

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4



Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe Board of County Commissioners

From: Tony Flores, Interim Finance Director

Thru: David Sperling, Fire Chief 
Pablo Sedillo, Public Safety Director 
Katherine Miller, County Manager

Date: October 26, 2017

Re: Resolution No. 2017 - _____, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) Hazmat Grant to Carry Forward the FY-2017 Available Cash for the County Fire Department / \$797 (Finance Division / Tony Flores)

ISSUE:

Requesting BCC approval to budget \$797 from the Hazmat Grant FY-2017 available cash balance to be expended on educational materials as approved by the State Fire Marshal's Office to maintain response capability for hazardous materials.

BACKGROUND:

The Santa Fe County Fire Department is requesting BCC approval to budget the FY-2017 available cash balance for the Hazmat Grant in the amount of \$797 to be expended in FY-2018 on needed educational materials. The Waste Isolation Pilot Project Joint Powers Agreement (Hazmat Grant) specifies that Santa Fe County will maintain the implemented hazardous materials emergency response program to enhance the response capability of emergency responders as it pertains to hazardous materials. The Santa Fe County Fire Department has been given approval to carry forward the available cash balance from FY-17 to be expended in the current fiscal year.

RECOMMENDATION:

Please approve this request for a budget increase to the Fire Operations Fund (244) Hazmat Grant for the amount of \$797 to be expended in FY-2018.

SANTA FE COUNTY

Page 1 of 4

RESOLUTION 2017 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on November 14, 2017, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Operations/Hazmat Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0806	385	03-00	Budgeted Cash / Federal Funds	797	
TOTAL (if SUBTOTAL, check here)					797	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0806	422	60-09	Supplies / Educational Supplies	797	
TOTAL (if SUBTOTAL, check here)					797	

Requesting Department Approval: [Signature] Title: Chief Date: 10/30/17

Finance Department Approval: _____ Date: _____ Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2017 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Hazmat Grant Fund (244) to budget prior year's available cash in the amount of \$797 to be expended in FY 18 on educational supplies.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

Page 3 of 4

RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. Hazmat Grant/JPA & SFC Resolution 200-54
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. N/A

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2017 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 14th Day of November, 2017.

Santa Fe Board of County Commissioners

Henry P. Roybal, Chair

ATTEST:

Geraldine Salazar, County Clerk

HAZMAT GRANT/JPA AVAILABLE CASH BALANCE SPREADSHEET

FISCAL YEAR	ORIGINAL BUDGET	ACTUAL RECEIVED	ACTUAL CASH CARRY FORWARD	ACTUAL RECEIVED + CARRY FORWARD	EXPENDITURES	CASH BALANCE
FY-2001	0	0	0	0	0	0
FY-2002	15,000	15,000	0	15,000	(8,030)	6,970
FY-2003	15,000	30,000	6,970	36,970	(800)	36,170
FY-2004	15,000	15,000	36,170	51,170	(1,606)	49,564
FY-2005	15,000	0	49,564	49,564	(33,636)	15,928
FY-2006	12,500	15,000	15,928	30,928	(24,687)	6,241
FY-2007	15,000	15,000	6,241	21,241	(11,784)	9,457
FY-2008	15,000	30,000	9,457	39,457	(25,662)	13,795
FY-2009	15,000	15,000	13,795	28,795	(6,606)	22,189
FY-2010	15,000	15,000	22,189	37,189	(7,490)	29,699
FY-2011	15,000	15,000	29,699	44,699	(19,519)	25,180
FY-2012	15,000	0	25,180	25,180	(2,933)	22,247
FY-2013	15,000	30,000	22,247	52,247	(5,756)	46,491
FY-2014	15,000	15,000	46,491	61,491	(10,086)	51,405
FY-2015	15,000	15,000	51,405	66,405	(4,269)	62,136
FY-2016	15,000	15,000	62,136	77,136	(24,221)	52,915
FY-2017	15,000	15,000	41,126	56,126	(52,609)	3,517
TOTALS	237,500	255,000			239,694	

101 to 244

FY-2017	Encumbrances at 6/30/17	(2,720)
FY-2017 FUND 244 HAZMAT BALANCE		\$797.00

NEW MEXICO PUBLIC REGULATION COMMISSION
INSURANCE DIVISION
FIRE MARSHAL'S OFFICE
WASTE ISOLATION PILOT PROJECT
JOINT POWERS AGREEMENT



THIS AGREEMENT is made and entered into as of this 6th day of MARCH, 2001, by and between the Public Regulation Commission (PRC)/State Fire Board, State of New Mexico, acting on behalf of the State Fire Marshal's Office (SFMO), and Santa Fe County, hereinafter called the County. Pursuant to the Joint Powers Agreement Act, Sections 11-1-1 et seq. NMSA 1978, the common power to be exercised as follows:

WHEREAS, pursuant to Sections 59A-52-1 et seq. NMSA 1978, the SFMO has the power to coordinate with local public bodies to train firefighters.

WHEREAS, in the Cooperative Agreement between the State of New Mexico and the U.S. Department of Energy (DOE), the SFMO in coordination with the New Mexico Radioactive Waste Consultation Task Force (74-4A-6 et seq. NMSA 1978), hereinafter called the Task Force, is provided funding to address emergency response preparedness as it pertains to the transport of hazardous materials under the Waste Isolation Pilot Plant (WIPP) project.

NOW, THEREFORE, the parties hereto do mutually agree that the method by which this purpose shall be accomplished is as follows:

ARTICLE I - SCOPE OF WORK

A. The County agrees that it will implement, in all respects, the activities outlined in this project. The overall objective of this JPA is the enhancement of the County's response capability as it pertains to the transportation of hazardous materials, specifically WIPP shipments. The County shall:

1. Develop and implement a hazardous materials emergency response training program, including response protocols (suggested participants - firefighters, EMS providers, law enforcement officers, dispatchers, and other county workers as appropriate). The design of this program must be such that it will enhance the response capability of emergency responders as it pertains to hazardous materials without negatively impacting on other areas of response training. As a minimum, the program should focus on providing OSHA 29CFR 1910.120 compliant awareness level training for personnel that may come upon an incident while performing their normal duties; and operations level training for responders who will be likely to respond to an incident to take defensive actions to protect nearby persons, property, or the environment. Training must include instruction on the State Hazardous Materials Emergency Response (HMER) Plan

and emergency response as it applies to an incident involving a WIPP shipment.

2. Agree to develop and implement mutual or automatic aid agreements among adjacent fire districts and, if feasible, with municipal departments to facilitate timely, adequate response. The mutual aid agreements do not have to solely pertain to hazardous materials response.
 3. Demonstrate proficiency as it pertains to hazardous materials emergency response through mutually agreed upon participation in drills and/or exercises conducted by the Task Force. Equitable payment of expenses associated with full-scale exercises will be negotiated between the County and the SFMO in coordination with and assistance from the Task Force prior to finalization of exercise planning. Such expenses are intended to be paid by the State through a member State agency of the Task Force, but be funded separately from this JPA.
- B. The SFMO, in coordination with and assistance from the Task Force, will:
1. Provide funding up to the amount stated in Article VII to help offset expenses incurred by the County in the development and implementation of the program.
 2. Render assistance in the development and implementation of the program.

ARTICLE II - LENGTH OF JPA

This Agreement shall not become effective until approved by the Secretary of the New Mexico Department of Finance and Administration. This Agreement shall remain in effect perpetually unless terminated pursuant to Articles III or IV below.

ARTICLE III - TERMINATION

This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for the performance or failure to perform prior to the date of termination.

ARTICLE IV - APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient funding being provided by DOE to the State of New Mexico. If DOE does not provide sufficient funds, this Agreement shall terminate upon written notice being given by the SFMO to the County.

ARTICLE V - AMENDMENT

This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and approved by the Secretary of the New Mexico Department of Finance and Administration.

ARTICLE VI - ALLOWABLE EXPENDITURES

- A. The County may use funds for training-related expenses, including course tuition, course materials, training aids, travel, per diem, and instructor salaries, that are incurred for the purpose of enhancing its hazardous materials emergency response capability as defined under Article I above.
- B. The County must have prior written approval from the SFMO WIPP program manager for any equipment purchases. Equipment purchase requests must be submitted in writing to the SFMO.

ARTICLE VII - METHOD OF PAYMENT

- A. Pursuant to the agreement between the State and DOE, the PRC/SFMO shall advance to the County funds in the amount of \$ 15,000.00 on an annual basis.
- B. It is understood and agreed that funds must be expended in the amounts and for the purposes designated in this JPA. Should any portion of the funds paid hereunder by the PRC/SFMO for the purpose designated remain unexpended after all conditions of this JPA have been satisfied, the unexpended funds shall revert to the SFMO/PRC for disposition.

ARTICLE VIII - CERTIFICATION

The County hereby assures and certifies that it will comply with State regulations, policies, guidelines and requirements with respect to the acceptance and use of the funds to be provided under this agreement. Also, the County gives assurances and certifies that:

- A. It has the legal authority to receive and expend the funds.
- B. It will finance any costs of the project(s) over the amount set forth in Article VII.A., including all project overruns.
- C. It will comply with the State Procurement Code (or local procurement code, where applicable) and will keep files of all related procurement documents, including but not limited to: requests for professional services, advertisements, minutes of pertinent meetings, selection and award criteria contracts, subcontracts and agreements.

- D. It shall not at any time convert any property acquired or developed pursuant to this Agreement to uses other than those specified in the scope of work as defined in Article I.
- E. At the termination of this Agreement, it shall own any property acquired as the result of the joint exercise of power.
- F. No member, officer, or employee of the County (or its designees or agents), no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure (or for one year thereafter), shall have any interest (direct or indirect) in any contract or subcontract (or the process thereof) for work to be performed in connection with the program assisted under the Agreement. The County shall incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to this certification.

ARTICLE IX - QUARTERLY REPORTS

The County shall submit written quarterly reports summarizing accomplishments under this program for the previous three months. As a minimum, the reports will include number of responders trained, type or level of training, equipment purchased, and copies of finalized emergency response plans/protocols as identified under Article I. Reports will be due to the SFMO on or before September 30, December 31, March 31, and June 30 of each year.

ARTICLE X - STRICT ACCOUNTABILITY OF RECEIPTS AND DISBURSEMENTS

The County shall keep such records and will fully disclose the amount and disposition of the total funds from all sources budgeted for the project, the purpose for which such funds were used, and such other records as the SFMO shall prescribe. The County shall be strictly accountable for receipts and disbursements relating hereto and shall make all relevant financial records available to the Department of Finance and Administration and the SFMO upon request, and shall maintain all such records for a period of six (6) years following completion of all the conditions of this Agreement.


ARTICLE XI - COUNTY REPRESENTATIVE

The County hereby designates the person listed below as the official representative responsible for the project.

Name: Hank Blackwell Title: Santa Fe County Fire Marshal
Address: 14 Fire Place, Santa Fe, N.M. 87505 Telephone: (505) 992-2075

IN WITNESS WHEREOF, the parties have herein below set their hand.

COUNTY

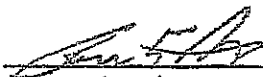
By: 
(Signature)

Hank Blackwell
(Type or Print Name)

Santa Fe County Fire Marshal
(Title)

02/21/01
(Date)

STATE PUBLIC REGULATION COMMISSION

By: 
(Signature)


Bernard F. Pabika
(Type or Print Name)

ASD Director
(Title)

5-17-01
(Date)

APPROVED BY:

DEPARTMENT OF FINANCE AND ADMINISTRATION

By:  06/19/01
(Signature)

Thomas V. Clifton
(Type or Print Name)

Deputy Secretary
(Title)

6/20/01
(Date)

SANTA FE COUNTY

Resolution No. 2000-54

1759552

A RESOLUTION SUPPORTING A PROGRAM OF HAZARDOUS MATERIALS TRAINING, PREPAREDNESS AND PUBLIC INFORMATION IN SANTA FE COUNTY

WHEREAS, the Santa Fe County Fire Department is responsible for public safety in the areas of fire, rescue, emergency medical services and special operations within Santa Fe County; and,

WHEREAS, numerous shipments of hazardous materials pass through Santa Fe County each day; and,

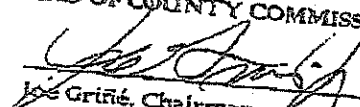
WHEREAS, the Waste Isolation Pilot Plant (WIPP) transportation route passes through Santa Fe County; and,

WHEREAS, the Santa Fe County Fire Department is dedicated to establish and maintain a state of readiness and preparedness in order to safely and effectively respond to any such hazardous materials emergency;

THEREFORE BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Commission supports a program of preparedness, training, safety and public information in support of hazardous materials response in and for Santa Fe County and supports the Santa Fe County Fire Department in its efforts in the above endeavors.

APPROVED, ADOPTED AND PASSED this 25th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS


Joe Grifé, Chairman

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe Board of County Commissioners

From: Tony Flores, Interim Finance Director

Thru: David Sperling, Fire Chief *WS*
Pablo Sedillo, Public Safety Director *[Signature]*
Katherine Miller, County Manager

Date: October 25, 2017

Re: Resolution No. 2017 - _____, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) Wildland Program to Budget State Forestry Revenue to the County Fire Department / \$23,195 (Finance Division / Tony Flores)

ISSUE:

Requesting BCC approval to budget State Forestry Revenue collected from fire deployments for the Fire Operations (244) Wildland Program in the amount of \$23,195.

BACKGROUND:

The Santa Fe County Fire Department is requesting to budget \$23,195 in revenue collected for deployments to forest fires. This increase will be utilized to cover salary and wage expenses such as overtime and hazard pay that is incurred because of fire deployments, and will also be used to supplement the Wildland Program budget to provide funding for equipment maintenance and needed operational expenses to sustain the program.

SUMMARY:

Please approve this request for a budget increase of \$23,195 to the Fire Operations Fund (244) Wildland Program.

SANTA CLAY COUNTY

RESOLUTION 2017 - _____

Page 1 of 4

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on November 14, 2017, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Operations Fund (244)

Budget/Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0815	360	09-02	Revenue / State Forestry	23,195	
TOTAL (if SUBTOTAL, check here)					23,195	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0815	422	10-25	Salary & Wages / Overtime	12,006	
244	0815	422	20-01	Employee Benefits / FICA Regular	806	
244	0815	422	20-02	Employee Benefits / FICA Medicare	188	
244	0815	422	40-02	Maintenance / Equipment	2,500	
244	0815	422	60-07	Supplies / Operational Supplies	5,000	
244	0815	422	80-99	Capital Purchases / Inventory Exempt	2,695	
TOTAL (if SUBTOTAL, check here)					23,195	

Requesting Department Approval: [Signature] Title: Chief Date: 10-30-17

Finance Department Approval: _____ Date: _____

Entered by: _____ Date: _____

County Manager Approval: _____

Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Fire Operations Fund (244) to budget State Forestry revenue collected for fire assignments in the amount of \$23,195 to be utilized to sustain the Wildland Program.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclasse, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-99	Hand held radios as needed for hand crew.	2,695

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2017 - _____

Page 3 of 4

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES NO X
 - b) Does this include state or federal funds? YES X NO
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. NM State Forestry Reimbursements
 - c) Is this request is a result of Commission action? YES NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. N/A

SANTA FE COUNTY
RESOLUTION 2017 - _____

Page 4 of 4

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 14th **Day of** November, **2017.**

Santa Fe Board of County Commissioners

Henry P. Roybal, Chair

ATTEST:

Geraldine Salazar, County Clerk

