

VILLAGE OF ANGEL FIRE
Council Work Session
Tuesday December 13th, 2011 at the Village Hall

I. Call to Order

Mayor Hamilton called the meeting to order at 2:00 PM

II. Pledge of Allegiance

Mayor Hamilton called for the Pledge of Allegiance

III. Roll Call

Present were Mayor Hamilton, Mayor Pro-tem Howe, Councilor Germscheid, Councilor May, Councilor Welker. Also present were Village Administrator Leahy and Village Clerk Terry Cordova. A full quorum was present.

IV. Approval of Agenda

Mayor Pro-tem Howe made the motion to approve the agenda, Councilor May seconded the motion. Motion carried 4-0

Council Work Session:

1. Fire Department Structure ,Job Description ,Qualifications

Administrator Leahy started by stating that we have redone the job descriptions for Fire Chief, Fire Captain , and the Emergency Medical Services which would be on the EMS side of our fire department . There were several things that prompted this; one is that the job descriptions as best as we can tell have not been updated since 1983. Also in reviewing files we discovered that Chief Sandoval while he may have the certifications we do not have them in our files and we are waiting to see if he has those .But what we do know is that our Fire Chief while he has been in charge of both Fire and EMS . Because of the licensing issue on the EMS side we went back to what my understanding was the pervious structure when there was in fact a captain on the EMS side. Orlando continues to be the supervisory officer and chief of our fire department. The new descriptions do a better job describing the responsibilities for these three individuals. They also establish some qualifications for each of these roles .What I have brought forward for you to day to look at do not have a huge change. It is worth pointing out that Tom Hoover and Andy Bertges have the minimum qualifications and Orlando may very well have them as well but we have not been able to get that lined out. Administrator Leahy asked Orlando Sandoval if that were the case. Orlando responded by saying that according to his current job description he had what he needed .Administrator Leahy stated that his current job description does not include what he had been doing for the past 8 years or so . Orlando stated that it did not. Administrator Leahy went on to say that his suggestion would be that the Mayor would choose to establish credentials and a time frame for him to go out and bring everything back up to date. From a liability aspect it is important that we have those licenses up to date on the EMS side. Where this becomes an issues is when on the few occasions when Orlando has been on EMS calls and where he is not there to make any medical decisions he is there as their boss. Patti and the Mayor would like you to review these job descriptions and see if you have any suggestions, or questions, concerns. We do need them up to date. Councilor May asked if this was something that had to be approved by council. Administrator Leahy stated that it did not, we were just looking for some input and review. Patti Galliher HR Director explained that Tom Hoover and Andy Bertges job descriptions had not changed, but that Chief Orlando Sandoval had the most changes made. She also stated that all three have received copies of the new job descriptions. Councilor Germscheid asked that if two of the positions were reporting to Orlando shouldn't he have some input in there? Administrator Leahy stated absolutely. Patti Galliher stated that this was so preliminary that she wanted to get input Andy and Tom. Councilor May asked for the past job description and asked for a revised organizational chart. Councilor Welker asked if Andy has the qualifications to be what is asked of in the new description and who is the current acting person. Administrator Leahy stated that Andy did have the qualification and that in fact he had been doing the job for some time.

1 Councilor Welker asked about Tom. Administrator Leahy stated that Tom did as well. That
2 Andy was an intermediate EMT and Tom was a paramedic. Mayor Hamilton stated that what
3 he will do is sit down with Patti and Orlando and will figure out what will be done going
4 forward and if Orlando does not have some the qualifications then we will work on a plan for
5 him to get them. Councilor May asked if we had reduced the responsibilities of the fire chief.
6 Patti Galliher answered no they have not. Councilor May also asked if the pay had stayed the
7 same for all positions. Administrator Leahy answered yes. Councilor May asked what brought
8 about this change. Administrator Leahy stated that there had been some issues raised about the
9 fire chiefs qualifications and decided that this would be a good time to rework all of them.
10 Councilor Germscheid asked Administrator Leahy how we would do this when there are
11 positions that have not been identified. Because Tom's position when we approved the budget
12 cycle wasn't one at that level that we had identified was going to need to be filled. So do we
13 just pull it from one of these others? Administrator Leahy stated that we did have a paramedic
14 in the budget and there has been no change in his pay, I believe that is correct? (It is to be
15 noted that there was an answer to Larry's question from the audience. Council members,
16 Village Clerk and members of the audience saw and heard Patti Galliher answer "yes that is
17 correct ". This answer can be heard on the meeting tape.)
18

19 **2. Financial Update – Lupita de Herrera**

20 Lupita went over the current financials. She went over the budget overruns and the process
21 being taken to correct them. She also stated that the overruns would be looked at and correct in
22 January 2012 with midyear adjustments. Mayor Pro-tem Howe asked if any of the budget over
23 runs were a result of items from last year's budget that got paid in this year. Lupita stated that
24 not in the General fund, maybe in others. Lodgers tax was one of those accounts that had items
25 paid this year that were from Last years budget, because lodgers tax unlike the general fund
26 carries over from one year to the next . Councilor Germscheid asked about the changes in the
27 Fire Department. Lupita stated the when we did the Fire department budget we did not put any
28 money in there for temporary employees it was all placed under full time and I will be taking it
29 out of there and making that correction .All of these corrections will be made at mid-year.
30 Mayor Pro-tem Howe asked about the money for Wellness and Healing that was given in the
31 last fiscal year and we are paying must of the items in this fiscal year does that get adjusted
32 back. Lupita said that it is prior year expenditures and it will get adjusted to prior year.
33 Councilor May asked if Lupita could do for the other committees what she did for Lodgers tax
34 in that she provided a financial snap shot. Lupita explained that she is going to do a complete
35 audit for the Sports and Rec field because there are a lot of incorrect entries from the beginning
36 of the project and she is still figuring out what is left to pay. Mayor Pro-tem Howe asked if
37 Lupita was comfortable with where we were in the budget. Lupita stated that she was .There
38 would be a better picture in January. Councilor Germscheid expressed her concerns with the
39 amount due on the sports field. Administrator Leahy explained that because the money was
40 pooled in one account and all the payments, loan or construction were being paid out of that
41 account. Lupita needs to work her way through all of it before we can determine if we still owe
42 any thing. Administrator Leahy gave an update on the audits. He had a conversation with
43 Clifton Gunderson they stated that they were almost ready to send the 09 audit to the state
44 auditor's office. Harshual, the current auditor for FY 10 and 11 has been here to do field work,
45 Sean has done all the preliminary work for 2010 and that is in their hands. They plan on
46 coming back to do their final filed work the week of the 20th of December. Mr. Harshual was
47 here about a week ago and said that once they are done they should be able to deliver the audit
48 in about 2 to 3 weeks to the state auditor's office. Sean plans on being here this week to start
49 the preliminary work on 2011.
50 Administrator Leahy gave an update on GRT stating that we were up despite the fact that the
51 GRT for the PID was down.
52 Councilor May asked if there was going to be checks for employees for future performance this
53 year, I know it was placed in the HR budget but will we be able to do that year. Will we be

1 giving them out at the Christmas party. Lupita said that the checks are ready and that we are
2 waiting for GRT to come in to make sure the checks are covered .Councilor Welker asked if we
3 were having a Christmas party and if so when was it going to be. Patti Galliher stated that we
4 were having a luncheon we are not really having a party this year and it will be Thursday
5 December 15th here at Village Hall from 12 to 2.

6 Mayor Hamilton asked if there was anyone in the audience that wished to speak.

7 Bubba Davis – Asked why all of a sudden did all this come up with the Fire Department, and
8 gave support for Chief Sandoval. Administrator Leahy responded by saying that we had gotten
9 reports that he did not have the proper certifications. So we have an obligation to verify if that
10 is true. In regards to the safety on the scene the chief’s responsibilities have not changed.

11 Bubba Davis also stated that it felt like we were on a witch hunt. Administrator Leahy said not
12 at all, but that we did need to have the proper credentials.

13 Mayor Hamilton asked council if they would be in support of him writing a letter to Raton in
14 support of the Raceino in Raton. The council did not have any problems with that.

15 Administrator Leahy went over the resolution for increase of water and sewer rates outside of
16 Village limits.

17 3. Review of Committees

18 Mayor Hamilton started by saying that he had this placed on the agenda to give council a
19 chance to take a look at the committees we had. Council agreed that there should be a person
20 from one of the committees at each of the work sessions. There was discussion on if we needed
21 more committees. The following suggestions were made: motorized trails, work force housing
22 and health care. Rick Sprout would like to see more about the committees on the web site

23 .Mayor Pro-tem Howe mentioned that there was the Plaza Del Sol committee that needed to be
24 considered even though it was not active. Councilor May stated that there are a lot of people
25 that don’t know what their role is in a committee. She would like to see some clarification of
26 those roles. Mayor and clerk explained who the voting members were on the committees.
27 Councilor May would also like to see the committees bring names of new members to the
28 mayor and then bring them to council for approval .Mayor would also like to see that past
29 employees not be on committees unless they have been past employees for 3 or 4 years,
30 because for whatever reason they left the Village I don’t want that to be an issue for the
31 committee. The Mayor said he did not want to make this a rule, but more of a guideline.
32 Council decided to remove items 6, 7, 8 from the council meeting that night.

34 4. Homeless in our Community

35 Administrator Leahy explained why this issue was placed on the agenda. That to his
36 understanding that this issues came up after there was a person that showed up at the Elkhorn.
37 Acting Police Chief John Perkins said that he checked into the homeless shelter in Taos and he
38 went over the stipulations for taking someone over there. They will take anyone we bring over
39 there they just cannot be high , intoxicated ,we cannot put them there if there is a hold for
40 arrest and we have to run a sex offender report on them ,which would take about 5 minutes to
41 do. There is no requirement that they have an ID. Councilor Germscheid asked that if a person
42 qualified under these terms are we saying that our police can drive them down there. Chief
43 Perkins stated that he did check with the State of New Mexico and that it was up to the officers
44 and their policy and the Villages. The only thing I would have to request is that if there were
45 only one officer on duty they would call me and I can take the person over. We can handle this
46 but only if we are not having a busy night. Councilor Welker explained what had happened
47 most recently situation. There was an individual that came into town stayed overnight in the
48 laundromat that talked to another person from my church, United Church of Angel Fire she
49 contacted my wife. My wife is the head of the missions committee at the church and helps with
50 people in homeless situations .It has been the practice to work with the Elkhorn to put people
51 up there if it was needed. That is what happened in the situation. My wife called the Elkhorn
52 and said we were going to put this person up. My understanding is that there were some
53 disturbances that was created by this person at the Elkhorn and that is when Chief Perkins was

1 called by the Elkhorn .Peggy Trott added that what she was trying to do is to make the council
2 aware that this sort of thing is happening more and more here in Angel Fire. She would like to
3 come up with a plan because we do not have a shelter. The previous police chief would not let
4 the officers drive people past the blinking light and so it is a real issue. Richard Safford from
5 United Church of Angel Fire stated that it is not a good situation to use a staff person or
6 volunteer to drive the person over to Taos as it places that person and the church at risk which
7 is why it would be nice if the Village would allow its officers to makes those trips when
8 possible it would also allow us to do much in terms of assisting. Councilor Germscheid asked
9 how many are there in a year. Peggy said that there has been 1 or 2 a month since March this
10 year. Administrator Leahy asked if there were some people that were already identified that
11 could help in driving them over to Taos. Richard answered by saying that people that could do
12 that would have to have some professional training or maybe you could deputize someone but
13 you run the risk of liability.

14 Mike Wooly clarified the difference between homeless and transient, and that is a huge
15 difference. They will sleep in my back yard at the office three or four times a year, hitch hiking
16 and just coming through .It is one thing to have a policy for homeless people in your
17 community, but transient is a whole other thing. Mayor Hamilton asked do we have homeless
18 in our community. Richard said we have people that are on the edge. When you talk about
19 homeless here in this area you are really talking about someone in a temporary or transient
20 situation. Richard also stated that there are several different ways that people get stranded up
21 here. Mayor Hamilton asked how the village could help. Peggy Trott stated that the first thing
22 was to make the council aware of the situation and maybe there is another committee .She
23 would like to see if there might be some kind of funding so that we could keep a room at the
24 Elkhorn . Councilor Germscheid asked to what extent the Village could help. Administrator
25 Leahy said he did not see why council could not agree to do that. Mayor Hamilton would like
26 Chief Perkins, Chief Sandoval, Peggy Trott and Richard Stafford to get together and come up
27 with something to bring to council.
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30 Village clerk Terry Cordova asked that there not be a work session at the January 10th council
31 meeting as that is candidate filing day.

32 Mayor Hamilton informed council that there is an event in Santa Fe on January 23rd put on by
33 the Santa Fe Chamber of Commerce
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35 Councilor Welker read a legal opinion that was given concerning the issue of a non-paid
36 consultant.
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39 **V. Adjournment**

40 Councilor Welker made the motion to adjourn at 4:10 pm, Councilor May seconded, motion carried 4-0
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42 **Passed, Approved and Adopted on this 10th day in January, 2012**
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46 **Stuart Hamilton, Mayor**

47 **ATTEST:**

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51 **Terry Cordova, Village Clerk**
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