

# THE NAVAJO NATION




JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

Navajo Department of Emergency Management  
Emergency Operations Center  
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## MEMORANDUM

TO : Navajo Nation Chapters  
Chapter Managers  
Community Services Coordinators  
Account Maintenance Specialist  
Senior Projects Planning Specialist

FROM :   
Harlan Cleveland, Emergency Services Coordinator  
Delegated Emergency Management Director  
Department of Emergency Management

DATE : February 25, 2019

SUBJECT : 2019 Winter Storm  
Financial Transactions  
*Cost Spreadsheet / LEMO Form*

This memorandum is a guidance and direction for the Incident Command Post (ICP) (Chapters) concerning the emergency relief efforts expenses accumulated at the local ICP. The Navajo Nation Emergency Operations Center (NNEOC) is directing Navajo Nation Chapters to provide a basic spreadsheet of expenses incurred related to the current winter storm. All expenses should be from Thursday, February 21, 2019 to date. Chapters shall continue to send expense reports on a daily basis at the end of each day to the NNEOC. The attached spreadsheet will give the ICP (Chapter) a basic idea on how to capture expenses dispersed. The spreadsheet may not capture all expenses incurred. The ICP (Chapter) can add other expenses related to the emergency relief efforts being provided. It is important that chapters keep invoices, receipts and any other transactions related to emergency relief efforts at the ICP (Chapter) until otherwise requested by NNEOC. It is at the discretion of the ICP (chapter) to hire community members who own heavy equipment (i.e., tractor, grader, bobcat, etc.) to assist in clearing community roadways, if the chapter ICP does hire individuals then the chapter ICP shall utilize the Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates FY 2017 (example:)

Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2017 Rates
8401	Loader, Tractor, Wheel	Bucket Capacity	0.87 CY	To 80	Case 580 Super L	Hour	\$ 33.73

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It is very imperative that ICP (Chapter) maintain the cost amount related to this incident, we will need to capture the emergency funds used as well as regular operating funds used by the chapter.

Should you have questions, please feel free to contact the Emergency Operations Center at (505) 371-8416 or 8417.

Attachments:

- Basic Spreadsheet
- Labor Equipment Material Other (LEMO) Form
- FEMA Schedule of Equipment Rates 2017 Rate

Cc: Office of the President / Vice-President  
Paulson Chaco, Chief of Staff, Office of the President / Vice-President  
Pearl Yellowman, Executive Director, Navajo Division of Community Development  
Johnny Johnson, Program Manager, Administrative Services Center  
Jesse Delmar, Executive Director