

# Hobbs City Commission

## Meeting Agenda



### Mayor

Samuel D. Cobb

### City Commission

Marshall R. Newman	District 1
Vacant	District 2
Patricia A. Taylor	District 3
Joseph D. Calderón	District 4
Garry A. Buie	District 5
Don R. Gerth	District 6

### City Manager

J. J. Murphy

***January 3, 2017***



**Hobbs City Commission**  
**Regular Meeting**  
**City Hall, City Commission Chamber**  
**200 E. Broadway, 1<sup>st</sup> Floor Annex, Hobbs, New Mexico**

**Tuesday, January 3, 2017 - 6:00 p.m.**

Sam D. Cobb, Mayor

Marshall R. Newman  
Commissioner - District 1

Vacant  
Commissioner - District 2

Patricia A. Taylor  
Commissioner - District 3

Joseph D. Calderón  
Commissioner - District 4

Garry A. Buie  
Commissioner - District 5

Don R. Gerth  
Commissioner - District 6

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**A G E N D A**

*City Commission Meetings are  
Broadcast Live on KHBX FM 99.3 Radio  
and Available via Livestream at [www.hobbsnm.org](http://www.hobbsnm.org)*

**CALL TO ORDER AND ROLL CALL**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

1. Minutes of the December 19, 2016, Regular Commission Meeting

**PROCLAMATIONS AND AWARDS OF MERIT**

**PUBLIC COMMENTS** *(For non-agenda items.)*

**CONSENT AGENDA** *(The consent agenda is approved by a single motion. Any member of the Commission may request an item to be transferred to the regular agenda from the consent agenda without discussion or vote.)*

2. Resolution No. 6505 - Declaring All Meetings of the City Commission and Boards to be Public Meetings *(Mike Stone)*
3. Resolution No. 6506 - Authorizing the Appointment of Commissioner Don Gerth to Serve as the Liaison to the Community Affairs Board *( Mayor Sam Cobb)*
4. Resolution No. 6507 - Authorizing the Mayor to Approve a Grant Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 2018 for the Hobbs Fire Department *(Barry Young)*

## **DISCUSSION**

### **ACTION ITEMS** (Ordinances, Resolutions, Public Hearings)

5. Consideration of Approval of the Paid Time Off (PTO) Payout for Calendar Year 2016 *(J. J. Murphy)*

### **COMMENTS BY CITY COMMISSIONERS, CITY MANAGER**

6. Next Meeting Date:
  - ▶ Regular Meeting - ***Tuesday, January 17, 2017***, at 6:00 p.m.  
*(Moved due to the Martin Luther King Holiday)*

## **ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the above meeting, please contact the City Clerk's Office at (575) 397-9207 at least 72 hours prior to the meeting or as soon as possible.



# CITY OF HOBBS

## COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 3, 2017

**SUBJECT: City Commission Meeting Minutes**

DEPT. OF ORIGIN: City Clerk's Office  
DATE SUBMITTED: December 29, 2016  
SUBMITTED BY: Jan Fletcher, City Clerk

**Summary:**

The following minutes are submitted for approval:

- ▶ Regular Commission Meeting of December 19, 2016

**Fiscal Impact:**

Reviewed By: \_\_\_\_\_  
Finance Department

N/A

**Attachments:**

Minutes as referenced under "Summary".

**Legal Review:**

Approved As To Form: \_\_\_\_\_  
City Attorney

**Recommendation:**

Motion to approve the minutes as presented.

Approved For Submittal By:

  
\_\_\_\_\_  
Department Director

City Manager

**CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN**

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

Minutes of the regular meeting of the Hobbs City Commission held on December 19, 2016, in the City Commission Chamber, 200 East Broadway, 1<sup>st</sup> Floor Annex, Hobbs, New Mexico.

**Call to Order and Roll Call**

Mayor Cobb called the meeting to order at 6:00 p.m. and welcomed everyone in attendance to the meeting. The City Clerk called the roll and the following answered present:

Mayor Sam D. Cobb  
Commissioner Jonathan Sena  
Commissioner Joseph D. Calderón  
Commissioner Garry A. Buie  
Commissioner Don Gerth

Absent: Commissioner Marshall R. Newman  
Commissioner Patricia A. Taylor

Also present: J. J. Murphy, City Manager  
Mike Stone, City Attorney  
Brian Dunlap, Deputy Police Chief  
Charles Cunningham, Police Captain  
Michael Walker, Police Captain  
Manny Gomez, Fire Chief  
Barry Young, Deputy Fire Chief  
Paul Thompson, Fire Captain  
Todd Randall, City Engineer  
Kevin Robinson, Development Coordinator  
Tim Woomer, Utilities Director  
Deborah Corral, Assistant Finance Director  
Ronny Choate, General Services Director  
Raymond Bonilla, Community Services Director  
Shawn Williams, Fire Marshal  
Nicholas Goulet, Human Resources Director  
Ron Roberts, Information Technology Director  
Doug McDaniel, Parks and Recreation Director  
Linda Howell, Rockwind General Manager  
Matt Hughes, Golf Course Superintendent  
Britt Lusk, Teen Center Supervisor  
Sandy Farrell, Library Director  
Meghan Mooney, Director of Communications  
Ann Betzen, Executive Assistant/Risk Manager  
Mollie Maldonado, Deputy City Clerk  
Jan Fletcher, City Clerk  
20 citizens

### **Invocation and Pledge of Allegiance**

Commissioner Sena delivered the invocation and Commissioner Gerth led the Pledge of Allegiance.

### **Approval of Minutes**

Commissioner Calderón moved that the minutes of the regular meeting and work session held on December 5, 2016, be approved as presented. Commissioner Sena seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried.

### **Proclamations and Awards of Merit**

There were no proclamations or awards of merit presented.

### **Public Comments**

Mr. Oscar Gonzales with the Hobbs Hispano Chamber of Commerce stated at the last Commission meeting, Mayor Cobb proclaimed December 16, 2016, as "Hobbs Hispano Chamber of Commerce Foundation Day". He thanked the Commission for its support of the Mariachi Christmas event that was held on December 16, 2016. He stated the day show consisted of 850 students in attendance and the night show consisted of 950 spectators in attendance. Mr. Gonzales stated the event was a huge success.

Mr. Gonzales also thanked Commissioner Jonathan Sena for his years of service as a City of Hobbs Commissioner.

### **Consent Agenda**

There were no items on the consent agenda.

### **Discussion**

There were no items presented for discussion.

### **Action Items**

Consideration of Approval of Bid No. 1552-17 for Trunk Line F Sanitary Sewer Replacement Project Phase 8 and Recommendation to Accept the Bid from J & H Services, Inc., in the Amount of \$3,547,218.15 Not Including GRT.

Mr. Todd Randall, City Engineer, stated explained the bid and stated the base bid for the Trunk Line F Sanitary Sewer Replacement Project Phase 8 includes the removal and

replacement of a 21" segment of Trunk Line F, manholes, street light bases, conduit and wiring, signs, sidewalk, concrete, asphalt, and driveways from the Central Drive and Lovington Highway intersection northwest along the highway ending at the Millen Drive and Lovington Highway intersection. He stated the base bid also includes the removal and replacement of a 24" segment of Trunk Line F from the Central Drive and Northwest Drive intersection east along Central Drive to just past the Central Drive and Copper Avenue intersection. Mr. Randall stated, in conjunction with the replacement of the Trunk Line F Sanitary Sewer Line, the project also includes roadway reconstruction and drainage improvements of Caprock Drive from Lovington Highway to Northwest Drive and Central Drive from Lovington Highway to just east of Copper Avenue. He stated that along with the roadway improvements, the alleyway that connects the Caprock Drive and Central Drive roadway segments will also be paved, which will allow for better drainage in the area. Mr. Randall stated the existing lines were installed in the 1980s and collapsed under Central Drive earlier this year, forcing the City to close the road at the site. He further stated there were only two options in the 1980s for 20-inch sewer lines which were a clay pipe, very expensive, and a cement pipe that was lined with asphalt. Mr. Randall stated over the years, the asphalt has worn away and the sewage waste has eroded the interior of the cement lines which have weakened. He stated the City has already replaced 4.5 miles of the line with a new poly line that should last up to 50 years. Mr. Randall stated the City has \$1 million in State appropriations to assist for this phase of the project. He stated the next phase of the project will be a 24" line run along Central Drive to Joe Harvey Boulevard and Grimes Street where heavy commercial development exists.

Following a brief discussion, Commissioner Calderón moved to approve the bid from J & H Services, Inc, for Truck Line F Sanitary Sewer Replacement Project Phase 8 in the total amount of \$3,547,218.15 not including GRT. Commissioner Sena seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. Copies of the supporting documents are attached and made a part of these minutes.

Consideration of Approval of Bid No. 1553-17 to Furnish Municipal Vehicles and Recommendation to Purchase Vehicles from Tate Branch and Rich Ford.

Mr. Ronny Choate, General Services Director, stated the City is requesting to purchase a total of 11 vehicles which will be used in the Parks and Recreation Department and Utilities Department. He stated two bids were received and the City is recommending to utilize both vendors which are Tate Branch and Rich Ford. Mr. Choate stated both vendors are cheaper than General Services Administration (GSA) prices on the vehicles.

Commissioner Buie stated he is glad that Tate Branch, a local vendor, submitted a bid on City vehicles and will be awarded the purchase of some of the vehicles.

There being no further discussion, Commissioner Calderón moved to approve the bid from Tate Branch and Rich Ford for municipal vehicles in the total amount of \$307,552.25. Commissioner Gerth seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. Copies of the contract and supporting documents are attached and made a part of these minutes.

Consideration of Approval of RFP No. 484-17 for Body-Worn and In-Car Cameras for the Hobbs Police Department and Recommendation to Accept the Proposal from Utility, Inc., in the Amount of \$325,120.00.

Police Chief Chris McCall explained the RFP and stated the Police Department requested proposals from vendors who could provide all hardware associated with both camera systems to include a cloud based storage solution. He stated this includes upgrading hardware inside patrol units and at the department to allow for wireless download capabilities and WiFi connection to various devices. Chief McCall stated the two vendors who responded are Utility, Inc., and Taser International. He further stated an evaluation committee was established per the RFP and Utility, Inc., was selected as the vendor of choice. Chief McCall stated Captain Michael Walker has been reviewing body-worn and in-car cameras for four years and was assisted by Lieutenant Danny Garrett.

Captain Walker presented a detailed PowerPoint presentation to the Commission about the cameras. He stated he has been evaluating body camera systems since 2012. He stated an evaluation team scored both vendors using defined evaluation criteria and selected Utility, Inc., as the best vendor. Captain Walker stated Utility, Inc., is a better provider for the body-worn and in-car cameras because it is the only one that provides "real-time communications" and has automatic, policy based recording and wireless offload. He stated cameras are integrated into the uniform so they do not fall off. Captain Walker stated the BodyWorn camera immediately begins wirelessly uploading video while recording is in progress to either the in-car video system and then to the cloud, or directly to the cloud. He further stated the video is secure and uploaded with no docking required. Captain Walker stated the system also offers live video streaming with real-time location reporting with Geo-Fence Zone and Central Dispatch remote start and stop of video recording. He stated BodyWorn allows officers in the field to receive real-time BOLO, Amber, and Silver alerts with a photo message from Central Dispatch. This is time-sensitive information that could save the life of an officer or a citizen. Captain Walker stated the system protects the privacy of victims which redacts faces of innocent bystanders, minors, confidential informants and undercover officers while providing police accountability and transparency. He reviewed the replacement and hardware purchase for the Police Department. Captain Walker stated the cost includes hardware equipment upgrades.



In response to Commissioner Gerth's question, Captain Walker stated additional staff is not needed to operate the BodyWorn system. Chief McCall stated someone in the department will handle the task.

In reply to Commissioner Buie's question, Captain Walker stated storage for the BodyWorn system is a cloud-based system. He stated there will be approximately 121 BodyWorn cameras purchased and equipment for 90 vehicles.

In response to Commissioner Buie's inquiry, Chief McCall stated all police vehicles, including the older models, will have the new camera system installed.

In reply to Commissioner Buie's question, Captain Walker stated the cloud-based system is maintained by Utility, Inc., but is the property of the Hobbs Police Department. He stated a committee will be formed to create a policy that will determine which what type of videos will be purged and within what designated time frame, i.e., a routine traffic stop, etc.

In response to Commissioner Buie's inquiry, Captain Walker stated Utilities, Inc., will provide four shirts or two outer vest carrier vests to each police officer. He stated the cost is included in the purchase of the system. Captain Walker stated each police officer will undergo an approximate initial four-hour training by Utilities on how to utilize the cameras. He further stated new officers that are hired thereafter would be trained by an in-house trainer. Captain Walker stated specs were written for a vendor to provide the best service for Body-Worn and In-Car cameras. He stated only two vendors responded to the RFP.

In reply to Commissioner Buie's question, Chief McCall stated the cost for the first year is \$213,000.00 and \$199,000.00 per year thereafter. He stated the annual cost will replace cameras every three years at no additional cost.

Commissioner Buie stated he has learned a lot regarding the Body-Worn and In-Car Camera system but the recurring cost does concern him.

Mayor Cobb commended the evaluation team. He stated he personally met with Chief McCall to discuss the Body-Worn and In-Car Camera systems and this is something that the Police Department has been wanting for a long time. He stated it appears to be a very dependable system.

There being no further questions, Commissioner Calderón moved to approve the RFP with Utilities, Inc., for Body-Worn and In-Car Camera system for the Hobbs Police Department in the initial cost of \$325,120.00 and \$213,120.00 annual cost which includes

upgraded equipment every three years. Commissioner Sena seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie no, Gerth yes, Cobb yes. The motion carried. Copies of the supporting documents are attached and made a part of these minutes.

Resolution No. 6503 - Authorizing a Professional Services Agreement with Luke Otero for Lobbying Services in the Amount of \$24,500.00.

Mr. J. J. Murphy, City Manager, explained the agreement for lobbying services and stated the City would benefit by having Mr. Luke Otero as the Lobbyist for the City of Hobbs during the 2017 New Mexico Legislative Session. He stated a new tax reform is proposed, and he encouraged the Commission to have a Lobbyist in Santa Fe to represent Hobbs. He stated Mr. Otero has agreed to be paid the same wages as last year for these services.

Mayor Cobb stated Mr. Otero is highly regarded by all of the Legislators. He stated the Commission needs to be aware of the changes in leadership at the Legislative level and the importance of having someone represent Hobbs during the 2017 Legislative Session.

Commissioner Buie stated that during the first four years of Mr. Otero's contract, he would visit with the Commission in Hobbs and in Santa Fe and keep them informed. He stated he has not seen Mr. Otero for the past two years and has not been informed on anything that Mr. Otero has done for the City of Hobbs at the Legislative level. Commissioner Buie requested he be informed with any updates from Mr. Otero.

In response to Commissioner Sena's question, Mr. Murphy stated Mr. Otero has assisted Hobbs in keeping Legislative funding and Mr. Otero does communicate with him. He stated he has forwarded some of the emails from Mr. Otero to the Commission regarding what he has accomplished for Hobbs but may not have forwarded all of them.

Mayor Cobb requested Mr. Murphy to require Mr. Otero to visit Hobbs on a regular basis and to communicate with the Commission to keep them informed on any progress with the Legislature.

There being no further discussion, Commissioner Sena moved that Resolution No. 6503 be adopted as presented. Commissioner Calderón seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth no, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

Resolution No. 6504 - Approving the Marin Summary Subdivision and Approving an Infrastructure Development Agreement as Submitted by Adan Marin for Property Located Northeast of the Intersection of Midwest and Edwards Streets.

Mr. Kevin Robinson, Development Coordinator, stated the Marin Summary Subdivision as well as an infrastructure Development Agreement is submitted by Adan Marin, property owner. He stated the proposed subdivision is located northeast of the intersection of Midwest and Edwards and encompasses +/- 1.88 acres which will create a total of 2 lots plus roadway dedication. Mr. Robinson stated the Hobbs Municipal Code Title 16 requires all public infrastructure serving the development to be in place or adequate surety given by the developer regarding the infrastructure prior to City acceptance/approval of the subdivision. He stated the City of Hobbs Utility Service Policy requires the developer of each individual lot utilizing infrastructure not installed by the developer or previously served to pay a fair share assessment at time of connection to services. Mr. Robinson stated the developer would still be responsible for the fair share assessments at the time of connection, as reflected in the Development Agreement. Also, as additional connections West and South of the proposed development are made to the newly installed infrastructure, fair share assessments will be collected.

There being no discussion, Commissioner Buie moved that Resolution No. 6504 be adopted as presented. Commissioner Calderón seconded the motion and the vote was recorded as follows: Sena yes, Buie yes, Calderón yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documents are attached and made a part of these minutes.

*PUBLICATION: Proposed Ordinance Amending Chapter 8.32 of the Hobbs Municipal Code Pertaining to Adoption of the 2015 International Fire Code.*

Fire Marshal Shawn Williams explained the proposed ordinance and stated the Fire Department is seeking to adopt the International Fire Code 2015 Edition. He stated the adoption of the Fire Code will provide consistency with the International Building Code 2015 Edition recently adopted by the City of Hobbs and the State of New Mexico.

There being no comments from the audience, Commissioner Calderón moved to publish notice of intent to adopt the proposed ordinance at a later date. Commissioner Buie seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried.

*PUBLICATION: Proposed Ordinance Amending Section 2.28.040 of the Hobbs Municipal Code to Allow Meetings of the Community Affairs Board to be Held Every Other Month.*

Mr. Mike Stone, City Attorney, explained the proposed ordinance and stated the City's current ordinance requires the Community Affairs Board to meet on a monthly basis. He stated the Board has expressed a desire to have the City Commission approve a change in the ordinance that would allow for bi-monthly meetings. The Board believes that it can

accomplish all of its duties with bi-monthly meetings along with having the ability to call a special meeting, if necessary.

There being no comments from the audience, Commissioner Calderón moved to publish notice of intent to adopt the proposed ordinance at a later date. Commissioner Sena seconded the motion and the vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried.

*Consideration of Approval of a Task Order with Molzen-Corbin & Associates to Perform Professional Engineering Services to Develop a Technical Memorandum of Tertiary Filtration Options to Achieve Class 1A Effluent Water in the Amount Not to Exceed \$59,536.98 plus GRT.*

Mr. Tim Woomer, Utilities Director, explained the task order and stated Class 1A effluent water is the highest quality effluent water under current New Mexico Environmental Department guidelines and can be broadly utilized except for direct consumption. He stated there will be future opportunities to utilize Class 1A reclaimed water at the Taylor Ranch Subdivision and for aquifer recharge have been identified to further conserve our current potable water source.

In reply to Mayor Cobb's question, Mr. Woomer stated that the Class 1A effluent water can also be utilized at Green Meadows Lake and the golf course lake. He stated drinking water can be saved by utilizing the Class 1A effluent water wherever the City can utilize it

Mr. Woomer stated, under the current effluent reuse professional services agreement, a task order with the firm of Molzen Corbin Engineering has been prepared to develop a technical memorandum of four tertiary filtration options for the City's treatment facility to produce Class 1A effluent. He stated the development of the technical memorandum is a reimbursable expenditure under a 2016 Legislative grant in the amount of \$100,000 that was awarded to the City.

In answer to Mayor Cobb's inquiry, Mr. Woomer stated the technical memorandum of tertiary filtration has a 25-year life span. He stated components will be replaced throughout the life span.

There being no further questions, Commissioner Calderón moved to approve the Task Order with Molzen-Corbin & Associates to perform professional engineering services to develop a Technical Memorandum of Tertiary Filtration Options to Achieve Class 1A Effluent Water in the total amount not to exceed \$59,536.98. Commissioner Buie seconded the motion and the vote was recorded as follows: Sena yes, Buie yes, Calderón yes, Gerth yes, Cobb yes. The motion carried. Copies of the contract and supporting documents are attached and made a part of these minutes.

**Comments by City Commissioners, City Manager**

Mayor Cobb stated Commissioner Sena has submitted his resignation as Commissioner for District 2 effective December 31, 2016. He presented a plaque of appreciation from the City of Hobbs to Commissioner Sena. Mayor Cobb stated Commissioner Sena has done a great job as a City Commissioner. He stated Commissioner Sena will now be a Lea County Commissioner effective January, 2017. Mayor Cobb stated the City's loss is the County's gain.

Commissioner Calderón stated he has watched Commissioner Sena grow over the years and both have learned from each other. He wished Commissioner Sena well and stated he will support him on his new journey as a Lea County Commissioner.

Commissioner Buie wished the best to Commissioner Sena on his new endeavors. He also wished everyone a Merry Christmas.

Commissioner Gerth stated he will miss Commissioner Sena, who has been a great help to him on the City Commission. He also wished everyone a Merry Christmas and a Happy New Year.

Mr. Murphy stated it is a great honor to recognize Mr. Manny Marquez, City of Hobbs Building Official, for his 25-years of service to the City. He stated Mr. Marquez will be retiring at the end of the year. Mr. Marquez received a standing ovation in recognition of his hard work to the City.

Mr. Marquez thanked the City and the Commission for its support over the years.

Mr. Murphy expressed appreciation to Commissioner Sena for his great servant leadership.

Commissioner Sena thanked everyone for their comments regarding his resignation from the City Commission. He stated he respected the fact that he could agree to disagree with the Commission on issues and remain friends when the meeting adjourned. Commissioner Sena stated he has learned a lot from Mayor Cobb who is a brilliant and a compassionate leader.

Commissioner Sena thanked Commissioners Calderón and Buie for their friendship and stated he enjoyed working with Commissioner Gerth creating a new relationship. He thanked Ms. Jan Fletcher and Ms. Mollie Maldonado for all their hard work. Commissioner Sena stated Mr. Murphy is a strong, passionate leader and is the best City Manager in the State. He also thanked Mr. Mike Stone for all of his assistance over the years. Commissioner Sena stated the late Mr. Carl Mackey was his inspiration on the Commission.

Mayor Cobb thanked everyone for their comments and for their attendance at the meeting. He wished everyone a Merry Christmas.

**Adjournment**

There being no further discussion or business, Commissioner Calderón moved that the meeting adjourn. Commissioner Gerth seconded the motion. The vote was recorded as follows: Sena yes, Calderón yes, Buie yes, Gerth yes, Cobb yes. The motion carried. The meeting adjourned at 7:15 p.m.

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SAM D. COBB, Mayor

ATTEST:

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JAN FLETCHER, City Clerk



# **CONSENT AGENDA**



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 3, 2017

SUBJECT: A Resolution Declaring All Meetings of City Commission, Boards and Committees to be Public Meetings.

DEPT. OF ORIGIN: City Attorney's Office  
DATE SUBMITTED: December 9, 2016  
SUBMITTED BY: Michael H. Stone, City Attorney

Summary:

§10-15-1(D), NMSA 1978, provides that the public body shall determine at least annually in a public meeting what notice for public meeting is reasonable. This is a standard resolution adopted each year by the governing body setting forth the notice procedures.

Fiscal Impact: None

Reviewed By: Deborah Corral  
Finance Department

Attachments: Resolution

Legal Review:

Approved As To Form: Michael H. Stone  
City Attorney

Recommendation:

Motion to approve resolution.

Approved For Submittal By:

Michael H. Stone  
Department Director

J. J. Murphy  
City Manager

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COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____



CITY OF HOBBS

RESOLUTION NO. 6505

A RESOLUTION STATING THE REASONABLE NOTICE PROCEDURES FOR THE CITY OF HOBBS PURSUANT TO THE NEW MEXICO OPEN MEETINGS ACT

WHEREAS, the Hobbs City Commission met in regular session at the City Hall, City Commission Chambers located at 200 E. Broadway, 1<sup>st</sup> Floor Annex, Hobbs, New Mexico on January 3, 2017, at 6 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, all persons desiring shall be permitted to attend and listen to the deliberations and proceedings of all public meetings; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meeting Act requires the Hobbs City Commission to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO that:

1. All meetings shall be held at City Hall, City Commission Chamber, 200 E. Broadway, 1<sup>st</sup> Floor Annex, Hobbs, New Mexico at 6 p.m., or as otherwise indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first and third Monday of the month. The agenda will be available at least seventy-two hours prior to the meeting from the City Clerk's Office, whose office is located at City Hall in Hobbs, New Mexico. The agenda will also be posted on the Public Notice Board located on the first floor of City Hall, and on the City of Hobbs' website at [www.hobbsnm.org](http://www.hobbsnm.org).
3. Special meetings may be called by the Mayor or a majority of the members upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two hours before the meeting and posted on the Public Notice Board located on the first floor of City Hall, and on the City of Hobbs' website at [www.hobbsnm.org](http://www.hobbsnm.org).
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Hobbs City Commission will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property

damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Hobbs City Commission will notify the Attorney General's Office.

5. For the purpose of regular meetings described in Paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone or fax to newspapers of general circulation in the state and posted on the Public Notice Board located on the first floor of City Hall, and the City of Hobbs' website at [www.hobbsnm.org](http://www.hobbsnm.org). Telephone or fax notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
6. For the purposes of special meetings and emergency meetings described in Paragraphs 3 and 4, notice requirements are met if notice of the date, time, place and agenda is provided by telephone or fax to newspapers of general circulation in the state and posted on the Public Notice Board located on the first floor of City Hall, and the City of Hobbs' website at [www.hobbsnm.org](http://www.hobbsnm.org). Telephone or fax notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk's Office at City Hall located at 200 E. Broadway, Hobbs, New Mexico or by calling (575) 397-9207 at least 72 hours prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk's Office if a summary or other type of accessible format is needed.

8. The Hobbs City Commission may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Hobbs City Commission taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Hobbs City Commission is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Hobbs City Commission in an open public meeting.

PASSED, ADOPTED AND APPROVED this 3<sup>rd</sup> day of January, 2017.

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SAM D. COBB, Mayor

ATTEST:

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JAN FLETCHER, City Clerk



**CITY OF HOBBS**  
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 1-3-17

SUBJECT: Resolution Authorizing the Mayor to Make an Appointment to the Community Affairs Board.

DEPT. OF ORIGIN: Mayor's Office  
DATE SUBMITTED: 12-22-16  
SUBMITTED BY: Ann Betzen

Summary:

The Mayor would like to appoint Don Gerth as Liaison to the Community Affairs Board to fill the position vacated by Jonathan Sena.

Fiscal Impact:

There is no fiscal impact on the current year budget.

Reviewed By: *Deborah Connal*  
Department

Attachments:

Legal Review:

Approved As To Form: *Michael H. Stee*  
City Attorney

Recommendation:

Motion to approve Resolution.

Approved For Submittal By:

\_\_\_\_\_  
Department Director

*J. J. Murphy*  
City Manager

CITY CLERK'S USE ONLY  
COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____

CITY OF HOBBS

RESOLUTION NO. 6506

A RESOLUTION AUTHORIZING THE MAYOR TO MAKE AN  
APPOINTMENT TO THE COMMUNITY AFFAIRS BOARD

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor is authorized and directed to appoint Don Gerth as the Liaison to the Community Affairs Board.

PASSED, ADOPTED AND APPROVED this 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
SAM D. COBB  
Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER  
City Clerk



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 3, 2017

SUBJECT: NM Department of Health EMS Fund Act Local Funding Program Fiscal Year 2018
DEPT. OF ORIGIN: Fire Department
DATE SUBMITTED: December 27, 2016
SUBMITTED BY: Barry Young, Deputy Fire Chief

Summary:

The City of Hobbs Fire Department is eligible for funding from the New Mexico Department of Health EMS Fund Act Local Funding Program. The EMS Fund Act was established by the State of New Mexico to make money available by grant application for ambulance services, fire departments, and rescue services. It is funded by the state legislature and prioritizes expenditures based on the number of EMS and rescue runs in combination with service area to determine the amount each service is awarded. The department typically receives the amount of \$20,000.00 from this grant.

Fiscal Impact:

Reviewed By: [Signature] Finance Department

The Hobbs Fire Department is requesting \$28,000, however the department typically receives \$20,000 from the fund. The funds will be used for training, travel/meals/schools, and EMS supplies. This fund will be shown as a revenue and expenditure in the budget. There is no net effect on the budget.

Attachments:

- 1. Resolution
2. EMS Fund Act Local Funding Program Application

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

Approval of the resolution authorizing the Mayor to sign the EMS Fund Act Local Funding Program Application.

Approved For Submittal By:

[Signature] Department Director
[Signature] City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. \_\_\_\_\_ Continued To: \_\_\_\_\_
Ordinance No. \_\_\_\_\_ Referred To: \_\_\_\_\_
Approved \_\_\_\_\_ Denied \_\_\_\_\_
Other \_\_\_\_\_ File No. \_\_\_\_\_



CITY OF HOBBS

RESOLUTION NO. 6507

A RESOLUTION AUTHORIZING THE MAYOR TO APPROVE  
A GRANT APPLICATION WITH THE  
NEW MEXICO DEPARTMENT OF HEALTH EMS FUND ACT  
LOCAL FUNDING PROGRAM FOR FISCAL YEAR 2018

WHEREAS, the Hobbs Fire Department is eligible to participate in the FY18 New Mexico Department of Health EMS Fund Act Local Funding Program Grant; and

WHEREAS, the projects for this grant must contribute to the enhancement of local emergency medical services in order to reduce injury and loss of life; and

WHEREAS, these funds will be utilized for training, travel/meals/schools, and EMS supplies;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is, authorized and directed to execute on behalf of the City of Hobbs a Grant Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 18.

PASSED, ADOPTED AND APPROVED this 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
SAM D. COBB, Mayor

ATTEST:

\_\_\_\_\_  
JAN FLETCHER, City Clerk



**EMS FUND ACT  
LOCAL FUNDING PROGRAM  
APPLICATION  
FISCAL YEAR 2018**

Submit to:  
EMS Bureau  
1301 Siler Rd Bldg F  
Santa Fe, NM 87507  
Attn: Ann Martinez  
505-476-8233

**Due Date: January 20, 2017**

**To All Potential Applicants:**

The EMS Fund Act was created for the purpose of making funds available to municipalities and counties, in proportion to their needs, for use in the establishment and enhancement of local emergency medical services in order to reduce injury and loss of life.

In any fiscal year, no less than seventy-five percent of the money in the fund shall be used for the local emergency medical services funding program to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical services personnel. This money shall be distributed to municipalities and counties on behalf of eligible local recipients, using a formula established pursuant to rules adopted by the department. The formula shall determine each municipality's and county's share of the fund based on the relative geographic size and population of each county. The formula shall also base the distribution of money for each municipality and county on the relative number of runs of each local recipient eligible to participate in the distribution. **To be eligible**, an applicant must be an incorporated municipality or county applying on behalf of a local recipient. Your service must also be compliant with NMEMSTARS Data and Medical Rescue Certification, if not PRC.

Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 20, 2017**. Please adhere to the following instructions, as **incomplete applications will not be processed**:

- Submit an **ORIGINAL AND THREE (3) COPIES – Annual Service Report as well. Failure to make copies will result in an incomplete application and will not be accepted.** (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING** (*one staple in the left top corner only- NO PAPERCLIPS or BINDERS*)
- Be sure to have necessary **SIGNATURES and NOTARY.**

<b>Local Recipient:</b>	Hobbs Municipal Ambulance Service <i>(EMS Service that will benefit)</i>			314331 <i>(EMS Service #)</i>	
<b>Mailing Address:</b>	301 E. White <i>(Street/Mailing Address)</i>		Hobbs <i>(City)</i>		NM 88240 <i>(State) (Zip)</i>
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	575-397-9308 <i>(Business Phone #)</i>	575-397-9308 <i>(Emergency Phone #)</i>
				575-397-9331 <i>(Fax Phone #)</i>	
<b>Contact Person:</b>	Barry Young <i>(Name)</i>		Deputy Fire Chief <i>(Title)</i>		byoung@hobbsnm.org <i>(E-mail Address)</i>

<b>Applicant:</b>	City of Hobbs <i>(County or Municipality serving as Fiscal Agent)</i>				
<b>Mailing Address:</b>	200 E. Broadway <i>(Mailing Address)</i>		Hobbs <i>(City)</i>		NM 88240 <i>(State) (Zip)</i>
	Toby Spears <i>(Name)</i>		Finance Director <i>(Title)</i>		
<b>Contact Person:</b>	575-397-9235 <i>(Telephone #)</i>		575-397-9257 <i>(Fax Phone #)</i>		tspears@hobbsnm.org <i>(E-mail Address)</i>

## EMS AGENCY FUNDING INFORMATION

The minimum distribution of funds is based on the following criteria. Assure the agency meets each criterion for the level for which the agency is applying. **If each box under a particular level cannot be checked off, the applying service may not be eligible to receive EMS Fund Act funds.** Choose **one (1) level** for which your service meets or exceeds the criteria. (All responses are subject to review and verification).

Medical-Rescue Service Entry Level  (\$1,500)	Medical-Rescue Service First Responder  (\$3,000)	Medical-Rescue Service/Ambulance Basic Level  (\$5,000)	Medical-Rescue Service/Ambulance Advance Level  (\$7,000)
<input type="checkbox"/> Check if applicable Fifty percent (50%) of all runs are covered by a NM licensed First Responder (within two years of the initial request for funding).	<input type="checkbox"/> Check if applicable Eighty percent (80%) of all runs are covered by a NM licensed First Responder or NM licensed EMT, <u>minimum of two NM licensed personnel.</u>	<input type="checkbox"/> Check if applicable Eighty percent (80%) of all runs covered by a NM licensed EMT-Basic or higher NM licensed EMT personnel, <u>minimum of two NM licensed personnel.</u>	<input checked="" type="checkbox"/> Check if applicable Eighty percent (80%) of all runs covered by a NM licensed EMT-I or EMT-P level, <u>minimum of two NM licensed personnel.</u>
<input type="checkbox"/> Check if applicable Service has Basic medical supplies and equipment.	<input type="checkbox"/> Check if applicable Service has basic medical supplies and equipment.	<input type="checkbox"/> Check if applicable Service has basic medical supplies and equipment.	<input checked="" type="checkbox"/> Check if applicable Service has basic & advanced medical supplies and equipment.
<input type="checkbox"/> Check if applicable Service has mutual aid agreements. <u>Attached copy(s)</u>	<input type="checkbox"/> Check if applicable Service has mutual aid agreements. <u>Attached copy(s)</u>	<input type="checkbox"/> Check if applicable Service has mutual aid agreements or other cooperative plan(s) with first response or transporting ambulance service(s). <u>Attach copy(s)</u>	<input checked="" type="checkbox"/> Check if applicable Service has mutual aid agreements or other cooperative plan(s) with first response or transporting ambulance service(s). <u>Attach copy(s)</u>
<input type="checkbox"/> Check if applicable Service has a designated Training Coordinator.	<input type="checkbox"/> Check if applicable Service has a designated Training Coordinator.	<input type="checkbox"/> Check if applicable Service has a designated Training Coordinator.	<input checked="" type="checkbox"/> Check if applicable Service has a designated Training Coordinator.
<input type="checkbox"/> Check if applicable The Service is, or plans to submit all runs to NMEMSTARS Database	<input type="checkbox"/> Check if applicable The Service is submitting all runs to NMEMSTARS Database	<input type="checkbox"/> Check if applicable The Service is submitting all runs to NMEMSTARS Database	<input checked="" type="checkbox"/> Check if applicable The Service is submitting all runs to NMEMSTARS Database
<input type="checkbox"/> Check if applicable Service plans to routinely respond (defined as "available...24 hours per day, 7 days per week") when dispatched for all medical and traumatic emergencies within its primary response area.	<input type="checkbox"/> Check if applicable Routinely responds (defined as "available...24 hours per day, 7 days per week") when dispatched for all medical and traumatic emergencies within its primary response area.	<input type="checkbox"/> Check if applicable Routinely responds (defined as "available...24 hours per day, 7 days per week") when dispatched for all medical and traumatic emergencies within its primary response area.	<input checked="" type="checkbox"/> Check if applicable Routinely responds (defined as "available...24 hours per day, 7 days per week") when dispatched for all medical and traumatic emergencies within its primary response area.
<input type="checkbox"/> Check if applicable Service has a Medical Director if performing skills requiring Medical Direction (see Scope of Practice) and appropriate medical protocols.	<input type="checkbox"/> Check if applicable Service has a Medical Director if performing skills requiring Medical Direction (see Scope of Practice) and appropriate medical protocols.	<input type="checkbox"/> Check if applicable Service has a Medical Director and appropriate BLS medical protocols.	<input checked="" type="checkbox"/> Check if applicable Service has a Medical Director and appropriate BLS and ALS medical protocols.
<input type="checkbox"/> Check if applicable Service complies with NM EMS Bureau Medical Rescue Certification regulations	<input type="checkbox"/> Check if applicable Service complies with NM EMS Bureau Medical Rescue Certification regulations	<input type="checkbox"/> Check if applicable Service complies with PRC 18.4.2 NMAC or EMS Bureau Medical Rescue Certification regulations	<input checked="" type="checkbox"/> Check if applicable Service complies with PRC 18.4.2 NMAC or EMS Bureau Medical Rescue Certification regulations
			<input type="checkbox"/> Check if applicable If applicable, Service complies with Air Ambulance certification regulations 7.27.5 NMAC.

## LIST OF ITEMS FOR WHICH FUNDS ARE REQUESTED

- Please complete the Equipment Inventory Report prior to listing your funding requests.
- Funds may only be utilized to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical personnel. Please round all estimated costs to the nearest \$100. **We must be realistic, please estimate amount closest to funding that service receives every year.**
- Use each number only once. (Use additional sheets if necessary.)

*Priority (Rank Order)	Description of Items <i>(Please list in appropriate category and provide adequate detail on each priority item)</i>	Estimated Cost (\$)
<b>Repair and Maintenance:</b>		
<b>Training:</b>		
1	EMT, AEMT, Paramedic, PALS, ACLS, BLS, PHTLS	\$12,000
	EMT Prerequisite Classes	
	Licensure Renewals	
<b>Mileage &amp; Per Diem:</b>		
2	Travel to classes and conferences	\$8,000
	Travel to clinical and exam sites	
<b>Supplies (Items Under \$500):</b>		
3	EMS Supplies	\$8,000
<b>**Capital Outlay (Items Over \$500):</b>		
<b>Other Operational Costs:</b>		
<b>TOTAL AMOUNT OF REQUEST:</b>		<b>\$28,000</b>

\* Do not make all items Priority No. 1.

\*\* For **Capital Outlay Projects** for which the service intends to “carry over” funds for multiple years in order to pay for a particularly expensive item, the following criteria must be documented and/or met:

- Maximum number of years for single project is 3 years
- Item and savings plan must be described, including amount designated for item each year
- Carry over request for designated project money must accompany the required end of year fiscal year expenditure report
- Amount of project designated money for the year and carry-over request amount must match
- 

**Note:** If project changes, the designated project money must be returned unless bureau approval for other expenditure is obtained

## JUSTIFICATION OF TOP PRIORITIES

Please justify your priorities on this application in accordance with the type and level of service you provide and the resources and capabilities of other EMS services in the area. Why are these top priorities? (Use additional sheets if necessary.)

The top priority for the Hobbs Fire Department will continue to be training for personnel. The department requires each employee to be licensed to the level of Advanced (AEMT). With this requirement comes the cost of sending personnel to EMT, AEMT, and any prerequisite classes needed to obtain the licensure. Hobbs Fire Department is the sole EMS transport service in the community, and one of only three services within Lea County which provide an advanced level of care. The Hobbs Fire Department will continue to keep all personnel up to date with the latest standards provided through ACLS, PALS, BLS, PHTLS, and any other necessary certification classes.

EMS supplies are a recurring expense for the department, and must be maintained in order to provide the level of service expected by the community. Prices for medications and supplies continue to increase each and every year, and will continue to do so in the future.

**SERVICE NAME:** Hobbs Municipal Ambulance Service

**EMS FUND ACT CERTIFICATION BY APPLICANT**

STATE OF NEW MEXICO, COUNTY OF Lea

Pursuant to the Emergency Medical Services Fund Act Program 7.27.4 NMAC, I the undersigned:  
(TYPE OR PRINT)

Sam Cobb

Mayor

OR

Chairman, Board of Commissioners

City of Hobbs

Municipality

County

I do certify that the information contained in the application is true and correct to the best of my knowledge and information; and that the following specific conditions are satisfactorily met in accordance with the EMS Fund Act Program 7.27.4 NMAC:

- That the funds received will be expended only for the purposes stated in the application and approved by the EMS Bureau.
- That authorization of the chief executive of the incorporated municipality or county is required, on behalf of the local recipient on vouchers issued by the treasurer of the political subdivision.
- That accountability and reporting of these funds shall be in accordance with the requirements set forth by the Local Government Division of the New Mexico Department of Finance and Administration.
- That the funds distributed under the Act will not supplant other funds budgeted and designated for emergency medical service purposes.

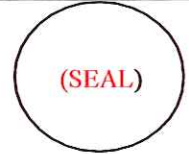
*Signature of Official Named Above*

*(Title)*

The above was sworn and subscribed to before this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My commission expires: \_\_\_\_\_



**PERSON COMPLETING FORM**

<b>Name:</b>	Michael Prudencio	EMS Coordinator		
	<i>(Name)</i>	<i>(Title)</i>		
<b>Address:</b>	301 E. White			
	Hobbs	NM	88240	
	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>	<i>(+4)</i>
575-397-9308		575-449-8710	mprudencio@hobbsnm.org	
<i>(Work Phone)</i>	<i>(Home Phone #)</i>	<i>(Pager #)</i>	<i>(Cellular Phone #)</i>	<i>(E-mail Address)</i>
<b>Signature:</b>				

**FOR BUREAU USE ONLY**

Reviewer: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved:      Yes                  No

Final Award: \_\_\_\_\_

Comments/Problem:

Date Corrected:

## Equipment Inventory Report

The following equipment and disposable supplies are required by the Public Regulation Commission and the Medical Rescue Certification regulations. Items that are missing, broken or depleted should be considered as top priority items for funding requests. (Please indicate below the number of items "on hand")

### Front of Vehicle Cab or Optimal Location:

Item Description	On Hand	Item Description	On Hand
Fire Extinguisher (2 lb) or (2 – 11b)	7 - 10 lb	Siren	7
Flashlight	14	Spare Tire	7
Fuses (appropriate sizes)	various	Star of Life Displayed	yes
Jack and Handle	7	Tool Box	7
Lug Wrench	7	Triage Tags for MCI's	200
Maps or Navigational equipment	14	U.S. DOT Emergency Response Guidebook	50
Patient Care Reports or Reporting System	8 tablets	Vehicle Registration	7
Roadway warning devices	14 sets	Vehicle Spotlight or auxiliary lighting	7
Service Specific Protocols and guidelines	each employee receives one	Warning Lights	7
Other: <i>(Specify)</i>			

### Communications Equipment

Item Description	On Hand	Item Description	On Hand
Dispatch Radio UHF/VHF	7	Spare Batteries/charger system	80/5
EMSCOM (UHF) Radio	7		
Other: <i>(Specify)</i>			

### Personal Protective Equipment

Item Description	On Hand	Item Description	On Hand
Exam Gloves	100 boxes	Helmet with Face Shield	90
Eye Protection	90	N-95 mask (or > particulate mask)	300
Gloves (Leather or heavy duty)	100	Safety Vest/Jacket/(ANSI 2008 Compliant)	100
Hearing Protection	100	Splash Protection (disposable)	300
Other: <i>(Specify)</i>			

## Diagnostic Equipment

Item Description	On Hand	Item Description	On Hand
Aneroid Sphygmomanometer with infant, pediatric, adult and obese size cuffs	25		
End Title CO2 monitoring device (optional)	7	Pulse Oximeter	20
Glucose Monitoring Instrument	10	Stethoscope	75
Penlights	100	Thermometer (Patient)	15
Other: <i>(Specify)</i>			

## Patient Compartment Equipment – If Applicable (Interior or Exterior)

Basic Level			
Item Description	On Hand	Item Description	On Hand
Adhesive Tape 1" and 2"	75	Oxygen Delivery Devices (Adult, Child and Infant Sizes)	150 each size
Auto Ventilator Devices (ATV/MTV)	0	Oxygen Supply Tubing	included in device
Bag Valve Mask Devices (Adult, Child and Infant)	90	Patient Restraints	25
Band-Aids (Assorted Sizes)	2000	Pediatric Drug Dosage Tape or chart	10
Biohazard Clean-up Supplies	500	Pediatric Restraint device/car seat	7
Biohazard Waste bags	500	Pillows	25
Blankets	200	Portable Oxygen Equipment	40
Body Bags	0	Portable Suction Unit	10
Cervical Collars - Rigid (Adult, Child and Infant)	100	Seated Spinal Immobilization Device	10
Cervical Immobilization Devices	10	Semi-Automatic Defibrillator with Pads	7
Chair Stretcher	7	Semi-Automatic Defibrillator Batteries	30
Cold Pack	140	Sharps Container	50
Cold Weather Warming Devices	0	Sheets	200
Dressings Assorted (4x4, Kerlex, 2x2, etc.)	2000	Shoulder/chest/extremity straps	14
Emesis Basin	200	Spinal Immobilization device/backboard	25
Field Stretcher (Scoop, Collapsible, Vacuum)	10	Splints, Extremity (Rigid, Air, Vacuum)	25
Foil Blanket	25	Sterile Burn Sheets	50
Hand Sanitizer	30 tubs	Sterile Gloves (Assorted Sizes)	20
Heat Pack	140	Sterile Water	50 bottles
Inhalation Therapy Equipment	150	Stokes Basket	2
Installed Oxygen System	7	Suction Catheters (Soft & Rigid)	200
Latex/Vinyl Gloves (Non-Sterile) (Small, Medium, Large, X-Large)	100 boxes each size	Supraglottic Airway Devices	40
Long Backboard	25	Multi-lumen Airway Devices	40
Multi-level Stretcher	9	Laryngeal Airway Devices	40
Multi-Lumen Airways	40	Towels	100
Obstetrical Kit with Sterile Scissors or Equivalent to cutting umbilical cord	20	Traction Splint	20
Nasopharyngeal Airways	50 each size	Trauma Dressings	200
Occlusive Dressings	40	Trauma Shears	100
On-Board Suction System	7	Triangular Bandages	200
On-Board Oxygen Supply	7	Urinal (Male and Female)	50
Oropharyngeal Airway (Sizes 0 – 5, Infant – Adult)	50 each		
Pharmacological Equipment/Medications as approved by the NM Scope of Practice for EMT-Basic and the Service Medical Director			(Check) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



Other: <i>(Specify)</i>			
<b>Advance Level</b>			
Alcohol and Betadine Prep Pads	4000	IV Fluid (Normal Saline, D5W, LR)	240
Cardiac Monitor/ Defibrillator/Ext. Pacer (Manual)	7	Laryngoscope Blades – Adult	25 each size
Chest Decompression Catheters	25	Laryngoscope Blades –Peds	25 each size
Cricothyroidotomy Kit	25	Laryngoscope Handle	15
EKG Monitor Electrodes	2000	Magill Forceps	15
Electrode Defib Pads	40	Needles (Assorted Gauges)	300
End Tidal CO2 Detector	40	Pediatric Fluid Control Device	0
Endotracheal Tubes (Assorted)	20 each size	Scalpels	50
Ext. Cardiac Pacing Pads	40	Syringes (1cc, 3cc, 5cc, 10cc)	100 each size
Infusion Pumps	0	Toomey Syringe (60cc)	20
Inhalation Therapy Equipment	150	Tubes, Blood Drawing (Assorted Sizes and Types)	100
Intraosseous Needles	60	Tubing, IV Administration (60gts)	200
IV Catheters	300 each size	Tubing, IV Administration Set (10gts – 20gts)	500
Pharmacological Equipment/Medications as approved by the NM Scope of Practice for EMT-Intermediate and EMT- Paramedic, and the Service Medical Director			(Check) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other: <i>(Specify)</i>			

**Mutual Aid Agreement**  
**And**  
**Master Firefighting / Emergency Medical Services Plan**

**For The Fire and Emergency Medical Service Agencies of**

**Lea County, New Mexico**

*Adopted*  
*1988*

*Revised*  
October 10, 2000

**MUTUAL AID AGREEMENT  
AND  
MASTER FIREFIGHTING / EMERGENCY MEDICAL SERVICES  
PLAN**

---

**WHEREAS**, each municipality within Lea County having a Fire Department and/or EMS has, by contract with Lea County, obligated itself to provide firefighting & emergency medical service (EMS) to areas adjacent to its municipal boundaries and to all areas within a reasonable distance from the municipality; and

**WHEREAS**, all Fire and EMS Departments in Lea County have made it a practice to respond wherever needed, this sometimes leading to jurisdictional controversies; and

**WHEREAS**, there has developed a need to 1) define and assign geographic areas of responsibility not currently within any Department's established jurisdiction; 2) define working rules by which all Departments will abide; and 3) establish contractual authority by which the Fire and/or EMS Department of one party can operate within another party's jurisdiction, when called upon to do so in the event of an emergency.

To accomplish these purposes, the undersigned parties enter into this Agreement, to be effective immediately, and to continue indefinitely thereafter.

1. **Geographic Areas:** Lea County does hereby assign, and each party undersigned does hereby accept primary firefighting and EMS responsibility for the area assigned to it below:

**City of Tatum: Area 1** *legally described as follows* - Beginning at the NW corner of Section 6, Township 9 South, Range 32 East; thence East to the NE corner of Section 4, Township 9 South, Range 38 East; thence South to the SE corner of Section 35, Township 13 South, Range 38 East; thence West to the SW corner of Section 31, Township 13 South, Range 32 East; thence South to CR 108, Section 13, Township 14 South, Range 34 East, following CR 108 to the junction of NM Highway 457; thence North to the SW corner of Section 34, Township 13 South, Range 33 East; following CR 189 to Section 7, Township 13 South, Range 32 East; thence North to the NW Corner of Section 6, Township 11 South, Range 32 East; thence West to Section 4, Township 11 South, Range 32 E; thence North to the point of beginning.

**City of Lovington: Area 2** *legally described as follows* -Beginning at the NE corner of Section 2, T14S, R38E; thence South along the NM/Tex state line to US Highway 82; thence in a Southwesterly direction along US Highway 82 to CR 89, thence South along CR 89 to the SE corner of Section 1, T16S, R37E; thence West along State Highway 83 to the SE corner of Section 4, T16S, R37E; thence South to CR 78; thence West along CR 78 to State Highway 483; thence South along State Highway 483 to the SE corner of Section 33, T17S, R36E; thence West to the SW corner of Section 35, T17S, R34E; thence North to State Highway 82, thence in a Northwesterly direction along State Highway 457 to the junction of CR 108; thence East following CR 108 to Section 13, T14S, R34E; thence North to the NW corner of Section 6, T14S, R35E; thence East to the point of beginning.

**Lovington EMS Addendum:** *legally described as follows* - Beginning at the NE corner of Section 2, Township 14 South, Range 38 East; thence South along the New Mexico/Texas State line to NM Highway 133; thence West to NM highway 132 continuing West on County Road 88 to County Road 87; thence South to the SE corner of Section 14, Township 17 South, Range 37 East; thence West to NM 483; thence South to the SE corner of Section 33, Township 17 South, Range 36 East; thence West to the Lea/Eddy County line at the SW corner of Section 31, Township 17 South, Range 32 East; thence North following the County line to the NW corner of Section 6, Township 14 South; Range 32 East; thence East to CR 457; thence South on CR 457 to CR108; thence East along CR 108 to Section 13, Township 14 South, Range 34 East; thence East to the New Mexico/Texas state line to the point of beginning.

**Maljamar Fire District: Area 3** *legally described as follows* -Beginning at a point of CR 159 and the county line; thence Southeasterly along CR 159 to the junction of State Highway 457; thence Southeasterly along State Highway 457 to US Highway 82, thence South to US Highway 62/180; thence in a Southwesterly direction along US Highway 62/180 to the county line; thence North to the NW corner of Section 6 T16S, R32E; thence East to the SW corner of Section 31 T15S, R32E; thence North to the point of beginning.

**Knowles Fire District: Area 4** *legally described as follows* - Beginning at the NW corner of Section 10, T17S, R36E; thence East along CR 78 to the NE corner of Section 9, T17S, R37E; thence North to State Highway 83; thence East along State Highway 83 to the NE corner of Section 12, T16S, R37E; thence North along CR 89 to US Highway 82; thence in a Northeasterly direction along US Highway 82 to the NM/Tex State line; thence South along the NM/Tex State line to a point 660 feet South of the SE corner of Section 29, T17S R39E; thence West to a point 6600 feet South of the SW corner of Section 28, T17S, R38E; thence

North to the SW corner of Section 28, T17S, R38E; thence West to the SW corner of Section 27, T17S, R36E; thence North to the point of beginning.

**City of Hobbs: Area 5** *legally described as follows* - Beginning at the NW corner of Section 34, T17S, R36E; thence East to the SW corner of Section 28, T17S, R38E; thence South 660 feet; thence East to a point 660 feet South of the SE corner of Section 29, T17S, R39E; thence South along the NM/Tex state line to the SE corner of Section 5, T20S, R39E; thence West to State Highway 18; thence South along State Highway 18 to CR 45; thence West along CR 45 to the West line of Section 8, T20S, R38E; thence North to 62/180; thence West along 62/180 to the NE corner of Section 1, T19S, R37E; thence South to the SE corner of Section 12, T19S, R37E; thence West to the SW corner of Section 10, T19S, R37E; thence North to 62/180; thence West along 62/180 to State Highway 483; thence North along State Highway 483 to the SE corner of Section 28, T18S R36E; thence West to the SW corner of the SE 1/4 of Section 28; thence East to State Highway 483; thence North to the point of beginning.

**Hobbs EMS Addendum:** *legally described as follows* - Beginning at the Northeast corner of the Northwest 1/4 of Section 29, Township 16 S, Range 39 E. Thence West 8.5 miles to the Northwest corner of Section 25, Township 16 S, Range 37 E. Thence 5 miles South to the Northwest Corner of Section 24, Township 17 S, Range 37 E. Thence 8 miles West to the Northwest corner of Section 22, Township 17 S, Range 36 E. Thence 3 miles South along State Road 483, to the Northwest corner of Section 3, Township 18 S, Range 36 E. Thence 27 miles West to the Northwest corner of Section 6, Township 18 S, Range 32 E. Thence 17.5 miles South, along the Lea/Eddy County line, to the Southwest corner of the Northwest 1/4 of Section 31, Township 20 S, Range 32 E. Thence 43.5 miles Northeast to the Southeast corner of the Southwest 1/4 of Section 5, Township 20 S, Range 39 E. Thence 21 miles North along the New Mexico/Texas State line, to the point of beginning.

**Monument Fire District: Area 6** *legally described as follows* -Beginning at the NW corner of Section 2, T18S, R34E, thence East to State Highway 483; thence South along State Highway 483 to the NE corner of the SE 1/4 of Section 28, T18S, R36E; thence West to the NW corner of the SE 1/4 of Section 28; thence South to the SW corner of the SE 1/4 of Section 28; thence East to State Highway 483; thence South along State Highway 483 to State Highway 62/180; thence East along State Highway 62/180 to the NE corner of Section 4, T19S, R37E; thence South to the NW corner of Section 16, T19S, R37E; thence East to the NE corner of Section 13, T19S, R37E; thence North to the NW corner of Section 6, T19S, R38E; thence East to the NE corner of Section 6, T19S, R38E; thence South to the SE corner of Section 31, T20S, R38E; thence West to the SW corner of Section 31, T20S, R32E; thence North to US Highway 62/180; thence in a Northeasterly direction along US Highway 62/180 to the SE corner of Section 27, T19S, R34E; thence North to the point of beginning.

**City of Eunice: Area 7** *legally described as follows* - Beginning at the NW corner of Section 6, T21S, R32E; thence East to the SE corner of Section 31, T20S, R38E, thence North to CR 45, thence East along CR 45 to State Highway 18, thence North along State Highway 18 to the NW corner of Section 11, T20S, R38E; thence East to the NE corner of Section 8 T20S, R39E; thence South along the NM/Tex State line to the SE corner of Section 21, T23S, R38E; thence West to the SW corner of Section 19, T23S, R32E; thence North to the point of beginning.

**City of Jal: Area 8** *legally described as follows* - Beginning at the NW corner of Section 30, T23S, R32E; thence East to the NE corner of Section 28, T23S, R38E; thence South along the NM/Tex state line to the SE

corner of Section 33, T26S, R38E; thence West along the NM/Tex state line to the SW corner of Section 31 T26S, R32E; thence North along the county line to the point of beginning.

## 2. Definitions

- A. For the area assigned to it, each party shall be referred to as the "*primary unit*". When another party responds to a call for assistance outside its assigned area, it shall be referred to as a "*secondary unit*".
- B. A State registered, certificated Ambulance Service is operated by the municipalities of Eunice, Hobbs, Jal, Lovington, and Tatum.
- C. A State registered, Medical Rescue Service with transport capability is operated by the Lea County, Knowles Fire Department.
- D. A State approved, Medical Rescue Service without transport capability is operated by the Lea County, Monument and Maljamar Fire Departments.
- E. A Fire /Arson Task force shall be available to all Fire Departments in Lea County. This Task Force may be activated as deemed necessary for the investigation of fires that would normally overtax the resources of an individual department. (*see addendum #3*)

## 3. Incident Command System

The Incident Command System shall be used on all mutual aid emergencies. (*see addendum #1*)

## 4. Rights and Obligations of a Primary Unit

A primary unit shall have these rights and obligations with respect to its assigned area:

- A. The right to receive all calls for its area and to be the first response to all fires and emergency medical emergencies in its area, unless specified by other interdepartmental agreements or automatic mutualaid;
- B. The right to call on the other parties to this agreement for assistance as a secondary unit;
- C. The right to select what parties to call upon for assistance, dependant upon what equipment, resources, and additional personnel is needed;
- D. The right to call upon another party to this agreement to provide standby fire/EMS protection for its own district or municipality as it commits its resources to the ongoing emergency;
- E. The right to command the cooperative firefighting/EMS effort in its area and to assign specific

tasks and objectives to a secondary unit;

- F. The right to discharge a secondary unit from an emergency scene;
- G. When responding into the assigned fire district of another department as the primary unit on EMS calls (including motor vehicle accidents), the primary unit has the obligation to immediately notify said department in order to initiate first response and provide rescue if needed. It is in the best interest of the patient(s) to receive emergency medical aid as soon as possible upon initiating a call.

## 5. Rights and Obligations of a Secondary Unit

In relation to the rights of a primary unit, as enunciated above, a secondary unit shall have these corresponding rights and obligations:

- A. The obligation to forward all fire/EMS calls for areas other than its own area:
  - 1) To the department responsible for the subject area, and if no adequate response, then:
  - 2) To the Lea County Sheriff's Central Dispatch Office for appropriate response.
- B. The obligation to give secondary response assistance or standby assistance when and as requested to do so by a primary unit, subject to a secondary unit's right to keep its own district or municipality adequately protected;
- C. The obligation to accept and assume the tasks assigned to it by a primary unit so long as the assignment does not unreasonably endanger the secondary unit's personnel or equipment;
- D. The obligation to depart the scene when discharged by the primary unit;
- E. The obligation to notify the primary unit when the secondary unit declines to accept the task assigned to it and when the secondary unit chooses to disengage from a cooperative effort;
- F. The right to call upon another party to this agreement to provide standby fire/EMS protection for the secondary unit's district or municipality as it commits its resources to a response in another area;
- G. The right to be released from further service by the primary unit when the secondary unit's services are no longer needed.

## 6. Multi-Area Fires

- A. When a primary unit and two or more secondary units are involved in firefighting the same fire and the fire burns from one area into another area, the secondary unit responsible for that area

may disengage from the cooperative firefighting effort and elect to fight that portion of the fire in its own area. The other secondary units at the scene shall remain under the command of the original primary unit unless said primary unit chooses to release said secondary unit or transfer command.

- B. When a party responds to a fire thinking it to be in its area, but discovers that it is in another party's area, the responding party shall commence the firefighting effort and notify the other party of the fire in its area. If the other party is requested to respond, it shall be obligated to respond and have the right to assume command of the firefighting effort when it arrives.
- C. When two fire departments are involved in fighting the same fire and the fire burns from one area into the other's area, the right to assume command shall reside with the primary unit into whose area the fire burned.
- D. Change in Command or Passing of Command must be clearly communicated between the incoming and out-going Officers in charge. It shall not be assumed and should be a formal transfer that shall be conducted in person and via radio communications between the Officers. The party in command shall have the obligation and responsibilities of command until command is specifically and formally passed to another.

7. **Multi Casualty Medical Response**  
*(see addendum #2 / to be added at a later date)*

8. **Compensation and Reimbursement**

Each municipal party to this agreement will be compensated by Lea County for its firefighting services outside of its municipal boundaries pursuant to annual contract entered into under the authority of Section 4-38-5 N.M.S.A., 1978. Each party will bear its own costs and expenses in responding to fires pursuant to this agreement. Each party, however, reserves the right to make claims against the other parties to this agreement based on negligence.

9. **Chain of Command**

- A. Personnel and equipment brought to an Emergency scene by a primary unit or a secondary unit shall remain at all times under the control and direction of that primary unit or secondary unit, even when such personnel and equipment may become intermingled with personnel and equipment from other Departments. Correspondingly, no Commander from one Department shall assume or attempt to assume command of personnel and equipment from another Department.



- B. Whenever the circumstances described in paragraphs 4 and 5 above affect the Emergency activities, said activities shall be promptly and clearly communicated to the Incident Commander, either in person or by radio communication. It is the responsibility of the secondary unit or the involved office to so notify the Incident Commander, so proper management plans may be terminated, created or altered.

**10. Mutual Aid within Municipal and Fire District Boundaries**

Each party may call upon all other parties to this agreement to render assistance to it within its own Municipal or Fire District boundaries. In calling for assistance and in responding to such calls, the terms set forth above shall apply.

**11. Good Faith**

All parties will construe and abide by the provisions of this agreement in good faith.

**12. Miscellaneous**

This plan and agreement will continue in full force and effect as written for all those that remain a party to it. A party may withdraw by giving written notice to the County Manager, but it must do so at least 30 days prior to the withdrawal date. This plan and agreement may only be modified in writing and adopted by all those a party to it at the time the modification is proposed. Approval of this agreement by the State Fire Marshal is a condition precedent to adoption by the Lea County Board of Commissioners. This agreement is meant to be construed in a manner consistent with state law and all rules and regulations promulgated by the State Fire Marshal's office.

## *"Addendum #1"*

### 3. Incident Command System

The Incident Command System shall be used on all mutual aid emergencies.

#### A. Establishing Command

1. The first arriving fire department member or "primary unit" shall assume command of the incident. The initial Incident Commander shall remain in command until command is transferred or the incident is stabilized and terminated.
2. The first member or "primary unit" on the scene must initiate whatever parts of the Incident Command System are needed to effectively manage the incident scene.
3. The first arriving fire department unit activates the command process by giving an initial size up report and identifying command.
4. Identifying Command: The radio designation Command will be used along with the Geographical Location of the incident. (i.e "Rose Road Command", "Highway 18 Command").
5. Should the first arriving member be a "secondary unit" they shall assume command until a "primary unit" arrives on the scene. The first arriving "primary unit" may elect to allow the "secondary unit" to remain in command if deemed necessary at that time.
6. Where two or more fire departments are operating in mutual aid at an incident scene, the State Fire Frequency should be designated as the primary command channel.
7. On smaller incident scenes, the Incident Commander may elect for all units to operate on the State Fire Frequency.

8. On larger incident scenes where it is necessary to utilize sector assignments, the Incident Commander may elect to allow units operating in a sector (under the direction of a Sector Officer) to use their departments operations frequency with the Sector Officer reporting to the Incident Commander on the State Fire Frequency. This is assuming a sector will be manned with personnel and equipment from the same department.
9. The Command Post location as well as any staging areas shall be elected and announced to all units arriving on the incident scene.

B. Transfer of Command

1. The first arriving fire department member or "primary unit" arriving on the scene will automatically assume command.
2. Later arriving, higher ranking officers may choose to assume command, or assume advisor positions.
3. The officer assuming command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer command.
4. The person being relieved of command will brief the officer assuming command concerning pertinent information about the incident scene.
5. The person being relieved of command will be assigned to best advantage by the officer assuming command.
6. Command shall not be passed to an officer who is not on the scene.
7. The arrival of a ranking officer on the incident scene does not mean that command has been transferred to that officer. Command is only transferred when the outlined transfer of command process has been completed.
8. The Incident Commander has complete authority and responsibility for the incident scene.

C. Incident Command Structure

1. The Incident Commander must initiate whatever parts of the Incident Command System are needed to effectively manage the incident scene.

2. The Incident Commander may elect to assign personnel to any or all of the following parts of the Incident Command System Staff.
  - a. Operations
  - b. Planning
  - c. Logistics
  - d. Finance/Administration
  - e. Information
  - f. Safety
  - g. Liaison
3. The Incident Commander is responsible for any command function that is not assigned to other personnel on scene. Depending on the size of the incident all of the command functions may not be needed.
4. On larger incident scenes, it may be necessary to assign equipment and personnel to sectors (i.e. Fire, EMS, North, West or Extrication Sectors).
5. For incident scenes involving Ground Cover Fires it is recommended to identify sectors using Compass Directional Assignments. (i.e. North, South, East and West Sectors).
6. For Structure Fires where the incident has an odd geographical layout-not obvious north, south east and west-the front of the building is designated "Sector A" and the remaining sides are given a radio designation of B, C and D in a Clockwise manner. "Sector A" will always indicate the front of the building.

*"Addendum #2"*

7. Multi Casualty Medical Response

*(To be added later)*

## *"Addendum # 3"*

### 2. Definitions

#### E. Fire / Arson Task Force

This document authorizes the formation of a permanent Task Force consisting of members of the Lea County Fire Departments, (paid and volunteer). This Task Force may be activated as deemed necessary for the investigation of fires that would normally overtax the resources of an individual department. The Task Force is also authorized to meet as deemed necessary to train it's members in the different aspects of fire / arson investigation. Membership shall also be open to law enforcement entities operating within Lea County.

*- Purpose Statement -* The Lea County Fire / Arson Task Force will bring together emergency responders within the County for the purpose of educating it's members in fire cause determination and arson investigation. A goal of the group will be to reduce dollar loss through arson prevention and control. Current resources will be pooled in an effort to maximize the use of individual expertise at fire scenes in Lea County, in order to provide quality cause and origin determination, as well as arson investigation when necessary. Training will be provided by State and Nationally certified fire investigators in the aforementioned areas.

IN WITNESS WHEREOF, each party undersigned has entered into this agreement on the date indicated by its duly authorized representative.

*Sham Overton* 9-14-2000  
Sham Overton, Fire Chief Date  
Eunice Fire Department

*Gailand L. Overton* 9-12-00  
~~Don Reese~~, Mayor Date  
City of Eunice

*Andy Graham* 5-3-00  
Andy Graham, Fire Chief Date  
Hobbs Fire Department

*Jimmy Woodfin* 5-15-00  
Jimmy Woodfin, Mayor Date  
City of Hobbs

*Ronnie Walls* 8/27/00  
Ronnie Walls, Fire Chief Date  
Jal Fire Department

*Mary C. Ekins* Aug 14, 2000  
Mary C. Ekins, Mayor Date  
City of Jal

*Iona Kemp* 8-17-00  
Iona Kemp, Service Director Date  
City of Jal Ambulance Service

*Perry Williams* 09/14/00  
Perry Williams, Fire Chief Date  
Lovington Fire Department

*Troy L. Harris* 9-15-00  
Troy L. Harris, Mayor Date  
City of Lovington

*Phillip Jones* 09-15-2000  
Phillip Jones, Fire Chief Date  
Tatum Fire Department

*Betty C. Rickman* 9-15-2000  
Betty C. Rickman, Mayor Date  
City of Tatum

*Sandy Webb* 9/14/00  
Sandy Webb, Fire Chief Date  
Monument Fire Department

*Jimmy Wilbanks* 9-15-00  
Jimmy Wilbanks, Fire Chief Date  
Maljamar Fire Department

*John Farmer* 9-14-00  
John Farmer, Fire Chief Date  
Knowles Fire Department

*Dennis Holmberg* 10/4/00  
Dennis Holmberg, County Manager Date  
County of Lea



**EMS ANNUAL SERVICE REPORT**  
**Fiscal Year 2018**  
 Due Date: January 20, 2017

Submit to:  
 EMS Bureau 1301  
 Siler Rd Bldg. F  
 Santa Fe, NM 87507  
 Attn: Ann Martinez

<b>Service Name:</b>	Hobbs Municipal Ambulance Service <i>(EMS Service)</i>
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<b>Mailing Address:</b>	301 E. White			
	<i>(Mailing Address)</i>			
	Hobbs <i>(City)</i>	NM <i>(State)</i>	88240 <i>(Zip)</i>	 <i>(+4)</i>
<b>Contact Person:</b>	Barry Young <i>(Name)</i>		Deputy Fire Chief <i>(Title)</i>	
	575-397-9308 <i>(Business Phone)</i>	575-397-9308 <i>(Emergency Phone)</i>	575-397-9331 <i>(Fax)</i>	byoung@hobbsnm.org <i>(E-mail Address)</i>
	City of Hobbs <i>(County or Municipality)</i>			
<b>Administration:</b>	200 E. Broadway			
	<i>(Mailing Address)</i>			
	Hobbs <i>(City)</i>	NM <i>(State)</i>	88240 <i>(Zip)</i>	 <i>(+4)</i>
<b>Contact Person:</b>	Toby Spears <i>(Name)</i>		Finance Director <i>(Title)</i>	
	575-397-9235 <i>(Telephone #)</i>	575-397-9257 <i>(Fax Phone #)</i>	tspears@hobbsnm.org <i>(E-mail Address)</i>	
	<b>EMS Region:</b> Region I    Region II    Region III <input checked="" type="checkbox"/>			

Physical Location of Ambulance/Medical Rescue Facilities				
<b>#1</b>				
<b>Name of Facility:</b>	Hobbs Fire Department Station #1			
	N 32 41 54.3 <i>Latitude</i>		W 103 08 009 <i>Longitude</i>	
<b>Street Address:</b>	301 E. White			
	Hobbs <i>(City)</i>	NM <i>(State)</i>	88240 <i>(Zip)</i>	 <i>(+4)</i>
<b>#2</b>				
<b>Name of Facility:</b>	Hobbs Fire Department Station #2			
	N 32 43 50 <i>Latitude</i>		W 103 07 383 <i>Longitude</i>	
<b>Street Address:</b>	2300 N. Jefferson			
	Hobbs <i>(City)</i>	NM <i>(State)</i>	88240 <i>(Zip)</i>	 <i>(+4)</i>
<i>(Use additional pages as necessary)</i>				



Service Name:	Hobbs Municipal Ambulance Service <i>(EMS Service)</i>
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SERVICE INFORMATION			
Type of Service <i>(Must Check Only One)</i>		Affiliation Type <i>(Mark Primary Affiliation Only)</i>	
<input checked="" type="checkbox"/>	Certified PRC Ambulance	<input type="checkbox"/>	Private for-profit
<input type="checkbox"/>	Certified Medical/Rescue Service (Non-transport)	<input type="checkbox"/>	Private non-profit
<input type="checkbox"/>	Certified Medical/Rescue Service (Transport Capable)	<input checked="" type="checkbox"/>	Fire Dept.-based
<input type="checkbox"/>	Emergency Medical Dispatch Agency	<input type="checkbox"/>	Law Enforcement or Department of Public Safety-based
<input type="checkbox"/>	Special Event(s) Agency	<input type="checkbox"/>	Clinic-based
<input type="checkbox"/>	Air Ambulance	<input type="checkbox"/>	Hospital-based
<input type="checkbox"/>	Other (Please Specify):	<input type="checkbox"/>	County-based
<input type="checkbox"/>		<input type="checkbox"/>	Municipality-based
<b>PRC Certification #</b>	12327	<input type="checkbox"/>	Tribal
<b>Medical Rescue Certification #</b>		<input type="checkbox"/>	Other (Please Specify):
<b># of Years in Operation</b>	48		
EMS Calls		Local Receiving Hospital(s)	
Received By <i>(Mark One)</i>		Dispatched by <i>(Mark One)</i>	
<input type="checkbox"/>	Basic 911	<input type="checkbox"/>	Ambulance Service
<input type="checkbox"/>	Enhanced 911	<input type="checkbox"/>	Fire Department
<input type="checkbox"/>	Local Phone	<input type="checkbox"/>	Law Enforcement
<input type="checkbox"/>		<input type="checkbox"/>	Central Dispatch <input checked="" type="checkbox"/>
		Location of Dispatch:	
		Lea Regional Medical Center	

EMERGENCY MEDICAL SERVICES PERSONNEL					
<u>LICENSED NUMBER OF PERSONNEL BY TRAINING LEVEL</u>					
	Paid (Indicate Part Time/Full Time)	Volunteer*		Paid (Indicate Part Time/Full Time)	Volunteer*
EMS First Responder			Emergency Medical Dispatch Instructor		
EMT Basic	8 - Full Time		Nurse		
EMT Intermediate	34 - Full Time		Physician		
EMT Paramedic	16 - Full Time		Driver		
Emergency Medical Dispatcher			Other	14 - Full Time	
*Volunteer may include those paid by the run or other non-salary arrangement.					

LICENSED EMS PERSONNEL					
List all personnel who are currently providing pre-hospital care with your service and identify their state certification or licensure levels, state certification or license numbers, and expiration dates. Also, please indicate the completion date of their emergency vehicle operator's course, if applicable. <i>(Use additional pages as necessary.)</i>					
Name	Licensure Level	License Number	License Expiration Date	EVOC Course Date	Paid/Volunteer
See Attached List					



Service Name:	Hobbs Municipal Ambulance Service
	<i>(EMS Service)</i>

For Ground Ambulance/Medical Rescue Services Only				
GROUND AMBULANCE/MEDICAL RESCUE VEHICLE DRIVERS (Non-EMS Personnel)				
List all non-EMS personnel who are functioning as drivers for your service, and indicate the date of completion of their Bureau approved vehicle operator's course. Also, indicate any medical training they may have completed, for information purposes only. (Use additional sheets as necessary.)				
Name	Driver's License Number	EVOC Course Date	Class of NMDL	Other Medical Training

GROUND AMBULANCE/MEDICAL RESCUE VEHICLES									
Enter the total number of each type of vehicle used by your service. <i>(Mandatory)</i>									
Type I:		Type IV:							
Type II:		Medical/Rescue:							
Type III:	7	Other – Explain:							
List all ambulance/medical rescue units, which are currently used by your service to provide patient transportation or first response. Indicate each vehicle's year, make, model, type (I, II, III, IV), license number, date of manufacture, whether two wheel or four-wheel drive, patient capacity for supine patients, and the current mileage. <i>(Mandatory)</i> <i>(Use additional pages as necessary)</i>									
Year	Make And Model	Type of Vehicle	License Number	State Assigned EMS/COM Radio Unit Number	Manufacture Date	2WD or 4WD	Transport Patient Capacity	Mileage	Annual Inspection Date
2016	GM4500	Type III	G99091	3324	Sept- 16	2WD	2	5608	11-1-2016
2016	GM4500	Type III	G99092	3325	Sept - 16	2WD	2	3889	11-1-2016
2016	GM4500	Type III	G99093	3321	Sept - 16	2WD	2	3427	11-1-2016
2014	GM4500	Type III	G93010	3327	Nov - 13	2WD	2	30302	12-4-2016
2014	GM4500	Type III	G92631	3323	Nov - 13	2WD	2	41215	12-6-2016
2013	GM4500	Type III	G90385	3326	March - 13	2WD	2	72545	12-5-2016
2013	GM4500	Type III	G90386	3328	March - 13	2WD	2	71844	12-7-2016
<i>(Please provide a list of all emergency response units in your department (include engines, brush trucks, etc.)</i>									

Service Name:	Hobbs Municipal Ambulance Service
	<i>(EMS Service)</i>

**This section is a Mandatory Survey please fill out appropriately**  
*(Failure to fill out will result in an incomplete application) (2<sup>nd</sup> yr. of 3)*

**EMERGENCY MEDICAL SERVICES PERSONNEL NEEDS ASSESSMENT**

Career and Paid Agencies			Volunteer Agencies*		
	Number of Actual Paid Staff	Additional Needed for Adequate or Optimal Staffing		Number of Volunteer staff	Additional Needed for Adequate Response and Staffing
Non - EMS Personnel (Drivers and/or CPR & First Aid only)	14	0			
Licensed EMS First Responder	0	0			
Licensed EMT Basic	8	0			
Licensed EMT Intermediate	34	6			
Licensed EMT Paramedic	16	6			
<b>Total:</b>	<b>72</b>	<b>84</b>			

This survey's goal is to determine the number of currently licensed caregivers who are active with an agency, and *especially* the number of additional licensed First Responders, EMT Basics, EMT – Intermediates, and Paramedics **needed** throughout the state. This information will help with the formulation of a plan to address this need.

- \*Note:**
- **Volunteer organizations:** please list all volunteer staff, even if those volunteers receive a per – run or other non-salary reimbursement.
  - If your volunteer organization doesn't require a specific licensure level but needs additional licensed personnel, please select the lowest level of licensure that will meet your staffing needs. i.e don't list Paramedic when an EMT –Basic would suffice. Or, don't list First Responder if you really need EMTs.

**VEHICLE PREVENTIVE MAINTENANCE PROGRAM**

1. Do you have a Vehicle Preventive Maintenance Program in place?  Yes  No

**If "Yes", please attach a copy of your program.**

2. Indicate the frequency of vehicle inspections:  Daily  Weekly  Monthly  Quarterly

3. Attach Annual Safety Inspection for all units. (PRC ONLY)

**OPERATIONS PLAN**

Please provide information on the Operations Plan for your service.

1. Do you have an Operations Plan?  Yes  No

2. Are operational and medical protocols included in the Operations Plan?  Yes  No

3. What was the effective date of your Operations Plan? | 1/1/2015

4. **Please provide a map of the coverage area for your service.**

Service Name:	Hobbs Municipal Ambulance Service
	<i>(EMS Service)</i>

QUALITY ASSURANCE REVIEW					
1. Do you have an internal quality assurance/improvement mechanism in place?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If "Yes", please attach description.</b>					
2. Indicate the dates of this year's quality assurance review activities.					
Reviews are conducted:	<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
DATES OF REVIEW					
DATE	DATE	DATE	DATE	DATE	
January 2016	May 2016	September 2016			
February 2016	June 2016	October 2016			
March 2016	July 2016	November 2016			
April 2016	August 2016	December 2016			

SERVICE DIRECTOR/CHIEF				
Name:	Manuel Gomez		Fire Chief	
	<i>(Name)</i>		<i>(Title)</i>	
Address:	301 E. White		Hobbs	NM 88240
	<i>(Street/Mailing)</i>		<i>(City)</i>	<i>(State)</i> <i>(Zip)</i>
575-397-9308			575-399-6121	mgomez@hobbsnm.org
<i>(Work Phone)</i>	<i>(Home Phone #)</i>	<i>(Pager #)</i>	<i>(Cellular Phone #)</i>	<i>(E-mail Address)</i>
<b>Signature:</b>				

SERVICE MEDICAL DIRECTOR				
Name:	Chad Carver		Medical Doctor	95-23
	<i>(Name)</i>		<i>(Title)</i>	<i>(License #)</i>
Address:	PO Box 1233		Lovington	NM 88260
	<i>(Street/Mailing)</i>		<i>(City)</i>	<i>(State)</i> <i>(Zip)</i>
575-396-9051			575-704-9373	chad.carver@nlgh.org
<i>(Work Phone)</i>	<i>(Home Phone #)</i>	<i>(Pager #)</i>	<i>(Cellular Phone #)</i>	<i>(E-mail Address)</i>
<i>*In signing this application I am certifying that I am actively providing medical direction for this EMS Service.</i>				
<b>*Signature:</b>				

SERVICE TRAINING COORDINATOR				
Name:	Michael Prudencio		EMS Coordinator	00021943 Paramedic
	<i>(Name)</i>		<i>(Title)</i>	<i>(License #)</i> <i>(Level)</i>
Address:	301 E. White		Hobbs	NM 88240
	<i>(Street/Mailing)</i>		<i>(City)</i>	<i>(State)</i> <i>(Zip)</i>
575-397-9308			575-449-8710	mprudencio@hobbsnm.org
<i>(Work Phone)</i>	<i>(Home Phone #)</i>	<i>(Pager #)</i>	<i>(Cellular Phone #)</i>	<i>(E-mail Address)</i>
<b>Signature:</b>				

Service Name:	Hobbs Municipal Ambulance Service
	<i>(EMS Service)</i>

PERSON COMPLETING FORM				
<b>Name:</b>	Michael Prudencio		EMS Coordinator	
	<i>(Name)</i>		<i>(Title)</i>	
<b>Address:</b>	301 E. White		Hobbs	NM 88240
	<i>(Street/Mailing)</i>		<i>(City)</i>	<i>(State)</i> <i>(Zip)</i>
575-397-9308			575-449-8710	mprudencio@hobbsnm.org
<i>(Work Phone)</i>	<i>(Home Phone #)</i>	<i>(Pager #)</i>	<i>(Cellular Phone #)</i>	<i>(E-mail Address)</i>
<b>Signature:</b>				

The above was sworn and subscribed to before this                      Day of                      , 20

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

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



\*\*\*\* Notary is for the person completing form

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Hobbs Fire Department Stations

Hobbs Fire Department Station #3  
N 32 44 29.9      W 103 09 29  
1717 W. Joe Harvey  
Hobbs, NM 88240

Hobbs Fire Department Station #4  
N 32 76 93.8      W 103 18 51  
3710 College Lane  
Hobbs, NM 88240

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NAME	LEVEL	Number	Expiration	EVOC	Paid
Able, Hayden	EMT-P	09000353	3/31/2017	9/13/2016	X
Akin, Keith	EMT-P	00019696	3/31/2018	9/13/2016	X
Alarcon, Antonio	Training			11/1/2016	X
Armijo, Mark	EMT-I	03000490	3/31/2017	9/13/2016	X
Avila, Noa	EMT-I	09001584	3/31/2018	9/14/2016	X
Ayala, Marcus	Training			11/28/2016	X
Bilano, Jonathan	EMT-I	09000695	3/31/2017	9/14/2016	X
Blackwell, Sean	Training			6/23/2016	X
Brown, Maxey	EMT-P	02000889	3/31/2017	9/14/2016	X
Burt, Hunter	EMT-B	15000472	3/31/2018	9/15/2016	X
Carrillo, Jairo	EMT-B	15000378	3/31/2018	9/14/2016	X
Carter, Rebecca	EMT-I	14000275	3/31/2018	9/14/2016	X
Castanon, Albert	EMT-I	00013178	3/31/2018	9/14/2016	X
Cervantes, Jessica	EMT-B	15000061	3/31/2017	9/13/2016	X
Clark Jr., Matthew	EMT-I	13000343	3/31/2018	12/19/2016	X
Cochran, Lloyd	Training			6/15/2016	X
Collins, Greg	Training			9/13/2016	X
Contreras, Juan	EMT-B	16000227	3/31/2018	9/14/2016	X
Contreras, Mario	Training			11/7/2016	X
Cox, Derek	EMT-P	12000874	3/31/2017	11/29/2016	X
Creed, Lonnie	EMT-I	14000568	3/31/2018	9/14/2016	X
Davis, Chris	EMT-I	00024628	3/31/2017	9/15/2016	X
Davis, Rusty	Training			6/1/2016	X
Doporto, Mark	EMT-I	090001586	3/13/2017	9/13/2016	X
Downing, Leroy	EMT-P	00015721	3/31/2018	9/14/2016	X
Edwards, Cutter	Training			12/19/2016	X
Enriquez, Adrian	EMT-I	02000137	3/31/2018	9/15/2016	X
Garcia, Mark	EMT-I	09001525	3/13/2017	9/14/2016	X
Gomez, Manuel	Training			6/6/2016	X
Gonzales, Andrew	EMT-I	00018499	3/31/2017	9/15/2016	X
Gonzales, Ralph	Training			9/15/2016	X
Grandi, Jonathan	EMT-I	07001689	3/31/2018	9/13/2016	X
Haines, Lee	EMT-P	07000183	3/31/2017	9/15/2016	X
Henry, Chris	EMT-P	04002027	3/31/2018	9/15/2016	X
Herrera, Ryan	EMT-I	09001587	3/31/2018	9/13/2016	X
Holmes, Kyle	EMT-B	14000557	3/31/2017	9/15/2016	X
Inman, Ryan	EMT-P	09001582	3/31/2017	9/14/2016	X
Lerma, Victoria	EMT-I	10001099	3/31/2018	9/15/2016	X
Lopez, Juan	EMT-I	12000789	3/31/2017	9/13/2016	X
Lowe, Tim	EMT-I	00016937	3/31/2018	9/15/2016	X
Marinovich, Adam	EMT-I	14000133	3/31/2017	9/13/2016	X
Marquez, Ralph	EMT-I	07000810	3/31/2018	9/14/2016	X
Marshall, James	EMT-I	00016937	3/31/2017	9/15/2016	X
Meyers, Joseph	EMT-P	05000357	3/31/2017	9/14/2016	X
Miller, Trace	Training			6/8/2016	X
Moody, John	EMT-I	02000140	3/31/2018	9/14/2016	X
Moody, Whitney	EMT-I	13000148	3/31/2018	9/15/2016	X
Nash, Mike	EMT-I	00012936	3/31/2018	9/13/2016	X
Nash, Zach	EMT-P	08000555	3/31/2018	9/15/2016	X
Nelson, James	EMT-I	00017845	3/31/2017	9/14/2016	X
Nelson, Michael	EMT-I	04001583	3/31/2017	9/15/2016	X



Prudencio, Mark	EMT-I	09001585	3/31/2018	9/13/2016	X
Prudencio, Michael	EMT-P	00021943	3/31/2017	9/13/2016	X
Purvis, Jarrod	EMT-P	14000608	3/31/2017	9/14/2016	X
Ray, Mark	EMT-I	00023837	3/31/2017	9/15/2016	X
Rendon, Richard	EMT-I	11000513	3/31/2017	9/15/2016	X
Rice, Reagan	Training			11/28/2016	X
Roberts, Brandon	EMT-P	00016224	3/31/2017	9/13/2016	X
Santos, Justin	Training			8/29/2016	X
Schaefer, Zachary	EMT-B	15000266	3/31/2017	9/13/2016	X
Shearer, Kevin	EMT-I	07000184	3/31/2018	9/15/2016	X
Siddall, Shaun	EMT-I	00018183	3/31/2018	9/13/2016	X
Smith, Arlee	Training			8/1/2016	X
Tafoya, Curtis	EMT-I	11000344	3/31/2017	9/15/2016	X
Thompson, Paul	EMT-B	00016069	3/31/2017	9/14/2016	X
Trujillo, Mathew	EMT-I	11000432	3/31/2017	9/13/2016	X
Valverde, Carri	EMT-P	12000011	3/31/2018	9/13/2016	X
Vasquez, Joseph	EMT-I	05000120	3/31/2018	9/14/2016	X
Vaughn, Isaiah	EMT-B	16000230	3/31/2018	9/14/2016	X
Williams, Shawn	EMT-I	00020903	3/31/2018	9/14/2016	X
Winfield, Leslie	EMT-P	11000038	3/31/2017	9/15/2016	X
Young, Barry	EMT-P	03000952	3/31/2018	9/14/2016	X

## Hobbs Fire Department Emergency Response Units

7 ALS EMS Units

4 Fire Structure Attack Engines

4 Brush Trucks

65' Aerial Truck

100' Platform Truck

Tanker 8,000 gallon

2 Rescue Trucks

Hazardous Material Response Vehicle

Hazardous Material Decon Unit

Scene Command Unit

1 Battalion Chief Vehicle

## Hobbs Fire Department Vehicle Preventative Maintenance

The Hobbs Fire Department has a biweekly preventative maintenance program in place. Each apparatus goes through a thorough bumper to bumper inspection every two weeks. If a vehicle is in need of repair, it is sent to our city garage and the city mechanics make repairs which they are able. If the problem with the vehicle is beyond their knowledge, it will be sent to the closest dealership for repairs to be made. All maintenance logs are kept at city garage and also in our Capers program.

# ANNUAL VEHICLE INSPECTION REPORT

MED-1

VEHICLE HISTORY/RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
38180803	1656
DATE 1 - November - 2016	

MOTOR CARRIER OPERATOR <i>Hobbs Fire Department</i>	INSPECTOR'S NAME (PRINT OR TYPE) <i>Louis E. Diedo</i>
ADDRESS <i>301 E White St</i>	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE <i>Hobbs NM 88240</i>	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER <i>1GBGGUE1XEN44568</i>
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) <i>City of Hobbs Garage</i>

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors	✓			c. Container securement devices on intermodal equipment.				<b>11. WHEELS AND RIMS</b>
✓			d. Brake Hose				a. Steering Wheel Free Play				a. Lock or Side Ring
✓			e. Brake Tubing				b. Steering Column				b. Wheels and Rims
NA			f. Low Pressure Warning Device	✓			c. Front Axle Beam and All Steering Components Other Than Steering Column				c. Fasteners
NA			g. Tractor Protection Valve				d. Steering Gear Box				d. Welds
NA			h. Air Compressor	NA			e. Pitman Arm				<b>12. WINDSHIELD GLAZING</b>
NA			i. Electric Brakes				f. Power Steering				Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			j. Hydraulic Brakes	✓			g. Ball and Socket Joints				<b>13. WINDSHIELD WIPERS</b>
✓			k. Vacuum Systems	✓			h. Tie Rods and Drag Links				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				<b>14. OTHER</b>
NA			a. Fifth Wheels				i. Nuts				List any other condition(s) which may prevent safe operation of this vehicle.
NA			b. Pintle Hooks				j. Steering System				
NA			c. Drawbar/Towbar Eye	✓			<b>8. SUSPENSION</b>				
NA			d. Drawbar/Towbar Tongue	✓			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				
NA			e. Safety Devices	✓			b. Spring Assembly				
NA			f. Saddle-Mounts	✓			c. Torque, Radius or Tracking Components				
			<b>3. EXHAUST SYSTEM</b>				<b>9. CHASSIS</b>				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	✓			a. Frame Members				
✓			b. Bus exhaust system leaking or discharging in violation of standard.	✓			b. Tire and Wheel Clearance				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>4. FUEL SYSTEM</b>								
✓			a. Visible leak.	✓							
✓			b. Fuel tank filler cap missing.	✓							
✓			c. Fuel tank securely attached.	✓							
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.	NA							

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION. ✓ OK, ✗ NEEDS REPAIR, NA IF ITEMS DO NOT APPLY. REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

# ANNUAL VEHICLE INSPECTION REPORT

MED-2

VEHICLE HISTORY (REQUIRED)	
REPORT NUMBER <i>38130806</i>	FLEET UNIT NUMBER <i>1657</i>
DATE <i>1 - November - 2016</i>	

MOTOR CARRIER OPERATOR <i>Hobbs Fire Dept.</i>	INSPECTOR'S NAME (PRINT OR TYPE) <i>LOUIS E. ORODO</i>
ADDRESS <i>301 E. White St.</i>	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE <i>Hobbs, NM, 88240</i>	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input checked="" type="checkbox"/> VIN <input type="checkbox"/> OTHER <i>1GBEGUC17G1140896</i>
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) <i>City of Hobbs Garage</i>

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors				c. Container securement devices on intermodal equipment.				<b>11. WHEELS AND RIMS</b>
✓			d. Brake Hose								a. Lock or Side Ring
✓			e. Brake Tubing								b. Wheels and Rims
NA			f. Low Pressure Warning Device								c. Fasteners
NA			g. Tractor Protection Valve								d. Welds
NA			h. Air Compressor				<b>7. STEERING MECHANISM</b>				<b>12. WINDSHIELD CRACKING</b>
NA			i. Electric Brakes				a. Steering Wheel Free Play	✓			Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			j. Hydraulic Brakes				b. Steering Column				<b>13. WINDSHIELD WIPERS</b>
✓			k. Vacuum Systems	✓			c. Front Axle Beam and All Steering Components Other Than Steering Column				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
			<b>2. COUPLED DEVICES</b>				d. Steering Gear Box	✓			<b>14. OTHER</b>
NA			a. Fifth Wheels				e. Pitman Arm				List any other condition(s) which may prevent safe operation of this vehicle.
NA			b. Pintle Hooks				f. Power Steering				
NA			c. Drawbar/Towbar Eye	✓			g. Ball and Socket Joints				
NA			d. Drawbar/Towbar Tongue				h. Tie Rods and Drag Links				
NA			e. Safety Devices	✓			i. Nuts				
NA			f. Saddle-Mounts	✓			j. Steering System				
			<b>3. EXHAUST SYSTEM</b>				<b>8. SUSPENSION</b>				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	✓			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.	✓			
✓			b. Bus exhaust system leaking or discharging in violation of standard.	✓			b. Spring Assembly				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			c. Torque, Radius or Tracking Components				
			<b>4. FUEL SYSTEM</b>				<b>9. FRAME</b>				
✓			a. Visible leak.	✓			a. Frame Members				
✓			b. Fuel tank filler cap missing.	✓			b. Tire and Wheel Clearance				
✓			c. Fuel tank securely attached.	✓			c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.	✓							

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

# ANNUAL VEHICLE INSPECTION REPORT

MEP-3

VEHICLE HISTORY/RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
38180807	1658
DATE 1 November 2016	

MOTOR CARRIER OPERATOR <i>Hobby Truck Dept</i>	INSPECTOR'S NAME (PRINT OR TYPE) <i>Lois E. Proda</i>
ADDRESS <i>301 E. White St</i>	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input type="checkbox"/> YES
CITY, STATE, ZIP CODE <i>Hobbs NM, 88240</i>	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER <i>1G55GVL962105381</i>
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) <i>City of Hobbs Garage</i>

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors	✓			c. Container securement devices on intermodal equipment.				<b>11. WHEELS AND RIMS</b>
✓			d. Brake Hose					n/a			a. Lock or Side Ring
✓			e. Brake Tubing					✓			b. Wheels and Rims
n/a			f. Low Pressure Warning Device	✓				✓			c. Fasteners
n/a			g. Tractor Protection Valve					✓			d. Welds
n/a			h. Air Compressor								<b>12. WINDSHIELD/GLAZING</b>
n/a			i. Electric Brakes								Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			j. Hydraulic Brakes								
✓			k. Vacuum Systems	✓							
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				
n/a			a. Fifth Wheels	✓			a. Steering Wheel Free Play	✓			
n/a			b. Pintle Hooks				b. Steering Column				
n/a			c. Drawbar/Towbar Eye				c. Front Axle Beam and All Steering Components Other Than Steering Column				
n/a			d. Drawbar/Towbar Tongue	✓			d. Steering Gear Box				
n/a			e. Safety Devices	✓			e. Pitman Arm	✓			
n/a			f. Saddle-Mounts	✓			f. Power Steering				
			<b>3. EXHAUST SYSTEM</b>				<b>8. SUSPENSION</b>				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	✓			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.	✓			
✓			b. Bus exhaust system leaking or discharging in violation of standard.	✓			b. Spring Assembly				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			c. Torque, Radius or Tracking Components				
			<b>4. FUEL SYSTEM</b>				<b>9. FRAME</b>				
✓			a. Visible leak.	✓			a. Frame Members				
✓			b. Fuel tank filler cap missing.	✓			b. Tire and Wheel Clearance				
✓			c. Fuel tank securely attached.	✓			c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.	n/a							
INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE											

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

# ANNUAL VEHICLE INSPECTION REPORT

Medic 4

VEHICLE HISTORY/RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
38180794	1558
DATE <span style="font-size: 1.2em;">12-14-16</span>	

MOTOR CARRIER OPERATOR <span style="font-size: 1.2em; font-family: cursive;">Hubbs Fire Dept</span> ADDRESS <span style="font-size: 1.2em; font-family: cursive;">301 E. White St.</span> CITY, STATE, ZIP CODE <span style="font-size: 1.2em; font-family: cursive;">Hubbs NM 88740</span>	INSPECTOR'S NAME (PRINT OR TYPE) <span style="font-size: 1.2em; font-family: cursive;">Luis E. Ojeda</span> THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES VEHICLE IDENTIFICATION <input checked="" type="checkbox"/> AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER <span style="font-size: 1.2em; font-family: cursive;">1GR69SC13E1141000</span> INSPECTION AGENCY/LOCATION (OPTIONAL) <span style="font-size: 1.2em; font-family: cursive;">City of Hubbs Garage</span>
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.		X		b. All other tires.
✓			c. Brake Drums or Rotors	✓			c. Container securement devices on intermodal equipment.				
✓			d. Brake Hose								<b>11. WHEELS AND RIMS</b>
✓			e. Brake Tubing					n/a			a. Lock or Side Ring
n/a			f. Low Pressure Warning Device	✓				✓			b. Wheels and Rims
n/a			g. Tractor Protection Valve					✓			c. Fasteners
n/a			h. Air Compressor	n/a				✓			d. Welds
n/a			i. Electric Brakes								<b>12. WINDSHIELD GLAZING</b>
n/a			j. Hydraulic Brakes								Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			k. Vacuum Systems	✓							
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				<b>13. WINDSHIELD WIPERS</b>
n/a			a. Fifth Wheels				a. Steering Wheel Free Play				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
n/a			b. Pintle Hooks				b. Steering Column				
n/a			c. Drawbar/Towbar Eye	✓			c. Front Axle Beam and All Steering Components Other Than Steering Column				
n/a			d. Drawbar/Towbar Tongue				d. Steering Gear Box	✓			
n/a			e. Safety Devices				e. Pitman Arm				
n/a			f. Saddle-Mounts	✓			f. Power Steering				
			<b>3. EXHAUST SYSTEM</b>				<b>8. SUSPENSION</b>				<b>14. OTHER</b>
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.				a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				List any other condition(s) which may prevent safe operation of this vehicle.
✓			b. Bus exhaust system leaking or discharging in violation of standard.				b. Spring Assembly				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			c. Torque, Radius or Tracking Components				
			<b>4. FUEL SYSTEM</b>				<b>9. FRAME</b>				
✓			a. Visible leak.				a. Frame Members				
✓			b. Fuel tank filler cap missing.				b. Tire and Wheel Clearance				
✓			c. Fuel tank securely attached.	✓			c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.	n/a							

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION.  OK  NEEDS REPAIR.  NA. IF ITEMS DO NOT APPLY. REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

# ANNUAL VEHICLE INSPECTION REPORT

Medic 5017 2

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
38180792	1557
DATE 12-06-16	

MOTOR CARRIER OPERATOR Hobbs Fire Dept.	INSPECTOR'S NAME (PRINT OR TYPE) Luis F. Oros
ADDRESS 301 E. W. H.	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE Hobbs, NM, 88340	VEHICLE IDENTIFICATION (AND COMPLETE) <input checked="" type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) City of Hobbs Garage

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors				c. Container securement devices on intermodal equipment.				<b>11. WHEELS AND RIMS</b>
✓			d. Brake Hose	✓				N/A			a. Lock or Side Ring
N/A			e. Brake Tubing					✓			b. Wheels and Rims
N/A			f. Low Pressure Warning Device	✓				✓			c. Fasteners
N/A			g. Tractor Protection Valve					✓			d. Welds
N/A			h. Air Compressor	N/A							<b>12. WINDSHIELD GLAZING</b>
N/A			i. Electric Brakes								Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			j. Hydraulic Brakes								<b>13. WINDSHIELD WIPERS</b>
✓			k. Vacuum Systems	✓							Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				<b>14. OTHER</b>
N/A			a. Fifth Wheels				a. Steering Wheel Free Play	✓			List any other condition(s) which may prevent safe operation of this vehicle.
N/A			b. Pintle Hooks				b. Steering Column				
N/A			c. Drawbar/Towbar Eye	✓			c. Front Axle Beam and All Steering Components Other Than Steering Column				
N/A			d. Drawbar/Towbar Tongue	✓			d. Steering Gear Box				
N/A			e. Safety Devices	✓			e. Pitman Arm				
N/A			f. Saddle-Mounts	✓			f. Power Steering				
			<b>3. EXHAUST SYSTEM</b>				<b>8. SUSPENSION</b>				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	✓			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				
✓			b. Bus exhaust system leaking or discharging in violation of standard.	✓			b. Spring Assembly				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			c. Torque, Radius or Tracking Components				
			<b>4. FUEL SYSTEM</b>				<b>9. FRAME</b>				
✓			a. Visible leak.	✓			a. Frame Members				
✓			b. Fuel tank filler cap missing.	✓			b. Tire and Wheel Clearance				
✓			c. Fuel tank securely attached.	✓			c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.	N/A							

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION:  OK,  X NEEDS REPAIR,  NA IF ITEMS DO NOT APPLY. REPAIRED DATE

**CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.**



# ANNUAL VEHICLE INSPECTION REPORT

Medic 6

VEHICLE HISTORY (if applicable)	
REPORT NUMBER <i>32180808</i>	FLEET UNIT NUMBER <i>1064</i>
DATE <i>12/15/16</i>	

MOTOR CARRIER OPERATOR <i>Hobbs Fire Dept</i>	INSPECTOR'S NAME (PRINT OR TYPE) <i>Luis E. Diez</i>
ADDRESS <i>301 E White St</i>	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE <i>Hobbs NM 88240</i>	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input checked="" type="checkbox"/> VIN <input type="checkbox"/> OTHER <i>1GBLGSL401157737</i>
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) <i>City of Hobbs Garage Dept</i>

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors	✓			c. Container securement devices on intermodal equipment.	✓			<b>11. WHEELS AND RIMS</b>
✓			d. Brake Hose				a. Steering Wheel Free Play	✓			a. Lock or Side Ring
✓			e. Brake Tubing	✓			b. Steering Column	✓			b. Wheels and Rims
NA			f. Low Pressure Warning Device	✓			c. Front Axle Beam and All Steering Components Other Than Steering Column	✓			c. Fasteners
NA			g. Tractor Protection Valve	NA			d. Steering Gear Box	✓			d. Welds
NA			h. Air Compressor	NA			e. Pitman Arm				<b>12. WINDSHIELD GLAZING</b>
NA			i. Electric Brakes	NA			f. Power Steering				Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
NA			j. Hydraulic Brakes	✓			g. Ball and Socket Joints				<b>13. WINDSHIELD WIPERS</b>
NA			k. Vacuum Systems	✓			h. Tie Rods and Drag Links				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				<b>14. OTHER</b>
NA			a. Fifth Wheels				i. Nuts				List any other condition(s) which may prevent safe operation of this vehicle.
NA			b. Pintle Hooks	✓			j. Steering System				
NA			c. Drawbar/Towbar Eye	✓							
NA			d. Drawbar/Towbar Tongue	✓			<b>8. SUSPENSION</b>				
NA			e. Safety Devices	✓			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				
NA			f. Saddle-Mounts	✓			b. Spring Assembly				
			<b>3. EXHAUST SYSTEM</b>				c. Torque, Radius or Tracking Components				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.								
✓			b. Bus exhaust system leaking or discharging in violation of standard.				<b>9. FRAME</b>				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			a. Frame Members				
			<b>4. FUEL SYSTEM</b>				b. Tire and Wheel Clearance				
✓			a. Visible leak.				c. Adjustable Axle Assemblies (Sliding Subframes)				
✓			b. Fuel tank filler cap missing.	✓							
✓			c. Fuel tank securely attached.	✓							
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.	NA							

INSTRUCTIONS. MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK, ✗ NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, \_\_\_\_\_ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

# ANNUAL VEHICLE INSPECTION REPORT

Medic 7

VEHICLE HISTORY (REG ID)	
REPORT NUMBER <b>38180793</b>	FLEET UNIT NUMBER <b>1465</b>
DATE <b>12-07-16</b>	

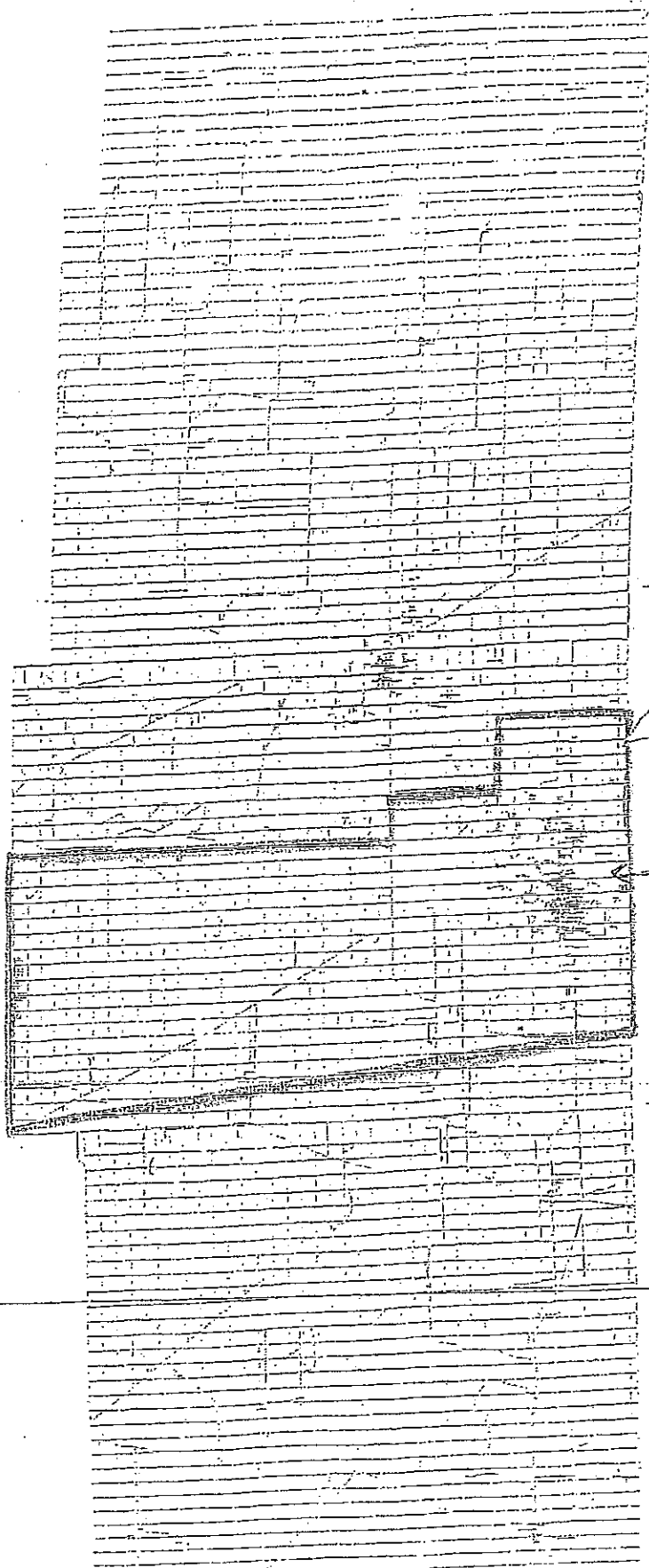
MOTOR CARRIER OPERATOR <b>Hobbs Fire Dept.</b>	INSPECTOR'S NAME (PRINT OR TYPE) <b>Luis E. Ojeda</b>
ADDRESS <b>301 E. White St</b>	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE <b>Hobbs NM 88240</b>	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER <b>1GACG5C1D1157436</b>
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) <b>...</b>

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			<b>1. BRAKE SYSTEM</b>				<b>6. SAFE LOADING</b>				<b>10. TIRES</b>
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors	✓			c. Container securement devices on intermodal equipment.				
✓			d. Brake Hose					N/A			<b>11. WHEELS AND RIMS</b>
✓			e. Brake Tubing				a. Lock or Side Ring				
			f. Low Pressure Warning Device	✓			b. Wheels and Rims	✓			b. Wheels and Rims
N/A			g. Tractor Protection Valve				c. Fasteners	✓			c. Fasteners
N/A			h. Air Compressor				d. Welds				d. Welds
N/A			i. Electric Brakes	N/A				N/A			<b>12. WINDSHIELD GLAZING</b>
✓			j. Hydraulic Brakes				Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).				
✓			k. Vacuum Systems								
			<b>2. COUPLING DEVICES</b>				<b>7. STEERING MECHANISM</b>				<b>13. WINDSHIELD WIPERS</b>
N/A			a. Fifth Wheels				a. Steering Wheel Free Play				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
N/A			b. Pintle Hooks				b. Steering Column				
N/A			c. Drawbar/Towbar Eye	✓			c. Front Axle Beam and All Steering Components Other Than Steering Column				
N/A			d. Drawbar/Towbar Tongue				d. Steering Gear Box				
N/A			e. Safety Devices				e. Pitman Arm				
N/A			f. Saddle-Mounts				f. Power Steering				
			<b>3. EXHAUST SYSTEM</b>				<b>8. SUSPENSION</b>				<b>14. OTHER</b>
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.				a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				List any other condition(s) which may prevent safe operation of this vehicle.
✓			b. Bus exhaust system leaking or discharging in violation of standard.				b. Spring Assembly				
✓			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓			c. Torque, Radius or Tracking Components				
			<b>4. FUEL SYSTEM</b>				<b>9. FRAME</b>				
✓			a. Visible leak.				a. Frame Members				
✓			b. Fuel tank filler cap missing.				b. Tire and Wheel Clearance				
✓			c. Fuel tank securely attached.				c. Adjustable Axle Assemblies (Sliding Subframes)				
			<b>5. LIGHTING DEVICES</b>								
✓			All lighting devices and reflectors required by Part 393 shall be operable.								

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK X NEEDS REPAIR NA IF ITEMS DO NOT APPLY REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

LOS ANGELES, CALIFORNIA



EATS

Response

District

CITY OF HOBBS

## Quality Assurance Program

The Hobbs Fire Department has contracted EMS Region 3 to initiate the QA/QI process for the department. The reports are reviewed on a daily basis by Region 3, and QA/QI notes are made to each individual when necessary. All providers receive a QA/QI note from Region 3, and the note is also sent to the Deputy Fire Chief of the department. The Medical Director for the department is copied into any QA note where there is a question of protocols and/or medication usage.

Follow up on these QA notes is completed by the Deputy Fire Chief at this time. Personnel are required to follow up on any QA note from Region 3 or the department. The Battalion Chiefs from each shift are made aware of any issues with their personnel regarding EMS activities. The department holds a monthly QA/QI meeting with each shift to discuss any issues which were made apparent throughout the process. Training needs are identified throughout this whole process, and subsequent training sessions are held with each shift.



# **ACTION ITEMS**



# CITY OF HOBBS

## COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 3, 2016

**SUBJECT:** PTO Payout  
**DEPT. OF ORIGIN:** City Manager  
**DATE SUBMITTED:** December 27, 2016  
**SUBMITTED BY:** JJ Murphy, City Manager

**Summary:**

Section 2.56 of the Hobbs Municipal Code, Article 8 sets the Paid Time Off Cap at 320 hours for all general employees and 456 hours for all fire department employees. At the end of the calendar year, any employee who is over his/her Paid Time Off Cap shall be paid for every hour over his/her Paid Time Off Cap.

Article 8 additionally states that in the event the city's general fund cash reserve dips below 20% at the end of a fiscal year, the city may elect to increase Paid Time Off Caps until the following year in which general fund cash reserve is above 20%.

While the City ended FY16 with a budgeted general fund reserve of 31%, the general fund budgeted reserve is currently at 12%.

The City of Hobbs would like to proceed with the PTO Payout for the current calendar year.

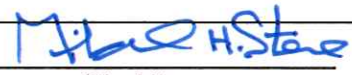
**Fiscal Impact:**

Reviewed By:   
Finance Department

The current PTO Payout would be \$243,124.95. The FY17 budget for the annual PTO Payout is currently set to \$233,067.11. The payout is 4% above the current budget.

**Attachments:**

**Legal Review:**

Approved As To Form:   
City Attorney

**Recommendation:**

Motion to approve.

Approved For Submittal By:

Department Director  
  
City Manager

CITY CLERK=S USE ONLY  
COMMISSION ACTION TAKEN

Resolution No. \_\_\_\_\_ Continued To: \_\_\_\_\_  
Ordinance No. \_\_\_\_\_ Referred To: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied  
Other \_\_\_\_\_ File No. \_\_\_\_\_