* NMSA 1978, § 1-2-1(B)(2), and, as the State Rules Act requires that notice be given “[n]ot later than thirty days before a public rule hearing,” the Secretary would have had to have already begun a rulemaking process in order to have the outcome affect the November election, NMSA 1978, § 14-4-5.2(A) (requiring the notice to include “a summary of the full text of the propos[al],” “a short explanation,” “citation to [] specific legal authority authorizing” the action, and information on how to participate in the proceedings).

5. In the past week, however, the Secretary has suddenly changed her mind, indicating that she will forego the rulemaking process and implement straight ticket voting – not only without legislative authorization, but without even following any of the procedural safeguards of the State Rules Act. *See* Sec’y of State

Announcement (Ex. 1). In her announcement, the Secretary relied exclusively on a single statute, NMSA 1978, § 1-10-12, as giving her the authority to take this action.

That statute provides:

“Paper ballots shall:

- A. be numbered consecutively;
- B. be uniform in size;
- C. be printed on good quality white paper;
- D. be printed in plain black type;
- E. have the precinct numbers printed on each paper ballot; and
- F. *be in the form prescribed by the secretary of state.*

*Id.* (emphasis added). The Secretary’s announcement quoted the above-bolded language.

6. The Secretary’s announcement – and the implicit analysis it conveys (although one can never be sure of what a public official’s reason for doing something is when they fail to provide an “explanatory statement” or otherwise comply with the law)<sup>1</sup> – completely ignores the repeal of the straight ticket voting statute, as well as the fact that NMSA 1978, § 1-10-8 lays out an all-inclusive list of the items that are to appear on the ballot, including the sequence of their inclusion.

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<sup>1</sup> NMSA 1978, § 14-4-5.5.



7. Virtually all political observers agree that straight ticket voting benefits the Democratic Party in New Mexico – of which the Secretary of State is a member, and for whom she is a current candidate for reelection – and harms independent, minor-party, and Republican candidates. As such, the Secretary’s actions are widely perceived as being motivated by partisan interests. “‘It’s not a ma[t]ter of voter convenience; it’s a matter of partisan advantage in low information elections,’ state Sen. Jacob Candelaria, D-Albuquerque, wrote,” in a reaction even more common among those *not* directly aligned with the Democratic Party. Andrew Oxford, *Straight-Ticket Voting Returns for November Election*, Santa Fe New Mexican (Aug. 29, 2018), *available at* [http://www.santafenewmexican.com/news/local\\_news/straight-ticket-voting-returns-for-november-election/article\\_5b7d60e3-0eb2-5979-8f0c-07e12e51d212.html](http://www.santafenewmexican.com/news/local_news/straight-ticket-voting-returns-for-november-election/article_5b7d60e3-0eb2-5979-8f0c-07e12e51d212.html) (last visited Aug. 30, 2018). The current Attorney General, who provided advice and representation to the Secretary of State on this matter, is also a candidate for office for the Democratic Party of New Mexico, and is thus also a beneficiary of the Secretary’s decision.

## **JURISDICTION**

8. This is a civil action in the form of a petition for Writ of Mandamus against a State Officer, New Mexico Secretary of State Maggie Toulouse Oliver, to require her to refrain from committing an unlawful act, to reverse her position, and to prohibit her from including a straight party ticket item on the November ballot.

The Petitioners ask for a peremptory writ to be issued, and this matter briefed and argued as to how her announced intentions can be squared with the clear intention of the legislature in 2001 to repeal NMSA § 1978, 1-9-4.

9. Defendant Maggie Toulouse Oliver is the duly elected Secretary of State of New Mexico, with offices at the seat of State Government in Santa Fe County, New Mexico. As the chief election officer of the State, as provided in NMSA 1978, § 1-2-1, she is the State official charged with the responsibility of administering the Election Code and ensuring that elections within the State are conducted in a fair and lawful manner. As such, she is named as a defendant in her official capacity.

10. This Court has statutory jurisdiction to correct an error on the ballot, *see* NMSA 1978, § 1-10-9, and this petition is also brought pursuant to this Court's original jurisdiction under the Constitution, *see* N.M. Const. art. VI, § 13.

## **PARTIES**

### **A. Petitioners**

11. Petitioner Unite New Mexico is a d/b/a of New Mexico Open Primaries, which is a duly registered 501(c)(4) voter and election nonprofit advocacy entity operating in the State of New Mexico with membership made up of concerned registered voters who promote open elections and independent candidates.

12. Petitioner ELECT LIBERTY, PAC is a duly registered Political Action Committee operating in the State of New Mexico to promote candidates in the 2018 General Election.

13. Petitioner Heather Nordquist is a registered voter in the State of New Mexico, Santa Fe County. Ms. Nordquist is the duly declared Democratic write-in candidate for House District 46. As the Democratic Party of New Mexico's write-in candidate, the actions of the Secretary of State serve to place her race into an ambiguous position.

14. Petitioner Libertarian Party of New Mexico is a duly recognized major political party in New Mexico headquartered in Albuquerque, NM, whose Chairman is Chris Luchini, who signed the verification on behalf of the Party.

15. Petitioner Republican Party of New Mexico is a duly recognized major political party in New Mexico headquartered in Albuquerque, NM, whose Chairman is Ryan Cangiolosi, who signed the verification on behalf of the Party.

**B. Respondent**

16. Respondent Maggie Toulouse Oliver is the duly elected Secretary of State of New Mexico. Under NMSA 1978, § 1-2- 1 (A), she is the chief election officer of the state and is required to “obtain and maintain uniformity in the application and operation” of the Election Code of New Mexico, to “make rules and regulations . . . necessary to carry out the purposes of the Election Code.”

17. The Petitioners sue Respondent in her official capacity as Secretary of State. Her duties relating to this suit involve ensuring that elections are conducted in a fair and lawful manner. As such, she is named as a defendant in her official capacity.

### **CONSTITUTIONAL AND STATUTORY FOUNDATION FOR A MANDAMUS ACTION**

18. The Petitioners do not expect it to be disputed that a Writ of Mandamus is the proper vehicle of relief, as the Petitioners are asking the Court to impose upon a state official a proper reading of the law and are not contesting a discretionary act by the Secretary of State.

19. This Court's authority to resolve this matter through Mandamus is well settled and most squarely applied to its reasoning as stated in *State of N.M ex rel. League of Woman Voters vs Herrera*, 2009-NMSC-003. In that case, the Court:

consider[ed] the League's standing to bring an action in mandamus and whether mandamus is an appropriate remedy. This Court in its discretion may grant private parties standing to vindicate the public interest in cases presenting "issues of great public importance." Determining the validity of individual votes is of unquestionable importance. ***Establishing clear rules, prior to election day, as to how such validity is to be established is of equal, if not greater, importance.*** Therefore, there can be little doubt that construing the statute governing the counting of hand-tallied ballots qualifies under the "great public importance" standard of the Seago line of cases.

The New Mexico Constitution gives this Court the power to issue writs of mandamus "against all state officers." N.M. Const. art. VI, § 3. Mandamus is appropriate to compel state officers to perform a statutory duty. Here the Secretary is clearly a "state officer" within the meaning

of the Constitution, and it is clear that the Secretary must follow the Election Code, and does not have the power to change its mandatory provisions.

*League of Women Voters*, 2009-NMSC-003, ¶¶ 11-12 (emphasis added) (citations omitted).

## ARGUMENT

20. The Secretary's intended action is illegal for three reasons, any one of which would, on its own, suffice to entitle the Petitioners to relief: (i) the Secretary's proposal violates the Election Code, from which the legislature expressly eliminated straight ticket voting; (ii) the Secretary's way of enacting her proposal violates the State Rules Act; and (iii) straight ticket voting violates the Equal Protection Clause of the state and federal constitutions because it places an unreasonable and unequal burden on the ballot access of independent, minor-party, and minority-party candidates.

### **I. The Legislature's Repeal of the Straight Party Ticket Statute Bars the Secretary from Implementing Such a Ballot, Even Had the State Rules Act Been Followed.**

21. The logical implications of the repeal of the statute authorizing straight party voting are unambiguous, and the Secretary violates the Election Code by defying them. "It is a familiar rule of statutory construction that the adoption of an amendment is evidence of an intention by the legislature to change the provision of

the original law.” *Martinez v. Research Park, Inc.*, 1965-NMSC-146, ¶ 23 (citations omitted).

Courts have declared that the mere fact that a legislature enacts an amendment indicates that it intended to change the original act by creating a new right or withdrawing an existing one. Therefore, any material change in the language of the original act is presumed to indicate a change in legal rights. Courts presume that [the legislature] was aware of the prior construction of the terms in question in the original act and deliberately limited the scope of the new act.

1A Norman J. Singer & J.D. Shambie Singer, *Sutherland Statutes and Statutory Construction* § 25:4, at 589 (7th ed. 2008).

22. Under the limited authority granted by the legislature to the Secretary of State for determining the form and content of the ballot, the scope of the Secretary’s discretion is limited: “The secretary of state [] determine[s] in each election, where applicable, the position of the parties, constitutional amendments, questions and the names of nominees to be voted on by the voters of the entire state,” but not whether candidate-by-candidate voting is necessary at all. NMSA 1978, 1-10-3(B); see *Cook v. Houser*, 100 N.W. 964, 972 (Wis. 1904) (“So the plan for an official ballot . . . [is] purely within legislative control.”); *Hoskins v. Howard*, 59 So. 2d 263, 266 (Miss. 1952) (holding that the “straight party ticket” and other “plan[s] for an official ballot” are “right[] . . . created by statute” (citation omitted)); *State ex rel. Thompson v. Winnett*, 110 N.W. 1113, 1118 (Neb. 1907) (upholding “a straight

party ticket [option] in general . . . [as t]he duty of devising and applying such methods is devolved upon the Legislature”).

23. The Secretary of State is mistaken that she possesses the authority to place something on the ballot that the Legislature has not only not authorized, but has explicitly repealed. *See Rivas v. Bd. of Cosmetologists*, 1984-NMSC-076, ¶ 18 (“A regulation adopted by an administrative agency creating an exemption not contemplated by the act or included within the exemption specified therein is void. An administrative agency has no power to create a rule or regulation that is not in harmony with the statutory authority.” (internal quotation marks and citation omitted)). Therefore, the Secretary of State has no discretion to make a unilateral decision to simply add the straight ticket item by executive/administrative fiat. *See Weldon v. Sanders*, 1982-NMSC-136, ¶¶ 31-33 (“Does the secretary of state have the power to change mandatory provisions of the Election Code? The answer is ‘no’ . . . . Although the secretary of state is the chief election officer, she cannot negate mandatory provisions of the Election Code. To allow the secretary of state to do so would violate the doctrine of separation of powers.”); *Davidowitz v. Philadelphia Cnty.*, 187 A. 585, 588-589 (Pa. 1936) (“[T]he secretary is not permitted to substitute his discretion in this regard for that which the legislature has there definitely commanded. To say that the Legislature by this section intended to vest in the Secretary of the Commonwealth an uncontrolled regulation of the

arrangement of the ballot labels would cause the act to run afoul of the principle which forbids delegation of legislative power.”).

## **II. The Secretary’s Failure to Comply with the Procedural Requirements Attendant to Rulemaking Render the Resultant New Rule Invalid.**

24. The Secretary of State openly admits that she did not follow the procedural requirements of either the State Rules Act or the Administrative Procedures Act, NMSA 1978, §§ 12-8-1 to -25 (“APA”),<sup>2</sup> even the former (and easier-to-comply-with) of which requires public notice, a period for public comment, public hearings, and the release of an explanatory statement with legal citations. The Secretary’s argument, rather, is that she did not have to. *See* Dan Boyd, *Straight-Party Voting Coming Back to NM Ballots*, Albuquerque J. (Aug. 29, 2018), available at <https://www.abqjournal.com/1214651/nm-secretary-of-state-bringing-back-straight-party-voting-option.html> (“[S]he said her office decided to implement straight-party voting without a rule change, which would have required public hearings.”).

25. The Secretary’s position simply cannot be squared with the State Rules Act’s broad definition of what a “rule” is:

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<sup>2</sup> It is unclear whether the APA’s procedural safeguards should have applied on top of the State Rules Act’s. Although most tasks assigned by the Election Code to the Secretary do specifically require compliance with the APA, at least one of them does, *see* NMSA 1978, § 1-19-26.2, rendering the Secretary’s office an “agency” under NMSA 1978, § 12-8-2(A), and thus potentially rendering all of the office’s rulemaking subject to the higher procedural requirements of the APA.



[The term] “rule” means any rule, regulation, or standard, including those that explicitly or implicitly implement or interpret a federal or state legal mandate or other applicable law and amendments thereto or repeals and renewals thereof, issued or promulgated by any agency and purporting to affect one or more agencies besides the agency issuing the rule or to affect persons not members or employees of the issuing agency, including affecting persons served by the agency.

NMSA 1978, § 14-4-2(F).

26. “Failure to follow the State Rules Act cause[s a] policy to be invalid and unenforceable . . . .” *State v. Joyce*, 1980-NMCA-086, ¶ 9. Just so here. The Secretary’s failure give the public even the relatively minimal process to which it is entitled under the State Rules Act – in fact doing *worse* than merely not giving notice, as she *said* she was going to give notice and conduct public hearings, but then changed her mind the day the policy was announced – is alone sufficient to render her attempt to implement straight party ticket voting invalid.

### **III. Straight Ticket Voting Unduly and Unequally Burdens the Ballot Access of Independents, Minor Parties, and Minority Parties.**

27. “States may impose reasonable and neutral limitations on access to the ballot,” but restrictions on ballot access nonetheless implicate “First Amendment interests and the ‘fundamental rights’ strand of [the] equal protection analysis,” and, thus, courts “focus on the degree to which the challenged restrictions operate as a mechanism to exclude certain classes of candidate from the electoral process.”

1 William J. Rich, *Modern Constitutional Law* § 14:20, at 568 (3d ed. 2011); *Anderson v. Celebrezze*, 460 U.S. 780, 796 (1983). In the context of discrimination

on the basis of party affiliation or lack thereof – which is obviously not a suspect classification, but which does merit enhanced scrutiny due to the fundamental rights involved<sup>3</sup> – courts normally speak in terms of whether the state’s “regulatory interests are generally sufficient to justify *reasonable, nondiscriminatory* restrictions.” *Anderson v. Celebrezze*, 460 U.S. 780, 788 (1983) (emphasis added).

28. Here, the Secretary’s imposition of straight ticket voting violates the Equal Protection Clauses of the federal and state constitutions. *See* U.S. Const. amend. XIV, § 1; N.M. Const. art. II, § 18. What renders it a violation is not simply the discrimination itself or even the impact of that discrimination: to make reference to the most well-known and high-impact category of partisan discrimination in the electoral system, would-be independent and minor-party candidates face hurdles simply not faced by major-party candidates to even be *listed on the ballot* at all. *See Dillon v. King*, 1974-NMSC-096, ¶ 16 (noting that the “state’s right to reasonable regulation of the ballot” justifies placing party-specific barriers to ballot access, provided that nominating signatures, votes, or party membership required by statute satisfies “the ‘reasonable quantum’ test”). But that discrimination and its impact have a purpose: furthering “the fundamental importance of ballots of reasonable size

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<sup>3</sup> “Limitations on ballot access burden two fundamental rights: “the right of individuals to associate for the advancement of political beliefs, and the right of qualified voters, regardless of their political persuasion, to cast their votes effectively.” *Munro v. Socialist Workers Party*, 479 U.S. 189, 200 (1986) (Brennan & Marshall, JJ., dissenting) (quoting *Williams v. Rhodes*, 393 U.S. 23, 30 (1968)).

limited to serious candidates with some prospects of public support.” *Id.* ¶ 12. “The ‘laundry list’ ballot, as it has been aptly characterized by the Chief Justice, is a real and present danger in New Mexico,” and a strict but fair ballot-access regime that is oriented toward limiting the number of candidates on the ballot is, at worst, a necessary evil. *Id.*

29. Here, however, there is no concomitant benefit to voters to providing a straight party ticket item – it is, if anything, one *more* thing for the voter to decide upon. And especially given the Secretary’s defiance of both the clear mandate of the people’s elected representatives in the legislature, and even of the people themselves (who were at least entitled to notice and hearing), her action cannot be allowed to stand and cripple – without legal authorization or even publicly tested justification – the electoral odds of an entire class of candidates. *See* Charles E. Smith, *The New Mexico State Constitution* art. II, § 18, at 53 (2011) (“Due process of law not only embraces protection of the liberty of individuals in the enforcement of law, but also in the making of law. [Lawmakers] may not make law outside [their] competency to do so.” (citation omitted)).

## CONCLUSION

WHEREFORE, for the foregoing reasons, the Petitioners respectfully request this Court:

- A. issue a Writ of Mandamus declaring that the Secretary of State's actions in including the straight ticket option on the 2018 General Election Ballot are inconsistent with the explicit intention of the New Mexico Legislature to repeal §1-9-4, and requiring that any form or ballots exclude the straight party option; and
- B. grant such other relief as the Court considers appropriate.

Respectfully Submitted,

/s/ Christopher T. Saucedo

Christopher T. Saucedo  
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(505) 338-3945

--and--

/s/ A. Blair Dunn

A. Blair Dunn, Esq.  
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400 Gold Ave SW, Suite 1000  
Albuquerque, NM 87102  
(505) 750-3060

--and--

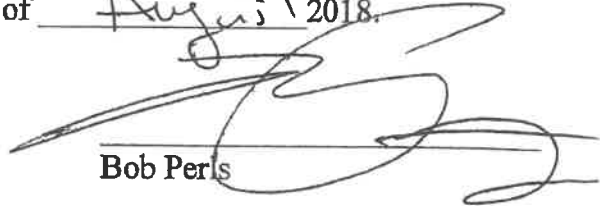
/s/ Carter B. Harrison, IV

Carter B. Harrison IV  
Peifer, Hanson & Mullins, P.A.  
Post Office Box 25245  
Albuquerque, New Mexico 87125  
(505) 247-4800

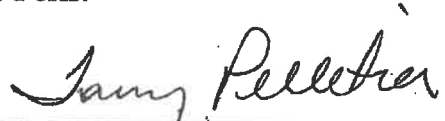
*Attorneys for the Petitioners*

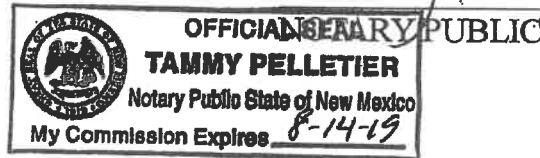
VERIFICATION

I, Bob Perls, duly authorized on behalf of Unite New Mexico do hereby swear and affirm that that foregoing is true and correct to the best of my knowledge and acknowledge the same this 30 day of August 2018.

  
Bob Perls

Subscribed and sworn to me this day by Bob Perls.





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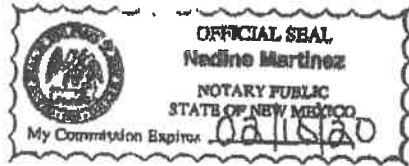
My commissioner expires: \_\_\_\_\_

VERIFICATION

I, Heather Nordquist, do hereby swear and affirm that that foregoing is true and correct to the best of my knowledge and acknowledge the same this 30 day of August 2018.

*Heather Nordquist*  
Heather Nordquist

Subscribed and sworn to me this day by Heather Nordquist.




*Nedine Martinez*  
NOTARY PUBLIC

<SEAL>

My commissioner expires: 02/15/20

VERIFICATION

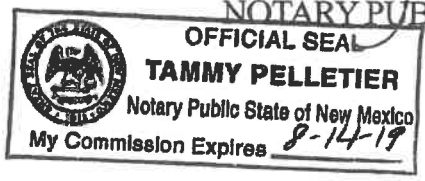
I, Ron Nielson, duly authorized on behalf of ELECT LIBERTY, PAC do hereby swear and affirm that that foregoing is true and correct to the best of my knowledge and acknowledge the same this 30 day of August 2018.

  
Ron Nielson

Subscribed and sworn to me this day by Ron Nielson.



NOTARY PUBLIC



<SEAL>

My commissioner expires: \_\_\_\_\_

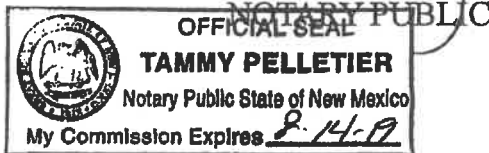
VERIFICATION

I, Chris Lucini, duly authorized on behalf of the Libertarian Party of New Mexico do hereby swear and affirm that that foregoing is true and correct to the best of my knowledge and acknowledge the same this 30<sup>th</sup> day of August 2018.

  
Chris Luchini

Subscribed and sworn to me this day by Chris Luchini.





<SEAL>

My commissioner expires: \_\_\_\_\_



VERIFICATION

I, Ryan Cangioli, duly authorized on behalf of the Republican Party of New Mexico do hereby swear and affirm that that foregoing is true and correct to the best of my knowledge and acknowledge the same this 30 day of

August 2018.

  
Ryan Cangioli

Subscribed and sworn to me this day by Ryan Cangioli.



  
NOTARY PUBLIC

<SEAL>

My commission expires: 12/2021

**CERTIFICATE OF SERVICE**

I certify that a copy of this pleading was served in accordance with Rules 12-307 and 12-504 NMRA this 30<sup>th</sup> day of August 2018 as follows:

Secretary of State Maggie Toulouse Oliver  
New Mexico Capitol Annex North  
325 Don Gaspar, Suite 300  
Santa Fe, NM 87501

Hector Balderas  
NM Attorney General  
201 3<sup>rd</sup> St NW #300  
Albuquerque, NM 87102

/s/ A. Blair Dunn  
A. Blair Dunn, Esq.



*Agenda Item  
No. 18*



**SUSANA MARTINEZ**  
GOVERNOR



**DUFFY RODRIGUEZ**  
CABINET SECRETARY

**RICK LOPEZ**  
DIRECTOR

**JOLENE SLOWEN**  
DEPUTY DIRECTOR

**STATE OF NEW MEXICO**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**LOCAL GOVERNMENT DIVISION**  
Bataan Memorial Building ♦ 407 Gallateo St. ♦ Suite 202 ♦ Santa Fe, NM 87501  
PHONE (505) 827-4960 ♦ FAX (505) 827-4948

August 27, 2018

The Honorable Julia DuCharme  
Torrance County  
P.O. Box 48  
Estancia, NM 87016

Dear Commissioner DuCharme:

The final budget for your local government entity for Fiscal Year 2018-2019, as approved by your governing body, has been examined and reviewed. The Department of Finance and Administration, Local Government Division (LGD) finds it has been developed in accordance with applicable statutes and budgeting guidelines, and sufficient resources appear to be available to cover budgeted expenditures. In addition, the *Budget Certification of Local Public Bodies* rule, 2.2.3 NMAC, requires that your entity's audit or "Agreed Upon Procedures" (per the *Tier System Reporting* rule, 2.2.2.16 NMAC) for Fiscal Year 2017 should have been submitted to the Office of the State Auditor as of this time. The LGD's information indicates that you are in compliance with this requirement. Therefore, in accordance with Section 6-6-2E NMSA 1978, the LGD certifies your entity's final Fiscal Year 2018-2019 budget.

Please take note that state statute requires all revenue sources be expended only for public purposes, and if applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the anti-donation clause.

Budgets approved by the LGD are required to be made a part of the minutes of your governing body according to Section 6-6-5 NMSA 1978. In addition, Section 6-6-6 NMSA 1978 provides that the approved budget is binding on local officials and governing authorities; and any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for the excess amounts.

Due to estimated expenditures and transfers exceeding estimated revenue, your entity's General Fund cash balance is being depleted. Careful control of expenditures and attention to revenue collection efforts is recommended to avoid further depletion of reserves.]

Finally, as required by Section 6-6-2H NMSA 1978, LGD is required to approve all budget increases and transfers between funds not included in the final approved budget. Beginning with Fiscal Year 2018-2019, all budget adjustments are required to be submitted on the Local Government Budget Management System (LGBMS).

If you have questions regarding this matter, please call Erica Cummings of my staff at 505-827-4127.

Sincerely,

  
Rick Lopez, Director  
Local Government Division

xc: file

