



**NEW MEXICO EMERGENCY MANAGEMENT ASSOCIATION
EXECUTIVE BOARD COMMITTEE MINUTES
Ruidoso, NM
May 5th, 2011 –8:30 A.M.**

A. MEETING CALL TO ORDER

Meeting called to order at 8:45 A.M. by NMEMA Vice-President Sonia Arteche.

Executive Board Members present:

Sonia Arteche; Vice-President, Luna County
Elizabeth Saavedra, Treasurer, City of Albuquerque
Jessica Blea, Secretary, Los Alamos County
Ken De Los Santos, Member, Clovis/Curry County
Delia Cervantes, Member, Dona Ana County
Dennis English, Member, San Miguel County

Executive Board Members Not Present:

Lorenzo Velasquez, Member, Lea County
Ted Arnett, Member, University of New Mexico
Clybert Zunie, Member, City of Gallup
Susan Walker, Member, DHSEM
Philmont Taylor, Member, Los Alamos County

Other Members Present:

Debbie Romero, ASD Bureau Chief, DHSEM
John Martinez, Deputy Secretary, DHSEM

Quorum was met for NMEMA Executive Board Committee Meeting.

B. ADOPTION OF AGENDA

Motion to accept Agenda; made by Dennis English, second by Ken De Los Santos. Motion carried.

C. APPROVAL OF MINUTES: March 3, 2011

Motion to accept Minutes with changes to New Business Letter D sentence 6: Dennis English made a motion to have the Nomination Committee make an announcement to the Association at the next general meeting of the vacated elected position of President, and election will be held at the July's general meeting. Change to New Business Letter D second paragraph: VP Arteche will appoint a member for the Nominating Committee and the election for a new president will be conducted at the July Meeting. Motion made by Dennis English to accept minutes with changes; second by Elizabeth Saavedra. Motion carried.

D. TREASURER'S REPORT

The Treasurer reported:

Checking account Balance \$6,225.17

Saving account Balance \$10,057.35

Total \$16,282.52

Outstanding RFP's from NMDHSEM

\$760.19 (EMPG)

\$796.24 (EMPG)

\$692.66 (EMPG)

\$677.54 (EMPG)

\$1,360.00 (LEPC)

\$12,680.88 (LEPC)

Outstanding Invoice from NMDHSEM

NMEMA Conference (September 2010) \$3,087.50

Sub-Grant Agreements EMPG \$24,500.00 with 24,500.00 Match (Expires 6/30/2011)

LEPC \$14,500.00 with 2,900.00 In-Kind Match (Expires 5/15/2011)

Grant Balances (EMPG) \$21,573.37
(LEPC) \$1,819.12

Dennis English recommended indicating dates and what the per-diem is for future reporting.

The Executive Board explained the approved budget for 2011/2012 by each item and explained what the money will be used for with Debbie Romero and John Martinez.

E. NEW BUSINESS

A. Per-Diem Approval for Ruidoso Travel- Ken De Los Santos made a motion to approve the per-diem for Ruidoso Travel, second by Dennis English.

B. Current Grant Audit and Issues- Debbie Romero will follow up with Paula Flores (Grant Manager) to find out the outstanding Request for Payment (RFP) or any Sub-Grant Agreements for NMEMA from New Mexico Department of Homeland Security (NMDHSEM). Debbie Romero stated status on an RFP or Sub-Grant Agreement must be given to you within one to two days by the Grant Manager stating a timeline of when to receive payment. Debbie Romero stated if status on an RFP or Sub-Grant Agreement has not been given within two days from the Grant Manager you can give her a call and she will check to see what the status is. Debbie Romero will follow up with Paula Flores (Grant Manager) to find out the outstanding Request for Payment (RFP) or any Sub-Grant Agreements for NMEMA from New Mexico Department of Homeland Security (NMDHSEM). Debbie Romero stated status on an RFP or Sub-Grant Agreement must be given to you within one to two days by the Grant Manager stating a timeline of when to receive

payment. The current NMEMA Sub-Grant Agreement has an expiration date of June 30, 2011. Debbie Romero stated an extension for 6 months is easier to process, and must get it in ASAP before grant expires.

Dennis English recommended sending a Request for Approval (RFA) on specific training and traveling for the NMEMA Executive Board Budget to justify travel costs. Delia Cervantes and Dennis English recommended having a checklist when requesting for training or travel through NMEMA.

Debbie Romero stated the FY10 Emergency Management Planning Grant (EMPG) the State is figuring balances and will contact all Emergency Managers of the status of FY10 EMPG. Debbie Romero recommended having Sub-Grant Agreements in before the deadline of June 30, 2011 and any extensions needed for Sub-Grants to be submitted as well. Debbie stated copies need to be given of all FY10 Audits from Emergency Managers.

1. **LEPC Grant-** Elizabeth Saavedra will get with Paula Flores (Grant Manager) for clarification and explanation of what the match of the in-kind may be for the LEPC Grant.

- C. DHSEM Issues-** John Martinez would like to better DHSEM on paying NMEMA membership dues in a timely manner for the coming years.

John Martinez suggested to state in the By-Laws the State Employees cannot be a voting member or hold an office position or chair a committee within the NMEMA. If a state employee serves on a Committee it would be as an advisory of the Committee.

Addition to the By-Laws will be the Certified Emergency Management Committee (CEM).

At the next Executive Board Meeting July 6th, the Executive Board Committee will set aside time to review the NMEMA By-Laws. When the By-Laws are reviewed and changed by the Executive Board Committee it will be presented at the NMEMA Conference in September, 2011 for approval.

Dennis English stated he would like to see The Area Preparedness Coordinators help out with giving more information to the Emergency Managers in a timely manner. John Martinez stated the Area Preparedness Coordinators are there to be able to give you the answers you need, but also need to go through chain of command to get the proper answers to the Emergency Managers.

VP Sonia Arteche suggested for DHSEM to present updates for the NMEMA Quarterly Meeting to the Executive Board prior to the Quarterly Meeting.

John Martinez discuss of combining the DHSEM and NMEMA Conference together for next year.

John Martinez discussed the training program with DHSEM; "What can DHSEM do better"? The issues with the DHSEM training program are the quantity of people in the class room and the long distance of the classes. Dennis English suggested considering creating modules for Advanced ICS instead of having it as consecutive days.

Dennis English suggested having condensed courses for County Officials.

When becoming a new Emergency Manager some type of training with a DHSEM employee is an idea to conduct in the future.

- D. Membership list/email distribution list-** The Executive Board will send a letter by email to NMEMA to review membership list and update it with correct information. Ken De Los Santos suggested sending a new member to NMEMA a package of information about the Association; the Executive Board will discuss this further with the future President of NMEMA.

- E. **NMCEM Committee Appointee-** The Executive Board will send a letter by email to the NMCEM Committee stating Sue Lowry will longer be serving on the Committee. Larry Nelson has been appointed to serve on the NMCEM Committee by the Executive Board for his knowledge and capability. Delia Cerventas made a motion to appoint Larry Nelson to serve as a member on the NMCEM Committee; second by Elizabeth Saavedra.
- F. **NMAC Fire/EM Affiliated Update/Fire/EM Affiliate Vice Chair Travis Atwell-** VP Sonia Arteché will speak with Travis Atwell to give information to the NMEMA on the New Mexico Association of Counties (NMAC) for the Fire and Emergency Management Affiliations.

F. OLD BUSINESS

- A. **308 P update-** Information is still pending from DOH.
- B. **Final Conference report from past president-** An email was given from resigned President Arnwine stating he will give the Executive Board a final report on the conference he attended. The Executive Board will send resigned President Arnwine a certified letter requesting a final report if he has not sent us one in a timely manner and the Executive Board will have documentation on record of our requests.
- C. **Letter to association regarding nominations-** The Executive Board will send a letter to NMEMA regarding nominations for a new NMEMA President by June 7, 2011.

G. CONFERENCE COMMITTEE UPDATE

Ken De Los Santos stated NMEMA has not reached the 20 year mark and will need to delete "20" on all flyers and resend them. The flyers will read; "Continuing Challenges; Years of Excellence".

H. COMMENTS FROM CHAIR/VICE CHAIR

DHSEM can provide NMEMA the threat level on terrorism for the Quarterly Meeting.

I. COMMENTS FROM MEMBERS

NONE

L. MEETING ADJOURNMENT

A Motion to adjourn meeting at 1:40p.m; made by Dennis English, second by Ken De Los Santos. The Next Executive Board meeting will be held June 6, 2011 in Albuquerque, NM.

PASSED, APPROVED and ADOPTED this 11th August day of Sonia Arteché, 2011

Attest:

Sonia Arteché, Vice- President

Jessica Blea
JESSICA BLEA, Secretary