

# **LUNA COUNTY BOARD OF COUNTY COMMISSIONERS**

**Linda M. Smrkovsky**  
**Member**

**R. Javier Diaz**  
**Chairman**

**Joe L. Milo, Jr.**  
**Member**

**Thursday, October 13, 2016**  
**10:00 a.m.**  
**Regular Meeting**  
**Luna County Courthouse**

1. **Call to Order:** Chairman Diaz to commence meeting (At this time, please silence your cell phones and any other electronic devices) Pledge of Allegiance, State Pledge
2. **Roll Call:**
3. **Approval of Agenda:**
4. **Elected Officials Report:**
5. **Presentation:**
  - Adult Drug Court Presentation by Rachel ~~Palz~~-Pelz
6. **Public Comment:** The Public has the opportunity to provide comment at this time pertaining to items on the agenda only. Please be advised that this is not a question and answer period. Your comments specific to the agenda items will be limited to three minutes unless the Board of County Commissioners requests more information. The time limit and opportunity to speak is given in an effort to allow public input on business matters of the County to move the agenda forward in a prompt yet efficient manner. Comment will not be allowed on individual agenda items as they are discussed by the Commissioners during new business.
7. **County Manager's Report:**

**8. Minutes:**

- a. Work Session- September 8, 2016  
**MOTION AND VOTE**
- b. Regular Meeting- September 8, 2016  
**MOTION AND VOTE**
- c. Special Meeting- September 16, 2016  
**MOTION AND VOTE**
- d. Special Meeting- September 29, 2016  
**MOTION AND VOTE**

**9. Consent Agenda:**

- a. Accounts Payable: \$ 758,163.81
- b. Payroll:\$ 1,472,528.58
- c. Resolution 16-49 Budget Increases
- d. Resolution 16-50 Budget Transfers
- e. Resolution 16-51 Supporting Task Tax Increment Development District
- f. Luna County Proclamation for 2016 Pro Bono Legal Clinic
- g. Luna County Red Ribbon Week Proclamation
- h. Luna County Proclamation for National Medicine Abuse Awareness
- i. Luna County Emergency Operations Plan As Amended October 2016  
**MOTION AND VOTE**

**10. New Business:**

**11. Approval of Travel Requests:**

**12. Indigent Claims Report:**

- a. Recess as County Commission, Convene as Claims Board  
**MOTION AND VOTE**
- b. Presentation of Claims Report by Joanne Hethcox
- c. Consider Claims dated October 13, 2016 in the amount of \$0.00  
**MOTION AND VOTE**
- d. Recess as Claims Board, Re-Convene as County Commission  
**MOTION AND VOTE**

**13. Upcoming Meetings:**

Work Session-November 10, 2016 at 9:00 a.m.  
Regular Meeting- November 10, 2016 at 10:00 a.m.

**14. Requests for Future Agenda Items:**

**15. Adjourn:**

*STATE PLEDGE: I salute the flag of the State of New Mexico and the Zia symbol of perfect friendship among united cultures.*

**NOTE TO THE PUBLIC:** Please use the microphone when addressing the Board. This is necessary for recording purposes. Thank you for your cooperation. Headphones for hearing enhancement are available upon request.

**MINUTES  
WORK SESSION  
LUNA COUNTY BOARD OF COUNTY COMMISSIONERS  
Thursday, September 8, 2016**

**BE IT REMEMBERED** that the Luna County Board of County Commissioners met in work session at 9:00 a.m. on Thursday, September 8, 2016 in the County Commission Chambers of the Luna County Courthouse, Deming, New Mexico, for the purpose of conducting a Work Session.

**CALL TO ORDER:** Chairman Diaz called the meeting to order at 9:03 a.m.

**ROLL CALL:** Deputy Clerk JoAnna Zurinsky called roll. The following Commissioners constituting a quorum were present:

**Joe L. Milo, Jr., District 1  
Linda M. Smrkovsky, District 2  
R. Javier Diaz, Chairman, District 3**

**PRESENTATIONS:** Luna County Manager Ira Pearson administered the Detention Officer Oath of Office to Cadets Johnathan Campoverde, Arturo Casillas, Macario Hernandez, Jennifer Vasquez, Humberto Vega, Jesus Venzor, and Jeremy Wainwright.

Luna County Detention Director Matt Elwell, Captain Mary Gooding and Chief of Security Bobby Brookhouser, Jr. conducted a promotion ceremony for the following Detention Officers: Michael Munoz, Jennifer Tone, and Robert Apodaca to the rank of Sergeant.

**COMMISSIONERS AND STAFF DISCUSSION ON REGULAR MEETING AGENDA ITEMS:** The Luna County Board of County Commissioners presented the Regular Meeting Agenda items for discussion by attending members of the public and staff. County Manager Ira Pearson reviewed items on the agenda, and advised members of the Board that items 13 f, h, and k on the *Consent Agenda* would need to be moved to the *New Business* items pending further discussion. *(\*Note: Items were presented for discussion only and no actions were taken.)*

**PUBLIC INPUT:** Public Input on Agenda Items and announcements were made by the following: The Luna County Board of County Commissioners, County Manager Ira Pearson, Assistant County Manager Glory Juarez, Mark Valenzuela, and Ann Shine-Ring.

**ADJOURN:** Chairman Diaz adjourned the meeting at 10:00 a.m.

**ATTEST:**

**LUNA COUNTY BOARD OF  
COUNTY COMMISSIONERS**

\_\_\_\_\_  
**Andrea Rodriguez, Luna County Clerk**

\_\_\_\_\_  
**Joe L. Milo, Jr., District 1**

**Approved:** \_\_\_\_\_

\_\_\_\_\_  
**Linda M. Smrkovsky, District 2**

\_\_\_\_\_  
**R. Javier Diaz, District 3, Chairman**

**MINUTES  
REGULAR MEETING  
LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS  
Thursday, September 8, 2016**

**BE IT REMEMBERED** that the Luna County Board of County Commissioners met in regular session at 10:00 a.m. on Thursday, September 8, 2016 in the County Commission Chambers of the Luna County Courthouse, Deming, New Mexico, for the purpose of conducting any and all business to come properly before the Board.

The following staff and elected officials were present:

County Manager Ira Pearson, Assistant County Manager Glory Juarez, Executive Administrative Assistant Yossie Nieblas, County Clerk Andrea Rodriguez, Chief Deputy Clerk Berenda McWright, Deputy Clerk JoAnna Zurinsky, Treasurer Dora Madrid, Chief Deputy Treasurer Gloria Rodriguez, Sheriff Jonathan Mooradian, Lieutenant Richard Cowles, Special Projects and Facilities Management Director Billy Ruiz, Road Director Marty Miller, Dispatch Supervisor Lauree Sanchez, Human Resources Director Danny Gonzales, Community Health and Wellbeing Director Jessica Moreno, Detention Director Matt Elwell, Detention Captain Mary Gooding, Detention Chief of Security Bobby Brookhouser, Jr., IT Technician Manny Armendariz, Grant and Compliance Officer Palmira Valentine, Public Information Officer Matt Robinson, Safety Director Mark Jasso.

**CALL TO ORDER:** Chairman Diaz called the meeting to order at 10:08 a.m., and led the Pledge of Allegiance.

**ROLL CALL:** Deputy Clerk JoAnna Zurinsky called roll. The following members of the Board constituting a quorum were present:

Joe L. Milo, Jr., District 1  
Linda M. Smrkovsky, District 2  
R. Javier Diaz, Chairman, District 3

**APPROVAL OF AGENDA:** The Agenda for today's Regular Meeting was presented to the Board for approval. Commissioner Smrkovsky motioned to approve the agenda, amending the following *Consent Agenda* items: moving items *F*, *H*, and *K* to the *New Business* section of the Agenda, pending further discussion amongst the Board. The motion was seconded by Commissioner Milo which carried unanimously.

**ELECTED OFFICIALS REPORTS:** Sheriff John Mooradian reported that crime statistics have improved this year over this time last year. Sheriff Mooradian reported that stolen firearms were recently recovered, and complimented the efforts of the investigators that made the case. Sheriff Mooradian also reported to the Board, that due to the diligence and outstanding efforts of Lieutenant Richard Cowles appropriating left over Stonegarden funds, vehicles for the department were able to be purchased. Sheriff Mooradian commended his staff and the community for their overwhelming support for Law Enforcement Officers in Luna County and two Officers that recently lost their lives in Hatch and Alamogordo. Sheriff Mooradian also announced the recent retirement of Lieutenant Joy Mullins.

Treasurer Dora Madrid reported that 92.2% of property taxes have been collected. Ms. Madrid stated that the goal is to collect 93% of property taxes owed county wide.

Commissioner Smrkovsky reported that although only four priorities that were worked on very diligently, are addressed in today's Consent Agenda, that there are more New Mexico Association of Counties Legislative Priorities that are available for viewing on the NMAC website. Commissioner Smrkovsky reported there was a significant budget shortfall, and that it was going to be a tough fiscal year for many counties in New Mexico.

**ANNOUNCEMENTS:** County Manager Ira Pearson announced that the Fiscal Year 2017 Final Budget was approved by the Department of Finance Administration (DFA). The approval was received from the DFA via e-mail. Mr. Pearson stated that no changes were made, and the announcement is being made as a formality.

Assistant County Manager Glory Juarez announced Community Well Being Director Jessica Moreno was appointed as a voting member to the National Association of Social Workers to represent Luna County.

Community Well Being Director Jessica Moreno announced that \$10,000 was awarded from Dep Com to Healing House.

Chairman Diaz announced that he attended an Arizona Water Settlement Act meeting, and stated that he was 'disappointed'. Commissioner Smrkovsky commented that she hoped that the community recognized the importance of the community leaders staying involved and aware, and keeping a 'seat at the table', and commended Chairman Diaz in his role.

**SERVICE AWARDS:** Detention Director Matt Elwell presented Chief of Security Bobby Brookhouser, Jr. with a 10 year service award.

**PRESENTATIONS:** There were no presentations given at today's Regular Meeting.

**PUBLIC HEARING:** Chairman Diaz opened the floor to receive testimony to Consider Amending Ordinance Number 54- Collective Bargaining Ordinance. With no comments forthcoming, Chairman Diaz closed the floor to public testimony. County Manager Ira Pearson introduced counsel Dena Holcombe telephonically who was available for questions pertaining to the Collective Bargaining Ordinance. Ms. Holcombe outlined a brief history, and explained that the Ordinance was amended to reflect an updated or correct template, by updating the template, it will ensure a higher likelihood that the Ordinance will be approved by a State Board. Both Ms. Holcombe and Mr. Pearson recommended approving the amended Ordinance which will allow a local Employee Relations Board, rather than on the State level.

**ORDINANCE:** Commissioner Smrkovsky motioned to approve Amended Ordinance 54- Collective Bargaining. Commissioner Milo seconded the motion which carried unanimously following a roll-call vote.

**PUBLIC COMMENT:** Chairman Diaz opened the floor to Public Comment however there was no public comment forthcoming.

**COUNTY MANAGER'S REPORT:** County Manager Ira Pearson reported on the following items:

- A new power source was installed on the radio for the Columbus Fire Department.
- A battery test was performed for Dispatch, and everything is backed-up and running.

- **Community Projects:** The Hump Day academies were a success and well-received throughout the community. The academy classes provided free training seminars on topics such as Excel, Word and Customer service.
- The Luna County Detention Center (LCDC) applied for accreditation through NMAC, which is a two-year process. Construction for the LCDC expansion is set to begin the first of January.
- The Road Department has begun implementing a new customer service process.
  - Roads are washing out because of the recent heavy rains, and the response has been good from Luna County.
  - Construction of asphalt and sealing of Lucca and Hermanas Roads to begin soon.
- Human Resources is reviewing the new salary plan.
- **Starmax:** Sales for August 2016= \$120,000. Sales for August 2015=\$112,000.
- **Risk Management:** NMAC will be reimbursing a \$10,000 deductible from 2014. The case was finalized this year.

**CONSIDER MINUTES:** Upon motion of Commissioner Smrkovsky, seconded by Commissioner Milo, the minutes of the August 11, 2016 Work Session were unanimously approved.

Upon motion of Commissioner Milo, seconded by Commissioner Smrkovsky, the minutes of the August 11, 2016 Regular Meeting were unanimously approved.

Upon motion of Commissioner Milo, seconded by Commissioner Smrkovsky, the minutes of the August 29, 2016 Special Meeting were unanimously approved.

**CONSENT AGENDA:** Upon motion of Commissioner Smrkovsky, seconded by Commissioner Milo the following items on the Consent Agenda were unanimously approved following a roll-call vote.

- Accounts Payable:** Accounts Payable Registers totaling \$990,118.10.
- Payroll Registers:** Payroll Registers totaling \$1,001,448.82.
- Resolution 16-44 Budget Increases**
- Resolution 16-45 Department Transfers**
- Resolution 16-46 Supporting 2017 2017 NMAC Legislative Priorities**
- Approve Exemptions from Special Assessment for the Predator Control Program**
- Amended Resolution 16-42 Mileage & Per Diem**
- Letter to Congressman Pearce of Appreciation and Support in Opposing the Travel Management Plan of Gila National Forest**
- Water Rights Transfer from Luna County to Deming Public Schools**
- Authorize the County Manager to request donation of property from Duke Energy for the purpose of building an additional fire station.**

**OLD BUSINESS:** **Resolution 16-43 Declaring Regional Support and Submittal of Project Feasibility Form for NM Highway 11 Truck By-Pass Location Study:** Assistant County Manager Glory Juarez stated the City of Deming inadvertently sent the incorrect Project Feasibility Form, and the correct one is now being submitted, and gave a brief history of this item. Ms. Juarez stated this Resolution is a back-up plan, and that the EDA grant is in the process. Commissioner Smrkovsky motioned to approve Resolution 16-43 Declaring Regional Support and Submittal of Project Feasibility Form for NM Highway 11 Truck By-Pass Location Study. Commissioner Milo seconded the motion which carried unanimously following a roll-call vote.

**NEW BUSINESS:** The tabled items from the Consent Agenda were submitted as New Business items.



- f. Resolution 16-47 Courthouse Park Use Agreement:** County Manager Ira Pearson outlined the amended agreement which entails the section about alcohol being allowed or being served using a dispenser's license. Commissioner Smrkovsky commented that she has received many calls and comments from member of the public in support of the agreement. Commissioner Smrkovsky motioned to amend and approve Resolution 16-47 Courthouse Park Use Agreement. Chairman Diaz seconded the motion which carried with a majority roll-call vote, with Commissioner Milo voting in the negative (against).
- h. Bond Purchase Agreement:** County Manager Ira Pearson stated the approval of Bond Purchase Agreement in the form of Resolution 16-48 which allows the Bond Purchase to go through. Mark Valenzuela stood before the Board for questions, and introduced Bond Counsel Linda Melendrez to outline the terms of the bond. Mr. Valenzuela stated that yesterday (September 7<sup>th</sup>) was a good day for Luna County for bonds, and that the County sold bonds in the amount of \$12,251,000. It will provide 12 million dollars for construction funds for the jail with a 2.98% for 30 year financing period. Linda Melendrez provided a brief outline of the resolution for including bond details, sale terms and insurance requirements, and bond proceed allocations. Commissioner Smrkovsky motioned to approve and assign Resolution 16-48 as Bond Purchase Agreement. Commissioner Milo seconded the motion, which carried unanimously following a roll-call vote.
- k. Appointment of Labor Relations Board Member:** County Manager Ira Pearson recommended the appointment of attorney Charles Kretek as a member to the Labor Relations Board. Commissioner Smrkovsky motioned to appoint Charles Kretek as a member of the Labor Relations Board. Commissioner Milo seconded the motion, which carried unanimously.

**CALL FOR ORDINANCE:** Commissioner Smrkovsky motioned to direct the County Manager's Office to publish the title and summary of Ordinance 5- Business Registration Fee as amended one time in *The Deming Headlight* at least two weeks prior to the meeting of the Board at which the ordinance is proposed for final passage. The publication shall also include the date and time at which the ordinance is to be considered. Commissioner Milo seconded the motion which carried unanimously.

**APPROVAL OF TRAVEL REQUESTS:** There were no Travel Requests submitted, therefore no action was taken on this item.

**INDIGENT CLAIMS REPORT:** Upon motion of Commissioner Milo seconded by Commissioner Smrkovsky, the meeting of the Board of County Commissioners was unanimously recessed and the meeting of the Indigent Hospital Claims Board convened. Human Resources Director Danny Gonzalez recommended approval of 34 claims dated September 8, 2016 in the amount of \$83,456.40 and zero denials. The monies received for August 2016 totaled \$46,742.71. The balance in the Indigent Funds Accounts as of August 31, 2016 is \$766,842.74, with an Encumbered Balance of \$309,485.75. Commissioner Smrkovsky moved to approve 34 claims dated September 8, 2016 in the amount \$83,456.40 and zero denials. Commissioner Milo seconded the motion which carried unanimously. Commissioner Milo moved to recess as claims board and to reconvene as the Board of County Commissioners. Commissioner Smrkovsky seconded the motion which was approved unanimously.

**EXECUTIVE SESSION:** Chairman Diaz entertained a motion to enter into Executive Session to discuss possible litigation matters pursuant to 10-15-1 (H)(7) NMSA 1978 pertaining filing an Inspections of Public Records Request Violation. Commissioner Smrkovsky so moved and announced no other matters would be discussed. Commissioner Milo seconded the motion which carried unanimously following a roll call vote.

Commissioner Smrkovsky motioned to return from Executive Session where no other matters were discussed but Limited Personnel Matters. Commissioner Milo seconded the motion which carried unanimously. No action was taken during the Executive Session.

**ANNOUNCE NEXT MEETING:** Chairman Diaz announced that a Work Session will be conducted on October 13, 2016 at 9:00 a.m. and the next regular meeting will be held on Thursday, October 13, 2016 at 10:00 a.m.

**REQUESTS FOR FUTURE AGENDA ITEMS:** There were no requests submitted.

**JAIL INSPECTION:** A jail inspection was conducted following a recess for lunch by the Luna County Board of County Commissioners at the Luna County Detention Center.

**ADJOURN:** Chairman Diaz adjourned the meeting at 2:07 p.m.

**ATTEST:**

**LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS**

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**ANDREA RODRIGUEZ, LUNA COUNTY CLERK**

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**JOE L. MILO, JR., DISTRICT 1**

**APPROVED:** \_\_\_\_\_

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**LINDA M. SMRKOVSKY, DISTRICT 2**

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**CHAIRMAN, R. JAVIER DIAZ, DISTRICT 3**

**MINUTES  
SPECIAL MEETING  
LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS  
Friday, September 16, 2016**

**BE IT REMEMBERED** that the Luna County Board of County Commissioners met in Special Session at 9:00 a.m. on Friday, September 16, 2016 in the County Commission Chambers of the Luna County Courthouse, Deming, New Mexico, for the purpose of conducting any and all business to come properly before the Board.

**The following staff and elected officials were present:** County Manager Ira Pearson, Executive Assistant Yossie Nieblas, County Clerk Andrea Rodriguez, Chief Deputy Clerk Berenda McWright, Deputy Clerk JoAnna Zurinsky, County Assessor Delilah Rojo, Chief Deputy Assessor Barbara Cobos, Sheriff Jonathan Mooradian, Captain Kelly Gannaway, Executive Secretary Estella Ortiz, Road Director Marty Miller, Human Resources and Payroll Director Daniel Gonzales, Budget and Procurement Director Joanne Hethcox, Special Projects and Facilities Management Director Billy Ruiz, Detention Director Matthew Elwell, Executive Secretary Yvonne Baca, Grant and Compliance Officer Palmira Valentine, IT Technician Manny Armendariz.

**CALL TO ORDER:** Chairman Diaz called the meeting to order at 9:00 a.m. and Sammy Griego led the Pledge of Allegiance and the salute to the flag of the State of New Mexico.

**ROLL CALL:** Deputy Clerk JoAnna Zurinsky called roll. The following members of the Board constituting a quorum were present:

**Joe L. Milo, Jr., District 1  
Linda M. Smrkovsky, District 2  
Chairman R. Javier Diaz, District 3**

**PUBLIC COMMENT:** Chairman Diaz opened the floor to Public Comment: Deputy Valerie Tyler representing the Luna County Sheriff's Department came before the Board and stated that the threat of further litigation against the State Labor Board and Public Employees wanting to form a union is a grossly negligent abuse of tax-payer dollars.

Andy Gilmore commented that the organization of the union was for the purposes of better working conditions, fair treatment, and common sense improvements to policies, recruitment and retention strategies. Mr. Gilmore further stated that the County has already spent a lot of the taxpayer's money, and to please consider the reasons an overwhelming majority of workers voted to unionize.

**NEW BUSINESS:**

- a. CERTIFICATE OF PROPERTY TAX RATES 2016:** County Manager Ira Pearson stated the rates are required to be set for the upcoming year, and introduced County Assessor Delilah Rojo to Outline the Certificate of Property Tax Rates for 2016. Ms. Rojo stated the first tax rates to set the mills, and the taxable values were received for each district, however Ms. Rojo discovered an error, which has since been rectified by the State (as of September 9<sup>th</sup>). The numbers have been verified by Ms. Rojo and they are correct. Ms. Rojo reviewed the taxable values from the previous year to this year, and explained the Certification process. Commissioner Smrkovsky motioned to approve the Certificate of Property Taxes 2016. Commissioner Milo seconded the motion which carried unanimously.
- b. AUTHORIZE COUNTY MANAGER TO PURSUE LITIGATION AGAINST PUBLIC EMPLOYEE LABOR RELATIONS BOARD (PELRB) FOR VIOLATION OF PUBLIC RECORDS ACT (IPRA):** County Manager Ira Pearson summarized the history of the litigation, and the alleged violation. Mr. Pearson further outlined a chain of events, and stated that a response has been received, and if the information is what has been requested, then further litigation may not be necessary, but it is prudent to authorize the request. Commissioner Smrkovsky motioned to approve Authorization for the County Manager to Pursue Litigation Against Public Employee Labor Relations Board (PELRB) for Violation of Public Records Act (IPRA). The motion was seconded by Commissioner Milo which carried unanimously.

**ADJOURN:** Chairman Diaz adjourned the meeting at 9:19 a.m.

**ATTEST:**

**LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS**

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**ANDREA RODRIGUEZ, CLERK**

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**JOE L. MILO, JR., DISTRICT 1**

**APPROVED:** \_\_\_\_\_

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**LINDA M. SMRKOVSKY, DISTRICT 2**

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**CHAIRMAN, R. JAVIER DIAZ, DISTRICT 3**

**MINUTES  
SPECIAL MEETING  
LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS  
Thursday, September 29, 2016**

**BE IT REMEMBERED** that the Luna County Board of County Commissioners met in Special Session at 5:00 p.m. on Friday, September 29, 2016 in the Silva Conference Center, Deming, New Mexico, for the purpose of conducting any and all business to come properly before the Board.

The following staff and elected officials were present:

County Manager Ira Pearson, Assistant County Manager Glory Juarez, County Clerk Andrea Rodriguez, Deputy Clerk JoAnna Zurinsky, Community Projects Director Jessica Etcheverry

**CALL TO ORDER:** Chairman Diaz called the meeting to order at 5:04 p.m. and Deming Mayor Benny Jasso led the Pledge of Allegiance and the salute to the flag of the State of New Mexico.

**ROLL CALL:** Deputy Clerk JoAnna Zurinsky called roll. The following members of the Board constituting a quorum were present:

**Joe L. Milo, Jr., District 1  
Linda M. Smrkovsky, District 2  
Chairman R. Javier Diaz, District 3**

**NEW BUSINESS:**

**a. MOU BETWEEN COUNTY OF LUNA, CITY OF DEMING, VILLAGE OF COLUMBUS & DEMING PUBLIC SCHOOLS:** Assistant County Manager Glory Juarez thanked each entity for their participation and for attending the meeting, and explained the purpose for the Memorandum of Understanding (MOU), and asked Village of Columbus Mayor Philip Skinner to present the MOU. Mr. Skinner obliged Ms. Juarez's request, by reading the MOU in its entirety, which each entity voted on separately, following each Board's discussion and proper voting protocol. Commissioner Milo motioned to approve the MOU between County of Luna, City of Deming, Village of Columbus & Deming Public Schools. Commissioner Smrkovsky seconded the motion which carried unanimously.

**ADJOURN:** Upon motion by Commissioner Smrkovsky, seconded by Commissioner Milo, Chairman Diaz adjourned the meeting at 5:27 p.m.

**ATTEST:**

**LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS**

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**ANDREA RODRIGUEZ, CLERK**

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**JOE L. MILO, JR., DISTRICT 1**

**APPROVED:** \_\_\_\_\_

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**LINDA M. SMRKOVSKY, DISTRICT 2**

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**CHAIRMAN, R. JAVIER DIAZ, DISTRICT 3**

LCBCC Meeting October 13th, 2016

Accounts Payable

09/08/2016	\$74,735.51
09/08/2016	\$5,009.45
09/08/2016	\$7,344.45
09/08/2016	\$3,527.94
09/16/2016	\$108,733.54
09/16/2016	\$10,580.69
09/16/2016	\$3,784.09
09/23/2016	\$183,626.26
09/23/2016	\$5,254.42
09/23/2016	\$3,162.72
09/29/2016	\$86,232.57
09/29/2016	\$37,346.51
09/29/2016	\$2,335.01

P-Cards

09/28/2016	\$226,490.65
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Total \$758,163.81

*Luna County*  
*Board of County Commissioners*

AGENDA 10/13/16

PAYROLL

09/02/2016	Register#2016067	\$483,952.16
09/02/2016	Register#2016068	\$30,348.08*
09/08/2016	Register#2016069	\$2,039.16
09/08/2016	Register#2016070	\$1,838.74
09/16/2016	Register#2016071	\$497,157.36
09/16/2016	Register#2016072	\$20,162.40*
09/30/2016	Register#2016073	\$414,260.80
09/30/2016	Register#2016074	\$22,769.88*
	<b>Total</b>	<b>\$1,472,528.58</b>

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\*Special Payroll that is reimbursable through Grants and/or Contractual Payments.



**LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS**

**RESOLUTION NO. 16-49  
Proposed Inter/Intra Fund Budget Increases**

**WHEREAS**, the Luna County Board of County Commissioners has the statutory authority to approve, modify and amend the County's annual operating budget; and

**WHEREAS**, development of an annual budget includes a considerable amount of professional guessing about events that may occur in the future; and

**WHEREAS**, during the course of the budget year actual events can result in receiving revenues or making expenditures that were not expected at the time the budget was prepared and adopted; and

**WHEREAS**, it is necessary to adjust the County's adopted budget to properly provide for these unexpected events.

**NOW THEREFORE BE IT RESOLVED** that the Luna County Board of County Commissioners hereby adopts the changes to the County's Fiscal Year 105, July 1, 2016 through June 30, 2017 Budget proposed by the County's management staff and attached hereto in spreadsheet form, as amendments to the previously adopted operating budget.

**PASSED, APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY OF OCTOBER, 2016.**

LUNA COUNTY

\_\_\_\_\_  
R. Javier Diaz, Chairperson

ATTEST:

\_\_\_\_\_  
Andrea Rodriguez, Luna County Clerk

Be it remembered that at a Regular meeting of the Luna County Board of County Commissioners in Deming NM on the 13th day of October, 2016, the following budget adjustments are proposed and entered of record.

SCHEDULE OF BUDGET OF ADJUSTMENTS			Budget Resolution Number 16-49 Proposed Inter/Intra FUND Budget Increase						Entity Code DFA Resolution Number	
ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
One	Increase	508/299	SO Equipment 1/8 GRT	508/299	\$ 13,000.00	508-00-2028 Capital Outlay	\$ 13,000.00	To outfit patrol units as needed.	\$ 35,000.00	\$ 48,000.00
Two	Increase	421/218	Domestic Violence Shelter	421/218	\$ 6,000.00	421-00-2101 Professional/ Contract Services	\$ 6,000.00	To pay for counseling contract services which were funded in last fiscal year.	\$ -	\$ 6,000.00
Three	Increase	415/218	Community Services - Healthy Kids New Mexico Grant	415/218	\$ (1,000.00)	415-77-1330 (Revenue) Healthy Kids NM Grant	\$ (1,000.00)	To adjust FY 2017 Award for Healthy Kids New Mexico Grant through Department of Health	\$ (49,000.00)	\$ (50,000.00)
					\$ 29,868.34	415-17-2330 (Expense) Healthy Kids NM Grant	\$ 29,868.34	To adjust FY 2017 Award for Healthy Kids New Mexico Grant through Department of Health.	\$ 28,868.48	\$ 58,736.82
Four	Increase	415/218	Community Services - Partnerships for Success II/YPAC	415/218	\$ 2,583.37	415-53-2101 Professional/ Contract Services	\$ 2,583.37	To adjust for prior fiscal year expenditure paid in this fiscal year. Monies already billed for.	\$ 19,800.00	\$ 22,383.37
Five	Increase	411/299	County Maintenance and Improvements	411/299	\$ (24,000.00)	411-77-1467 BLM Integrated Weed Management Program	\$ (24,000.00)	Grant award to eradicate noxious or invasive weeds.	\$ -	\$ (24,000.00)
					\$ 24,000.00	411-77-2467 BLM Integrated Weed Management Program	\$ 24,000.00	To allow for spending of grant award to eradicate noxious or invasive weeds.	\$ -	\$ 24,000.00
Six	Increase	408/223	DWI Program	408/223	\$ 1,675.76	408-00-2002 Salaries - Full-Time	\$ 1,140.30	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 33,600.84	\$ 34,741.14
						408-00-2020 Supplies	\$ 59.50	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 2,164.63	\$ 2,224.13
						408-00-2060 Match - Medicare 1.45%	\$ 17.05	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 487.21	\$ 504.26
						408-00-2063 Match - PERA 16.42% (LE-22.975%)	\$ 187.24	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 5,517.26	\$ 5,704.50
						408-00-2064 Match - FICA 6.2%	\$ 72.86	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 2,083.25	\$ 2,156.11
						408-00-2065 Match - Group Insurance	\$ 176.00	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 4,739.52	\$ 4,915.52
						408-00-2070 Match - RHCA 2.0% (LE-2.5%)	\$ 22.81	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 672.02	\$ 694.83

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
Seven	Increase	408/223	DWI - Distribution	408/223	\$ 5,477.50	408-51-2002 Salaries - Full-Time	\$ 2,512.80	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 72,848.88	\$ 75,361.68
						408-51-2003 Salaries - Part-Time	\$ 461.50	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 12,844.00	\$ 13,305.50
						408-51-2006 Postage	\$ 5.92	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 514.92	\$ 520.84
						408-51-2007 Telephone	\$ 198.24	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 2,500.00	\$ 2,698.24
						408-51-2013 Equipment Rental	\$ 187.04	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 3,000.00	\$ 3,187.04
						408-51-2020 Supplies	\$ 872.84	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 10,348.21	\$ 11,221.05
						408-51-2060 Match - Medicare 1.45%	\$ 43.67	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 1,242.55	\$ 1,286.22
						408-51-2063 Match - PERA 16.42%	\$ 157.73	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 11,961.79	\$ 12,119.52
						408-51-2064 Match - FICA 6.2%	\$ 441.58	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 5,312.96	\$ 5,754.54
						408-51-2065 Match - Group Insurance	\$ 545.92	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 14,702.88	\$ 15,248.80
						408-51-2070 Match - RHCA (2.0%)	\$ 50.26	To adjust budget for expenses billed in June 2016 and paid in July 2016.	\$ 1,456.98	\$ 1,507.24
Eight	Increase	401/101	General Fund - Bureau of Elections	401/101	\$ 1,300.00	401-05-2030 Precinct Board Judge/ Clerk	\$ 1,300.00	To allow for spending of monies reimbursed from the Secretary of State for the re- count of the primary election.	\$ 10,500.00	\$ 11,800.00
Nine	Increase	610/218	Drug Investigation - HIDTA Grant	610/218	\$ (115,000.59)	610-77-1320 (Revenue) SWNM Task Force HIDTA & DCSI	\$ (115,000.59)	To adjust but for new HIDTA Grant award beginning October 1, 2016.	\$ (205,665.80)	\$ (320,666.39)
						610-43-2002 Salaries - Full-Time	\$ 64,778.70	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 101,836.80	\$ 166,615.50
						610-43-2005 Salaries - Overtime	\$ (48,750.00)	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 60,000.00	\$ 11,250.00
						610-43-2007 Telephone	\$ 9,000.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 9,000.00
						610-43-2010 Mileage Per Diem	\$ 5,017.50	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 5,017.50

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
						610-43-2011 Vehicle Expense	\$ 3,570.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 3,570.00
						610-43-2020 Supplies	\$ 21,000.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 21,000.00
						610-43-2025 Utilities	\$ 2,970.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 2,970.00
						610-43-2041 Confidential Informants	\$ 26,250.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 26,250.00
						610-43-2060 Match - Medicare 1.45%	\$ 232.42	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 2,346.63	\$ 2,579.05
						610-43-2063 Match - PERA	\$ 14,883.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 23,397.00	\$ 38,280.00
						610-43-2064 Match - FICA 6.2%	\$ 1,627.50	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 1,627.50
						610-43-2065 Match - Group Insurance	\$ 18,288.72	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 15,521.04	\$ 33,809.76
						610-43-2066 Workers' Compensation Assmnt	\$ 13.80	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 18.40	\$ 32.20
						610-43-2070 Match - RHCA	\$ 1,619.47	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ 2,545.92	\$ 4,165.39
						610-43-2101 Professional/ Contract Services	\$ 9,993.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 9,993.00
						610-43-2395 HIDTA - Silver City	\$ 3,750.00	To allow for spending of new HIDTA Grant awarded beginning October 1, 2016.	\$ -	\$ 3,750.00
					\$ 78,148.49		\$ 78,148.49		\$ 231,166.37	\$ 309,314.86

NOW, THEREFORE, it is respectfully requested that the Luna County Commissioners, authorize the above adjustments to the Luna County Budget.

Done at Deming New Mexico this Thursday the 13th day of October, 2016.

LUNA COUNTY BOARD OF COUNTY COMMISSIONERS

Joe L. Milo, Jr., District 1

Linda M. Smirkovsky, District 2

R. Javier Diaz, District 3, Chairperson



ATTEST:

Andrea Rodriguez, Luna County Clerk

Entered By:

Date

Checked By:

Date

**LUNA COUNTY BOARD OF COUNTY  
COMMISSIONERS**

**RESOLUTION NO. 16-50  
Proposed Intra/Inter Department Transfers**

**WHEREAS**, the Luna County Board of County Commissioners has the statutory authority to approve, modify and amend the County's annual operating budget; and

**WHEREAS**, development of an annual budget includes a considerable amount of professional guessing about events that may occur in the future; and

**WHEREAS**, during the course of the budget year actual events can result in receiving revenues or making expenditures that were not expected at the time the budget was prepared and adopted; and

**WHEREAS**, it is necessary to adjust the County's adopted budget to properly provide for these unexpected events.

**NOW THEREFORE BE IT RESOLVED** that the Luna County Board of County Commissioners hereby adopts the changes to the County's Fiscal Year 105, July 1, 2016 through June 30, 2017 Budget proposed by the County's management staff and attached hereto in spreadsheet form, as amendments to the previously adopted operating budget.

**PASSED, APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY OF OCTOBER, 2016.**

LUNA COUNTY

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R. Javier Diaz, Chairperson

ATTEST:

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Andrea Rodriguez, Luna County Clerk

Be it remembered that at a Regular meeting of the Luna County Board of County Commissioners in Deming NM on the 13th day of October, 2016 the following budget adjustments are proposed and entered of record.

## Budget Resolution Number 16-50

Proposed Intra/Inter Department Transfer

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	FROM Current Balance	Transfer amount	TO Line Number	Transfer Amount	Purpose
One	Transfer	415/218	Community Services - Parents As Teachers Program	415-52-2020 Supplies	\$5,745.35	\$569.50	415-52-2069 Membership Dues/ Subscriptions	\$569.50	To pay for subscriptions and dues through remainder of fiscal year that were unexpected at final budget preparation.
Two	Transfer	415/218	Community Services - Partnerships for Success/YPAC Program	415-53-2020 Supplies	\$3,750.98	\$824.94	415-53-2003 Salaries - Part-Time	\$816.00	To adjust negative line item.
							415-53-2009 Office Supplies	\$8.94	To adjust negative line item.
Three	Transfer	415/218	Community Services - Teen Outreach Program	415-39-2020 Supplies	\$31,134.35	\$10.00	415-39-2065 Match - Group Insurance	\$10.00	To allow for expenditure for remainder of fiscal year.
Four	Transfer	428/218	CASA Program	428-54-2002 Salaries - Full-Time	\$64,593.88	\$12,500.00	428-54-2020 Supplies	\$11,500.00	To allow for expenditure for remainder of fiscal year.
							428-54-2011 Vehicle Expense	\$1,000.00	To allow for expenditure for remainder of fiscal year.
Five	Transfer	613/299	Sheriff Special Bank Acct	613-00-2005 Salaries - Overtime	\$5,000.00	\$3,000.00	613-00-2036 Administrative Expense	\$3,000.00	To pay for construction in old KOC building.
Six	Transfer	609/226	Adult Detention	609-21-2028 Capital Outlay	\$26,282.31	\$2,200.00	609-21-2029 Capital Improvements	\$2,200.00	To adjust negative line item.
Seven	Transfer	401/101	General Fund	401 Cash Reserves		\$19,243.51	610 Drug Investigation	\$19,243.51	To adjust for deficit in funding for the HIDTA contract for FY 2017 awarded October 1, 2016.
					\$136,506.87	\$38,347.95		\$38,347.95	

NOW, THEREFORE, it is respectfully requested that the Luna County Commissioners, authorize the above adjustments to the Luna County Budget.

Done at Deming New Mexico this Thursday the 13th day of October, 2016.

LUNA COUNTY BOARD OF COUNTY COMMISSIONERS



\_\_\_\_\_  
Joe L. Milo, Jr., District 1

\_\_\_\_\_  
Linda M. Smrkovsky, District 2

\_\_\_\_\_  
R. Javier Diaz, District 3, Chairperson

ATTEST:

Entered By:

Date

\_\_\_\_\_  
Andrea Rodriguez, Luna County Clerk

Checked By:

Date

**RESOLUTION NO. 16-51  
LUNA COUNTY**

**Supporting a Tax Increment Development District**

**WHEREAS**, Chapter 5, Article 15 NMSA 1978 may be cited as the "Tax Increment for Development Act"; and

**WHEREAS**, the purpose of the Tax Increment for Development Act is to create a mechanism for providing gross receipts tax financing and property tax financing for public infrastructure for the purpose of supporting economic development and job creation; and

**WHEREAS**, the Village of Columbus has passed resolution 2016-23, creating a Tax Increment Development District in the incorporated area of the Village of Columbus; and

**WHEREAS**, the District shall be governed by a five-member board composed of four members appointed by that governing body; provided, however, that the fifth member of the five-member board is the secretary of finance and administration or the secretary's designee with full voting privileges; and

**WHEREAS**, one member shall be recommended by the Luna County Board of Commissioners; and

**WHEREAS**, the Luna County Board of Commissioners understands that 75% of the gross receipts taxes collected within a Tax Increment Development District in excess of the base gross receipts taxes collected are to be administered in a reasonable manner by the five-member board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Luna County Board of Commissioners hereby fully supports the creation and implementation of the tax increment development district in the incorporated area of the Village of Columbus.

**ADOPTED** by the Luna County Board of Commissioners in regular session, October 13, 2016.

**ATTEST:**

**LUNA COUNTY:**

\_\_\_\_\_  
Andrea Rodriguez, County Clerk

\_\_\_\_\_  
R. Javier Diaz, Chairman

\_\_\_\_\_  
Joe L. Milo, Jr., Member

\_\_\_\_\_  
Linda M. Smrkovsky, Member





## **COUNTY OF LUNA PROCLAMATION**

WHEREAS, one in every four of the 1,750,988 New Mexicans live in poverty and experience legal problems, with the majority of these civil problems being family law issues (divorce, child support/custody, abuse) consumer issues (creditor harassment, utility non-payment, bankruptcy issues), health issues (Medicaid, government insurance, nursing home), employment issues (unemployment benefits, pension, lost job), and housing issues (unsatisfactory repairs, foreclosure, eviction, poor living conditions); and

WHEREAS each year the low-income citizens of Deming lack access to legal assistance for their legal problems that are often critical to their safety and independence, forcing them to resolve complex legal problems on their own; and

WHEREAS, the need for legal aid in New Mexico is dire, funding for low-income New Mexicans who need civil legal assistance has not yet been met, with the consequences being a lack of access to justice which is devastating for the poor and which weakens our democratic society as a whole; and

WHEREAS, although 72% of the members of the legal community in the Sixth Judicial District donated their time and talents in free legal services each year, a huge unmet need for legal assistance remains for the disadvantaged in our area; and

WHEREAS, sponsored by the Access to Justice Commission and the American Bar Association with support from local pro bono committees statewide, Pro Bono Week 2016, from October 23-29, 2016, will educate the public about the extensive work New Mexico lawyers are doing by donating their time to improve the lives of vulnerable members of our community, and will encourage more individuals in the legal community to get involved in pro bono work and financially support the legal aid system; and

WHEREAS, Pro Bono Week 2016 will feature legal clinics throughout the State, assisting New Mexicans who greatly need legal assistance but cannot afford to pay for that help, and will also feature recognition events throughout the State of New Mexico honoring lawyers and judges for making a difference in New Mexico:

NOW, THEREFORE, THE LUNA COUNTY BOARD OF COMMISSIONERS, do hereby proclaim October 23-29, 2016 to be PRO BONO WEEK, and urge all residents to recognize the contributions of our legal community helping those most in need.

Done this 13<sup>th</sup> day of October, 2016, by the Luna County Board of Commissioners.

ATTEST:

LUNA COUNTY:

\_\_\_\_\_  
Andrea Rodriguez, County Clerk

\_\_\_\_\_  
R. Javier Diaz, Chairman, District 3

\_\_\_\_\_  
Linda M. Smrkovsky, Member, District 2

\_\_\_\_\_  
Joe L. Milo, Jr., Member, District 1



## LUNA COUNTY DWI

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321 W. SPRUCE ST. DEMING, NM 88030 BUSINESS: (575) 544-7377 FAX: (575) 546-7377

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**WHEREAS**, cities across America have been plagued by the numerous problems associated with alcohol, tobacco, and other drug use; and

**WHEREAS**, there is hope in winning the War on Drugs, and the hope lies in the hard work and determination of our communities to create a drug free environment; and

**WHEREAS**, local leaders, in government and in the community, know that the support of the people in the neighborhoods is the most effective tool they can have in their efforts to reduce use of alcohol, tobacco, and other drugs by New Mexicans; and

**WHEREAS**, success will not occur overnight, our patience and continued commitment to drug education and prevention are imperative; and

**WHEREAS**, the red ribbon was chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent, who was murdered in the line of duty and has come to represent the belief that one person CAN make a difference; and

**WHEREAS**, the Red Ribbon Campaign was established by Congress in 1988 to promote this belief and encourage a drug-free lifestyle and involvement in drug prevention efforts; and

**NOW, THEREFORE, BE IT RESOLVED**, the County of Luna hereby proclaims October 23 – October 31, 2016 as RED RIBBON WEEK, and encourages its citizens to participate in drug prevention education activities, not only during Red Ribbon Week, but all year long, making a visible statement that we are strongly committed to a drug free County.

**Dated this 13<sup>th</sup> day of October, 2016**

Attest:

Luna County

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Andrea Rodriguez, County Clerk

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R. Javier Diaz, Chairman

# **LUNA COUNTY BOARD OF COUNTY COMMISSIONERS**

## **PROCLAMATION**

### **DESIGNATING OCTOBER 2016 AS “NATIONAL MEDICINE ABUSE AWARENESS MONTH”**

**WHEREAS**, over-the-counter and prescription medicines approved by the Food and Drug Administration have been determined to be safe and effective when used properly; and

**WHEREAS**, the misuse or abuse of these medicines can be extremely dangerous and produce serious side effects; and

**WHEREAS**, the 2011 Monitoring the Future survey, funded by the National Institutes of Health; and the 2011 National Survey on Drug Use and Health, sponsored by the Substance Abuse and Mental Health Services Administration; both illustrate that, after marijuana, over-the-counter and prescription medicines account for the most frequently abused drugs among 12th graders; and

**WHEREAS**, the 2015 New Mexico Youth Risk and Resiliency Survey data shows 8.0% of 9-12 graders at Deming High School use painkillers to get high; and

**WHEREAS**, the access teenagers often have to prescription medicines in home medicine cabinets and the lack of understanding by teenagers of the potential harms of these powerful medicines make it more critical than ever to raise public awareness about the dangers of medicine abuse; and

**WHEREAS**, National Medicine Abuse Awareness Month promotes the message that over-the-counter and prescription medicines are to be taken only as labeled or prescribed, and that using such medicines to get high or in large doses can cause serious or life-threatening consequences; and

**WHEREAS**, observance of National Medicine Abuse Awareness Month should be encouraged at the national, state, and local levels to increase awareness of the abuse of medicines; and

**WHEREAS**, community anti-drug coalitions throughout the country are undertaking activities to engage and educate parents, grandparents, teachers, law enforcement officials, retailers, doctors, and other healthcare professionals about the potential harms of prescription drug abuse and cough medicine abuse; and

**WHEREAS**, educating the public about the dangers of medicine abuse, encouraging parents to talk about medicine abuse with their teenagers, mobilizing parents to safeguard their home medicine cabinets, and promoting abuse prevention are critical components of what must be a multipronged effort to curb over-the-counter and prescription medicine abuse; and

**NOW, THEREFORE BE IT RESOLVED**, that Luna County Board of County Commissioners hereby designates the month of October 2016 as “National Medicine Abuse Awareness Month”; and urges communities to carry out appropriate programs and activities to educate parents and youth of the potential dangers associated with medicine abuse.

Done this 13<sup>th</sup> day of October, 2016, by the Luna County Board of Commissioners.

ATTEST:

LUNA COUNTY:

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Andrea Rodriguez, County Clerk

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R. Javier Diaz, Chairman, District 3

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Linda M. Smrkovsky, Member, District 2

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Joe L. Milo, Jr., Member, District 1



**LUNA COUNTY  
EMERGENCY  
OPERATIONS  
PLAN**

# Luna County Emergency Operations Plan

## Introduction

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# Luna County Emergency Operations Plan

## Introduction

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# Luna County Emergency Operations Plan

## Introduction

## Introduction

### Promulgation Statement

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#### THE COUNTY OF LUNA, THE MUNICIPALITIES OF DEMING AND COLUMBUS

Do hereby approve and adopt the Luna County All-Hazards Emergency Operations plan of August 2012, as the official disaster preparedness plan for all declared emergencies and disasters that cross from unincorporated, Luna County areas to our jurisdictions areas, regardless of the origin of the incident. This approval shall not affect municipality responsibility for emergencies or disasters contained wholly within municipal boundaries. Unless there are current, signed agreements for municipal officials to control county and municipal resources, approval of this plan shall grant temporary, overall management and coordination responsibility for declared disasters and emergencies to the designated Luna County Emergency Operating Center Director. Such approval shall be only for those incidents that directly affect both the county and one or more municipality and only for the duration of the declaration of the emergency of disaster. Each municipality shall remain responsible for their own emergency planning. This plan is for Luna County its incorporated communities and the City of Deming and the Village of Columbus plus those declared emergencies and disasters that affect the county and one or more municipality.

This plan was prepared in accordance with local responsibilities and the requirements of Federal Emergency Management Agency (FEMA) *Development and Maintenance of Emergency Operations Plan, Comprehensive Preparedness Guide 101, Version 2.0 (CPG 101)*, New Mexico Department of Homeland Security and Emergency Management (DHSEM) *Crosswalk, FEMA's Managing the Emergency Consequences of Terrorist Incidents and the National Incident Management System (NIMS)*.

By our signatures we do hereby authenticate this plan this date.

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ATTEST:

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Mayor, City of Deming

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Clerk/Recorder

---

Date/Vote/Book

---

Mayor, Village of Columbus

---

Clerk/Recorder

---

Date/Vote/Book

---

Chairman, Board of Luna  
County Commissioners

---

Luna County Manager

---

Date/Vote/Book

# Luna County Emergency Operations Plan

## Introduction

### Introduction to the Luna County All-Hazard Emergency Operations Plan

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This is a new All-Hazard Emergency Operations Plan for Luna County. The plan replaces any previous plan. The plan was developed through the Luna County Emergency Manager's Office with the cooperation and assistance of the Luna County Local Emergency Planning Committee. The Plan applies only to response within the unincorporated portions of Luna County and the incorporated communities of the City of Deming and the Village of Columbus. Additionally, mutual aid agreements and Joint Powers Agreements existing between the Luna County municipalities as well as the neighboring counties were considered in the preparation of the Plan.

Minimum requirements for the Superfund Amendments and Reauthorization Act (SARA) Title III, Hazardous Materials planning have been added and the Luna County Local Emergency Planning Committee (LEPC) must review and implement that part of the EOP.

The Plan was prepared in accordance with, and to meet the legal responsibilities of the New Mexico Civil Emergency Act of 1978, Chapter 12, New Mexico Statutes, Article 4B Section 74 Article 4B supplement (1997), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended and the New Mexico Civil Emergency Act, 1978.

#### **New Mexico Civil Emergency Act, 1978**

12-10-2. Purpose: The purpose of the All Hazard Emergency Management Act [12-10-1 NMSA 1978] is to:

- A. Authorize the creation of local offices of emergency management in the political subdivisions of the state;
- B. Confer upon the governor and upon the governing bodies of the state all hazard emergency management powers;
- C. Provide an emergency operations plan for the protection of life and property adequate to cope with disasters resulting from acts of war or sabotage or from natural or man-made causes other than acts of war;
- D. Provide for coordination of all hazard emergency management functions of this state with the comparable functions of the federal government and other states and localities and of private agencies;
- E. Initiate programs to render aid in the emergency restoration of facilities, utilities and other installations essential to the safety and general welfare of the public; and
- F. Provide for assistance and care for persons displaced, left homeless or otherwise victims of disaster or war conditions.

**12-10-5. Local emergency management:** The governing bodies of the political subdivisions of the state are responsible for the all hazard emergency management of their respective jurisdictions. Each political subdivision is authorized to establish, by ordinance or resolution, a local office of emergency management as an agency of the local government and responsible to the governing body, in

# Luna County Emergency Operations Plan

## Introduction

accordance with the state emergency operations plan and program. Every local coordinator of emergency management shall be appointed by the governing body, subject to the approval of the state director of homeland security and emergency management, and the local coordinator shall have direct responsibility for carrying out the all hazard emergency management program of the political subdivision. The state director shall coordinate the emergency management activities of all local governmental departments and agencies and shall maintain liaison with and cooperate with emergency management agencies and organizations of other political subdivisions and of the state government. Each local organization shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized.

### **12-10-7. Authority to make appropriations and accept aid**

- A. Each political subdivision of the state shall have the power to make appropriations in the manner prescribed by law, and subject to the limitations of the law, for the payment of expenses of emergency management.
- B. Whenever the federal government or any agency or officer thereof shall offer to the state or any political subdivision thereof services, equipment, supplies, materials or funds by way of gift, grant or loan for purposes of emergency management, the state, acting through the governor, or the political subdivision, acting with the consent of the governor, may accept the offer and may authorize any officer of the state or of the political subdivision to receive the aid and assistance.
- C. Whenever any private person, firm or corporation shall offer to the state or to any political subdivision thereof any aid or assistance for emergency management, the state or the political subdivision shall be authorized to accept the aid or assistance, subject to the provisions of this section.

### **12-10-10. Enforcement of executive orders and rules**

- A. It is the duty of all political subdivisions of the state and their coordinators of the all hazard emergency management programs appointed pursuant to the provisions of the All Hazard Emergency Management Act to comply with and enforce all executive orders and rules made by the governor or under the governor's authority pursuant to law.
- B. Political subdivisions shall meet all state and federal requirements before becoming eligible to participate in state and federal all hazard emergency management assistance programs. They must comply with all state and federal rules and procedures and shall be removed from participation in the assistance programs by the State Director of Homeland Security and Emergency Management for failure to comply with the rules and procedures or to maintain their eligibility in accordance with prescribed requirements.

The plan is addressed to public departments and agencies of the county and municipalities and also to charitable organizations and private companies willing to assist in disaster control. Annexes to the Plan address specific functions such as fire and law enforcement. The Resource Handbook for the Plan includes known resources such as personnel and equipment availability within the county and neighboring communities.

# Luna County Emergency Operations Plan

## Introduction

### Americans with Disabilities Act Provisions

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Luna County is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is Luna County's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Luna County will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Luna County aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Luna County. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Luna County Human Resources Department.

# Luna County Emergency Operations Plan

## Introduction

### Plan Goals

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The primary goal of local emergency management is to minimize casualties and property damage and to recover from the effects of a disaster as quickly as possible.

The Luna County Emergency Operations Plan's (EOP) goal is to provide a framework to assemble, mobilize, and coordinate a team of responders and coordinators to deal with any emergency situation. The plan includes maximizing all resources of the county and municipal governments as well as resources of various private companies and organizations.

### Plan Summary

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This plan identifies the existing natural and manmade emergency hazards having the potential of affecting a portion, or all of the population and area of Luna County. The plan addresses hazard mitigation, disaster planning, preparation, response, and recovery. It provides for an overall, coordinated, integrated countywide disaster management organization with each municipality providing disaster management within its own jurisdiction and within its own capabilities. This plan was developed with the support and assistance from those department and agencies that have a role or responsibility in supporting emergencies in Luna County that support public safety.

### How the EOP Works

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The Luna County EOP consists of two separate documents; The Basic Plan with Annexes, and the Resource Handbook. The Basic Plan provides the framework of emergency response in the jurisdiction, outlines the goal to coordinate emergency response efforts to save lives, reduce injuries and preserve property and identifies strategies for preparing before the incident, during the incident and after the incident. The Annexes describe general operational functions but are primarily designed for function coordinators at the Emergency Operations Center (EOC). The Operational Functions of the Plan are based on the Incident Command System (ICS). The ICS addresses specific response functions at the scene of the emergency. The Annexes included in the Basic Plan describe emergency functions that can apply to any type of emergency. Some of the annexes pertain to specific types of emergencies requiring special considerations and priorities. The Resource Handbook, a separate document, includes available resources and contact information.

# Luna County Emergency Operations Plan

## Introduction

### Who Can Act

#### Authority of Local Officials During an Emergency

The Table below summarizes the authority of local officials during an emergency. The documents that authorize EOC, ICS, and emergency management operations are the State Civil Emergency Preparedness Act, State Executive Order, and Emergency Management Act. A list of Federal, State, and local laws is located at the end of this section.

#### Authority of Local Officials

Community	Activate and Deactivate EOC	Declare Disaster	Use Private Resources	Request State Assistance
Luna County including Unincorporated areas	CEO <sup>1</sup> with the SAT <sup>2</sup>	County Chair County Commission	County Manager County Commission	Chair County Manager OEM
City of Deming	Mayor (CEO) City council	Mayor	Mayor	Mayor City Council OEM
Village of Columbus	Mayor (CEO) Trustees			Mayor Trustees OEM
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>One of the following: <ul style="list-style-type: none"> <li>Resource coordination exceeds Incident Commander's capability</li> <li>Multiple incident sites</li> <li>Potential need for wide-area warnings</li> </ul> </li> </ul>	Estimated emergency needs will exhaust available local resources	Estimated emergency needs will exhaust resources <b>pre-arranged</b> with Luna County through Mutual Aid Agreements or other means	Must declare disaster HAZ-MAT
<b>Documents that authorize</b>	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1	1.State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1; 2. Emergency Management Act, Chap. 74-4B-1

<sup>1</sup> Chief Elected Official (CEO)

<sup>2</sup> Situation Analysis Team

# Luna County Emergency Operations Plan

## Introduction

### County Response to an Emergency

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#### *Typical Sequence of Emergency Activities*

The typical sequence of emergency activities is characterized in three major phases of emergency response management: Mobilization, Emergency Actions or Response, and Recovery. The following table distinguishes between Response Activities performed by the response agencies at the scene (i.e., fire, police, etc.) and coordination activities at the Emergency Operations Center.

#### *Typical Phased Sequence of Emergency Activities*

Phases of Emergency Activities	Responding Agencies	Emergency Operations Center
Mobilization Phase	<ul style="list-style-type: none"><li>Initial responders at the emergency scene</li><li>Reinforcements arriving</li><li>Incident Commander en route to scene</li></ul>	<p>Direction &amp; Control function activating the EOC:</p> <ul style="list-style-type: none"><li>Establishing communications, issuing/sending out warnings.</li><li>Coordinators arriving at EOC &amp; taking immediate action.</li><li>Starting initial damage assessment.</li></ul>
Emergency Phase	<ul style="list-style-type: none"><li>Incident Commander in-charge at the scene</li><li>Response agencies reducing the emergency</li><li>Some recovery agencies such as the Public Works Dept. start work</li></ul>	<ul style="list-style-type: none"><li>Coordinators fulfilling resource requests from the IC.</li><li>Coordinators anticipating problems, planning &amp; directing plan implementation.</li><li>Starting Recovery plan.</li></ul>
Recovery Phase	<ul style="list-style-type: none"><li>Response agencies finishing operations</li><li>Recovery agencies such as Public Works &amp; Mass Care increase activity</li><li>All response agencies shutting down &amp; restocking resources &amp; supplies</li></ul>	<ul style="list-style-type: none"><li>Coordinators implementing Recovery plans.</li><li>Coordinators completing human assessments and reports.</li><li>Initiating cost recovery procedures.</li></ul>



# Luna County Emergency Operations Plan

## Introduction

### Who Needs the Plan

#### *Distribution*

Luna County has determined the Basic Plan will be available for distribution to all of the persons and agencies listed below. However due to security issues, the Basic Plan Annexes and Resource Handbook will have controlled distribution to be determined by the Luna County Emergency Manager.

#### *Distribution Table*

Department/Agency	# of Copies	Name Title	Annexes	Resource Handbook	Date of Distribution
New Mexico Department of Homeland Security and Emergency Management					
FEMA Region 6					
Luna County Emergency Manager					
Luna County Commission					
Luna County Manager					
Luna County Fire Chief					
Luna County Sheriff					
Deming Mayor/City Council					
Deming Administrator					
Deming Chief of Police					
Deming Fire Chief					
Columbus Mayor/Village Trustees					
Columbus Fire Chief					
Fire Chief Cook's Peak VFD					
Fire Chief Sunshine VFD					
Luna County Road Department Superintendent					
Luna County Treasurer					
Luna County Assessor					
Luna County/Deming/Columbus Attorney					
Luna County Clerk					
Luna County Building Inspector					
Luna County Flood Plain Manager					
State Police, Deming Detachment					
Deming Library					
Mimbres Memorial Hospital					



# Luna County Emergency Operations Plan Introduction

Department/Agency	# of Copies	Name Title	Annexes	Resource Handbook	Date of Distribution
Luna County Planning					
Director/Building Inspector					
Superintendent of Schools					
Dona Ana County OEM					
Hidalgo County OEM					
Grant County OEM					
Sierra County OEM					
Socorro County OEM					

**NOTE:**

**EACH PRIMARY ADDRESSEE SHOULD KEEP A RECORD OF THE OFFICES THAT ARE TO RECEIVE COPIES OF THIS PLAN. WHEN CHANGES ARE DISTRIBUTED, THE SAME OFFICES MUST FORWARD THE CHANGES TO OTHERS WITH ORIGINAL COPIES.**

# Luna County Emergency Operations Plan

## Introduction

### Plan Updates

The Basic Plan is based on established policy, legal requirements and state and federal statutes. No changes can be made to the Luna County Basic Plan without the review and approval of Luna County, Deming and Columbus officials and may include a review by legal council to ensure continued regulatory compliance. The Annexes are based on functional procedures and current information so changes may be made to the annexes by the Luna County Emergency Manager. All changes, corrections or reviews of the EOP either in the Basic Plan or Annexes must be recorded. The following tables should be completed by the Emergency Manager or designated representative.

### Record of Changes

Date	Change No.	Summary of Change	Name of Person Making Change
09/20/2016	1	Update resource pages with new agencies	Sonia Arteché, EM Coordinator

### Annual Review

Signature	Date	Typed/Printed Name & Position
Signature	Date	Typed/Printed Name & Position
Signature	Date	Typed/Printed Name & Position
Signature	Date	Typed/Printed Name & Position

# Luna County Emergency Operations Plan

## Introduction

### *Record of Plan Exercises*

There are many risks that may threaten a jurisdiction and disrupt daily process anytime and anywhere. Risks include traditional emergencies / natural disasters like fires, floods, earthquakes and tornados as well as risks from physical and cyber terrorism, cybercrime, computer and telecommunications failures, theft, active shooter, employee sabotage, and labor strife. Any one of these can be very disruptive to day-to-day operations.

Effective response to such incidents is paramount for public safety services and support providers (law enforcement, firefighters, EMS, emergency management, public utilities, transportation, amateur radio and others) to respond and support the safety of the general population.

Testing, training and exercising is an important process that ensures those public safety services and support providers are ready to respond accordingly and efficiently. Luna County follows the guidelines identified in the Homeland Security and Exercise Evaluation Program (HSEEP). HSEEP is a capabilities-based exercise program that provides a standardized methodology and consistent terminology for designing, developing, conducting and evaluating all exercises. HSEEP establishes common language and concepts to be adopted and used by various agencies and organizations. HSEEP provides tools and resources to help build self- sustaining exercise programs and includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction. Luna County annual identifies those areas for testing and exercising and develops a yearly exercise cycle that includes those agencies respective to the scenario and type exercise. This information is shared at the annual Training and Exercise Planning Workshop hosted by DHSEM.

Exercise Type	Function(s) Tested	Date
Seminar	Hazmat Annex	August 16,2016
Incident Command Post Functional	Hazmat Annex	April 14, 2015

# Luna County Emergency Operations Plan

## Introduction

# Luna County Emergency Operations Plan

## Introduction

### Glossary of Terms and Acronyms

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ACP	Access Control Point
ALERT	Automated Local Evaluation in Real Time
ANS	Alert and Notification System
AHP	All-Hazard Plan
ARES	Amateur Radio Emergency Service
ARC	American Red Cross
AMA	Americans with Disability Act
BIA	Bureau of Indian Affairs
BSI	Base Support Installation
CB	Citizen's Band
CDC	Centers for Disease Control & Prevention
CEO	Chief Elected Official
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Manufacturers' Association Chemical Transportation Emergency Center
CPG	Civil Preparedness Guide
CSEPP	Chemical Stockpile Emergency Preparedness Program
CPG	Comprehensive Preparedness Guide
CISM	Critical Incident Stress Management
CST	Civil Support Team
DAP	Disaster Assistance Program Local Government Handbook
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOH	Department of Health
DHSEM	Department of Homeland Security and Emergency Management
DPS	Department of Public Safety
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Information
DCC	Donations Coordination Center
DEST	Domestic Emergency Support Team
EAS	Emergency Alert System
EM	Emergency Manager (Management)
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Center
EMI	Emergency Management Institute
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPG	Emergency Planning Guide
EPI	Emergency Public Information

# Luna County Emergency Operations Plan

## Introduction

ERO	Emergency Response Officer
ERT	Emergency Response Team
ESF	Emergency Support Function
EST	Emergency Support Team
EOD	Explosives Ordinance Division
FAST	Field Assessment Team
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIA	Federal Insurance Administration
FIRM	Flood Insurance Rate Map
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FRG	Federal Response Guidance
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material
HMER	Hazardous Materials Emergency Response
HMRU	Hazardous Materials Response Unit
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LFA	Lead Federal Agency
LEPC	Local Emergency Planning Committee
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MAA	Mutual Aid Agreement
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRT	National Response Team
NPS	National Pharmaceutical Stockpile
NRF	National Response Framework
NRP	National Response Plan
NSC	National Security Council
NMDOH	New Mexico Department of Health
NMDHSEM	New Mexico Department of Homeland Security and Emergency Management
NMSA	New Mexico Statutes Annotated
NMSP	New Mexico State Police
NMTF1	New Mexico Task Force 1
NUREG	Nuclear Regulation
NRC	Nuclear Regulatory Commission; National Response Center
NWS	National Weather Service
OEM	Office of Emergency Management
OMi	Office of the Medical Investigator

# Luna County Emergency Operations Plan

## Introduction

OSC	On Scene Commander
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHE	Public Health Emergency
PHERA	Public Health Emergency Response Act
PL	Public Law
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RAP	Radiological Assistance Program
RADEF	Radiological Defense
ROC	Regional Operations Center
REACT	Radio Emergency Associated Communications Teams
REPP	Radiological Emergency Preparedness Program
ROC	Regional Operating Center
ROD	Record of Decision
RRP	Regional Response Plan
SAC	Special Agent in Charge
SAT	Situation Analysis Team
SBA	Small Business Administration
SIOC	Strategic Information and Operations Center
SOG	Standard Operating Guide
SARA	Superfund Amendments and Reauthorization Act
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SERC	State Emergency Response Commission
SFPC	Structural Fire Protective Clothing
SLG	State and Local Guide
SOP	Standard Operating Procedures
SPCA	Society for the Prevention of Cruelty to Animals
UC	Unified Command
UNMH	University of New Mexico Hospital
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disasters
WIPP	Waste Isolation Pilot Plant (Program)
WMD	Weapon of Mass Destruction

# Luna County Emergency Operations Plan

## Introduction

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# Luna County Emergency Operations Plan

## Basic Plan

### Basic plan

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#### Executive Summary

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**PURPOSE:** The All-Hazard Emergency Operations Plan describes how Luna County and the municipalities of Deming and Columbus will handle emergency situations and disasters within their jurisdictions. The plan assigns responsibilities for emergency preparedness and planning and for coordinating emergency response activities and resources before, during, and after any type of emergency or disaster. The plan does not contain specific instruction for each department in combating the disaster or emergency situation.

**OVERALL EMERGENCY MANAGEMENT GOAL:** *To coordinate emergency response efforts to save lives, reduce injuries, and preserve property.*

The focus of this plan is on coordinating operations during the emergency while addressing emergency issues before and after an emergency.

**PLAN GOALS:** Since this plan is essentially a contingency plan, its primary goal is to assemble, mobilize, and coordinate a team of responders and coordinators that can deal with any emergency.

#### General Emergency Response Strategy-

1. Luna County has adopted the National Incident Management System (NIMS) as the jurisdiction's All Hazard Incident Management System. NIMS will be implemented through the New Mexico Incident Command System curriculum.
2. Luna County will use a graduated response strategy that is in proportion to the scope and severity of an emergency or disaster.
3. Three Emergency Action Levels (see Table 5, page 18) describe the extent of response. Each Emergency Action Level is a shorthand guide for describing the scope of an emergency and for activating resources to respond to the emergency.

#### Specific Emergency Strategies

##### Before an Emergency

Luna County has established a Local Emergency Planning Committee (LEPC) consisting of key emergency response agencies such as law enforcement, fire, and emergency medical services to:

1. Establish and monitor programs to reduce the potential for hazard events in the community through planning, review and training.
2. Assist the local Office of Emergency Management in developing and maintaining the All-Hazard Emergency Operations Plan for the community.

# Luna County Emergency Operations Plan

## Basic Plan

### ***During an Emergency***

Luna County will:

1. Use the Incident Command System (ICS) to employ emergency resources at the site of an emergency. ICS is a standardized emergency management system for organizing and responding to emergencies.
2. Use an Emergency Operations Center (EOC) to centralize coordination of additional resources when needed.

### ***After an Emergency***

The Office of Emergency Management will coordinate the preparation of a disaster assistance plan to restore the community to normal. Information and guidance for a recovery plan can be obtained through the New Mexico Department of Homeland Security and Emergency Management's (NM DHSEM) Disaster Assistance Program Guidelines for Applicants. A copy of the guidelines can be found on the NM DHSEM website ([www.nmdhsem.org](http://www.nmdhsem.org)).

## **Emergency Response Strategy**

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### **1. Purpose**

The All-Hazard Emergency Operations Plan describes in general terms, how Luna County, Deming and Columbus will handle emergency situations and disasters within their jurisdictions. The plan assigns responsibilities for emergency management, planning and coordinating emergency response activities and resources before, during, and after an emergency or disaster. The Plan assigns duties and responsibilities of chief elected official and departments.

The Luna County All-Hazard Emergency Operations Plan is the starting point for all other emergency plans in the County. The plan provides broad guidelines for emergency management; thus enabling responsible agencies to write their own detailed operational procedures.

### **2. Situations and Assumptions**

According to the U.S. Census Bureau, the county has a total area of 2,965 square miles. The majority of Luna County is flat lowland, either grassland or desert scrub. There are three mountain ranges in Luna County, Cooke's Peak in the north, the Florida Mountains on the southeastern side of Deming near the center of the county, and the Tres Hermanas Mountains in the southern part of the county near Columbus.

# Luna County Emergency Operations Plan

## Basic Plan

The 2010 U.S. Census Bureau reports a population of 25,095 people consisting of 9,204 households. The population density was 8.5 people per square mile. Additionally Luna County suffers from a poverty level of 32.8% compared to the overall rate of 18.4% for the rest of New Mexico.

The town of Puerto Palomas, Chihuahua situated right across the border from Columbus and 30 miles south of Deming relies on many services across the border. Even though Palomas is in a different country, it has close ties to Luna County, NM. Many of the people in Palomas have relatives in Luna County and other parts of the USA. There is no hospital in Palomas. The nearest one is in Deming so some babies are born in the USA and are, therefore, US citizens. The Deming Public Schools busses children from Palomas, who are citizens, to attend elementary school in Columbus and middle and high schools in Deming. (<http://s371539307.onlinehome.us>).

The unincorporated portions of Luna County are sparsely populated with a complex structure of county and municipal interests. Unincorporated Luna County also struggles with a large service area with limited resources including high truck and tourist traffic along Interstate 10. Luna County borders the Mexican state of Chihuahua creating a complex mixture of international, federal, state and local law enforcement policies. It is likely that Luna County will require the assistance of the neighboring counties during a large event.

### *Situations*

Potential emergency situations in the County are summarized in the following tables:

- a. Table 1: Potential hazards.
- b. Table 2: Emergency Response Strategy

During the EOP planning process participants were asked to complete a questionnaire rating the hazard priorities in Luna County. Table 1 below summarizes the results of the questionnaire. Some hazards may generate other potential hazards and they are also listed.

*Table 1: Potential Hazards—*

Hazard	Other hazards associated with primary event
Dust Storm	Road closures/ sheltering/ emergency alerts
Border Violence/Issues	Border mass inundation from Mexico/spillover cartel violence
HazMat	Railroad derailment/road closures/Truck on Expressway
Wildfire	Evacuations/sheltering
Winter Storms	Road closures/sheltering/emergency alerts
Drought	Potable water shortage

# Luna County Emergency Operations Plan

## Basic Plan

See Table 3 on page 10 for those Emergency Response Organizations responsibilities for Luna County as well as other jurisdictions. Some resources are in limited supply or are non-existent in the County and must be supplemented by other jurisdictions. Copies of all existing Mutual Aid Agreements (MAA) or “plans for emergencies” are on file at the Office of Emergency Management. Additionally pursuant to the Intrastate Mutual Aid Act, the state NM DHSEM and every political subdivision of the state is automatically part of the Intrastate Mutual Aid System (IMAS). Under IMAS, member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource (personnel, assets and equipment) of a member jurisdiction may be made available to another member jurisdiction. To ensure continuity between communities, the EOPs of the neighboring counties were reviewed and a copy of the Luna County AHEOP will be provided to each of these counties.

An IMAS Implementation Guide can be found on the NM DHSEM web site at [www.nmdhsem.org/IMAS.aspx](http://www.nmdhsem.org/IMAS.aspx)

Comprehensive emergency management planning includes planning before, during, and after an emergency.

### Before

- Mitigation—reducing risk and potential loss
- Preparedness—arranging to have resources in place to respond when needed

### During

- Response: Acting to save lives and property when an emergency occurs

### After

- Recovery: Returning support systems to operational, “normal”

Mitigation and Preparedness are continuous efforts while response and recovery are triggered by actual events. Response begins with the first warning (if any) of a potential emergency event and continues during and immediately after the event—usually the first 48 hours after the event. Examples of response activities include warning, evacuation, mass care, emergency public information, and search and rescue. Recovery begins after an emergency and continues until the jurisdiction is restored to “normal” operation.

***The Local Emergency Planning Committee (LEPC) pursuant to EPCRA Public Law-99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, SARA Title III, and related regulations is required to assist the local emergency management in development, training, & evaluation of emergency operations procedures. The LEPC compiles the lists of facilities as well as the names of the facility coordinators.***

Planning at each stage of the emergency is aimed at reducing the risk to human life and property from emergency events. The differences among the stages relate more to time frame than to their end goal

# Luna County Emergency Operations Plan Basic Plan

or the types of measures that are planned. Table 2 below explains the strategy for preparing and handling emergencies.

*Table 2: Strategy for Preparing for and Handling Emergencies*

Emergency Requirement	Definition	Strategy	Ongoing Tasks
Before	<p><i>Mitigation:</i> Reduce the potential for Hazard events.</p> <p><i>Preparedness:</i> Establish emergency responsibilities and pre-arrange resources.</p>	<p>Local Emergency Planning Committee (LEPC)</p> <p>Publish All-Hazard Operations Plan (AHOP) document</p>	<ul style="list-style-type: none"> <li>▪ Conduct exercises and write plans</li> <li>▪ Train response agencies in ICS</li> <li>▪ Maintain and equip EOC</li> <li>▪ Train EOC coordinators</li> <li>▪ Continually simplify and update the plan</li> <li>▪ Identify facilities and coordinators subject to SARA Title III</li> </ul>
During	<p><i>Response:</i> Take time sensitive actions to protect lives and property and help Luna County re-group.</p>	<p>Use ICS at incident</p> <p>Use EOC to centralize support coordination when needed</p>	
After	<p><i>Recovery:</i> Restore community to normal</p>	LEPC	Review, evaluate and maintain plans

# Luna County Emergency Operations Plan

## Basic Plan

### *Assumptions*

The All-Hazard Emergency Operations Plan makes certain assumptions about emergencies in general and about preparedness in Luna County. It is assumed that:

- 1. The Luna County Manager appoints and employs the Luna County Emergency Manager.**
2. Emergencies occur that will require multiple agency response and that exhaust local jurisdiction resources.
3. Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
4. The experience and expertise of coordinators called to the Emergency Operations Center (EOC) during an emergency will compensate for gaps in emergency planning
5. Each municipality's departments will respond as directed by the CEO of the municipality or his/her designee to assist during emergencies and disasters.
6. Individuals who are responsible for emergency response and coordination will be familiar with this Emergency Operations Plan (EOP).
7. The CEO of each municipality is responsible for allocating their municipality's equipment for emergency response. When outside equipment is required, the emergency manager of the responding municipality will be responsible for allocating emergency response following the procedures established in any existing MAAs or MOUs and IMAS.
8. Each jurisdiction's officials and response agencies should be trained in the Incident Command System (ICS) and in EOC management.
9. The EOC is sufficiently organized and equipped to coordinate emergency resources (telecommunications equipment and computer based management information systems).
10. Each emergency response organization including medical personnel responding in Luna County will be responsible for preparing and maintaining current SOGs, resources lists, and checklists required for the operations of their organization.
11. All medical response organizations, including Federal, State, Local government and volunteer groups responding in Luna County will be responsible for preparing and maintaining current Standard Operating Guides (SOGs), plans for procedures, treatments or cures, required for medical response.
12. The Luna County Emergency Manager is responsible for maintaining schedules and training for all employees in the Emergency Management Department. The Emergency Manager's training files are located in the Emergency Manager's office.

## Luna County Emergency Operations Plan

### Basic Plan

13. All Luna County Emergency Response personnel shall, as a minimum, complete training specified by OSHA 29 CFR 1910.120, consistent with the emergency response functions to be performed during an emergency. As a standard, Luna County has reviewed and approved the New Mexico Department of Public Safety Law Enforcement Academy Hazardous Materials curriculum that meets agency standards and/or is also approved by the New Mexico Safety Board. The Luna County municipality CEO or his/her designee has the authority to approve training curriculum, based on the acceptable standard and consistent with OSHA criteria.
14. All Luna County Emergency Response personnel shall, as a minimum, meet the annual refresher training requirements established under OSHA 29 CFR 1910 and the New Mexico Safety Board.
15. The CEO of each municipality in Luna County will assign the responsibility to each government Department to plan and provide for continuity of government services. This plan will include survivable records and databases needed to conduct emergency operations, survivable records needed to reconstitute government, recovery activities and interim emergency successors for county officials. A copy of the continuity of government plans and a memorandum of recommended emergency interim successors for county officials will be provided to the Luna County Emergency Manager on an as-needed basis.
16. The Luna County CEO or his/her designee will assign the responsibility to the applicable municipality Departments to plan and provide for debris management tasks including removal, disposal and sorting of debris.
17. The Luna County LEPC shall be responsible for creating, maintaining and providing lists of SARA Title III facilities to the Luna County Emergency Manager. The Luna County LEPC will maintain a list of facilities contacts and emergency operations plans.
18. Evacuation routes will be instituted based on the location of the disaster, wind direction and other factors identified at the time of the disaster, leading to a Red Cross shelter at a location to be determined by the Situation Analysis Team (SAT).



# Luna County Emergency Operations Plan

## Basic Plan

### 3. Concept of Operations

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#### *Overall Plan Priorities*

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The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

#### *A. Save Lives*

1. Save human lives.
2. Treat the injured.
3. Warn the public to avoid further casualties.
4. Evacuate people from the effects of the emergency.
5. Shelter and care for those evacuated.
6. Save animals.

#### *B. Protect Property*

1. Save property from destruction.
2. Take action to prevent further loss.
3. Provide security for property, especially in evacuated areas.

#### *C. Restore the Community to Normal*

1. Restore essential utilities.
2. Restore community infrastructure (such as roads).
3. Help restore economic basis of the community.
4. Provide for continuity of governmental operations.

### **How the County Will Handle Emergencies**

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The Luna County Regional Dispatch Authority (County 911 Dispatcher) is normally the first person to be notified of an emergency or hazardous material situation. The Dispatcher is responsible for obtaining all the required information and notifying the appropriate response agency (according to internal protocol and procedures).

- The emergency may be handled by the responsible jurisdiction's law enforcement office and/or joint police intervention.
- If the emergency is a hazardous material incident, the New Mexico State Police is notified and becomes the On-Scene Incident Commander.
- If the situation requires multi-jurisdictional emergency response, unified command may be used.



# Luna County Emergency Operations Plan

## Basic Plan

- The Incident Commander may request dispatch to notify the Luna County Emergency Manager. Dispatch will have the contact information for the Emergency Manager.
- The Emergency Manager verifies the situation and notifies the County Manager and the Chairman of the County Commission.
- The Emergency Manager, the CEO of the affected municipality, the Chief Law enforcement officer of the municipality, and the Fire Chief from the affected District may form a Situation Analysis Team (SAT) to assess the situation. At least two of the five SAT members must be consulted before a determination is made and may include some of the following decisions such as:
  - Whether the Emergency Operations Center (EOC) will be partially or fully activated and identify the location of the EOC.
  - Declaring an emergency
  - Activating an emergency alert to the public
  - Addressing the public through a Public Information Officer (PIO)
  - Addressing an evacuation or shelter in place decision
  - Requesting resources from neighboring communities or the State of New Mexico

The CEO of the municipality is responsible for informing the other government officials and coordinating with their policy group.

The SAT assesses the situation and decides the response will proceed. The SAT will use **Table 5: Emergency Action Levels** to facilitate its decisions.

One of the first decisions to consider will be the level of activation of the EOC. A partial activation may range from one individual managing the situation to activation of all the key EOC Staff members. A full activation may require calling in the police, operations, coordination and/or non-governmental individual shelters, evacuation and other necessary functions to ensure the health, safety and protection of the public.

The Luna County OEM will use a centralized direction and control system at the EOC. This is the National Incident Management System (NIMS) that includes using the Incident Command System (ICS) as a structured organizational structure used to command, control and coordinate resources and personnel who respond to the scene of an emergency.

The key to successful response during the emergency depends on:

- 1) Training in the ICS for responders, and
- 2) Training in support coordination at the Emergency Operations Center (EOC).

ICS is a nationally standardized organizational structure used to command, control, and coordinate resources and personnel that must respond to the scene of an emergency. The Governor of the New Mexico has mandated its use in all jurisdictions within the state by Executive Order. All EOC staff will be trained on the ICS procedures and to the level required for their position within the EOC.

## Luna County Emergency Operations Plan Basic Plan

Table 3 below explains emergency responsibilities and the Mutual Aid Agreements (MAAs) that need to be in place to provide these resources. Additional information on procedures to respond can be found in the corresponding annexes.

*Table 3: Luna County Emergency Response Organizations*

Emergency Response Responsibility	Local	Other	Annex
Activation of EOC Implementation Plan	Appropriate SAT- Emergency Manager, County Manager, Commission Chairman, County Sheriff and the District Fire Chief. (at least 2 of 5 to make the determination)	NM DHSEM – State EOC	A
Activation of Emergency Alert System (EAS)	Appropriate SAT- Emergency Manager, County Manager, Commission Chairman, County Sheriff and the District Fire Chief. (at least 2 of 5 to make the determination) Local media- KDEM FM- KOTS AM	NM DHSEM Statewide EAS	B
Air Evacuation	Elite Transport- 1 fixed wing in Deming	Native Air- 1 rotor in Silver City and Las Cruces NM National Guard Kirtland Air Force Base	I
Animal Evacuation and Sheltering	Local Veterinarians	NM Department of Agriculture State Livestock Inspector	I
Bomb Squad		NM SP Dona Ana County Bomb Squad Fort Bliss	K
Counseling / Debriefing Defusing Victims and workers/Grief counseling	Public Health Ben Archer Clinic Presbyterian Medical Service Silver City Urgent Care Border Area Ministerial Alliance	CISM Las Cruces	F
Damage Assessments	Luna County Roads Department Deming Roads Department Village of Columbus Public Works	FEMA	G

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Emergency Response Responsibility	Local	Other	Annex
Debris Management Operations	County Manager-City Waste Department	FEMA FEMA	G
Emergency Public Information Management	City of Deming Emergency Manager Luna County PIO Depending on incident and location-County Sheriff/Deming Police/Fire Department Chiefs	Neighboring Emergency Manager NM DHSEM	C
EMS (Non-Transport)	Luna County Fire Department (FD) Deming Fire Department Columbus Fire Department	Dona Ana County	F
EMS (Transport)	Elite Ambulance Deming Fire/EMS		F
Evacuation- determination Evacuation-return	Luna County SATs	NM State Police NM DHSEM Intrastate Mutual Aid System (IMAS)	I-D
Evacuation support	Luna County Sheriff City of Deming Police NM State Police District 12 NM State Police Mounted Patrol Public School Corre Caminos Border Patrol Luna County Detention Center Local Church facilities	NM DOT NM State Police District 4	I
Fire and Rescue	Deming Fire Department Columbus Volunteer Fire Department Cokes Peak Volunteer Fire Department Sunshine Volunteer Fire Department	Dona Ana County Hidalgo County Grant County	E

## Luna County Emergency Operations Plan Basic Plan

Emergency Response Responsibility	Local	Other	Annex
Haz-Mat Response and Remediation Teams	NM State Police ERO *responsibility for remediation varies-depending on the situation and ownership of the spill – TBD by incident	Dona Ana FD NM 64th CST City of Las Cruces FD	K
Health and Medical Coordination- including health protection measures,	Luna County Manager/EOC Director Mimbres Memorial NM Public Health Department – Dona Ana County Ben Archer	NM DOH –Santa Fe	F
Mental health care	NM Public Health Clinic-Luna County Border Area Mental Health Presbyterian Medical Services	Border Area Mental Health-Hidalgo and Grant Counties NM DOH	
Public health, including disease bearing pests	NM Public Health Department-Luna County Ben Archer	NM DOH –Santa Fe	F
detecting potential biological, chemical and radioactive agents	NM DPS	Dona Ana FD NM 64 <sup>th</sup> CST NM DOH Scientific Laboratory Division (SLD)	F
Detecting monitoring food contamination		NM DOH NM DOH State Lab	F
Respiratory protection	Deming FD		F
Mass clinics,	NM Public Health Department – Dona Ana County	American Red Cross	F
Water purification	Deming Public Works	NM Environment Department	F
Law Enforcement	Luna County Sheriff's Department Deming Police Department Border Patrol	NM State Police US Forest Service, Game and Fish NM Nat'l Guard	D
Mass Care Coordination	American Red Cross CERT	American Red Cross (El Paso)	J



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Emergency Response Responsibility	Local	Other	Annex
Mass Care Services (registration, housing, feeding, clothing, waste management, counseling, inquiry and referral etc)	American Red Cross Ministerial Alliance		J
Mass Care, Health/medical care	NM Public Health Department Luna County American Red Cross-	NMDOH	J
Mortuary Services including temporary morgues	Local Funeral homes Luna County OMI	New Mexico Office of the Medical Investigator (NMOMI)	J
Patient Tracking including identification of victims	Mimbres Memorial Hospital	American Red Cross NM DOH	J
Public Inquiries and Rumor Control	Luna County Manager/Deming Mayor/Columbus Mayor Luna County PIO Sheriff- Police Chief	NM DHSEM	C
Public Utilities Restoration	Deming Public Utilities/Luna County Road Department- private utilities-		G
Radiological response and remediation including Decontamination	NM State Police District 12	NM State Police District 4 State Radiological Defense Officer WIPP, DOE/RAP NM SP ERO NM CST	F K
Sanitation Service (potable water, sewage systems)	Deming Public Works Deming Fire Department Columbus Volunteer Fire Department Cokes Peak Volunteer Fire Department Sunshine Volunteer Fire Department	White Sands Missile Range Dona Ana County Fire Department	G
Search and Rescue(Urban)	NMSP District 12- NM SAR Luna County Search and Rescue Deming Fire Department	NM Task Force 1 USBP Boretac/Borestar	E

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Emergency Response Responsibility	Local	Other	Annex
Security in Affected Area	Luna County Sheriff's Department Deming Police Department NM State Police District 12 NM Mounted Patrol Border Patrol	NM State Police District 4	D
Shelter-in-place vs. Evacuate Determination	SAT Appropriate SAT- Emergency Manager, County Manager, Commission Chairman, County Sheriff and the District Fire Chief. (at least 2 of 5 to make the determination)	NM DHSEM	J
Special Needs Populations, Evacuations	Appropriate SAT- Emergency Manager, County Manager, Commission Chairman, County Sheriff and the District Fire Chief. (at least 2 of 5 to make the determination)	NM DHSEM Long Term Services Division	I
Terrorism response	Luna County Sheriff's Department Deming Police Department Nm State Police District 12 Border Patrol	NM State Police District 4 FBI NM 64 <sup>th</sup> CST ATF US Marshalls HSI	K
Traffic Control	Luna County Sheriff Deming Police Department NM State Police District 12 Border Patrol City of Deming Public Works Luna County Road Dept NM Mounted Patrol	NM State Police District 4 NM DOT	D
Transportation Resources	Deming Public Schools (Busses) Luna County Detention Center Border Patrol Corre Caminos	NM DHSEM NM DOT	H

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Emergency Response Responsibility	Local	Other	Annex
Wildfire	Deming Fire Department Columbus Volunteer Fire Department Cokes Peak Volunteer Fire Department Sunshine Volunteer Fire Department	National Park Service National Forest Service NM State Forestry BLM Grant County FD Hatchita FD	E

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### *How the County will Ensure Continuity of Government Services*

The County Manager will assign the responsibility to each County Department to plan and provide for continuity of government services. A copy of this plan and a memorandum of recommended emergency interim successors for county officials will be provided to the Luna County Emergency Manager on a yearly basis.

A list of recommended emergency interim successors for county officials will be kept in the emergency manager's office

### *Line of Succession for Key Leadership Roles*

#### Luna County

- 1) Luna County Chairman
- 2) Luna County Manager
- 3) TBD

#### City of Deming

- 1) Mayor
- 2) Mayor Pro Tem
- 3) City Council Member

#### Village of Columbus

- 1) Mayor
- 2) Mayor Pro Tem
- 3) Village Trustee

### *Luna County Line of Succession for Emergency Management*

- 1) Luna County Emergency Manager
- 2) Luna County Sheriff
- 3) Fire Chief of Affected Jurisdiction



# Luna County Emergency Operations Plan

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### *Typical Sequence of Emergency Activities*

The typical sequence of emergency activities is characterized in three major phases of emergency response management: Mobilization, Emergency Actions, or Response and Recovery. The following (Table 4) distinguishes between Response Activities performed by the response agencies at the scene (i.e., fire, police, etc.) and coordination activities at the EOC. The list noted in the following table is not inclusive and may require the consultation of the SAT (see page 9 of this Plan).

*Table 4: Typical Phased Sequence of Emergency Activities*

Phases of Emergency Activities	Responding Agencies	Emergency Operations Center
Mobilization Phase	<ul style="list-style-type: none"><li>▪ Initial responders at the emergency scene</li><li>▪ Reinforcements arriving</li><li>▪ Incident Commander en route to scene</li></ul>	<b>Direction and Control function activating the EOC:</b> <ul style="list-style-type: none"><li>▪ Establishing communications, issuing/sending out warnings.</li><li>▪ Coordinators arriving at EOC and taking immediate action.</li><li>▪ Starting initial damage assessment.</li></ul>
Emergency Phase	<ul style="list-style-type: none"><li>▪ Incident Commander in-charge at the scene</li><li>▪ Response agencies reducing the emergency</li><li>▪ Some recovery agencies such as the Public Works Dept. conduct work</li></ul>	<ul style="list-style-type: none"><li>▪ Coordinators fulfilling resource requests from the IC.</li><li>▪ Coordinators anticipating problems, planning and directing plan implementation.</li><li>▪ Starting Recovery plan.</li></ul>
Recovery Phase	<ul style="list-style-type: none"><li>▪ Response agencies finishing operations</li><li>▪ Recovery agencies such as Public Works and Mass Care increase activity</li><li>▪ All response agencies shutting down and restocking resources and supplies</li></ul>	<ul style="list-style-type: none"><li>▪ Coordinators implementing Recovery plans.</li><li>▪ Coordinators completing human assessments and reports.</li><li>▪ Initiating cost recovery procedures.</li></ul>

### *Graduated Response Approach*

Luna County will use a graduated response approach when responding to and managing emergencies and disasters. As the potential severity of the emergency or the demand on local resources grow the emergency response and coordination activities will increase to meet the increasing demands. Luna County will use three emergency action levels consistent with the New Mexico State Emergency Operations Plan.

### *Emergency Action Levels*

There are three (3) levels of activation of the Luna County EOC ranging from 3 (lowest) to 1 (highest, most complex):

**Level 3** – Triggered by weather advisories, security advisories, possible impending events, and significant local, national, and international events. Activities include situation analysis, alert/notification, resource coordination, and may include warning, public information and other emergency functions.

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**Level 2** – All events and criteria of Level 3 plus multiple or major events; significant involvement by one or more state agency; the receipt of a request for emergency support or assistance; coordination of intrastate mutual aid; the receipt of local disaster or emergency declaration; and/or the need for extended coordination of state support in an emergency. Activities include notification of agency representatives and activation of relevant agencies.

**Level 1** – All events and criteria of Level 2 plus joint operations including federal assistance and issuance of a federal emergency or disaster declaration; an event is occurring or imminent that has exceeded the capabilities of the state; has significant regional and/or federal involvement.

Action Levels provide a shorthand method for mobilizing emergency response forces. A responder to an emergency scene estimates the level and notifies the emergency management system.

*Table 5: Emergency Action Levels*

	Level 3 Normal Operations/Situational Awareness	Level 2 Limited Activation Increased Monitoring 24 Hours Ops	Level 1 Full Activation
<b>Scope of Emergency</b>	Specific Location	Either Local area affected or Wide area disaster	Wide area disaster
<b>Resources Needed</b>	Local	Regional/Local/or State	Federal
<b>Possible emergency event</b>	<ul style="list-style-type: none"> <li>Serious fire or accident</li> <li>Multi-agency response needed</li> </ul>	<ul style="list-style-type: none"> <li>Loss of telephone communications</li> <li>Multi-agency response</li> <li>Hazardous chemical release</li> <li>Wind damage</li> <li>Flash floods</li> <li>Prolonged utilities loss</li> </ul>	<ul style="list-style-type: none"> <li>Earthquake</li> <li>Dam failure</li> <li>Nuclear attack</li> </ul>
<b>Hazardous Materials*</b>	Spills, leaks or fires of small amounts of fuel, oil, or other material that can be managed locally	Hazardous chemicals that require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Fire-Fighters Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of a first responder.	
<b>Jurisdictions</b>	One	One or more	Two or more
<b>Evacuation</b>	No	Possible	Yes (wide area)
<b>Multiple Sites</b>	No	Possible	Yes
<b>Mass Care</b>	No	Possible	Yes
<b>Local EOC Activated</b>	No	Yes	Yes

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	Level 3 Normal Operations/Situational Awareness	Level 2 Limited Activation Increased Monitoring 24 Hours Ops	Level 1 Full Activation
<b>Local Warnings</b>	No	Yes	Yes
<b>Mass Warnings</b>	No	Possible	Yes
<b>State EOC Activated</b>	No	Possible	Yes
<b>Federal EOC Activated</b>	No	No	Yes

\*For more a more detailed definition of hazardous materials action levels, see Annex A

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### 4. Organization and Assignment of Responsibilities

In February 2003, Presidential Directive (HSPD)-5 was signed to facilitate a standard management approach to major incidents by establishing a comprehensive national incident management system (NIMS). This EOP has been prepared to coordinate and comply with NIMS.

The Secretary of Homeland Security will administrate NIMS as part of the National Response Plan (NRP). The NRP is intended to integrate federal government into a single, all-discipline, all-hazards plan.

According to the presidential directive, NIMS will provide a nationwide approach that enables federal, state and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity”. More specifically, NIMS includes a core set of concepts, principles, terminology and technologies covering the Incident Command System; multi-agency coordination systems, including communications interoperability; Unified Command; training, identification and management of resources (including systems for classifying types of resources); qualifications and certification; and collection, tracking, and reporting of incident information and incident resources.

NIMS Guidance information and implementation plan will be maintained in the Luna County Emergency Manager’s Office.

Under the ICS, the EOC Commander can make the decision to handle the incident with as few as two people or as many people as needed. These people represent the key EOC staff. The ICS system allows for expanding the operation/coordination groups as needed, or downsizing as needed. This staff coordinates with the Incident Commander on scene, State, local and Tribal Coordinators, news media, and other contacts. They make notifications, log events and communications, and manage resources as needed by the on-scene Incident Commander.

Luna County has adopted NIMS as the jurisdiction’s All Hazard Incident Management System. NIMS will be implemented through the New Mexico Incident Command System curriculum.

### INTEGRATION AND INCIDENT MANAGEMENT

A key goal of the Incident Command system is to facilitate communication and integration of many operational assets as the demands of a response operation increase. Mechanisms must be in place and available to allow incident management as well as responder safety and public safety management. Decision makers must rely upon mechanisms of gathering Information, assessment and decision-making to take appropriate actions at every level. The goal is to utilize the resources of many organizations and effectively apply them to management for the overall incident. This requires a unified effort (Unified Command) and close integration of Incident Command/Unified Command on scene with the operational capability and expertise of responders at the Emergency Operations Center.

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Different organizations activated to respond and involved in carrying out response tasks at the scene and in the EOC bring additional resources, knowledge and expertise to bear on the incident, such as:

- Law enforcement and intelligence expertise on potential threats and security hazards,
- Fire Department expertise on thermal hazards and hazardous materials operations,
- Public Health organizations on disease surveillance, health monitoring and resources,
- Departments of Defense and Energy expertise on nuclear, radiological and other weapons of mass destruction,
- Utility, transportation or construction capabilities in their areas of specialization and responsibility, and
- Federal, state, local, tribal or other organizations' bring expertise to assess hazards and measure environmental and occupational exposures.

An integrated approach to disaster or incident management permits decision makers to draw upon this diversity to share information, reduce confusion and duplicative resource requests, and potentially make it possible to better allocate resources across the overall response.

# Luna County Emergency Operations Plan

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### *Operational Functions*

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The Luna County EOP consists of two separate documents, the Basic Plan and the Resource Handbook. The Basic Plan describes general operational functions but is primarily designed for function coordinators at the EOC. The Operational Functions of the Plan are based on the Incident Command System (ICS). The ICS addresses specific response functions at the scene of the emergency. The Annexes included in the Basic Plan describe emergency functions that can apply to any type of emergency. Some of the annexes pertain to specific types of emergencies requiring special considerations and priorities. A description of the Annexes is presented below. The Resource Handbook, a separate document that includes available resources and contact information.

- Each functional Annex contains:
  1. Job Description outlining general and specific duties.
  2. Checklist that incorporates essential and time-crucial tasks, special considerations and priorities.
- Annex Objectives:
  1. Get coordinators into action—start them immediately on critical coordination tasks by:
    - a. Informing coordinators on what to do (i.e., wall posters, job descriptions, priorities, etc.)
    - b. Programming initial work of coordinators with a checklist to show how he/she fits into the team.
    - c. Helping coordinators coordinate outlining reminders and priorities for specific emphasis.
    - d. Familiarizing coordinators with essential reference information as they work through time-critical tasks in the Checklist.
  2. Present essential reference information in a quick look-up format (tables, charts, etc.) for general and specific emergency situations.

### *Annex A, Direction and Control.*

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Annex A involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources. Specific contact information (names, phone numbers, etc.) for use in emergency response are located in the Resource Handbook.

### *Annex B, Communications and Warning.*

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Annex B deals with establishing, coordinating and maintaining communications for emergency response and recovery, and with warning appropriate officials and the general public in a timely



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manner. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

### *Annex C, Emergency Public Information*

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Annex C outlines policies and channels necessary to inform and advise the public before, during and after emergencies. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

### *Annex D, Law Enforcement*

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Annex D outlines resources available to assist emergency response operations, to manage evacuations, and maintain civil order under emergency conditions. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

### *Annex E, Fire and Rescue*

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Annex E outlines resources available to provide fire fighting, emergency medical and search and rescue services during and after emergencies. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

### *Annex F, Health & Medical*

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Annex F covers mobilization of medical resources for the care of the population under emergency conditions. This annex breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook. The Pandemic Flu Plan is included as an appendix to this annex.

### *Annex G, Public Works.*

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Annex G outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities and services. It also covers debris removal and post disaster safety inspections of damaged structures. Specific contact information (names, phone numbers, etc.) for use in emergency response are located in the Resource Handbook.

### *Annex H, Transportation & Resources.*

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Annex H deals with allocations and distribution of supplies and scarce resources in emergency situations. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

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### *Annex I, Evacuation*

Annex I outlines procedures to relocate people and animals to safe areas before, during and after emergencies. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

### *Annex J, Reception & Mass Care.*

Annex J outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

### *Annex K: Hazard Specific Local Response Plans.*

Annex K deals with response to terrorist acts, weapons of mass destruction and other nuclear, biological chemical incidents and hazardous materials response. Specific contact information (names, phone numbers, etc.) for use in emergency response is located in the Resource Handbook.

The following table is a guideline to compare the Emergency Support Function (ESF) with the Annex format used in this EOP. Although they may not correspond exactly the functions of the ESFs are covered in the EOP Annexes.

*Table 6: ESF and Corresponding Annexes*

ESF	ESF Scope	Corresponding Annex
<b>ESF #1 – Transportation</b>	<ul style="list-style-type: none"><li>• Aviation/airspace management and control</li><li>• Transportation safety</li><li>• Restoration/recovery of transportation infrastructure</li><li>• Movement restrictions</li><li>• Damage and impact assessment</li></ul>	<b>Annex H Transportation &amp; Resources.</b>  <b>Deals with allocations and distribution of supplies and scarce resources in emergency situations.</b>
<b>ESF #2 – Communications</b>	<ul style="list-style-type: none"><li>• Coordination with telecommunications and information technology industries</li><li>• Restoration and repair of telecommunications infrastructure</li><li>• Protection, restoration, and sustainment of national cyber and information technology resources</li><li>• Oversight of communications within the Federal incident management and response structures</li></ul>	<b>Annex B Communications and Warning.</b>  <b>Deals with establishing, coordinating and maintaining communications for emergency response and recovery, and with warning appropriate officials and the general public in a timely manner.</b>



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ESF	ESF Scope	Corresponding Annex
<b>ESF #3 – Public Works and Engineering</b>	<ul style="list-style-type: none"> <li>• Infrastructure protection and emergency repair</li> <li>• Infrastructure restoration</li> <li>• Engineering services and construction management</li> <li>• Emergency contracting support for life-saving and life-sustaining services</li> </ul>	<p><b>Annex G Public Works</b></p> <p><i>Outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities and services. It also covers debris removal and post disaster safety inspections of damaged structures.</i></p>
<b>ESF #4 – Firefighting</b>	<ul style="list-style-type: none"> <li>• Coordination of Federal firefighting activities</li> <li>• Support to wildland, rural, and urban firefighting operations</li> </ul>	<p><b>Annex E, Fire and Rescue</b></p> <p><i>Outlines resources available to provide fire fighting, emergency medical and search and rescue services during and after emergencies.</i></p>
<b>ESF #5 – Emergency Management</b>	<ul style="list-style-type: none"> <li>• Coordination of incident management and response efforts</li> <li>• Issuance of mission assignments</li> <li>• Resource and human capital</li> <li>• Incident action planning</li> <li>• Financial management</li> </ul>	<p><b>Annex A, Direction and Control.</b></p> <p><i>Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.</i></p>
<b>ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services</b>	<ul style="list-style-type: none"> <li>• Mass care</li> <li>• Emergency assistance</li> <li>• Disaster housing</li> <li>• Human services</li> </ul>	<p><b>Annex J, Reception &amp; Mass Care.</b></p> <p><i>Outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster.</i></p> <p><b>Annex F, Health &amp; Medical</b></p> <p><i>Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.</i></p>
<b>ESF #7 – Logistics Management and Resource Support</b>	<ul style="list-style-type: none"> <li>• Comprehensive, national incident logistics planning, management, and sustainment capability</li> <li>• Resource support (facility space, office equipment and supplies, contracting services, etc.)</li> </ul>	<p><b>Annex A, Direction and Control.</b></p> <p><i>Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.</i></p> <p><b>Annex H Transportation &amp; Resources.</b></p> <p><i>Deals with allocations and distribution of supplies and scarce resources in emergency situations.</i></p>

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ESF	ESF Scope	Corresponding Annex
<b>ESF #8 – Public Health and Medical Services</b>	<ul style="list-style-type: none"> <li>• Public health</li> <li>• Medical</li> <li>• Mental health services</li> <li>• Mass fatality management</li> </ul>	<p><b>Annex F, Health &amp; Medical</b></p> <p><i>Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.</i></p> <p><b>Annex J, Reception &amp; Mass Care.</b></p> <p><i>Outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster.</i></p>
<b>ESF #9 – Search and Rescue</b>	<ul style="list-style-type: none"> <li>• Life-saving assistance</li> <li>• Search and rescue operations</li> </ul>	<p><b>Annex E, Fire and Rescue</b></p> <p><i>Outlines resources available to provide fire fighting, emergency medical and search and rescue services during and after emergencies.</i></p>
<b>ESF #10 – Oil and Hazardous Materials Response</b>	<ul style="list-style-type: none"> <li>• Oil and hazardous materials (chemical, biological, radiological, etc.) response</li> <li>• Environmental short- and long-term cleanup</li> </ul>	<p><b>Annex K: Hazard Specific Local Response Plans.</b></p> <p><i>Deals with response to terrorist acts, weapons of mass destruction and other nuclear, biological chemical incidents and hazardous materials response.</i></p>
<b>ESF #11 – Agriculture and Natural Resources</b>	<ul style="list-style-type: none"> <li>• Nutrition assistance</li> <li>• Animal and plant disease and pest response</li> <li>• Food safety and security</li> <li>• Natural and cultural resources and historic properties protection and restoration</li> <li>• Safety and well-being of household pets</li> </ul>	<p><b>Annex F, Health &amp; Medical</b></p> <p><i>Covers mobilization of medical resources for the care of the population under emergency conditions. Breaks down responsibilities for the jurisdictions public health resources, hospitals and EMS.</i></p> <p><b>Annex I, Evacuation</b></p> <p><i>Outlines procedures to relocate people and animals to safe areas before, during and after emergencies.</i></p> <p><b>Annex J, Reception &amp; Mass Care.</b></p> <p><i>Outlines available resources, policies, procedures, roles and responsibilities associated with providing housing, food, clothing and other essentials to a large number of people displaced by disaster.</i></p>

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ESF	ESF Scope	Corresponding Annex
<b>ESF #12 – Energy</b>	<ul style="list-style-type: none"> <li>• Energy infrastructure assessment, repair, and restoration</li> <li>• Energy industry utilities coordination</li> <li>• Energy forecast</li> </ul>	<p><b>Annex G, Public Works.</b></p> <p><b>Outlines emergency response and recovery resources for engineering, construction and repair/restoration of essential facilities and services. It also covers debris removal and post disaster safety inspections of damaged structures.</b></p>
<b>ESF #13 – Public Safety and Security</b>	<ul style="list-style-type: none"> <li>• Facility and resource security</li> <li>• Security planning and technical resource assistance</li> <li>• Public safety and security support</li> <li>• Support to access, traffic, and crowd control</li> </ul>	<p><b>Annex D, Law Enforcement</b></p> <p><b>Outlines resources available to assist emergency response operations, to manage evacuations, and maintain civil order under emergency conditions.</b></p>
<b>ESF #14 – Long-Term Community Recovery</b>	<ul style="list-style-type: none"> <li>• Social and economic community impact assessment</li> <li>• Long-term community recovery assistance to States, local governments, and the private sector</li> <li>• Analysis and review of mitigation program implementation</li> </ul>	<p><b>Annex A, Direction and Control.</b></p> <p><b>Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.</b></p> <p><b>Basic Plan</b></p>
<b>ESF #15 – External Affairs</b>	<ul style="list-style-type: none"> <li>• Emergency public information and protective action guidance</li> <li>• Media and community relations</li> <li>• Congressional and international affairs</li> <li>• Tribal and insular affairs</li> </ul>	<p><b>Annex C, Emergency Public Information</b></p> <p><b>Outlines policies and channels necessary to inform and advise the public before, during and after emergencies.</b></p> <p><b>Annex A, Direction and Control</b></p> <p><b>Involves the mobilization and use of an EOC and the roles of the local government officials responsible for policymaking, coordination and control of emergency forces and resources.</b></p> <p><b>Basic Plan</b></p>

# Luna County Emergency Operations Plan

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### 5. General Policies

#### *Guidance for All Emergency Responders & Coordinators*

1. EOC Coordinators, who learn of a local large-scale emergency or disaster, including widespread communications outages, should report to the EOC and off-duty emergency responders should report to their respective stations without waiting to be called.

Emergency responders should report to their respective stations without waiting to be called.
2. When in doubt about the appropriate level of emergency response/coordination needed, do more than is expected. Emergency operations can tolerate duplication of effort, but not gaps or lapses.
3. Emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency.

When in doubt about the level of response—do more than is expected!
4. Emergency service agencies should exhaust their own channels of support (mutual aid, etc.) before turning to others for assistance.
5. Purchase prices and contract costs should be established during emergency planning. Records of costs should be maintained on all purchases for reimbursement purposes.
6. County maintenance crews and equipment will provide primary assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) and assist with the repair and restoration of essential services and vital facilities.
7. All responding agencies and EOC coordinators will manage and coordinate their own people, equipment, facilities, and supplies to accomplish their tasks. The Transportation and Resources Coordinator at the EOC will provide exhausted agency supplies, specialized resources unavailable to responding agencies, and other emergency generated needs.
8. Public Works personnel will work with public and private utility companies to restore utilities to critical or essential facilities.
9. Luna County in the emergency will be based on the following:
  - A. Location of the emergency.
  - B. The jurisdiction operating the majority of initial response.
  - C. Arrival of other authorities (such as State or federal agencies).

# Luna County Emergency Operations Plan Basic Plan

## 6. Administration and Logistics

Before, during and after an emergency, it is essential that all incidents be documented. Each EOC Coordinator completes the report for a permanent record of key emergency events and activities. Table 6 below outlines the type of report or record, responsibility, frequency, and location where the report is maintained.

*Table 7: Records & Reports*

Reports and Records	Responsibility	Frequency	Depository
3 successors to Luna County Commission/Deming/Columbus and each appointed office	Luna County Commission Chair/Deming Mayor/Columbus Mayor	Change of Personnel	Luna County Manager's Office/Demining Mayor's Office/Columbus Mayor's Office Luna County Emergency Manager's Office
Disaster Declarations	Luna County Commission Chair/Deming Mayor/Columbus Mayor	Each Occurrence	Luna County Manager's Office/Demining Mayor's Office/Columbus Mayor's Office Luna County Emergency Manager's Office
County/City/Village Resolutions associated with emergency response	Luna County Commission Chair/Deming Mayor/Columbus Mayor	Each Occurrence	Luna County Manager's Office/Demining Mayor's Office/Columbus Mayor's Office Luna County Emergency Manager's Office
Expenditures and obligations of response agencies to the local EOC	Emergency Response Agencies	Daily during emergency	Emergency Manager's Office Luna County Finance Office Deming Finance Office Columbus Finance Office
Daily situation, resource consumption and shortfall to State EOC	EOC, City, Direction and Control Coordinator	Daily during emergency	State EOC Luna County Emergency Manager's Office
Emergency Management Agency reports on status of Mass Care services from volunteer agencies and others	EOC, City, Direction and Control Coordinator	Daily during emergency	State EOC Luna County Emergency Manager's Office
Mutual Aid Agreements	Local Office of Emergency Management	At expiration or change	Luna County Manager's Office/Demining Mayor's Office/Columbus Mayor's Office Luna County Emergency Manager's Office
Emergency Management Training Records	Local Office of Emergency Management	As needed	Human Resource Departments of Luna County/Deming/Columbus



# Luna County Emergency Operations Plan Basic Plan

## *Reassigning Public Employees and Soliciting Volunteers*

The following (Table 8) is a guideline for reassigning public employees or soliciting for volunteers to augment emergency operations:

*Table 8: Reassigning Public Employees and Soliciting Volunteers*

Action	Policy	Liability Issues
Reassigning public employees to augment emergency operations	Recall employees off-duty, on vacation, etc.	Restrictive job descriptions
Soliciting volunteers from public employment	Exhaust sources of public employees in response agencies, first.	
Soliciting volunteers from private employment	Exhaust all sources of public employees, first.	
Soliciting volunteers from the public	Exhaust all sources of public employees, first.	Insurance

## 7. Plan Development and Maintenance.

### *Emergency Operations Plan Structure*

The Basic Plan of the EOP (Table 9 below) is distributed to response agencies for further planning. The Resource Handbook may contain confidential information and is kept at the EOC.

*Table 9: EOC Plan Structure*

Area	Purpose	Distribution
<b>Basic Plan</b>	Overview of approach to emergency operations: 1. States general policies and objectives 2. Acknowledges the situation and assumptions 3. Sets the emergency organization and assigns responsibilities to organizations and individuals	CEO/Staff, Public, EOC, Response Agency
<b>Annexes</b>	Focus on Operations: 1. Function job descriptions 2. EOC checklists 3. Specific information and direction for EOC coordinators	EOC
<b>Resource Handbook</b>	Contains confidential reference information such as personnel contact information, reference maps, diagrams, etc. that may distract from Basic Plan text.	Limited Access

# Luna County Emergency Operations Plan Basic Plan

## Responsibilities - Plan Development and Maintenance

Table 10 below outlines the responsibilities for developing and maintaining the important components of an EOP.

Table 10: Plan Development and Maintenance

EOP Component	County Commission	LEPC	Emergency Manager	Response Agencies	NM DHSEM
EOP	Approve Basic Plan and Annexes	Review EOP	Establish Committee to coordinate with EM to 1. Write plan 2. Revise annually <ul style="list-style-type: none"> <li>Deliver plan and get signatures</li> <li>Store current copies of plan</li> <li>Prepare and revise EOC management SOPs</li> <li>Store current copies of all Succession of Authority documents</li> <li>Write plan</li> <li>Revise annually</li> </ul>	Prepare and revise response agency emergency plans and SOGs	Review EOP for compliance with State Crosswalk
NIMS	Require all response agencies to train in NIMS		1. Coordinate training 2. Schedule training  Review training schedule and roster of NIMS-trained personnel, annually for EM personnel	1. Coordinate training 2. Schedule training  Review training schedule and roster of NIMS-trained personnel, annually Send maximum number of appropriate personnel to training WIPP- Fund NIMS training	
EOC Operations	1. Fund an effective EOC operation 2. Require all response and Local Gov. agencies to train in EOC Operations		1. Coordinate training exercises 2. Schedule training exercises Determine agency to evaluate training exercises	Send maximum number of appropriate personnel to training	
EOP Exercises	1. Fund an effective EOP Exercise 2. Require all response and Local Gov. agencies to train in EOC Operations		1. Coordinate training exercises 2. Schedule training exercises  Determine agency to evaluate training exercises	Send maximum number of appropriate personnel to training	
Other Emergency Plans:  WIPP Haz-Mat	Approve		Establish Committee to 1. Write Plan 2. Prepare Revisions as required 3. Deliver plan and get signatures 4. Store current copies of plan	Assist	
Computer Aided Management of Emergency Operations (CAMEO) and mapping system (MARPLOT)	Fund	Store current software and data files	Determine best PC configuration for the EOC and response forces  Store current software and data files	Train in use of computer aided systems	

# Luna County Emergency Operations Plan

## Basic Plan

### *Plan Exercises*

Effective response to such incidents is paramount for public safety services and support providers (law enforcement, firefighters, EMS, emergency management, public utilities, transportation, amateur radio and others) to respond and support the safety of the general population.

Testing, training and exercising is an important process that ensures those public safety services and support providers are ready to respond accordingly and efficiently. Luna County follows the guidelines identified in the Homeland Security and Exercise Evaluation Program (HSEEP). HSEEP is a capabilities-based exercise program that provides a standardized methodology and consistent terminology for designing, developing, conducting and evaluating all exercises. HSEEP establishes common language and concepts to be adopted and used by various agencies and organizations. HSEEP provides tools and resources to help build self-sustaining exercise programs and includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction. Luna County annually identifies those areas for testing and exercising and develops a yearly exercise cycle that includes those agencies respective to the scenario and type exercise. This information is shared at the annual Training and Exercise Planning Workshop hosted by DHSEM.

The Luna County Emergency Manager is responsible for the plan exercises. The Luna County Emergency Manager will conduct exercises in accordance with the NM DHSEM Training, Exercise and Planning Workshop (TEPW) submitted annually. The Exercise Plan will test each of the following functions at least once each four years:

*Table 11: Four Year Exercise Plan*

Functions to be tested	Date of Exercise
Alert Notification	
Communications	
Coordination and Control	
Emergency Public Information Effectiveness	
Damage Assessment	
Health and Medical	
Individual/Family Assistance	
Public Safety	
Public Works	
Resource Management	
Warning	
Transportation	
Continuity of Government	



# Luna County Emergency Operations Plan Basic Plan

## 8. Authorities and References

### Authorities

Table 12 below summarizes the authority of local officials during an emergency. The documents that authorize EOC, ICS, and emergency management operations are the State Civil Emergency Preparedness Act, State Executive Order (ICS), and Emergency Management Act.

*Table 12: Authority of Local Officials*

Community	Activate and Deactivate EOC	Declare Disaster	Use Private Resources	Request State Assistance
Luna County including Unincorporated areas	CEO <sup>3</sup> with the SAT <sup>4</sup>	County Chair County Commission	County Chair County Commission	Chair County Manager OEM
City of Deming	Mayor (CEO) City council	Mayor	Mayor	Mayor City Council OEM
Village of Columbus	Mayor (CEO) Trustees			Mayor Trustees OEM
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>One of the following: <ul style="list-style-type: none"> <li>Resource coordination exceeds Incident Commander's capability</li> <li>Multiple incident sites</li> <li>Potential need for wide-area warnings</li> </ul> </li> </ul>	Estimated emergency needs will exhaust available local resources	Estimated emergency needs will exhaust resources <b>pre-arranged</b> with Luna County through Mutual Aid Agreements or other means	Must declare disaster HAZ-MAT
<b>Documents that authorize</b>	<ul style="list-style-type: none"> <li>State Civil Emergency Preparedness Act, NMSA - 78, Chap. 12-10-1;</li> <li>2. Emergency Management Act, Chap. 74-4B-1</li> </ul>			

<sup>3</sup> Chief Elected Official (CEO)

<sup>4</sup> Situation Analysis Team

# Luna County Emergency Operations Plan

## Basic Plan

### *References*

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In addition to the Authorities and References already listed, the following publications were used to develop this plan.

1. Comprehensive Preparedness Guide 101, FEMA, September 2011
2. Emergency Response to Terrorism; Self Study, FEMA/USFA/NFA, August 1997
3. New Mexico Hazardous Materials Emergency Response Plan, NM DPS, August 1999.
4. Disaster Assistance Program, Local Government Handbook, NM DPS, OEM, Natural Hazards Bureau, 2003.

# Luna County Emergency Operations Plan

## Basic Plan

### **LIST OF EMERGENCY MANAGEMENT LAWS**

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#### **Federal**

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Management of Emergency Planning Agency (FEMA), Presidential Executive Order 12148, Section 2

Federal Civil Defense Act of 1950, PL 81-920, as Amended

The Disaster Relief Act of 1974, PL 93-288, as Amended

Comprehensive Environmental Response Compensation and Liability Act of 1980, PL 99-499 and as Amended October 17, 1986

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), otherwise known as the Emergency Planning and Community Right-to-Know Act (EPCRA)

Robert T. Stafford Relief and Emergency Assistance Act, as Amended, PL 93-288

Homeland Security Presidential Directive-5: Management of Domestic Incidents, February 28, 2003

Homeland Security Presidential Directive-8: National Preparedness, December 17, 2003

#### **State**

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Emergency Management, NMSA 1978, as Amended, Article 4B, chapters 74-4B-1 through 74-4C4 and Supplement 74-4B-1, 74-4B-3, 74-4B-4, 74-4B-10, and 74-4B-14

The Emergency Management Assistance Compact, NMSA 1978, As Amended, Chapter 11-15-1 through 11-15-2

The New Mexico Civil Emergency Act of NMSA 1978, as Amended, Chapter 12-10-1 to 12-10-10

Emergency Management Act of NMSA 1978, As Amended, Chapter 74-4B-1

# Luna County Emergency Operations Plan

## Basic Plan

Hazardous Chemicals Information Act, NMSA 1978, as Amended, Chapter 74-4E-1

New Mexico Disaster and Emergency Management Plan of 2007

New Mexico Disaster Relief Act, NMSA 1978, as Amended, Chapters 6-7-1, 6-7-2, 6-7-3

New Mexico Local Government Handbook, Emergency and Disaster Assistance, as Amended in 2002

New Mexico Hazardous Materials Response Plan

New Mexico Intrastate Mutual Aid Act, 12-10B-1 NMSA 1978- IMAS

New Mexico Emergency Management Assurances Compact, 11-15-1 and 11.15-2 NMSA 1978

# Luna County Emergency Operations Plan Basic Plan

## County

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Written Mutual Aid Agreements

# Indigent Hospital Claims Office

Ira T. Pearson, County Manager

IHC Board Meeting October 13, 2016

Month	Number	Amount	Number	Denied
January	2	\$946.69	0	\$0.00
Feburary	0	\$0.00		
March	2	\$365.52		
April	6	\$3,539.35		
May	2	\$723.79		
June	0	\$0.00		
July	0	\$0.00		
August	34	\$83,456.40		
September	0	\$0.00		
October				
November				
December				
Total	46	\$89,031.75	0	\$0.00
This Month's Total	Mimbres Memorial Hospital			\$0.00
This Month's Total	Gila Regional Medical Center			\$0.00
This Month's Total	Memorial Medical Center			\$0.00
This Month's Total	Deming Fire Dept./EMS			\$0.00
This Month's Total	All Other Services			\$0.00
Total				\$0.00
Year to Date Total	Mimbres Memorial Hospital			\$86,549.41
Year to Date Total	All Other Hospitals			\$1,602.58
Year to Date Total	Deming Fire Dept./EMS			\$879.76
Year to Date Total	All Other Services			
Total				\$89,031.75
Care of Prisoners This Month - Not including SNCP Funds				\$72,285.53
Care of Prisoners Year to Date Indigent - Not including SNCP Funds				\$141,386.80
Care of Prisoners Year to Date Inmate Prescriptions/OTC Meds				\$115,004.41
Care of Prisoners Year to Date Dr. Bills				\$34,973.06
Total Cost of Care of Prisoners Year to Date				\$291,364.27
Monies Received for September 2016				\$48,427.61
Balance in IHC Fund as of September 30, 2016				\$692,193.72
Encumbrances as of September 30, 2016				\$454,354.70
	Amount	Signatures	Date	Denied
Joe L. Milo, Jr	\$0.00		10/13/2016	\$0.00
Linda M. Smrkovsky				
R. Javier Diaz				

**October 13, 2016**

[illegible]