



City of Rio Communities Council Regular Business Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, September 27, 2021 6:00 PM
Agenda

Please silence all electronic devices.

Mayor - Mark Gwinn
Mayor Pro Tem - Joshua Ramsell
Council - Margaret "Peggy" Gutjahr, Jim Winters

ATTENTION: In an effort to curb the spread of COVID-19 by practicing social distancing and limiting public gatherings, we are requiring **MASKS** to be worn while in the meeting. We encourage you to participate in the City Council Regular Business Meeting from the comfort and safety of your own home by entering the following link:

@ <https://www.facebook.com/riocommunities>

Swearing in of Robert Chavez (Councilor)

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- [1.](#) **City Council Special Business Meeting Minutes (September 1, 2021)**
- [2.](#) **City Council Workshop and Regular Business Meeting Minutes (September 13, 2021)**

Mayoral Proclamation - Fire Prevention Week (October 3 - October 9) & City Councilor William "Bill" Brown

[3.](#)

Presentations: Valencia Soil & Water Conservation District

Public Comment: The Council will take public comments on ***this meeting's specific agenda items.*** These should be in written form via email through 4:45 PM on Monday September 27, 2021 to admin@riocommunities.net. These comments will be distributed to all Councilors for review. ***If you wish to speak during the public comment session in person:*** The Council will allow each member of the public three (3) minutes to address the Council. Both the public and Council will follow rules of decorum. Give your name and where you live. The public will direct comments to the City Council. Comment(s) will not be disruptive or derogatory.

Manager Report

- a) Professional Service Contract for Economic Development**
- b) Electrical Sign**

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT CITY HALL, 360 RIO COMMUNITIES BLVD, RIO COMMUNITIES, NM 87002. 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 AND OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE MUNICIPAL CLERK AT 505-861-6803 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

- c) Hwy 47 Streetlights
- d) Fencing of the City' New Property

Action Items

- 4. Discussion, Consideration, and Decision – Approval of Accounts Payable
- 5. Discussion, Consideration, and Decision – Cancel/Move 10/11/2021 Workshop and Council Meeting
- 6. Discussion, Consideration, and Decision – Hiring of temporary (4) individuals for City Cleanup
- 7. Department of Homeland Security Emergency Management (DHSEM) - Disaster Assistance Program PW #1
- 8. Department of Homeland Security Emergency Management (DHSEM) - Disaster Assistance Program PW #2
- 9. Department of Homeland Security Emergency Management (DHSEM) - Disaster Assistance Program PW #3
- 10. Automatic Assistance Agreement for Fire Protection with Belen Fire Department

Council Discussion

Executive Session For the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2)

- * **Motion and roll call vote to go into close session**
- * **Motion and roll call vote to go back into the regular business meeting session**
- * **Welcome everyone back and statement by the Mayor Pro-tem:** The Governing Body of the City of Rio Communities, New Mexico, hereby states that on September 27, 2021 a Closed Executive Session was held and the matters discussed were the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2) as posted on the agenda

Action Items - Consideration & Decision – Mayor Pro-tem recommendation regarding the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2)

Adjourn

We will be streaming live on Facebook Live @ <https://www.facebook.com/riocommunities>

Council may be attending the business forum held at the Tierra Del Sol Golf Club, Rio Communities NM on September 28, 2021 a possible quorum may be in attendance.

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT CITY HALL, 360 RIO COMMUNITIES BLVD, RIO COMMUNITIES, NM 87002. 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 AND OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE MUNICIPAL CLERK AT 505-861-6803 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.



City of Rio Communities Council Special Business Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, September 01, 2021 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called to order the special business meeting at 6:00 p.m.

Pledge of Allegiance

- Clara Garcia led the Pledge of Allegiance.

Roll Call

- PRESENT: Mayor Pro tem Joshua Ramsell, Councilor Bill Brown, Councilor Peggy Gutjahr and Councilor Jim Winters.
- Present: City Manager Dr. Moore, Deputy Clerk Amy Lopez, and News-Bulletin Editor Clara Garcia.

Approval of Agenda

- Mayor Pro tem Ramsell asked to amend the agenda by removing the executive session.
- Councilor Gutjahr moved to amend the agenda with the removal of the executive session. The motion was seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Brown, Councilor Gutjahr, and Councilor Winters. With a 4-0 vote the agenda for the special business meeting was approved as amended.

Discussion, Consideration, and Decision – Approval of the Contract for the Fire Chief

- Manager Dr. Moore began a discussion regarding the contract for the Fire Chief, who has requested a few changes including a moving reimbursement of up to \$2,000 as well as agreeing upon a start date of October 4th. He then recommended to Council to approve the contract to hire the fire chief.
- Councilor Gutjahr had a question about duties and cooperation with EMS. She then said he would be interacting with the chief of police.
- Manager Dr, Moore explained he would be interacting with anyone acting as chief of police.
- Councilor Winters had no question.
- Councilor Brown had no questions.
- Christopher Bortz said he did not have questions, bur explained he has purchased an RV and will be staying in Vista del Rio and should be arriving on September 27th and ready to report October 4th.
- Councilor Winters moved that we approve the Contract for the Fire Chief as presented. Councilor Gutjahr seconded the motion. Voting Yea: Mayor Pro Tem Ramsell, Councilor Brown, Councilor Gutjahr, and Councilor Winters. With a 4-0 vote the approve the contract for the City Fire Chief was approved.
- Manager Dr. Moore thanked Council for the hiring of the Chief.

- Christopher Bortz thanked interim Chief Tabet for all of his hard work and dedication and is looking forward to meeting everyone.

Discussion, Consideration, and Decision – Purchasing Cards

- Finance Director Finch explained with purchasing cards, the City has the ability to set limits, set items that can be purchased, shut cards off or order cards online, it would give us a larger credit limit and prevent some issues we have had in the past trying to spend grant money in time.
- Councilor Winters asked what kind of expenses we incur with the credit cards.
- Finance Director Finch explained the only time we use the cards is when they don't accept a purchase order and also travel expenses.
- Councilor Gutjahr asked if there would be a detailed account of what was purchased.
- Finance Officer Finch explained the cards allow us to see what is purchased as well as give us the authority to approve or deny what is being purchased and continued the discussion.
- Manager Dr. Moore said he has worked with purchasing cards in the past and it was easier to keep track of the purchases. The discussion continued.
- Mayor Pro tem Ramsell asked if the purchasing cards would be replacing the fuel cards.
- Finance Officer Finch explain the fuel cards would remain in place, each vehicle has its own card, and each volunteer has their own number which allows us to track who is putting in fuel. She then explained the State Fire Marshall wants the City to use these fuel cards. The discussion continued.
- Councilor Gutjahr said the fuel cards separates who fuels the vehicles and continued the discussion.
- Councilor Winters motioned to move forward with the purchasing cards. Councilor Gutjahr seconded the motion. Voting Yea: Mayor Pro Tem Ramsell, Councilor Brown, Councilor Gutjahr, and Councilor Winters. With a 4-0 vote the motion to move forward with the purchasing cards was approved.

Adjourn

- Councilor Gutjahr moved to adjourn. The motion was second by Councilor Winters. With a 4-0 vote the special business meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk
(Taken and Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

Mark Gwinn,
Mayor

Joshua Ramsell,
Mayor Pro-tem/Councilor

Robert Chavez,
Councilor

Margaret (Peggy) Gutjahr,
Councilor

Jim Winters,
Councilor



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, September 13, 2021 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called to order the workshop at 3:05 pm.

Present

- Mayor Pro-Tem Joshua Ramsell, Councilor Peggy Gutjahr and Councilor Jim Winters.
- City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, and Finance Office Stephanie Finch.

Public Comment

- No public comments.

Accounts payable report

- Finance Officer Finch gave a report of all items over \$500.00: NM Self Insurer's Fund for Public Official Errors & Omission protection in the amount of \$1,898.14; Robles, Rael & Anaya for FY 2020 attorney fee in the amount of \$1,833.83; Mid-regional Council of Governments for MRCOG in the amount of \$2,585.00; Ralph T. Barnes for skilled labor not to exceed \$2,500.00 for help with City Hall renovations; NM Self Insurer's Fund for general liability in the amount of \$2,434.50; NM Self Insurer's Fund for property insurance in the amount of \$2,488.79; Wells Fargo Leasing for the Dell Server lease in the amount of \$2,497.73; SJT Group for FY 2020-2021 Financial Audit in the amount of \$15,102.50; NM Self Insurer's Fund for worker's compensation in the amount of \$525.00; NM Self Insurer's Fund for worker's compensation in the amount of \$525.00; Valencia Count Fiscal Office for Animal Control costs in the amount of \$1,865.00; Ralph T. Barnes for a blanket PO was actually a quote and once we cut the check we will void it, in the amount of \$2,500.00; PNM for streetlights in the amount of \$798.66; PNM for fire department in the amount of \$1,359.82; NM Self Insurer's Fund for automobile insurance in the amount of \$8,902.53; NM Self Insurer's Fund for Volunteer Firefighter insurance in the amount of 3,300.00; NM Self Insurer's Fund for property insurance for the fire department in the amount of \$8,295.21; WEX Bank for fuel for fire department in the amount of \$787.32; Universal Constructors, Inc. in the amount of \$3,697.90 for subgrade preparation; Universal Constructors, Inc. for subgrade preparation in the amount of \$4,743.60.
- Councilor Gutjahr asked if the rate of the workers comp has changed since last year.
- Finance Officer Finch said that it is the same but is being billed differently and continued the discussion.
- Councilor Gutjahr asked if the door at the fire station has been fixed, because the electric bill is still high.
- Manager Dr. Moore said the door has been fixed but he plans on going through the building and finding the reason why the bill is so high. He explained the lights or the temperature the building is kept might be the culprit. The discussion continued.

Resolution 2021 - XX Travel Policy

- Finance Officer Finch said July 1, 2021 the travel rates for the State went up, so this reflects that as well as adding the library board, and everything else is the same.

Resignation of Councilor William "Bill" Brown

- Mayor Pro tem Ramsell read the resignation of Councilor Bill Brown into the minutes.
- Councilor Gutjahr said this is going to be really hard, he has been so good at research, pushing hard for things he feels is right, and he will sure be missed.

Appointment of City Councilor

- Mayor Pro tem Ramsell stated he sent out an email to everyone regarding the new councilor to continue Councilor Brown's term.
- Councilor Winters said the candidate has served before, he is very level-headed and made good decisions and doesn't mind taking the tough vote.
- Councilor Gutjahr explained he served with the Belen Schools for ten years, he never decided anything without first researching it, and I always appreciated his level-headedness.
- Mayor Pro tem Ramsell explained that it is necessary to have a temporary Councilor to finish out Councilor Brown's term, and we will fill the position with Robert Chavez who has served on this Council before. He then said he will be here tonight, and Council will ask him some questions and swear him in.

Enhancing Law Enforcement

- Manager Dr. Moore explained said after a rash of burglaries and other issues that have been popping up, the Sheriff's Department is going to step up patrols in the City. He then said the City is looking into the feasibility to obtain more law enforcement and explained the Sheriff's Department is already understaffed but has agreed to over time to help us with the problem times and problem areas. He continued to explain the language for the agreement to work with the County Sheriff and he would like to recommend adding \$50,000 as overtime and the money would have to come out of available cash.
- Councilor Gutjahr said having that language in there should free up \$30,000 for the contract for us and give us that extra money to use for the targeted overtime.
- Manager Dr. Moore said yes, the contract should be used for very specific things and there is language that has been drafted by our attorney.
- Mayor Pro tem Ramsell said in the past we were told we could not use the LEPF funds before and was told that we could use it as long as it is in the contract and began a discussion.
- Councilor Gutjahr said the contract will say giving them extra money beyond the contract to provide the targeted help we are asking for and continued the discussion.
- Mayor Pro tem Ramsell asked if there was a way to track the overtime.
- Manager Dr. Moore said that will be determined by a triggering mechanism and continued the discussion.
- Mayor Pro tem Ramsell said when it heats up crime increases when it cools down it slightly decreases, but crime tends to increase during the holidays season.
- Councilor Winters asked what the timeline for the agreement is.
- Manager Dr. Moore explained the original document needs to be approved by the County Commission and the Sheriff's office, so it will take a little time.
- Councilor Gutjahr said something near and dear to her heart is the cleanup of the City because research shows a correlation between an unkept community and a higher crime rate. She then said if we can get information out to the community every month to let the public know we are cleaning up trash, or unregistered vehicles or weeds, showing that when the City is clean the crime goes down.

- Mayor Pro tem Ramsell asked regarding the unwanted trash to clean up around the city boundary, would we be able to have a professional service come out and get all of it cleaned up.
- Manager Dr. Moore recommended approving at a later meeting, the hiring of 4 temporary employees for cleaning up, and using the people that are still sworn in as compliance officers, start notifying the public what we will be cleaning up in the month of October, so they can start cleaning up too. The discussion continued.
- Manager Dr. Moore said he with the Code Enforcer who has gotten together with the Sheriff department to get those areas cleaned up. He then explained our trouble properties, we have received some information on the burned houses and are talking to the attorney to deem them as dangerous structures.

Professional Service of Economic Development

- Manager Dr. Moore said he believes it is time to consider engaging with a professional economic development service with cost and scope of work and said the price range would be doable, part of the scope of work product would be actual results of GRT increase or grants to help us bolster our economic development.
- Councilor Winters asked if he was talking about a contract not a city employee.
- Councilor Gutjahr asked if this person would report to the City Manager.
- Manager Dr. Moore explained it would be a comprehensive recommendation for the new direction of Economic Development.

Use of Rescue Plan Funds

- Manager Dr. Moore explained that they have received an open invitation from the City of Albuquerque on how they are using their fund, explaining they are taking a two- or three-pronged approach, using the correct language to explain how much revenue they could have brought in without covid and have also looked at infrastructure projects they were not able to do. He then said one possibility for us would be creating incentives for fiber optic internet, and utility assistance for those who truly cannot afford trash service. The discussion continued including upgrading sound and visual equipment and Plateau service.
- Councilor Gutjahr said they had helped upgrade parks and trails because that made it easier for people to get outside and thought maybe it would be possible to increase Code Enforcement full time with the money with the idea of being able to afford that on our own by the time the grant is up. She then said that there will be a health fair in April to help the community.
- Manager Dr. Moore suggested maybe an agreement for water (Private/public partnership) that is holding us back from repaving and bringing in development and continued the discussion

Manager Report

- Manager Dr. Moore said that the lights on Hwy 304 are back on and explained a power surge caused the problem, and we have an electrician looking at the other lights now.

Council General Discussion & Future Agenda Items

- Councilor Winters said the four-wheeler complaints have dropped and it seems like there are two groups of riders, adults, and kids, and he is not sure why the complaints have lowered but maybe officers are stopping them.
Councilor Gutjahr said we were going to have a business forum and asked when it was supposed to be.

- Manager Dr. Moore said because of the break-ins we are looking at pushing it back a couple of weeks, but we intend to speak to them about security as well as promoting their businesses. He then explained by next week you should be sending out an invitation.
- Councilor Winters said we might want to get a list of the email addresses from the licenses to eblast them and began a discussion.

Councilor

Mayor Pro-Tem Joshua Ramsell asked if we received the finalized copy of the drainage study. He then said one of the things that deter criminals is turning on outdoor lights at night.

Adjourn

- The City Council workshop was adjourned at 4:09 pm.

Respectfully submitted,

 Elizabeth (Lisa) Adair, Municipal Clerk
 (Taken and Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

 Mark Gwinn,
 Mayor

 Joshua Ramsell,
 Mayor Pro-tem/Councilor

 Robert Chavez,
 Councilor

 Margaret (Peggy) Gutjahr,
 Councilor

 Jim Winters,
 Councilor



City of Rio Communities Council Regular Business Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, September 13, 2021 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called to order the City Council regular business meeting at 6:00 pm.

Pledge of Allegiance

- Council Winters led the Pledge of Allegiance.

Roll Call

- Present: Mayor Pro Tem Joshua Ramsell, Councilor Peggy Gutjahr and Councilor Jim Winters
 Present: Manager Dr. Martin Moore, Municipal Clerk Elizabeth “Lisa” Adair, Finance Officer Stephanie Finch, City Attorney Chris DeFilippo, and Valencia County News-Bulletin Editor Clara Garcia.

Approval of Agenda

- Motion to approve the agenda for September 13, 2021 was made by Councilor Gutjahr. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Brown, Councilor Gutjahr, Councilor Winters. With a 3-0 vote the agenda was approved as presented.

Approval of the City Council Workshop and Regular Business Meeting Minutes for August 23, 2021

- Motion to approve City Council Workshop and Regular Business Meeting Minutes for August 23, 2021 was made by Councilor Winters. Seconded by Councilor Gutjahr. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote the minutes for the workshop and city council meeting was approved as written.

Swearing in of Code Enforcement Officer

- ✚ Clerk Adair swore in the Code Enforcement Officer Ricardo Yzquierdo and the Fire code Enforcement Officer Kendal Good.
- ✚ Mayor Pro tem Ramsell explained Kendal Good was one of the Junior Fire Fighters when they restarted that program, and she is heavily trained and is one of our first fire fighter/EMTs. He then said Jesse Tourney is our other fire fighter/EMT.

Public Comment

- no public comments.

Manager Report

a) Enhancing Law Enforcement

- Manager Dr. Moore said talking with the sheriff’s office to discuss law enforcement and agreement with the law enforcement protection fund to help pay for additional services to help target and improve community safety.
- Manager Dr. Moore explained other areas to report. The lights on 304 are back on and the problem had been a disconnect had been melted by a power surge, protecting the breakers.

We are working on the other lights that are not on yet. He then explained we will be placing the chip seal on the roads that were being worked on.

Commissioner and Board Reports

- Manager Dr. Moore stated that the Council has received reports from the Commissions/Board and asked if they have any questions regarding the reports.

Department Reports

- Manager Dr. Moore stated that the Council has received reports from the departments and asked if they have any questions regarding the reports.
- Mayor Pro tem Ramsell said under the department report regarding the potholes, we have been trying to find a way to spread out that work, more potholes keep popping up.
- Manager Dr. Moore said there will be reports later on the process of getting those potholes filled and if the cost does not exceed the amount designated by Council by the time we are ready to fill the potholes, we will proceed.
- Mayor Pro tem Ramsell asked about if we will reseal on Hillandale before we restripe.
- Manager Dr. Moore said he will follow up with finance as it was not on the scope of work.
- Councilor Gutjahr asked if Hillman can also be resealed.
- Court Clerk Adair stated that the courts did not have a report this month since there was no activity.

Discussion, Consideration, and Decision – Approval of Accounts Payable

- Councilor Gutjahr said she appreciate the breakdown by department on what goes out to the Municipal League to the Self Insurer's and asked does that include workmen's comp.
- Finance Officer Finch explained what is covered, including workmen's comp, general liability insurance, automobile insurance, public official's errors and omissions, civil rights insurance, property insurance, and volunteer coverage. She then explained they are working to get better rates.
- Mayor Pro tem Ramsell said under the HDR did a damage assessment after the flooding so that we may report to aske FEMA or Homeland Security for funding and that came out to \$16,367.33.
- Motion made by Councilor Gutjahr to pay the bills. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote accounts payable was approved for payment.

Discussion, Consideration, and Decision – Resolution 2021 - XX Travel Policy

- Finance Officer Finch explained the changes to the policy including the new rate and adding the library board.
- Motion made by Councilor Winters. Seconded by Councilor Gutjahr. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote Resolution 2021 – 21 Travel Policy was passed, approved, and signed.

Discussion, Consideration, and Decision – Resignation of Councilor William "Bill" Brown

- Mayor Pro tem Ramsell read into the minutes the resignation.
- Councilor Gutjahr explained she has known Councilor Brown for a very long time, he has done a lot for the City and was faithfully championing for what he felt was best for the City.
- Councilor Winters said it was a pleasure to serve with Councilor Brown and thanked him for his service, explaining all of the ways he was involved in the City.

- Mayor Pro tem Ramsell said before the City existed, he was looking out for the community, finding anything he could to benefit the residents and thanked Councilor Brown for his service.
- Motion made by Councilor Gutjahr accept the resignation. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote Council accepted the resignation of Councilor William “Bill” Brown.

Discussion, Consideration, and Decision – Appointment of City Councilor

- Mayor Pro tem Ramsell recommended Robert Chavez, a former City Councilor to fill out the remainder of Councilor Brown’s term on City Council. He then asked for comments.
- Councilor Gutjahr explained she worked many years with him, not only as a former Councilman and in the schools, and I feel he is full of integrity and is a good choice.
- Councilor Winters said he was a hard worker and was always prepared for Council meetings.
- Mayor Pro tem Ramsell made recommendation to appoint Robert Chavez to fill the remainder of Councilor Brown’s term.
- Motion made by Councilor Gutjahr moved to accept the recommendation. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote Council approved the appointment of Robert Chavez as the next City Councilor for the remainder of the year 2021.
- Mayor Pro tem Ramsell said Robert Chavez will be sworn in at a future meeting.

Council Discussion

- Councilor Winters said we did a lot of road work done this summer and we should post what has been done to the public. He then said we still have more grants in the process.
- Councilor Gutjahr has no comments.
- Mayor Pro tem Ramsell reminded people to turn on your lights at night, overgrown vegetation should be cleared to prevent being a target.

Executive Session- For the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2) and for the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8) NMSA 10-15-1(H)(8)

Motion and roll call vote to go into close session

- Motion made by Councilor Gutjahr with a roll call vote to go into close session for the purpose of limited personnel matter – interim Fire Chief pursuant to NMSA 10-15-1(H)(2) and for the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8) NMSA 10-15-1(H)(8). Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote Council went into a closed executive session at 6:29 pm.

Motion and roll call vote to go back into the regular business meeting session

- Motion made by Councilor Gutjahr with a roll call vote to go back into the regular business meeting session. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Gutjahr, Councilor Winters. With a 3-0 vote Council was back into the regular business meeting session at 7:01 pm.

Welcome everyone back and statement by the Mayor Pro-tem

- Mayor Pro-tem Ramsell welcomed everyone back and then stated the Governing Body of the City of Rio Communities, New Mexico, hereby states that on September 13, 2021 a Closed

Executive Session was held and the matters discussed were the purpose regarding the limited personnel matters – interim fire chief and discussion of the purchase, acquisition or disposal of real property or water rights by the public body as posted on the agenda.

Action Items - Consideration & Decision – Mayor Pro-tem recommendation regarding Interim Fire Chief and of the purchase, addition or disposal of real property or water rights by the public body

- Mayor Pro tem Ramsell stated there are no recommendations. No action was taken.

Adjourn

Councilor Gutjahr moved to adjourn. The motion was second by Councilor Winters. With a 3-0 vote the City Council regular business meeting was adjourned at 7:09 pm.

Respectfully submitted,

 Elizabeth (Lisa) Adair, Municipal Clerk
 (Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

 Mark Gwinn,
 Mayor

 Joshua Ramsell,
 Mayor Pro-tem/Councilor

 Robert Chavez,
 Councilor

 Margaret (Peggy) Gutjahr,
 Councilor

 Jim Winters,
 Councilor



CITY OF RIO COMMUNITIES

FROM THE OFFICE OF THE MAYOR **Proclamation of Fire Prevention Week**

- WHEREAS,** the City of Rio Communities is committed to ensuring the safety and security of all those living in and visiting City of Rio Communities; and
- WHEREAS,** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire, and
- WHEREAS,** smoke alarms detect smoke well before people can, alerting them to danger when they may only have two minutes to escape safely from a fire, and working smoke alarms and reduce the risk of dying in home fires, and
- WHEREAS,** Rio Communities’ residents need to be sure everyone in the home understands the sounds and signals of smoke and carbon monoxide alarms and knows how to respond, and
- WHEREAS,** Rio Communities’ residents will make sure their smoke and carbon monoxide alarms meet the needs of all their family members, including those with sensory or physical disabilities, and
- WHEREAS,** Rio Communities’ residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and
- WHEREAS,** Rio Communities’ first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education, and
- WHEREAS,** Rio Communities’ residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and
- WHEREAS,** the 2021 Fire Prevention Week theme™, “Learn the Sounds of Fire Safety!” effectively serves to remind us it is important to learn the different sounds of smoke and carbon monoxide alarms,
- THEREFORE,** I Joshua Ramsell Mayor Pro tem of The City of Rio Communities do hereby proclaim October 3 to 9, 2021, as Fire Prevention Week, and I urge all the people of Rio Communities to test their smoke and carbon monoxide alarms during Fire Prevention Week 2021, and to support the many public safety activities and efforts of the Rio Grande Estates fire and emergency services.

Duly proclaimed this 27th day of September 2021.

Joshua Ramsell, Mayor Pro tem



CITY OF RIO COMMUNITIES

FROM THE OFFICE OF THE MAYOR

- Whereas,** The Office of the City Councilor is a time honored and vital part of local government, established and sanctioned by statutes of the State of New Mexico and;
- Whereas,** The Office of the City Councilor is elected by the citizens of the City of Rio Communities as their representative in local government and:
- Whereas,** The Office of the City Councilor provides the professional link between the citizens, the local governing bodies, and agencies of government and;
- Whereas,** City Councilors continually strive to improve the administration of the City of Rio Communities participation in education programs, seminars, workshops and the annual meetings of the New Mexico Municipal League, Valencia County, and the State of New Mexico professional organizations and,
- Whereas,** It is most appropriate that we recognize the accomplishments of City Councilor William “Bill” Brown.

Rio Grande Estates Fire Department (RGEFD) 2001 – 2015: 2001, John Cherry, Valencia County Fire Marshall, appointed Bill Brown to the newly formed RGEFD Board of Trustees who over saw the Fire Department. Bill was active on that board until 2015 when the RGEFD was transferred to the City. He continued to be its champion throughout his time on the council.

Tierra Bonita (Keep American Beautiful) 2003-2015 (and beyond) Mission: Clean up the local environment and educate the community. Bill served as director and was instrumental in obtaining the non-profit status when the county changed direction.

Habitat for Humanity (VC-HFA) 1987-2012 Mission: Rehabilitate and build homes for low-income Valencia County residents. Before it was dissolved in 2011., they built 112 new homes and rehabbed 29. Bill served as President of the board until assets were dispersed.

Rio Communities Optimist Club. 2018 to present. Focus: To make the future brighter thru service to others, especially youth. Bill was a founding member and President 2018-2019.

Rio Communities Wellness Council (RCWC) 2015-present: Bill was a founding member and the main stay in all the Health Fairs – his vender contacts were on target, he welcomed all visitors and tallied all of our surveys. He was ready to handle every role.

Rio Communities City Council 2016-2021. Bill was a tireless council member. He researched every issue that came before the council. Bill had a decerning eye for spelling and grammar. He edited all documents. He was

an ardent champion of citizens causes and community input at meetings. He strove for a clean environment, city recognition, notable fire department and open communication.

Now, Therefore, I Joshua Ramsell, Mayor Pro tem of The City of Rio Communities, do hereby proclaim Wednesday September 29, 2021, as:

William “Bill” Brown Day

in the City of Rio Communities and urge all residents and employees to join myself and the City Council to recognize William “Bill” Brown, as former City Councilor, and further extend appreciation for the vital services he performed and his exemplary dedication to the communities he represented.

Duly proclaimed this 27th day of September 2021.

Joshua Ramsell, Mayor Pro tem



Rio Communities, NM

Accounts Payable Approval Report

By Fund

Item 4.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 11000 - General Operating Fund				
Department: 1001 - Governing Body				
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
Department 1001 - Governing Body Total:				280.00
Department: 2001 - Manager				
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
GSD - Administrative Services D...	INV0002760	09/22/2021	GSD Dues-Health Insurance M....	827.38
Martin D. Moore	INV0002761	09/23/2021	NMML Conference M.Moore	82.88
Department 2001 - Manager Total:				1,190.26
Department: 2002 - General Administration				
Wells Fargo Financial Leasing	5016789648	09/22/2021	Sharp Copier Lease	138.42
Card Service Center	INV0002759	09/22/2021	GoToMeeting Subscription	10.79
Department 2002 - General Administration Total:				149.21
Department: 2004 - Finance/Budget/Accounting				
Angela Valadez	INV0002753	09/22/2021	NMML Conference-Travel	103.44
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
Card Service Center	INV0002759	09/22/2021	Parking - Annual Conference	10.00
Department 2004 - Finance/Budget/Accounting Total:				393.44
Department: 2008 - Municipal Clerk				
Elizabeth F. Adair	INV0002752	09/22/2021	NMML Conference-travel	95.77
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
Card Service Center	INV0002758	09/22/2021	Annual Conference - Hotel/Park...	405.09
Department 2008 - Municipal Clerk Total:				780.86
Department: 3001 - Law Enforcement				
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Keyboard/Mouse Combo	24.99
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Stapler	13.59
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Tape Dispenser & Tape	13.53
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Desk Organizer	11.69
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Docking Station	98.01
Amazon Business	19XQ-11X7-QFYH	09/22/2021	ASUS Monitor	159.00
Amazon Business	19XQ-11X7-QFYH	09/22/2021	HP Laptop	1,169.00
Amazon Business	1YG3-YKLH-Y3K9	09/22/2021	Mouse Pad	9.30
Card Service Center	INV0002757	09/22/2021	upgrade Rick Yzquierdo email	33.93
Department 3001 - Law Enforcement Total:				1,533.04
Department: 5101 - Public Works				
Home Depot	639245869	09/22/2021	Items for Public Works	149.00
Joseph Moya	INV0002755	09/22/2021	Blanket ed PO Weed Control	1,762.50
Department 5101 - Public Works Total:				1,911.50
Fund 11000 - General Operating Fund Total:				6,238.31
Fund: 20900 - Fire Protection				
Department: 3002 - Fire Protection				
Able & Willies One Stop Shop, L...	1017	09/22/2021	shirts and uniforms	932.50
Rentokil North America Inc.	8961403	09/22/2021	Pest Control-108 RC Blvd	115.89
Rentokil North America Inc.	8961631	09/22/2021	Pest Control-Substation	115.89
Sharp Electronics Corporation	9003473345	09/22/2021	Copies for Fire Department	2.94
Century Link	INV0002754	09/22/2021	Fire Substation Phone Charges	140.42
TLC Plumbing & Utility Commer...	SM53506601	09/22/2021	Yearly HVAC Maintenance - Fire...	213.59
Department 3002 - Fire Protection Total:				1,521.23
Fund 20900 - Fire Protection Total:				1,521.23

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 29700 - County EMS GRT				
Department: 2002 - General Administration				
TLC Uniforms	241809	09/22/2021	shirts and uniforms	639.41
TLC Uniforms	241814	09/22/2021	shirts and uniforms	17.98
Department 2002 - General Administration Total:				657.39
Fund 29700 - County EMS GRT Total:				657.39
Fund: 30400 - Road/Street Projects				
Department: 2002 - General Administration				
Universal Constructors, Inc.	9048	09/22/2021	NM GRT	223.04
Universal Constructors, Inc.	9048	09/22/2021	Retro-Reflectorized Painted Ma...	700.00
Universal Constructors, Inc.	9048	09/22/2021	Traffic Control	750.00
Universal Constructors, Inc.	9048	09/22/2021	Retro-Reflectorized Painted Ma...	1,360.00
Department 2002 - General Administration Total:				3,033.04
Fund 30400 - Road/Street Projects Total:				3,033.04
Grand Total:				11,449.97

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	6,238.31
20900 - Fire Protection	1,521.23
29700 - County EMS GRT	657.39
30400 - Road/Street Projects	3,033.04
Grand Total:	11,449.97

Account Summary

Account Number	Account Name	Expense Amount
11000-1001-57050	Employee Training	280.00
11000-2001-52030	Health and Medical Premi...	827.38
11000-2001-53030	Travel - Employees	82.88
11000-2001-57050	Employee Training	280.00
11000-2002-56010	Software	10.79
11000-2002-57130	Rent of Equipment/Machi...	138.42
11000-2004-53030	Travel - Employees	113.44
11000-2004-57050	Employee Training	280.00
11000-2008-53030	Travel - Employees	500.86
11000-2008-57050	Employee Training	280.00
11000-3001-56020	Supplies - General Office	171.11
11000-3001-56040	Supplies-Furniture/Fixture...	1,328.00
11000-3001-57160	Telecommunications	33.93
11000-5101-55030	Contract - Professional Se...	1,762.50
11000-5101-56030	Supplies - Field Supplies	149.00
20900-3002-55030	Contract - Professional Se...	231.78
20900-3002-55999	Contract - Other Services	213.59
20900-3002-56110	Supplies - Uniforms/Linen	932.50
20900-3002-57090	Printing/Publishing/Advert..	2.94
20900-3002-57160	Telecommunications	140.42
29700-2002-56110	Supplies - Uniforms/Linen	657.39
30400-2002-58090	Roadways/Bridges	3,033.04
Grand Total:		11,449.97

Project Account Summary

Project Account Key	Expense Amount
None	11,449.97
Grand Total:	11,449.97

Authorization Signatures

MAYOR & COUNCILORS

MARK GWINN, MAYOR

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

BILL BROWN, COUNCILOR

MARGARET "PEGGY" GUTJAHR, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



DHSEM
New Mexico
DISASTER ASSISTANCE PROGRAM
PROJECT WORKSHEET

EXECUTIVE ORDER:	2021-040	PW #:	1
		Version:	
		Category:	E

APPLICANT INFORMATION ADDRESS	City of Rio Communities 360 Rio Communities Blvd Rio Communities, NM 87002	Vendor ID Number	
POINT OF CONTACT	"Marty" Martin Moore		mmoore@riocommunities.net

PROJECT DATA

LOCATION: 360 Rio Communities BLVD.

GPS: 34.6557,-106.73196

DAMAGE DESCRIPTION & DIMENSIONS
On July 6, 2021 Rio Communitas substained damages due to flooding from the storm that had torrential down pour of rain in a couple minutes. The City Hall substained damages throughout the building. Damages due to the rain and flooding include ceiling damages, floor damage like carpet and floor tile.

SCOPE OF WORK
Insuance deducatable for the damages on City Hall. Insuance is covering the cost of replacing the interior instalation, ceiling titles, the leaks in the roof and replacing the carpet and floor tile. Water extraction from City Hall done by wet vaccums, dehumifiers and fans throughout the facility.

NOTES

Total project cost	\$16,500.00
State Share Reimbursement 75%	\$13,000.00
Local Share 25%	\$6,000.00
Eligible Reimbursement	

Applicant will provide cost documentation to support all known final costs.
Applicant will notify the DHSEM Recovery Unit when all work is complete and ready to inspect.
Applicant is responsible for obtaining any and all permits required by law or ordinance.
Applicant will abide by the provisions of the State Purchasing Code.

SIGNATURES

Applicant: _____ Date: _____

NM DHSEM Recovery Unit Manager _____ Date: _____

NM DHSEM Grants Unit Manager _____ Date: _____



DHSEM
New Mexico
DISASTER ASSISTANCE PROGRAM
PROJECT WORKSHEET

EXECUTIVE ORDER:	2021-040	PW #:	2
		Version:	
		Category:	C

APPLICANT INFORMATION ADDRESS	City of Rio Communities 360 Rio Communities Blvd Rio Communities, NM 87002	Vendor ID Number	
POINT OF CONTACT	"Marty" Martin Moore		mmoore@riocommunities.net

PROJECT DATA

LOCATION: Rio Communities

DAMAGE DESCRIPTION & DIMENSIONS

Site 1 34.3859,-106.4401 to 34.3802,-106.4351- Several Drainage ditches along Avenida Del Fuego remove silt and erosen (420LF), culvert clogged with silt.

Site 2 34.62674,-106.73223- Damage to road and culvert on Charmartin Ave.

Site 3 34.3942,-106.4337- Ditch filled with sediment and asphalt damage due to erosend long the shoulder

Site 4 34.3853,-106.4331- damage to the shoulder and asphalt

Scope of Work

Site 1 Rebuild ditch (420 LF) replace asphalt along the ditch (920 LF), Replace asphalt surface on both sides of the road. (800 SF- 2 Ft wide) clean/remove sediment culverts along Avenida Del Fuego.

Site 2 Remove debris and silt in the ditches and unclog culverts, replace concerte rundown structure including backfill (560 Sq FT). Replace culvert (36 dia.) connected to concrete structure (65 LF). Replace roadway asphalt surface at the intersection of San Lucas Ave and Chamartin Ave (2,450 Sq Ft) Replace existing curb and gutter (75 LF)

Site 3 Rebuild ditch (200 LF) =, Replace the edge of road with asphalt (200 LF, 2 ft wide for 100 SLF).

Site 4 Replace road asphalt surface and edge (1,180 SF)

NOTES

Total project cost	\$400,000.00
State Share Reimbursement 75%	\$300,000.00
Local Share 25%	\$100,000.00
Eligible Reimbursement	

Applicant will provide cost documentation to support all known final costs.
Applicant will notify the DHSEM Recovery Unit when all work is complete and ready to inspect.
Applicant is responsible for obtaining any and all permits required by law or ordinance.
Applicant will abide by the provisions of the State Purchasing Code.

SIGNATURES

Applicant: _____ Date: _____

NM DHSEM Recovery Unit Manager _____ Date: _____

NM DHSEM Grants Unit Manager _____ Date: _____



DHSEM
New Mexico
DISASTER ASSISTANCE PROGRAM
PROJECT WORKSHEET

EXECUTIVE ORDER:	2021-040	PW #:	3
		Version:	
		Category:	A

APPLICANT INFORMATION ADDRESS	City of Rio Communities 360 Rio Communities Blvd Rio Communities, NM 87002	Vendor ID Number	
POINT OF CONTACT	"Marty" Martin Moore		mmoore@riocommunities.net

PROJECT DATA

LOCATION: Rio Communities, NM

GPS: 34.64566, -106.73203

DAMAGE DESCRIPTION & DIMENSIONS

Removed debris from roads for safety of the public

SCOPE OF WORK

Hired a contractor to help remove debris from roadways for public safety. As well paid volunteer fire fighters to help with clearing the roads

NOTES

Total project cost	\$65,000.00
State Share Reimbursement 75%	\$48,750.00
Local Share 25%	\$16,250.00
Eligible Reimbursement	

Applicant will provide cost documentation to support all known final costs.
Applicant will notify the DHSEM Recovery Unit when all work is complete and ready to inspect.
Applicant is responsible for obtaining any and all permits required by law or ordinance.
Applicant will abide by the provisions of the State Purchasing Code.

SIGNATURES

Applicant: _____ Date: _____

NM DHSEM Recovery Unit Manager _____ Date: _____

NM DHSEM Grants Unit Manager _____ Date: _____

AUTOMATIC ASSISTANCE AGREEMENT FOR FIRE PROTECTION
BETWEEN
THE CITY OF BELEN FIRE DEPARTMENT AND
THE CITY OF RIO COMMUNITIES FIRE DEPARTMENT

THIS AUTOMATIC ASSISTANCE AGREEMENT FOR FIRE PROTECTION (hereinafter referred to "Agreement") is entered into this ____ day of _____, 2021 and among the CITY OF BELEN FIRE DEPARTMENT (hereinafter referred to as Belen") and the CITY OF RIO COMMUNITIES FIRE DEPARTMENT (hereinafter referred to as "Rio Communities").

WITNESSED:

WHEREAS, the Belen and Rio Communities Fire Department's maintain fire suppression and emergency medical resources that are capable of responding within each respective fire district to provide equipment and personnel support to combat the effect of wildland and structural fires and emergency medical services; and

WHEREAS, the Belen and Rio Communities Fire Departments have provided mutual assistance to each other in extinguishing fire and preserving life and property in their respective jurisdiction and such assistance has been beneficial to both agencies; and, WHEREAS, it is the desire of the parties to render aid, when necessary, as set forth in this

Agreement. NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND AMONG THE PARTIES AS FOLLOWS:

- A. Subject to the availability of personnel and equipment, the incorporated fire district of Belen, New Mexico and the incorporated fire district of Rio Communities, New Mexico shall render Automatic/Mutual Aid to each other in emergency responses and preserving life and property. Such assistance shall be at the consideration and basis for this Agreement. "Automatic Aid" refers to assistance, which shall be dispatched automatically by a responding party within the party's jurisdiction without request, as agreed upon and programmed by the Valencia Regional Emergency Communications Center (VRECC). "Mutual Assistance" refers to assistance requested by the agencies on an as needed basis.
- B. Neither party to this Agreement shall be entitled to any reimbursement or compensation for all or any part of the costs incurred by such party in providing either Automatic Aid or Mutual Aid in emergency responses and preserving life and property, except negotiated by the parties for particular assignments or courses in advance of the performance of such services, and which shall be submitted by addendum in accordance with Paragraph L. This does not include cost recovery, as allowed by law, available by the responding organization from a responsible third party.

- C. Any service performed in accordance with this Agreement by any officer, employee, or volunteer of either party shall constitute service rendered in the line of duty in such office, employment, or volunteer service.
- D. Belen and Rio Communities each agree to use its best efforts to protect the other's personnel and equipment, provided pursuant to this Agreement, during the periods of civil disturbance. In the event such protections are deemed inadequate by the Fire Chiefs, either party may refuse to provide personnel and equipment until the situation is remedied, even though aid personnel and equipment may have been previously committed.
- E. Automatic Aid responses for fire suppression will be made by personnel and equipment described in the current policies and procedures covering such responses. These policies and procedures shall be approved by each Fire Chief and reviewed for modification at a minimum of once per year. The equipment list shall be provided to the VRECC for resource information.
- F. During all responses, both parties will follow the National Incident Management System (NIMS) and Incident Command System (ICS) during all phases of operation.
- G. The Rio Communities Fire Department may use water, at no cost, from the City of Belen Water System utilizing fire hydrants within the city of Belen so long as water usage is reported to the Belen Fire Chief within 24-hours of the incident. This water usage is for record keeping within the City of Belen Water Department.
- H. Any dispatch of personnel and equipment pursuant to this Agreement is subject to the following conditions:
 - 1. A request for Automatic Aid or Mutual Aid hereunder shall be made by a chief officer or senior firefighter of either department and include a statement of the amount and type of personnel and equipment requested and shall specifically state the amount and type of personnel and equipment to be provided, if any based on the availability, shall be determined by a representative of the responding organization.
 - 2. The responding organization shall report to the Incident Commander of the requesting organization at the location to which the personnel and equipment are dispatched. Therefore, orders shall follow under the unified command structure.
 - 3. A responding department shall be released by the requesting department when the services of the responding department are no longer required or

when the responding department is needed within the fire district for which it normally provides fire protection services.

4. Upon release from the incident, the officer in charge from the responding department will properly document that organization's role in regard to the incident and forward this documentation to the requesting party when required.
- I. As between the parties, each party will solely be responsible for liability arising from personnel injury or damage to a person's property caused by its employee's or agents. The liability of either party shall be subject in all cases to the immunities and limitations of the Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, and any amendments thereto.
- J. Either party's employees or volunteers will be considered employees or volunteers for any purpose, including, but not limited to, worker's compensation, insurance, nor any other benefits. afforded to employees or volunteers of the other party. Personnel will not receive any compensation from the other for their participation under this Agreement. Neither party has any express or implied authority to assume or create an obligation or responsibility on behalf of or in the name of the other party.
- K. This Agreement is effective upon the date first written above and shall be in force for a period of five (5) years thereafter, unless sooner by a change of administration or terminated by either party upon thirty (30) days prior with written notice to the other party.
- L. This Agreement supersedes all previous contracts between the Belen Fire Department and Rio Communities Fire Department for Automatic Aid in fire protection and may be amended by a written instrument executed by the parties hereto.
- M. Any request for service or other action not specifically covered under this Agreement must be by a written addendum negotiated by the parties and signed by the Belen Fire Chief and Belen City Manager and Rio Communities Fire Chief and Rio Communities City Manager.
- N. The Fire Chief's may establish, alter, or amend operational guidelines between the respective departments in conformity with this Agreement by written protocol. The changes to the operating and procedural guidelines shall be effective when accepted in writing and both Fire Chiefs.

The undersigned parties, acting as authorized representatives of the City of Belen Fire Department and City of Rio Communities Fire Department hereby express their respective organizations full understanding and acceptance of the mutual obligations and commitments set forth in this Agreement.

CITY OF BELEN

CITY OF RIO COMMUNITIES

Nathan Godfrey, Fire Chief

Andrew Tabet, Interim Fire chief

Jerah R. Cordova, Mayor

Joshua Ramsell, Mayor Pro tem

Attested by:

Dorothy Flores, City Clerk

Elizabeth (Lisa) Adair, Municipal Clerk

Date: _____

Date: _____

