

NM Fire Protection Grant Council

Best Practices Manual

Revised 2/15/2024

This document shall serve as best practices for the Fire Grant Council.

Fire Grant Council Meetings

1. Meetings will be held bi-annually. Meeting times and locations will be chosen by Grant Council Chair.
2. Annual Grant Review meeting conducted in October.
 - Grant Reviews
 - Elections
3. Mid-year workshop meeting conducted in March or April.
 - Eligibility Requirements
 - Scoring Criteria
 - Open Meetings Resolution
 - Best Practices Manual Updates

Grant Council Meetings/ Voting:

RULES FOR MEETINGS

1. The rules contained in “Roberts Rule of Order” shall govern the meetings of this council.
2. A quorum of four (4) councilors must be met for any meeting to be held.
3. Public comments will be limited to 3-5 minutes and councilors are not able to speak or vote on public comments. The time limit will be evaluated based on the number of people seeking comment.

EMERGENCY MEETINGS

1. Emergency meetings may be called by the Council Chair in accordance with the New Mexico Open Meetings Act.

Chair and Vice Chair

Current council members will be eligible for nomination/self-nomination and election annually during grant review meeting. All nominations must receive a second.

1. Council Member Responsibilities:

- **Chair:**

- Oversee all operations of the Grant Council
- Assigns all applications yearly to counselors.
- Inputs final awards/denials in grant software.
- Runs all meetings.
- Represents the council and works with the Fire Marshal Office on legislative matters or concerns.
- Presents to legislation, if needed.
- Assigns duties or special projects to other members, as needed.
- Oversees all grant extensions or change requests.

- **Vice Chair:**

- Acts as board secretary during meetings. Example (takes roll call)
- Takes on Chair duties when the Chair is absent.
- Grant software updates overview.
- Review scoring outliers as needed.

- **Council members:**

- Works with Chair regarding yearly grant scoring.
- Reviews and scores all grants, fairly and without bias
- Turns in scored grants within the allotted time given.
- Reviews all grant extensions or changes and sends individual vote to the Chair within ten (10) days of any requests to the council.

Grant Scoring Guidance

1. Each application will have a score from 0-90, Plus the department ISO number will be added to the final score.
2. A set number of councilors will be assigned to score grants.
3. Councilors will be assigned applications without bias by the chairman.
4. Councilors will have an allotted time period to score grants and send back scoring to the chair.
5. A grant scoring sheet will be provided to all councilors. Scoring will be non-bias by councilors and scores will be reviewed by all council members at the grant review meeting.
6. Councilors will review and vote on all grants as a group at the Grant Scoring meeting.
7. In the event, a councilor has questions about a specific grant they are allowed to call the grant applicant to clarify any questions.
8. The grant chair tries to assign all grants without bias. If a Councilor deems it a conflict of interest in an assigned grant the councilor is responsible for advising the Chair.

Grant Awards

1. After the grant reviews are complete, councilors will not be allowed to discuss the outcome of the grant reviews until all awardees are contacted by the Fire Marshal's Office.
2. Grant awards are not finalized until the individual department has been notified with the written approval letter from the New Mexico Fire Grant Council.