



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Agenda - Final County Council - Special Session

*David Izraelevitz, Council Chair; Christine Chandler, Council
Vice Chair; Antonio Maggiore, Susan O'Leary, Rick Reiss, and
Pete Sheehey, Councilors*

Monday, June 11, 2018

6:00 PM

Council Chambers - 1000 Central Avenue
TELEVISED

1. OPENING/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. APPROVAL OF AGENDA
5. BUSINESS
- A. [10804-18](#) Discussion and Possible Action on the Filling of Councilor Vacancy.

Presenters: County Council - Special Session

Attachments: [A - Letters of Interest June 2018](#)

-
- B. [10875-18](#) Councilors' Role in Emergencies (presented by Bev Simpson)

Presenters: County Council - Special Session

Attachments: [A - Los Alamos County Emergency Management Guide
for Elected Official.pdf](#)
[B - Council Presentation 2018 2.pdf](#)

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6. PUBLIC COMMENT
7. 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 hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week 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 personnel in the Office of the County Manager at 663-1750 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

June 11, 2018

Los Alamos, NM 87544
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Agenda No.: A.

Index (Council Goals):

Presenters: County Council - Special Session

Legislative File: 10804-18

Title

Discussion and Possible Action on the Filling of Councilor Vacancy.

Recommended Action

I nominate Morris B. Pongratz, Brady Burke, David M. North, Laura A. Crotzer, Aaron Walker, and K. Michael Cleveland to fill one vacancy on the County Council and move that Council appoint one nominee to the vacant position as follows:

By roll call vote, Councilors vote for one nominee and the nominee with the highest vote total of four or more be appointed to fill the remainder of the term beginning on January 1, 2014 and ending on December 31, 2018.

Body

The purpose of this evening's special session is to fill a vacancy on the Council after the resignation of Councilor James Chrobocinski in May. According to the County Charter, Section 200.4: "When a vacancy occurs in the Council, the remaining Councilors shall appoint a qualified person to fill it for the remainder of the unexpired term. If the vacancy occurs within ninety (90) calendar days prior to the expiration of the term, no such appointment shall be made."

Applicants were asked to submit a "letter of interest" stating that they were a qualified voter and resided in the County, along with a summary of their experience, background and any other qualifications that they felt made them the best candidate. The vacancy was advertised in the Los Alamos Monitor, Daily Post and with KRSN radio, in addition to information displayed on the County Facebook Page, webpage postings and "County Line" e-newsletter postings.

Letters from the following six applicants were received by the deadline of May 31st:

Morris B. Pongratz
Brady Burke
David M. North
Laura A. Crotzer
Aaron Walker
K. Michael Cleveland

Attachments

A - Letters of Interest June 2018

Letter of Intent

Morris B Pongratz
900 Circle Drive
Los Alamos, NM



I am interested in serving out the unexpired term of James Chrobocinski.

The following excerpt from John Donne's "Devotions Upon Emergent Occasions, "Meditation XVII" describes my interest in public service:

"No man is an island, entire of itself; every man is a piece of the continent, a part of the main. If a clod be washed away by the sea, Europe is the less, as well as if a promontory were, as well as if a manor of thy friend's or of thine own were: any man's death diminishes me, because I am involved in mankind, and therefore never send to know for whom the bells tolls; it tolls for thee."

I last held elected office in 2007, but unlike General Macarthur's old soldier I have tried to not "fade away". I "really retired" from LANL on March 31, 2018 and find that I have time for more public service. James' vacancy presents an opportunity to intensify my community service in an area where I have knowledge and experience.

- Six times the voters elected me to represent them on the County Council.
- Combined with my four years' service on the Los Alamos Board of Education I have the knowledge gained from reviewing, modifying and ultimately approving 18 governmental budgets.
- In those offices I also have experience in negotiating with the Department of Energy to obtain financial compensation for the impact of the department upon our community.

This expression of interest has three parts: my recent involvement in the Los Alamos community, some highlights of my previous service as an elected official, and a Curriculum Vitae.

Recent involvement in the Los Alamos community

It is important to know that a potential candidate is "well-grounded" in the community and exposed to input from a diverse citizenry. I have had a long-standing interest in the welfare of the youth of Los Alamos so most of my time has been spent working with our young folks. Along with Don Casperson and Kathy Boerigter I serve as Kiwanis Advisor to the Los Alamos High School Key Club. At our recent Southwest District Key Club Convention our students nominated me for and I received the "Outstanding Kiwanis Advisor Award". During the school year I meet with all the Key Club members weekly and with our student board of directors at least monthly.

For a number of years, I have been working with the United Way of Northern New Mexico by recruiting members for and assisting with the United Way Youth team. The

students produce several fund-raising events. They include "Dinner over Diamond", "High Tea on the Hill" and "Hamburger Nite". The money raised by the students is used to fund leadership programs at the high school.

I was a member of the 2005 Leadership Los Alamos (LLA) class. For a number of years LLA sponsored Los Alamos Youth Leaders (LAYL). I served as an adult Team Leader for that effort. LAYL students learned leadership by producing projects – learning by doing, not from lectures. In cooperation with the LAFD we produced the Homecoming bonfires. We also produced LA Wild Day where high school students organized a fun day for elementary school students. Tragically one of the members of my team committed suicide.

I have served as public address announcer for LAPS athletic events since the final Cumbres-Pueblo football game in the mid-80's. You have a great view of the action, but you only get to know the students via a number on their jersey, not personally. The high school athletic department named me to their Athletics Hall-of-Fame.

I am a charter member and member of the Board of Directors of the LAPS Foundation. With help from the LANL Foundation we formed the LAPS Foundation to make up for shortcomings in the funds available to provide excellent schools. Currently I serve as secretary to the board. Last year we celebrated raising and distributing over a million dollars to our public schools. I have also served on the Aspen Elementary Advisory Council. We worked with the architect to design the new building for Aspen.

I am a charter member and member of the Board of Directors of the Los Alamos Faith and Science Forum. It is a multi-denominational, 501 C(3) corporation formed to demonstrate the compatibility of faith and science. We present a series of talks on faith and science each summer.

I am a member of the Kiwanis Club of Los Alamos. I am also on the Kiwanis Board of Directors. Our community service includes the Fourth of July Fireworks, Breakfast with Santa, and a Christmas party for the foster children in our three-county region.

I have been a member of the Los Alamos Community Health Council (CHC) for several years. I did serve as vice-chair for a few terms. I also serve on CHC's Youth Resiliency Committee chaired by Kristine Coblentz. For many years I served on the county's DWI Planning committee. Once three of us went "bar hopping" to ask bar-tenders how to best reduce DWI offenses.

I have also served on two charter review committees. I am quite familiar with the charter.

I am a lector and eucharistic minister for my church. I used to work with our youth group but ran out of time.

Highlights of my previous service as an elected official

Shakespeare's Antonio said "*What's past is prologue*" so my previous actions as an elected official may give some hint of my future service; however, a word of caution, I am/was fairly pragmatic in my decision making and changing facts must be recognized. In my first council term I was able to get the council to endorse the concept of county sponsorship of "social" (as opposed to athletic) recreation for our youth. Working with police detective Greg Talley, we got "Youth Working for Youth" (YWY) off and running. The idea was to combat drugs, alcohol and suicide among our youth with E.A.S.E. (Education, Alternatives, Sanctions and Example). I think that the resolution recognizing YWY as a county board got lost in a re-codification.

That first county council passed Los Alamos' first municipal gross receipts tax. While I was council chair in 1985 we approved the \$115 million electric generation bonds. We also approved the construction of the Larry Walkup Aquatic Center. Thanks to Sid Singer funding for the project came from back gross receipts taxes owed by the Zia Corporation; we got the DOE to acknowledge the obligation.

While on council in the 90's we entered into negotiations with the DOE and our congressional delegation regarding the assistance payments to the county. Los Alamos was the last local government getting assistance payments and annual renewal was a challenge for our delegation. We managed to get a "buy-out" of future payments. I believe that this money became our first major reserve fund. Working with the delegation we also managed to get the DOE to release land to the county. We also began our "self-sufficiency" efforts to include the building next to the TA-3 fire station.

While on council I was the county's representative on the National League of Cities Energy, Environment and Natural Resources (EENR) Steering Committee. I also served on the New Mexico Municipal League's Self-Insurance board.

Near the end of my last term on council and during my service on the school board we worked to vacate the school and county properties on Trinity Drive. While on school board we got the process started, but it took the joint efforts of subsequent school boards and council to see the project through to fruition. The final result is the Smith's Marketplace and the Camino Entrada county/school facilities.

While on the school board we worked with the congressional delegation and especially Ed McGaffigan from Senator Bingaman's office to ensure continued DOE funding for our schools. While that support is not inflation-adjusted it comes through the LANL contract via the defense appropriations act and has stood the test of time. It is vital for our schools.

When I was on the school board I worked with Judge Alan Kirk to draft by-laws for the Juvenile Justice Advisory Board (JJAB). We got the by-laws approved by the school board and the county council. I served as the first vice-chair for JJAB.

Curriculum Vitae

Morris B. Pongratz

900 Circle Drive

Los Alamos, NM 87544

Telephone: 505-662-2728 (H) 505-699-5312 (C)

e-mail: mpongratz1942@gmail.com

Married to Cheryl O. Fuchs in 1967

Property owned in Los Alamos: Residence at 900 Circle Drive (with wife Cheryl)

Two adult children: Karin Church and Dan Pongratz, one child died at 11 months.

EDUCATION:

Ph.D. - Major in Space Physics, May 1972

University of Maryland, College Park, Maryland

BS - Majors in Physics, Mathematics and Philosophy, May 1964

Creighton University, Omaha, Nebraska

EMPLOYMENT:

EG&G, Los Alamos – 1973 – 1975

Los Alamos National Laboratory – 1975-2018

Brady Burke

2310 39th St, Apt C

Los Alamos, NM 87544

505-780-1001 brady@ecomputingsystems.com



May 28, 2018

Mr. Harry Burgess, County Manager

Los Alamos County

1000 Central Ave

Suite 350

Los Alamos, NM 87544

re: Letter of Interest to Fill Los Alamos County Councilor Vacancy

Dear Mr. Harry Burgess,

As Article II of the Los Alamos County Charter does not explicitly exclude candidates that are running for the office of County Council to fill a vacancy, I wish to submit myself as a candidate to fill the County Council seat, recently vacated by James Chrobocinski.

As a resident and a registered voter, I meet the qualifications to fill this vacancy.

I am both an interested and involved taxpayer and voter, which I believe are vital qualities for a council seat. Further qualifications include begin a small business owner, having participated on the Housing Authority Advisory Board and performing a managerial roll at EG&G Aerospace Division.

I am an ardent supporter of the taxpayers and voters of the County and believe that their wishes, as a majority, should dictate the direction and management of the County.

Sincerely,

Brady Burke



May 29, 2018
In re: Open Council Seat

111 La Senda
White Rock, NM 87547



Harry Burgess, County Manager
1000 Central Ave, Suite 350
Los Alamos, NM 87544

Mr. Burgess et al,

I am interested in filling the County Council slot opened by the unfortunate necessity of Councilor Chrobocinski's resignation. I am both a resident and registered voter in Los Alamos County, and am not employed by the county, which seems to fulfill the minimum requirements.

Rumor has it there are also some unofficial prerequisites: a capable bladder, a natty wardrobe, and at least a competent barber. While I can outsit all but the very best, I have to confess I have no taste for clothes and my wife cuts my hair. On the plus side, this would certainly make the rest of the Council look better.

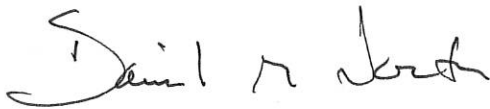
I earned my Journalism degree at San Jose State University when surprisingly thorough coursework in political science, economics, law were required. After that, newspaper work in Sonoma, California had me sitting through so many meetings that various county officials would regularly ask background and rulings from other offices.

After that my employment and subsequent business ownership led to departmental management, substantial budgeting, and included volunteer presidency of a nonprofit with over 300 members.

Of peripheral interest, throughout this time I was able to observe the development of two successful tourist destinations (Napa and Santa Cruz California) and materially participate in another (Sonoma).

But this is all pro forma. My actual primary qualification and interest in taking on the task would be unique on the Council: I live in, like, and pay close attention to what's happening in White Rock. Whatever other considerations you and the Council might have, I respectfully submit that some representation for the minority partner is paramount, whether me or someone else.

Sincerely

A handwritten signature in cursive script, appearing to read "David M. North". The signature is fluid and somewhat stylized, with the first name "David" being more prominent.

David M. North
north@znet.com
505 695-5808

Harry Burgess, County Manager
1000 Central Ave, Suite 350
Los Alamos, NM 87544



Dear County Manager Harry Burgess –

I wish to volunteer my name for consideration in filling the vacancy on County Council created by the recent resignation of Councilor James Chrobocinski.

Background:

I have lived in Los Alamos for just over 30 years. I arrived as a young unmarried woman fresh out of graduate school at UC Berkeley with degrees in nuclear and mechanical engineering. I was employed as a staff member in the field of computational physics in several divisions at Los Alamos National Laboratory for roughly 15 years. During that time, I met and married my husband in Los Alamos, and we have raised our family here. I have two children still at home: a soon to be junior at Los Alamos High School and a soon to be 8th grader at Los Alamos Middle School. I am also the mother of twin 24-year-olds. My father is retired career military and a former small business owner in Glendale, AZ. Working remotely from Los Alamos, I provided web development, graphics design, marketing, and analytics support for his business. At the present time, I do not hold a position of paid employment, and therefore have the necessary time to devote to the councilor position.

Qualifications:

My chief qualification is my past public service in Los Alamos. I have served one term each on the Los Alamos Board of Education and the County's Planning & Zoning Commission, including holding the presidency / chair positions for both of those bodies. I have also served as a board member for the LANL Foundation during its formative years and for Little Forest Playschool (including board president). As an engaged community volunteer, I have assisted regularly and frequently in the schools, coached youth sports teams, and volunteered for many various community organizations, events and initiatives over the last 20 years. My most recent service includes one year volunteering extensively with the Los Alamos Community Foundation and one year creating and nurturing Interfaith Los Alamos. Interfaith Los Alamos is a community-wide interfaith initiative enabling our community's many churches and congregations to work together across lines of faith to provide significant, coordinated assistance when need situations arise that are too big for any one individual or group to handle alone. To date, the primary focus has been helping refugees rebuild new lives after being recently resettled in Albuquerque.

As a result of my past public service as an elected and appointed official in our community, I have received extensive training on the role of a board (and commission) member. Such training is directly applicable to County Council service. I have valuable experience working cooperatively on policy-making bodies: I know how to make decisions and move forward when there is a diverse range of opinions, and in some cases intense controversy, involved. While a school board member, I helped preserve the Schools' annual \$8 million federal budget appropriation, pass school bond elections, and negotiate the

teachers' union contract. I was instrumental in the redevelopment of the property on which the current Smith's Marketplace now stands. While serving on Planning and Zoning Commission, I was heavily involved with the work to substantially update a former version of the County's Comprehensive Plan. I also served on the Variance Board (now Board of Adjustment). I am familiar with the Open Meetings Act, as well as Robert's Rules of Order and how Council meetings are conducted. I understand the importance of citizen input. I also understand the role of County staff.

This experience and background will allow me to step into the vacancy ready to serve. I may not currently know all of the details about the many activities in which Council is now engaged, but I am a quick study and I have the time to devote to the process. I pledge to be at meetings on time, having read the prepared materials, and ready to participate in a positive manner.

Politics:

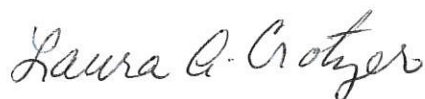
My current political affiliation is "Decline to State" (DTS). For many years I was registered as a Republican, but it was my experience that party affiliation had little or nothing to do with service on School Board or Planning & Zoning Commission. I believe in examining the issues and basing decisions on the best information available at the time, rather than being tied to any perceived political party platforms or stances. I recognize that a diversity of backgrounds and experiences is necessary on our governing bodies in order to achieve policy decisions that best support an entire community. If pressed to state my tendencies, I would say that I am a fiscal conservative who leans Republican. Much more importantly, I have no axe to grind and am not seeking this vacancy in order to push a personal agenda.

Motivations:

In closing, I am interested in this opportunity because I actually enjoy community service. Serving in public office is not always easy: there can be strong opinions, strong emotions, and strong personalities associated with the issues we face and the decisions that must be made. Nevertheless, I have found it rewarding to work together with others who feel similarly about public service and who are committed to engaging in the very processes used to ensure a vibrant community for all of our citizens and visitors.

Thank you for considering my qualifications. If I am selected to fill the vacancy, I look forward to this opportunity to serve.

Sincerely,

A handwritten signature in cursive script that reads "Laura A. Crotzer".

Laura A. Crotzer
1950 Camino Durasnilla
Los Alamos, NM 87544
laura.crotzer@gmail.com
(505) 661-8513

24 May 2018

At this time I am available to attend the June 11th Council meeting. However, I am currently in possession of a "Summons to Jury Service" and must call every Friday evening after 5pm in order to determine whether I am free to make personal commitments the following week. I am assuming that even if I get called, I will still be able to make the 6 p.m. Council meeting, but I would like you to be aware of the situation. If I cannot make the 6 p.m. Council meeting due to jury duty, I understand that this will disqualify me from consideration.

Laura

Salazar, Jacqueline

From: Habiger, Julie
Sent: Wednesday, May 30, 2018 4:25 PM
To: Burgess, Harry; Matteson, Linda; Salazar, Jacqueline
Subject: FW: Interest In Filling Vacant County Council Seat

Forwarding from the main web box. Jackie, please time/date stamp for receipt.

From: Aaron Walker [mailto:adwalker.usn@gmail.com]
Sent: Tuesday, May 29, 2018 11:50 PM
To: LACManager <lacmanager@lacnm.us>
Subject: Interest In Filling Vacant County Council Seat

Mr Burgess,

My name is Aaron Walker. I reside at 413 Pruitt ave. in White Rock. I am writing you to inform you of my interest to fill the vacant seat on the county council. I have always had an interest in getting involved with local politics, and am now at a point in my life where I finally feel ready to take that step.

A little about myself. I am 33 years old. I was born in New Hampshire, and lived up and down the east coast my entire life. At 16 I got my first job working for Walgreens, where I worked until I was 25. I was an Assistant Store Manager, responsible for approximately 50 people. I decided that retail management wasn't where I wanted to spend my whole life, so I started looking for better opportunities. I found the Navy, and was intrigued by the prospect of the training and career stability. I spent 7 years in the U.S. Navy as a nuclear electronics technician, so I moved around quite a bit. In my time in the Navy, I operated and maintained two nuclear reactors on board an aircraft carrier, serving during a nine month deployment to the Persian Gulf. I also managed a maintenance program that involved a budget of over one million dollars. This is quite a bit of responsibility for someone in their mid 20's to have. After the Navy, I had the opportunity to move out here to Los Alamos with my wonderful wife and two children. I got a job as an operator at LANSCE, operating the linear particle accelerator. We have lived here for about a year now, and love every minute of it.

I feel that there is a lot the county council does for this community, and I know that there is a lot more that can be done. I believe that I would bring a unique and much needed perspective to the council, as my views don't usually align with any one political party. I feel that the council should represent the people, and I would do just that. I would not necessarily vote on how I felt about topics, but how the public feels about those issues. I would encourage an open dialogue between people of different viewpoints to see if common ground can be found on hot button topics. This is why I would love to be a part of the county council.

Thank you very much for the consideration.

Respectfully,
Aaron Walker
413 Pruitt Ave, White Rock
863-670-5255



K. MICHAEL CLEVELAND

2297 North Road, Los Alamos, NM 87544 | 513.490.1327 | mike.cleveland@gmail.com

31 May 2018

Dr. Harry Burgess
County Manager
Los Alamos County
1000 Central Ave, Suite 350
Los Alamos, NM 87544



Dear Dr. Harry Burgess:

I am writing to express my interest in filling the unexpired term of Councilor James Chrobocinski. I came to Los Alamos in late 2013 from graduate school in Pennsylvania to begin work at Los Alamos National Laboratory as a scientist. I quickly fell in love with the town and northern New Mexico. My wife and I enjoy all activities that get us outdoors, so Los Alamos provides us endless adventures. We are also parents of one-year-old twins and cannot think of a better place to raise a family. We are extremely proud to live in a very safe town with excellent schools. Because I am so fond of Los Alamos, I feel a responsibility to volunteer my time to help preserve and improve this wonderful town.

I recently graduated from Leadership Los Alamos (LLA), which provided me broad perspective of many of the key elements of Los Alamos. My LLA experience is a big motivator for me to seek this position on the county council because it developed an appreciation for all the services and individuals who make this town what it is. Appreciating all of this great work across the county inspired me to do my part in contributing to this system.

One of my key interests is the development of small businesses within the county. Part of this comes from growing up in a family of small business owners; both of my parents are small business owners and my mother runs a family business that my grandfather started. I appreciate the struggles and rewards of being a small business owner. I also believe that strong small businesses are what makes towns the size of Los Alamos really wonderful. My wife and I travel a lot around the southwest. The small towns (similar size as Los Alamos) that we really enjoy are largely appealing because of a vibrant small business economy. I feel this is one aspect in which Los Alamos has great potential and I want to do what I can to help the county realize this potential.

I would appreciate your consideration of me filling the unexpired term. Please do not hesitate to contact me if you have any questions.

Sincerely,

K. Michael Cleveland



County of Los Alamos

Staff Report

June 11, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: County Council - Special Session

Legislative File: 10875-18

Title

Councilors' Role in Emergencies (presented by Bev Simpson)

Attachments

A - Los Alamos County Emergency Management Guide for Elected Officials

B - Council Presentation

Emergency Management Guide for Elected Officials

This guide will serve as a tool to help prepare for, respond to and recover from emergencies of varying kinds. The goal of this guide is to help you understand and effectively manage and execute your role as an elected official of Los Alamos County during a disaster. From notification of the initial emergency situation to calls from the media, you will know what to do and how to accomplish keeping citizen's calm and informed. Once calls offering assistance begin you will know how to manage and organize entities including other governmental organizations, volunteers and donations.

The role of the elected official in the community is to lead. Assisting in disaster planning and preparedness aids the community by having responsibilities already clearly defined and trusted relationships built. Use this guide to help facilitate your planning and preparedness to ensure that response and recovery can be more efficient and successful.

How well a community recovers from a disaster largely depends on the steps taken before a disaster occurs. Emergency management revolves around five principles:

- Planning – Having plans in place for different elements (evacuation, sheltering) to maintain efficiency during a disaster.
- Preparedness – A continuous cycle of organizing, training, equipping, exercising, evaluation and improvement activities to ensure effective coordination and capabilities.
- Mitigation – Attempts to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Mitigation occurs throughout the five principles.
- Response – This is the mobilization of resources once a disaster occurs. First responders (fire and police) are usually first on-scene and will ask for additional resources.
- Recovery – The aim of the recovery phase is to restore the affected area to as near its previous state as possible. A goal of recovery should be to implement proper mitigation measures to avoid future problems.

These principles guide the decisions we make and how we operate. You can see most of the principles involve being proactive well before an emergency happens. Elected officials should consider having these principles play a role in how they lead and make decisions for our community.

Once a disaster occurs there are priorities, keep these in mind during an emergency:

1. Life Safety
2. Incident Stabilization
3. Conservation of property and the environment

Elected Officials Role

All disasters occur at the local level first. It is the local elected official's duty to provide leadership and policy guidance to their jurisdiction before, during and after a disaster. Local elected officials should engage in preparedness efforts, which are constantly ongoing and involve activities to prepare for disasters and emergencies, as well as aid in future response and recovery efforts.

The following sections will outline some roles and responsibilities of elected officials before, during and after a disaster:

Before a Disaster:

- Make planning and preparing for disasters a priority at all levels of your organization
- Meet with your emergency management team to learn about what hazards threaten this community and how they are being addressed
- Learn about emergency management and disaster assistance programs at the federal and state level before they are needed
- Provide policy direction for prevention/protection-related, response, recovery and mitigation-related activities
- Encourage all departments and businesses within your jurisdiction to coordinate and collaborate with your emergency management team
- Familiarize yourself with the Emergency Operations Plans (EOP) and visit the Emergency Operation Center (EOC). The EOP for the county is a very detailed guide to emergencies.
- Encourage the people in your community to develop an emergency plan and be self-sufficient for at least 72 hours during the immediate aftermath of a disaster
- Obtain the necessary training to be an efficient and effective leader during an emergency. The National Incident Management System (NIMS) provides a strong base of basic knowledge
- Participate in disaster and emergency drills and full-scale exercises
- Learn about the damage assessment process and how it can impact obtaining federal assistance
- Learn your legal authorities, responsibilities and duties (see Authorities and References Annex)

During a Disaster:

- Support and work with your emergency management officials, as needed. This may include authorizing a local state of emergency, and issuing emergency orders
- Communicate quickly, clearly and effectively to your constituents and work with your partners to ensure a coordinated message
- Get accurate information out early and often, ensure that your message is accessible to all
- Work with the Public Information Officer (PIO) to ensure a unified message
- Refrain from letting political interests guide decision making
- Maintain situational awareness regarding the disaster by staying informed
- Trust and empower your County Manager, public safety and emergency management officials to make the right decisions
- DOCUMENT EVERYTHING!

After a Disaster:

- Understand how to obtain disaster assistance following a disaster and understand the limitations of it (see Disaster/Emergency Declaration Annex)
- Support your community throughout the recovery process. Recovery can take months or years to complete
- Help identify opportunities to build back better and mitigate future damage through mitigation planning and smart infrastructure investments
- Ask questions – the recovery and process programs can be complex
- Attend briefings by department heads and community meetings

Elected officials make decisions that should ensure the safety of their constituents, visitors, economies, environment and communities.

Information

Elected officials should be aware of all potential hazards within the community they serve. Following is a chart of hazards faced by this community, the significance, cascading events and primary impacts for Los Alamos County:

Hazard	Significance	Potential Cascading Hazards	Primary Impacts
Dam Failure	Medium	Flood; disease	Property damage; personal injury and death
Drought	Low	Wildfire; disease	Property damage; environmental impacts
Earthquake	Medium-High	Structure fire; hazardous materials; utilities loss	Property damage; environmental impacts; personal injury and death
Floods	Medium	Disease; utilities loss	Property damage; environmental impacts; personal injury and death
Landslide (Including Rockfall)	Medium	Transportation incident	Property damage; environmental impacts; personal injury and death
Wind	Low	Utilities loss	Property damage; environmental impacts; personal injury and death
Lightning	Medium	Wildfire; structure fire; utilities loss	Property damage; personal injury and death

Thunderstorm (Includes Hail/Monsoon)	Medium	Floods; flash floods	Property damage; environmental impacts; personal injury and death
Winter Storm/Severe Cold	Low	Utilities loss	Property damage; environmental impacts; personal injury and death
Wildfire	High	Utilities loss	Property damage; environmental impacts; personal injury and death
Volcano	Low	Wildfire; earthquake	Property damage; environmental impacts; personal injury and death

LANL potential hazards are:

- Aircraft crash
- Beyond design basis natural phenomena events
- Earthquakes/seismic events
- Medical emergencies
- Public Health Emergencies
- Radiological, biological, and hazardous material emergencies
- Security emergencies (malevolent acts, terrorism, active threat, explosive devices)
- Cyber-Attacks
- Severe weather emergencies including extreme straight line winds, tornados, and snow load
- Structural fires, explosions, etc.
- Wildland Fires

Los Alamos County utilizes multiple sources to disseminate information. When an emergency occurs notification will happen in the following manner:

1. The Consolidated Dispatch Center notifies the Chain of Command
2. Los Alamos County Office of Emergency Management (OEM) notifies the Situation Assessment Team (SAT), which includes the County Manager, Police Chief, Fire Chief, Utilities Manager and the Public Works Director.
3. SAT verifies the information and notifies the county PIO, Los Alamos National Labs (LANL) and the County Council
4. The Emergency Operation Center is activated, or partially activated (situation dependent), at the Los Alamos Police Department or LANL

5. The Los Alamos County Joint Information Center (JIC) is established at either Bradbury Museum or the library
6. Los Alamos Customer Care will assist with non-emergency phone calls

Los Alamos County utilizes the following systems for communication:

- CodeRED Mobile Alert System – This system can be used to inform the general public of an ongoing situation and what steps to take during. The CodeRED application can also message specific groups (senior management, command staff) to alert them of the situation and notify them about where to report. Please download the CodeRED app from any of the major app stores and provide your contact information to the Office of Emergency Management
- AM1610 radio station – for local alerts and information during a disaster or emergency situation
- Los Alamos County's website – www.losalamosnm.us keeps updated information on the main page
- Los Alamos County also utilizes social media and the information is maintained through the county's Public Information Officer
- Know your local points of contact (POC) and keep their information available (See Contacts Annex)

Authorities and References Annex

- Charter for the County of Los Alamos, Article 1, Section 103, Home Rule Part 1 Charter Article II - To meet a public emergency affecting life. The County Council 203.3 Emergency Ordinances. Health, property, or the public peace, the Council may adopt emergency ordinances by the affirmative vote of five members.

- N.M. Constitution. Article X, §6D, (Municipal Home Rule)

- Emergency Management, NMSA 1978

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

- Robert T. Stafford Act

- SARA Title III

- Homeland Security Act of 2002

- Disaster Mitigation Act of 2002

- PETS Act 2006

During a disaster declaration elected officials may need to exercise extraordinary powers, these include:

- Seizure of real or personal property
- Require qualified persons to render aid
- Control or prohibit travel in the area
- Restoration of essential services
- Declare evacuation

- Authorize entry without warrant
- Cause demolition
- Procure or fix prices
- Authorize conscription

Disaster/Emergency Declaration Annex

Incorporated County of Los Alamos

Disaster/Emergency Declaration

WHEREAS, Los Alamos County has suffered severe damage caused by (<<<Insert type of disaster>>>) on or about (<<<Insert beginning date>>>) and extending through (<<<Insert ending date>>>); and,

WHEREAS, extensive damage was caused to (<<<Insert description of damage to public sector>>>) and to (<<<Insert description of private sector damage>>>); and,

WHEREAS, this incident has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of the citizens and local economy of Los Alamos County; and,

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation, make repairs, and protect the public safety;

NOW, THEREFORE, I, Harry Burgess, County Manager, by virtue of the authority provided by County Resolution 94-20 and by the New Mexico Civil Emergency Preparedness Act, NMSA 1978, 12-10-01 to 12-20-11, do hereby declare Los Alamos County an emergency/disaster area for the purpose of

exercising necessary emergency powers, for expending local resources, and for requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico.

DONE AT THE OFFICE of the County Manager this ____ day of ____, 201__.

County Manager

Attest:

Los Alamos County Clerk

Record:

(Book and Page, if Applicable)

Applying for Public Assistance

Assistance from the federal government is coordinated through the county emergency manager. Following a disaster the emergency manager will request a preliminary damage assessment for the county. This information will be added to the state request for federal disaster assistance. If a declaration is made, the emergency manager will contact you and provide a meeting date for a conference on how to make an application for funding. More information can be obtained through FEMA <http://www.fema.gov/news/disasters.fema>. Also, the FEMA *Public Assistance Policy Digest* is available upon request from FEMA and is a good reference.

Public assistance must meet established thresholds for federal disaster assistance. There are also different categories of work.

- Category A: Debris removal. Clearance of debris on public lands or waters.
- Category B: Emergency protective measures. Measures to preserve life and property.
- Category C: Roads and Bridges. Repair or replacement of roads, streets and bridges.
- Category D: Water Control Facilities. Repair or replacement of dikes, levees, irrigation works and drainage facilities.
- Category E: Buildings and Equipment. Repair or replacement of public buildings and related equipment, including repairs and operating assistance to public elementary and secondary schools by the Department of Education.
- Category F: Utilities. Repair or replacement of public utilities.
- Category G: Parks and recreational facilities.

FEMA sets annual dollar thresholds of uninsured eligible damage to public facilities and certain private nonprofit organizations, based on population. The FEMA statewide threshold and county thresholds must BOTH be met in order for the Governor to request a presidential disaster declaration.

The FY16 amount for Los Alamos County is: \$64,082

The FY16 amount statewide is: \$2,903,442

Individual assistance to residence provides no specific thresholds, but federal regulations provide averages that are used by FEMA as guidelines. For New Mexico the averages are 173 homes with major damage or destroyed, resulting in approximately \$2.8 million in UNISURED housing assistance.

Documentation is a critical part aspect during an emergency or disaster. The county's ability to seek disaster funding depends on good documentation and should be near the top of your priority list as an elected official. To be successful in the funding request the county must be able to document every aspect of the emergency. Staffing (even volunteers), equipment, consumables, equipment rental, sheltering, etc. can all qualify for reimbursement at a certain percentage of the overall cost. The documentation must detail ALL efforts for response and recovery. In some cases it should document the need for future allocation of mitigation funds.

Another important aspect to qualify for public assistance is complying with the preparation and training requirements as described by FEMA and must be structured in accordance with the NIMS guidelines. Failure to do so could result in the county being denied part or all of the funding assistance that we would otherwise qualify for.

Useful Websites

Citizen Corps: <https://www.ready.gov/citizen-corps>

Medical Reserve Corps: <https://mrc.hhs.gov/HomePage>

Community Emergency Response Teams: <https://www.ready.gov/community-emergency-response-team>

Fire Corps: www.firecorps.org

National Neighborhood Watch: <http://www.nnw.org/usaonwatch>

American Red Cross NM: <http://www.redcross.org/local/az-nm-el-paso/chapter-locations/new-mexico>

Institute for Business and Home Safety: <https://disastersafety.org/>

National Emergency Management Association: <https://www.nemaweb.org/>

FEMA: www.fema.gov

U.S. Dept. of Homeland Security: www.ready.gov

National Voluntary Organizations Active in Disaster: <https://www.nvoad.org/>

Environmental Protection Agency: www.epa.gov

Disaster Resource Guide: <http://www.disaster-resource.com/>

New Mexico Department of Homeland Security & Emergency Management: <http://www.nmdhsem.org/>



COUNCILS ROLE IN A DISASTER

- ROLES AND RESPONSIBILITIES
- EMERGENCY PROCLAMATION/ DISASTER DECLARATION
- INCIDENT COMMAND
- EMERGENCY OPERATIONS CENTER
- PUBLIC INFORMATION
- ROLE AFTER THE DISASTER
- TRAINING
- AUTHORITIES AND REFERENCES

ATTACHMENT B

ATTACHMENT B

ROLES AND RESPONSIBILITIES OF COUNTY COUNCIL

- Will vary based on the type of disaster/event and duration
- Work closely with County Manager to protect citizens, local businesses and response organizations
- Role is the Subject Matter Expert of County regarding Continuity of Government
- Authorize Disaster Declaration – may require emergency council meeting
- Hold public meetings to conduct business relevant to response and recovery (i.e., the adoption of ordinances)
- Review potential or threatened litigation and provide guidance
- Host and accompany VIPs and government officials

EMERGENCY PROCLAMATION

- Legal method which authorizes extraordinary measures to meet an emergency
- Rational threefold:
 - To acknowledge local disaster and responded to the best of ability-first step to federal and state disaster relief programs
 - To alert NM Department Homeland Security and State of NM that resources have been fully utilized and County may request assistance
 - To empower local officials to take extraordinary measures while affording safeguards against legal liability
- Written or verbal, verbal must be followed by a written filed with NMDHSEM and filed with County Clerk's office

DISASTER DECLARATION

- Issued when, in the judgment of the County Council, the threat or actual occurrence of an emergency is of sufficient severity and magnitude that local resources are insufficient
- The County can declare a State of Local Emergency for seven (7) days, then it must be renewed or terminated.
- Effective for up to 90 days when executed by the Governor

DISASTER DECLARATION

Incorporated County of Los Alamos
Disaster/Emergency Declaration

WHEREAS, Los Alamos County has suffered severe damage caused by (<<<Insert type of disaster>>>) on or about (<<<Insert beginning date>>>) and extending through (<<<Insert ending date>>>); and,

WHEREAS, extensive damage was caused to (<<<Insert description of damage to public sector>>>) and to (<<<Insert description of private sector damage>>>); and,

WHEREAS, this incident has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of the citizens and local economy of Los Alamos County; and,

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation, make repairs, and protect the public safety;

NOW, THEREFORE, I, Harry Burgess, County Manager, by virtue of the authority provided by County Resolution 94-20 and by the New Mexico Civil Emergency Preparedness Act, NMSA 1978, 12-10-01 to 12-20-11, do hereby declare Los Alamos County an emergency/disaster area for the purpose of exercising necessary emergency powers, for expending local resources, and for requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico.

DONE AT THE OFFICE of the County Manager this ____ day of ____, 201__.

County Manager

Attest:

Los Alamos County Clerk
Record:
(Book and Page, if Applicable)

ATTACHMENT B

INCIDENT COMMAND

- In an emergency the roles do not change for County Council
 - Response to emergencies fall under Police Chief/Fire Chief/County Manager (appoint Incident Commander)
 - Do not respond to the site unless cleared to do so
 - If media requests tour, coordinate with Incident Commander
- Incident Commander's priorities are:
 - #1 Life Safety
 - #2 Incident Stabilizations
 - #3 Property/Environmental Conservation

EMERGENCY OPERATIONS CENTER

- Central location of authority and information (LANL/LAPD)
 - Manage and coordinate emergency operations
 - Receive and disseminate information
 - Develop emergency policies, procedures and action plans
 - Control and coordinate operational and logistic support
 - Maintain contact and coordination with support agencies
- Coordinate and manage Incident Commander's priorities

EMERGENCY OPERATIONS CENTER

- LAC OEM notifies Situation Assessment Team (SAT) which includes County Manager, Chief of Police, Fire Chief, Utilities Manager and PW Director to stand up EOC
- Council reports to Council Chambers or alternate facility (as directed by CodeRed or phone/email reporting instructions)
- EOC activated; full, partial or virtual
 - Levels of activation and staffing determined by event
 - Operational periods determined by emergency (12, 18, 24 etc)
 - Multiple situational briefings will occur (determined by SAT/OEM)
- Council rep may be requested to respond to the EOC as a liaison

PUBLIC INFORMATION

- Council will be contacted and briefed by the County Manager
- Media briefings may be scheduled for Council to attend
- Council will be briefed on response and recovery actions
- Council will be provided copies of all news releases and information
- Council members will be sought out by media for comments or information
 - Coordinate messages with PIO/County Manager/SAT
 - Let PIO know you spoke with the media and what was said

COUNCIL ROLE AFTER THE DISASTER

- Support recovery operations to include repopulation
- Address short term and long term needs of the community
- Tour damaged areas and meet with impacted residents
- Develop and implement mitigation measure in county's land use planning and management (comprehensive plans, zoning regulations)
- Address recovery needs across all sectors of the economy and community
- Assess needs for special resolutions, permits, and construction moratoria
- Identify outside investment and aid for public facilities and private investment

TRAINING

- IS-100.b Introduction to Incident Command System, ICS-100
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
- IS-700.a NIMS and Introduction
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
- IS 908 <https://emilms.fema.gov/IS908/index.htm>
- ICS-402 (classroom delivery 1/2 day course) 17-19 July
- MGT-312, Senior Officials Workshop for All Hazards Preparedness (TEEX, McKinley County 7/24/2018; Valencia County July 26; register at <https://www.preparingnewmexico.org/Schedule.aspx>)

AUTHORITIES AND REFERENCE

Charter for the County of Los Alamos, Article I, Section 103, Home Rule Part I

Charter Article II 203.3 Emergency Ordinances. , N.M. Constitution. Article X, §6D, (Municipal Home Rule)

Emergency Management, NMSA 1978 (20 NMAC 4.4 – Responders)

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

Robert T. Stafford Disaster Relief and Emergency Assistance Act

SARA Title III

Homeland Security Act of 2002

Disaster Mitigation Act of 2000

PETS Act 2006



QUESTIONS

Los Alamos County Emergency Services is committed to the safety of our citizens. For more information, you can call EM at 662-8283, or email us at LACEmergencyManagement@lacnm.us