

**VILLAGE OF QUESTA**  
**REGULAR COUNCIL MEETING**  
**TUESDAY, JANUARY 20, 2015**  
**VILLAGE OF QUESTA COUNCIL CHAMBERS**  
**6:00 P.M.**  
**MINUTES**

CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:07pm.

I. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take Roll.

Those present were:

Councilor Miguel Romero  
 Councilor Lawrence Ortega  
 Councilor Julian Cisneros

Brent Jaramillo – Not Present

Also present were Administrator Loretta Trujillo, Finance Director Karen Shannon, Village Clerk Renee Martinez and Public Works Director Arwin Vasquez.

II. PLEDGE OF ALLEGIANCE

Councilor Cisneros led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Motion: Councilor Cisneros  
 Second: Councilor Romero

In Favor: All  
 Opposed: None

To approve the agenda as presented. All voted yes. Motion carried.

IV. APPROVAL OF MINUTES –

- Special Meeting, January 6, 2015

Motion: Councilor Ortega  
 Second: Councilor Cisneros

In Favor: All  
 Opposed: None

Regular Meeting  
 January 20, 2015

To approve the Meeting Minutes of January 6, 2015 as presented. All voted yes. Motion carried.

V. PUBLIC COMMENTS - *(It is the policy of the Governing Body to accept public comment. Because your particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*

- Mr. Elmer Salazar – Petroglyphs on the Rio Grande

Mr. Salazar stated that Petroglyphs is the consulting company that has been engaged by the Questa Economic Development Fund Board and the Village of Questa Council to build an Economic Development Plan, Business Plan and Infrastructure Development Plan in the Village of Questa. He stated that they are well under way now in completing the research phase. He stated that there will be a get together on Thursday, January 22<sup>nd</sup> at 5:15pm here at the Village of Questa to discuss a strategic plan with community leaders, business community, artists and anyone who can tell us about Questa and where they would like to see the community go in years to come. He stated that they already know that there is a lot of potential in Questa. Mr. Salazar also reported on Taos Mountain Energy Bars. He stated that Taos Mountain Energy Bars is a company located in Taos, NM who produce one million bars per year and their sales are growing exponentially. They are interested in opening a facility in Questa and have looked at the Business Park facility. They are looking at either expanding their facility, opening one in Denver or opening one here in Questa. The timeline for this would be from 6-12 months and some modifications to the building will need to be made. Modifications will also need to be made to the parking area so that they can get 18 wheelers into the yard. They are currently working with Kroger Stores and Smith's Stores. Mr. Salazar stated that he will be at the Village Council meetings once a month to give the Council updates.

- Ms. Jeannie Masters –

Ms. Masters inquired about the street lights in town that are out. Ms. Trujillo stated that the transformer was hit and we are waiting on a new one to come in. A temporary fix was attempted and did not work.

Mayor Gallegos closed Public Comments at 6:20pm.

VI. PRESENTATIONS –

- A) St. James Food Bank Update – Ms. Marilyn Farrow and Father Mike Olsen

Fr. Olsen thanked the Questa volunteers and the Governing Body for allowing them to come and serve the residents of Questa. Ms. Farrow stated that it has been a pleasure meeting the people in this community. She stated that they are privileged to be here. She stated that they have been in Questa since August. They are currently giving out about 200 bags of food. The Thanksgiving distribution was the biggest at 246 families. Mayor Gallegos thanked St. James Food Pantry for their service and their presentation.

- B) Broc-Krete – Mr. James R. (Bob) Brock

Mr. James Brock and Mr. Ken Scarborough of Broc-Krete informed the Governing Body that Broc-Krete is an environmentally sensitive alternative to standard concrete. It is currently made by combining recycled paper, magazines, sawdust, straw, ground glass. Broc-Krete is looking for a facility to manufacture this building material that is economical and practical for home and low rise building construction. The product will use effluent water from the Questa Waste Water Treatment Plant. They have a patent pending. If a facility is built in Questa, they are asking for help with utility installation.

VII. ACTION ITEMS -

- A) Discussion, Consideration & Action – Approval of Collection Agreement

Regular Meeting  
January 20, 2015

Re: EMS Billing Services, Inc.

Ms. Trujillo stated that the Staff would like to add collection services to our current contract with EMS Billing Services, Inc. Currently the company will bill for 90 days and if they are not successful they stop. This agreement will allow them to continue with collections. This agreement will be retroactive three months.

Councilor Ortega inquired if we have a current contract with the company and if so is this contract still in effect if we approve this. Attorney Vanessa Chavez stated that this is posed as an amendment for the reason that this will not terminate the existing agreement.

Motion: Councilor Cisneros motioned to approve this item as an amendment to the current contract.

Second: Councilor Ortega

Roll Call:

Councilor Julian Cisneros YES

Councilor Miguel Romero YES

Councilor Lawrence Ortega YES

To approve the amendment to the EMS Billing Contract adding the collection services of 18% and 50%. All voted yes. Motion carried.

B) Discussion, Consideration & Action – Approval of Professional Services Contract  
Re: Tourism Director for Marketing, Consultation & Visitor's Center Services

Motion: Councilor Ortega

Second: Councilor Romero

Roll Call:

Councilor Julian Cisneros YES

Councilor Miguel Romero YES

Councilor Lawrence Ortega YES

To approve the Tourism Director for Marketing, Consultation & Visitor's Center Services Contract. All voted yes. Motion carried.

C) Discussion, Consideration & Action – Approval of Services Contract  
Re: Prompt Professional Services, LLC.

Ms. Trujillo stated that an invitation to bid was sent out for a small purchase agreement for electrical services for some small items that need to be repaired and some other work that needs to be done. The invitation to bid was sent out to four local contractors and two were received back. Prompt Professional Services came in as the low bidder.

Councilor Ortega asked if there was a price breakdown per item or was it a lump sum. Ms. Trujillo stated that it was bid as a lump sum but will be carefully tracked per job so we can make sure it does not exceed the contract amount.

Motion: Councilor Ortega

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Second: Councilor Romero

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve the Electrical Services Contract for Prompt Professional Services. All votes yes. Motion carried.

D) Discussion, Consideration & Action – Approval of Agreement for Use of Village Property  
Re: Taos County (Senior Citizen Program)

Ms. Vanessa Chavez informed the Governing Body that some minor format and typos were corrected and additions regarding the space that would be occupied by the program were identified.

Motion: Councilor Cisneros  
Second: Councilor Ortega

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve the Agreement for Use of Village Property regarding Taos County (Senior Citizen Program). All voted yes. Motion carried.

E) Discussion, Consideration & Action – Village of Questa Resolution No. 2015-01  
Re: 2015 Open Meetings Act

Ms. Vanessa Chavez stated that she made some minor format and grammatical changes. Ms. Trujillo also stated that because our Special Meetings are held on the first Tuesday of the month, we should consider calling it a Regular Meeting since we have them more times than not. She proposed that the Resolution should state that the Regular Meetings will be held the first and third Tuesday's of the month. It was decided that it would be best to do this.

Motion: Councilor Ortega  
Second: Councilor Cisneros

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-01 adopting the 2015 Open Meetings Act. All voted yes. Motion carried.

F) Discussion, Consideration & Action – Village of Questa Resolution No. 2015-02  
Re: Procurement Policy Update (CDBG Requirement)

Regular Meeting  
January 20, 2015

Ms. Trujillo stated that there are no changes to this policy. She stated that it is a CDBG requirement that it be re-adopted annually.

Motion: Councilor Ortega  
Second: Councilor Cisneros

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-02. All voted yes. Motion carried.

Ms. Trujillo informed the Governing Body that the following four Resolutions are also CDBG requirements that must be adopted annually.

- G) Discussion, Consideration & Action – Village of Questa Resolution No. 2015-03  
Re: Residential Anti-Displacement & Relocation Assistance Plan (CDBG Requirement)

Motion: Councilor Cisneros  
Second: Councilor Romero

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-03. All voted yes. Motion carried.

- H) Discussion, Consideration & Action – Village of Questa Resolution No. 2015-04  
Re: Citizen Participation Plan (CDBG Requirement)

Motion: Councilor Cisneros  
Second: Councilor Ortega

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-04. All voted yes. Motion carried.

- I) Discussion, Consideration & Action – Village of Questa Resolution No. 2015-05  
Re: Section 3 Plan (CDBG Requirement)

Motion: Councilor Romero  
Second: Councilor Cisneros

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Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-05. All voted yes. Motion carried.

- J) Discussion, Consideration & Action – Village of Questa Resolution No. 2015-06  
Re: Fair Housing (CDBG Requirement)

Motion: Councilor Ortega  
Second: Councilor Romero

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-06. All voted yes. Motion carried.

#### VIII. FINANCE DEPARTMENT - Ms. Karen Shannon

- A) Approval of Unpaid Vouchers

Ms. Shannon presented the bank balances and unpaid vouchers. Councilor Ortega inquired about the term of the Marketing Director Contract. Mayor Gallegos stated that it is from December 17, 2014 to December 16, 2015. Councilor Ortega also inquired about the Judicial training on the top of page two. Ms. Trujillo stated that Judge Rael will be attending a workshop this month and that this training is reimbursable through the Administrative Office of the Courts. Councilor Ortega also inquired about the Vernon Invoice. Ms. Martinez stated that it was for some lip balm that Ms. Bouyer ordered to give out at certain events with the Village Logo and information on them to promote Questa. Councilor Cisneros inquired about the L.N. Curtis invoice. Ms. Shannon stated that this is a grant that was received by the Fire Department that we will get reimbursed for this purchase.

A motion to approve the unpaid vouchers was made by Councilor Ortega, seconded by Councilor Romero.

In Favor: All  
Opposed: None

To approve the unpaid vouchers. All voted yes. Motion carried.

A discussion was held regarding Ms. Shannon providing the Bank balances for all accounts in the meeting packets. It was decided that this practice should continue to keep an open and transparent type of Government.

- B) Approval of Resolution No. 2015-07  
Re: Opening of Certificate of Deposit Account at People's Bank



Ms. Shannon informed the Governing Body that Ms. Kameryn Ortega of People's Bank was present to answer any questions regarding this Certificate of Deposit. Ms. Shannon stated that the Payroll account has been moved to People's Bank and she has asked their assistance in setting up direct deposit for employees. People's Bank is requiring the Village of Questa to open this CD in the amount of \$50,000.00 in order for the Village to offer Direct Deposit to employees for the reason that we do not have a qualified opinion on our last two audits. Until we can get a qualified opinion on our audit we will have to keep this CD open to make sure we have the funds to cover payroll. Councilor Ortega asked Ms. Ortega what the interest rate will be on this CD. Ms. Ortega stated that she will get that information.

Motion: Councilor Ortega  
Second: Councilor Cisneros

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

To approve Resolution No. 2015-07. All voted yes. Motion carried.

IX. MATTERS FROM ATTORNEY – Ms. Vanessa Chavez

Ms. Chavez stated that the items she has to report on are all attorney-client privilege. She informed them that instead of giving them an oral report she sent her report via e-mail to them prior to the meeting.

X. MATTERS FROM ADMINISTRATOR

- Ms. Trujillo asked the Governing Body which day would be best for them to hold a Work Study Session to discuss the Water/Sewer Ordinance, Water Rights, Legislative Priorities (ICIP updates) and the EMS Dept. budget. A discussion was held. It was decided that the Work Study Session be held prior to the Regular Meeting on February 3, 2015. The Work Study Session would begin at 6:00pm until 8:00pm in which the Regular Meeting will then commence.
- Ms. Trujillo informed the Governing Body that the MOU with the Town of Taos is in place and the bonds for 2013 and 2014 have been sold.
- Copies of the 2013-2014 audit will be provided to the Governing Body as soon as they are received from Kubiak & Melton.
- The 26<sup>th</sup> Annual Municipal Day will be held in Santa Fe on February 25<sup>th</sup>.
- Vehicles donated to the Village by Chevron Mining have all been registered and insured. Ms. Trujillo stated that she will not release the vehicles to the different departments until she meets with the department heads and they are able to show her where they will pay for the insurance on them in their budget. She is also requiring the Department Heads to have a daily maintenance log for each of these vehicles so that they are taken care of. A discussion regarding the distribution of the vehicles to the different departments was held. It was decided that they get distributed to the departments that need them the most.

XI. MATTERS FROM MAYOR AND COUNCIL

Councilor Ortega: Asked Ms. Trujillo to contact Mr. Joe Moore regarding the punch list on Cisneros Road to get this project completed. The culverts are an issue.

Councilor Cisneros: Inquired about the ATV that the Fire Department has and is it Village property. Mayor Gallegos stated that the Police Department purchased it through a grant. Councilor Cisneros stated that it could be used in other departments. Also, regarding the trailer that is parked in Chief Max Ortega's property- why is it parked on private property if it is Village property? Ms. Trujillo stated that she will inquire about this and pass the reason on to the Council.

XII. EXECUTIVE SESSION - *(The Governing Body may convene into Executive Session at this time pursuant to the NM Open Meetings Act NMSA 1978)*

A) Limited Personnel Matters – (§10-15-1(2))

Re: Mr. Jamie Archuleta, Utility Worker I

A motion to enter into Executive Session was made by Councilor Romero, seconded by Councilor Ortega.

Roll Call:

Councilor Julian Cisneros	YES
Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES

The Governing Body entered into Executive Session at 8:29pm.

A motion to reconvene from Executive Session was made by Councilor Romero, seconded by Councilor Ortega.

Roll Call:

Councilor Miguel Romero	YES
Councilor Lawrence Ortega	YES
Councilor Julian Cisneros	YES

The Governing Body reconvened from Executive Session at 8:52 pm. Mayor Gallegos stated that only items on the agenda were discussed and no action was taken on any items.

XIII. ADJOURNMENT

Motion: Councilor Romero

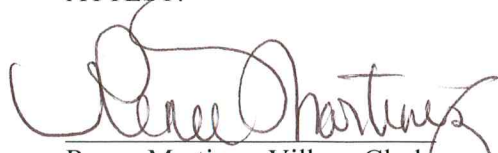
Second: Councilor Ortega

In Favor: All

Opposed: None

There being no further business to discuss, the meeting was adjourned at 8:52pm.

ATTEST:

  
Renee Martinez, Village Clerk

APPROVED:

  
Mark Gallegos, Mayor

Regular Meeting  
January 20, 2015





**VILLAGE OF QUESTA  
SPECIAL COUNCIL MEETING  
TUESDAY, JANUARY 06, 2015  
VILLAGE OF QUESTA COUNCIL CHAMBERS  
6:00 P.M.  
AGENDA**

CALL TO ORDER BY MAYOR MARK L. GALLEGOS

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – Regular Meeting, December 16, 2014

V. PUBLIC COMMENTS - *(It is the policy of the Governing Body to accept public comment. Because your particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*

VI. ACTION ITEMS -

- A) Discussion, Consideration & Action – Approval of Job Description  
Re: Administrative / Executive Assistant

VII. DISCUSSION ITEMS –

- A) Use of EMS Facilities
- B) EMS Billing

VIII. FINANCE DEPARTMENT - Ms. Karen Shannon

- A) Approval of Paid Vouchers
- B) Approval of Unpaid Vouchers

IX. WORK STUDY SESSION

- A) 2015 Legislative Priorities – Mr. Gabriel Cisneros, Universal Professional Services

X. MATTERS FROM ADMINISTRATOR

XI. MATTERS FROM MAYOR AND COUNCIL

XII. 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 of service to attend or participate in the hearing or meeting, please contact the Village Clerk 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 Village Clerk at 575-586-0694 if a summary or other type of accessible format.

**VILLAGE OF QUESTA  
SPECIAL COUNCIL MEETING  
TUESDAY, JANUARY 06, 2015  
VILLAGE OF QUESTA COUNCIL CHAMBERS  
6:02 P.M.  
MINUTES**

CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:02pm.

I. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take Roll.

Those present were:

Councilor Miguel Romero  
Councilor Lawrence Ortega  
Councilor Brent Jaramillo

Councilor Julian Cisneros – Not Present

Also present were Administrator Loretta Trujillo, Finance Director Karen Shannon and Village Clerk Renee Martinez.

II. PLEDGE OF ALLEGIANCE

Councilor Ortega led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Gallegos asked the Item VII B be moved up before Item A.

Motion: Councilor Ortega  
Second: Councilor Romero

In Favor: All  
Opposed: None

To approve the agenda as amended. All voted yes. Motion carried.

IV. APPROVAL OF MINUTES –

- Regular Meeting, December 16, 2014

Motion: Councilor Romero  
Second: Councilor Ortega

In Favor: All  
Opposed: None

To approve the Meeting Minutes of December 16, 2014 as presented. All voted yes. Motion carried.

Special Meeting - January 6, 2015

V. PUBLIC COMMENTS - *(It is the policy of the Governing Body to accept public comment. Because your particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*

Mayor Gallegos informed the public that in lieu of rumors going around, the Governing Body is not looking to close down the EMS Department.

Ms. Jeannie Masters: Informed the Governing Body that the St. James Food Bank has been an overwhelming success. She stated that they would meet in the near future to discuss the matter of the 501C3. She also thanked the Governing Body for the use of the facilities in order to distribute the food to the people in need. She stated that the need in this community is overwhelming.

Ms. Louise Padilla: Thanked Mayor Gallegos and Councilor Jaramillo for showing up this year at Taos Feeds Taos. She stated that 106 boxes were given in Questa and 185 total including the North. She also stated that she was concerned that she did not see an agenda posted for this meeting at the post office or at the Questa Center. She also stated that she is a member of the San Antonio del Rio Colorado Preservation and the annual fundraiser is coming up on Valentine's Day. Ms. Loretta Trujillo assured the public that agendas are being put up and is not sure why they are being taken down. Mayor Gallegos also informed the public that the agendas are also posted on the Village of Questa website.

Evelyn Ortega-Coggins: Stated that she would like to ask some direct questions so that the audience will know what exactly we are talking about regarding the EMS. She stated that she has heard that we will be staging a Taos County led EMS department. If this is true will the ambulance and EMS equipment become property of Taos County? Mayor Gallegos stated that there are no plans to have Taos County run the Questa EMS Department. Mayor Gallegos stated that there has been some discussion in the past that if the Questa EMS could not provide these services and if the health and welfare of the citizens was in jeopardy, we would enter into negotiations with Taos County. Mayor Gallegos stated that we all want to keep the ambulance services here in Questa. Ms. Ortega-Coggins also stated that it is her understanding that the Village of Questa's charter is taxed with providing to their constituents, Ambulance, Fire and Police protection. Councilor Jaramillo stated that that statement is not true. He stated that the law firm of Robles, Rael & Anaya, and P.C. has looked into this and the Village does not disincorporate if these services are not provided. She also stated that the ambulance has always run in the 'red'. She stated that she has two suggestions. One is that we have the ambulance advertise insurance companies on their vehicles such as Humana. The second suggestion is to place an ambulance service cost on Village of Questa utility bills for the customers of the Questa Village limits. She asked that the Council entertain this and have some public hearings for public input. She stated that the community cannot do without the ambulance service. She also stated that our EMS and Fire Department cannot be separated, they go hand in hand. Mayor Gallegos stated that this is a perfect opportunity to get input from the public regarding the operation of the EMS. Ms. Trujillo stated that if any suggestions or solutions from the public are welcome and she has an open door policy and would be happy to discuss this issue with anyone who would like to come in.

Mr. Les Trujillo – Stated that this issue is just like the police department issue where we don't have enough police officers. It comes down to the budget and the numbers. He stated that personally he would like to see the ambulance stay in Questa.

Mr. Jim Vaughn – Expressed concerns with splitting up the EMS and Fire Department. He stated that the ambulance will no longer be able to carry their drug box because the license is issued to



the Fire Department. He stated that as a firefighter he would like to see the ambulance out on a call as well.

Mr. Joe Ben Herrera – Stated that he is a retired honorary member of the Questa Fire Department. He stated that these people are professional and well-trained. Their response is great. He stated that the system is working the way it should be working and does not see any reason to change it.

Ms. Patricia Gallegos – Stated that she has had to call the ambulance to her home and they were gracious enough not only to transport her but her young children as well. She stated that her concern with having Taos County operate it is the response time. She is in favor of the ambulance staying in Questa because they have a great staff, good volunteers and a great support system.

Mr. James Trujillo – Stated he has been a member of the Questa Fire Department for 32 years and anytime they are needed they are there. He stated that he does not help out as much as he used to but he believes in the department.

Mayor Gallegos states that in no way is this Governing Body questioning the expertise of the department nor the professionalism or response time. We are not here to criticize what the department has done. We are here to figure out how to keep the ambulance functioning, transparent and accountable.

Ms. Vilma Bailon – inquired about who does the billing for the ambulance. Is it done on a daily basis? Mayor Gallegos asked Ms. Bailon to stay for the financial part of this discussion to see where the shortfalls are.

Mayor Gallegos closed Public Comments at 6:35pm.

#### VI ACTION ITEMS -

- A) Discussion, Consideration & Action – Approval of Job Description  
Re: Administrative / Executive Assistant

Ms. Trujillo proposed creating a new position in the Village. She stated that as the Council is aware we lost our Administrative Assistant/Receptionist. She stated that she found that with the workload that currently exists we are in need of an Executive Assistant who will assist herself as well as the staff as well as perform other executive duties as outlined in the job description. Ms. Trujillo also requested that the pay be \$12.00/hour because of the added duties and level of work that will be expected of this position.

Councilor Jaramillo stated that he does not think that we should act on this right now. He stated that he knows that the help is needed but help is also needed out on the field. He stated that we should look at the budget mid-year to see if we can fund this position or if we should redirect these funds elsewhere.

Councilor Ortega stated that he would like to have a brief study session on this item. He stated that there are other positions that are needed and he would like to look at the overall picture before deciding on this position.

Councilor Romero stated that we do need an Executive Assistant to assist the Administrator but why can't we look at it later on and hire this person to also do the EMS billing and bring it back in-house.

Mayor stated that we will continue to try and fill the receptionist position that is already budgeted for.

A motion to table this item was made by Councilor Ortega, seconded by Councilor Romero.

All in favor: All

Opposed: None

To table the Approval of the Job Description regarding the position of Administrative / Executive Assistant. All voted yes. Motion carried.

VII. DISCUSSION ITEMS –  
B) EMS Billing –

Ms. Shannon informed the Governing Body that she was asked to compile a report with the information provided from the EMS billing company. She stated that before them was some paperwork with this information. She stated that the process is as follows:

- EMS employees go out on a call
- Get on to a computer to submit the information to the EMS Billing company
- EMS Billing company in turn begins processing the billing

Ms. Shannon provided the number of billings that were sent to the billing company, the number of billings that were paid and the number that are still outstanding. She stated that after 90 days of not being able to collect the outstanding bills, they cannot continue collections because of the current contract the Village has with them. If we change the contract with the billing company and pay them for this service they may be able to collect on the write-off's. She stated that \$18,000.00 was uncollectable. She stated that she believes that one of the issues is the submission of the reports. She stated that nothing was submitted to the billing company for two consecutive months.

Ms. Shannon also went over the expenses and revenues for the department in comparison to their budget. She stated that this was a concern because the Village has to figure out how to fund this department. Ms. Shannon also stated we have to have at least one certified EMT on staff at all times and we only have two on payroll. She stated that one of these certified EMT's are putting in a full 40 hours in two days back to back. We need to look at the scheduling and make sure these people are sleeping and eating. If we are requiring them to be here 24 hours we have to provide them with the proper facilities. A lengthy discussion was held regarding response and actual hours worked.

Councilor Jaramillo asked if the administration has discussed these issues with the Fire Chief and Deputy Fire Chief. Ms. Shannon stated that she just came across this while she was looking over timesheets. She also stated that she has e-mailed Mr. Mark Ortega and he has answered a couple of these questions for her. Ms. Trujillo stated we are all a team and we are all going to work together on this.

Councilor Ortega suggested the Administration sit down with the department heads and discuss these issues and come back to the Governing Body with their suggestions for the budget realizing that we are going to have to make some budget adjustments.

Councilor Romero stated that the job that the volunteers do as well as the paid employees is always going to be criticized. The same goes for law enforcement. You never get credit for the



job you do but you always get criticized for it. He stated that he sees the problems that the department is having but he does not want to see barriers being put up. He informed them that if they have a problem they need to come in and bring it to our attention so that we can discuss it. He stated that he wants everyone who goes out on a call to come home safely. Councilor Romero thanked the members who were present for their hard work and dedication.

Questa Fire Chief Max Ortega addressed the Governing Body and the audience at this time. He stated that if department does something good we don't hear about it and if something goes wrong we hear about it. The Chief stated that he has been in the department for 41 years and has seen the changes. He stated that it has been tough and many times he has come close to leaving because he has had enough because they do not receive the support they should get. This hurts the member as well as himself. He stated that he is not in favor of separating the Fire and EMS. The two departments work together on calls. He stated that he has a great support group who will do anything for the fire department who are here tonight to support us because it is a thankless job. Chief Ortega stated that he loves his community and this is why he is in the department. He asked that the departments not be split.

Councilor Jaramillo asked for clarification about the splitting of the Fire and EMS? Ms. Trujillo stated that in order to not be in violation of the Fair Labors Standards Act, we have to look to see how these employees are paid. Her concern is how we separate these duties and pay. They need to be properly paid. Mayor Gallegos stated that the separation was not meant that you had to make a choice between fire and EMS. The thought and discussion was to relocate the EMS department to the EMS building that could house the employees as well as the ambulances. It is vacant and available.

Deputy Chief Mark Ortega stated that he understands the concern about the budget. He knows about the money the state gives us for the EMS and it does nothing for us really. The money the County gives us is gone within a few months. He stated that they rely heavily on the volunteers. State Law now allows the fire fund to be used for EMS as long as the Fire Department is providing EMS service. If we move the EMS up to the EMS building we may be in danger of not being able to use the Fire Fund. A discussion was held regarding how the separation might affect future grants.

Mayor Gallegos thanked everyone for coming to this meeting and voicing their concerns.

#### A) Use of EMS Facilities

Discussed above.

### VIII. FINANCE DEPARTMENT - Ms. Karen Shannon

#### A) Approval of Paid Vouchers

Councilor Ortega inquired about the note about the fuel card not working. Ms. Shannon stated that some card can't be used on certain vehicles. Also the same codes were being used by almost everyone so the cards wouldn't work. She stated that she is taking care of this situation. Councilor Ortega also inquired about the pest control invoice. Ms. Shannon stated that the Fire department uses them regularly and recently the Administration building called them in because there were mouse droppings.

A motion to approve the paid vouchers was made by Councilor Ortega, seconded by Councilor Jaramillo.

In Favor: All

Special Meeting - January 6, 2015



Opposed: None

To approve the Paid Vouchers. All voted yes. Motion carried.

#### B) Approval of Unpaid Vouchers

A motion to approve the unpaid vouchers was made by Councilor Romero, seconded by Councilor Ortega.

In Favor: All

Opposed: None

To approve the Unpaid Vouchers. All voted yes. Motion carried.

At this time Mayor Gallegos recognized the Questa Economic Development Fund Board Chair Mr. Malaquias Rael.

### IX. WORK STUDY SESSION

#### A) 2015 Legislative Priorities – Mr. Gabriel Cisneros, Universal Professional Services

Mr. Cisneros informed the Council that the Village is eligible to apply for the CDBG this year and the application deadline is March 18<sup>th</sup>. The asset inventory is still an issue and stated that one way to get it done is applying for \$50,000.00 from the Finance Authority. He also stated that we will need a comprehensive plan. The Village also needs a 40 year water plan. Cisneros stated that we Village will need these three when applying for any type of funding. Councilor Jaramillo asked who would be completing the CDBG application. Mr. Cisneros will be getting the application in.

Mayor Gallegos inquired about matching monies that may be available through the legislature this year. Mr. Cisneros stated that because of the closing of CMI and the Governor coming to Questa and seeing the impact it has made we may be able to get some of those monies.

The priorities for the upcoming session according to the Village ICIP plan are:

- Water Rights
- Economic Development
- Water System Improvements/Water Well & PER
- Sewer Line Extension
- Road Improvements and Repairs / Old Red River Road

A discussion was held regarding the 90,000.00 for a community center. Mayor Gallegos suggested that we use this money on the existing Youth Center. The Council agreed.

A discussion regarding the purchase of water rights was held. Councilor Ortega stated that we should move forward in the purchase. Ms. Trujillo stated that she will contact the State Engineers Office to see what the over diversion numbers are.

### X. MATTERS FROM ADMINISTRATOR

Ms. Trujillo stated that the information for the National League of Cities in Washington, DC in March. It will cost about \$2,000.00 each. Councilor Ortega stated that the Council should try to alternate as to who attends which conference so that everyone gets a chance to attend.

Ms. Trujillo is in contact with Bixby and was able to locate the models of the lights and will be sending us a quote so that we can submit to the insurance companies.

The Administrator asked the Council if it would be fine with them to break up their salaries into 26 pay periods instead of the 12.

The Caselle Clarity software has been installed and we are in the process of using it.

#### XI. MATTERS FROM MAYOR AND COUNCIL

QEDFB Chair Malaquias Rael gave a brief update. He stated that Mr. Bobby Ortega has stepped down from the board and has been appointed as Deputy Director for the State Land Office, effective December 31<sup>st</sup>. Mr. Rael stated that this position will not be filled and he will take on position himself. Also, Ms. Alberta Bouyer is occupying the fund board building more frequently now and we will need to get an MOU in place for the use of the building. He also stated that they have received the invoices from Ambitions for the technology equipment and a check has been issued. Councilor Ortega inquired if we have the agreements in place. Ms. Trujillo stated that we will need to have one drafted. She stated that we will use Ambitions for the setup and IT services. We will go out for RFP for these services next fiscal year. Councilor Ortega asked that the agreement be brought before the Council as soon as possible. Mr. Rael also stated that he is a little concerned about Porta Locks, the business that wants to lease the Business Park. He stated that he has been in contact with the people from the economic development and they are seeking some money from the state to start up and he understands they have not been responsive. He thinks that they should bring something tangible to the Village to show they are serious about bringing this business to Questa. A lot of people are really depending on this business to open. Also, regarding the legislature and economic development Mr. Rael suggested that workforce housing and street-scaping would be a good idea for economic development.

Councilor Ortega asked if we can set up a Work Study session regarding the EMS issues that were discussed earlier as well as the water rights issue and the RFP that we put out. Councilor Ortega inquired about the date of the next fund board meeting. Mr. Rael stated that the next meeting is January 19<sup>th</sup> at 6:00pm.

#### XII. ADJOURNMENT

Motion: Councilor Ortega  
Second: Councilor Jaramillo

In Favor: All  
Opposed: None

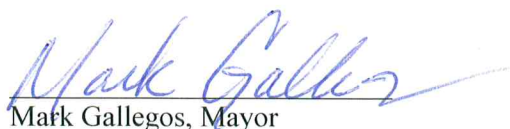
There being no further business to discuss, the meeting was adjourned at 9:23pm.

ATTEST:



Renee Martinez, Village Clerk

APPROVED:



Mark Gallegos, Mayor