

November 3, 2009

**TO: All EMS Services, Fiscal Agents, Counties or Municipalities.**

**FROM: Ann M. Martinez, EMS Fund Act Coordinator, EMS Bureau**

**SUBJECT: EMS Annual Service Report and EMS Fund Act Local Funding Program Application for FY 2011 (July 1, 2009 through June 30, 2010).**

The EMS Annual Service Report and EMS Fund Act Local Funding Program Application are both available on your EMS Regional websites, and the EMS Bureaus website. [www.nmems.org](http://www.nmems.org). These forms serve two purposes; to collect required information on all EMS Services (Annual Service Report), and for EMS services that respond to 911 calls to apply for funding assistance (EMS Local Funding Program). All New Mexico EMS agencies are eligible to apply for these funds.

The Public Regulation Commission requires that all Certificated Ambulance Services complete the EMS Annual Service Report. Medical Rescue Services should complete this as well. This will be required on the Certification Guidelines for Medical Rescue, which should go into effect during the 2010 calendar year.

On the Local Fund Act Application, please check the appropriate level of service for which you are applying (First Responder, Basic, Intermediate/ Advanced). **To qualify for a particular level, that level of service must have been provided on at least 80% of your responses.** Please read the instructions on page 2 carefully for each level.

Please be thorough. The application must be completed in its entirety. **Incomplete applications will be returned to the applicant.** Please remember that the number of runs reported on this application will be compared to and should match that reported in the NMEMSTARS database.

**For services requesting an extension, the request must be received by the application deadline. A maximum of a ten (10) business day extension may be granted, at the discretion of the EMS Bureau.**

A complete application must contain the original Annual Service Report and EMS Fund Act Application, plus **TWO (2) COPIES of EACH**. These must be submitted to the EMS Bureau postmarked or hand-delivered by close of business on **January 15, 2010**. **Hand deliveries should obtain a receipt of delivery from EMS Bureau staff. If mailing or shipping these applications, it is our strong suggestion that you ship them via a method that tracks or otherwise assures delivery and provides a written receipt or documentation of delivery to you. There have been multiple cases of services stating they have sent applications that apparently never arrived at the EMS Bureau. Simply stated, if a service does not possess a receipt of delivery, it will be assumed that the service did not deliver or ship the application to the EMS Bureau.**

If you have any questions or comments regarding this application, please do not hesitate to contact me at 505-476-8233 or by email at [ann.martinez1.state.nm.us](mailto:ann.martinez1.state.nm.us). Also, general information and technical assistance is available from your EMS Regional Offices:

Region I: JOHN UDELL	(505) 466-2438
Region II: TIM ZAGORSKI	(575) 524-2167
Region III: JAN ELLIOTT	(575) 769-2639