

**COUNCIL OF THE VILLAGE OF BOSQUE FARMS, NM
MINUTES OF THE SPECIAL MEETING
JUNE 18, 2026**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Gillespie called the meeting to order at 9:02 a.m.

Steve Robbins led the Pledge of Allegiance.

2. ROLL CALL OF GOVERNING BODY

Present were Mayor Chris Gillespie, Councilor Ronita Wood, Mayor Pro Tem Erica De Smet, Councilor James Bruhn, and Councilor Manuel Zamora. Quorum present.

3. COUNCIL TO REVIEW AND TAKE ACTION ON VILLAGE OF BOSQUE FARMS EMERGENCY MEDICAL SERVICES (EMS) FUNCTIONS AND CAPABILITIES MOVING FOWARD

The Council convened this special workshop to explore short-and-long term options for restoring and sustaining EMS services in the Village of Bosque Farms. The discussion included participation from Village of Bosque Farms Governing Body, Clerk/Administrator Erica A. Martinez, Fire Chief Jason Schneider, Peralta Town Clerk Kori Taylor, Peralta Treasurer/Deputy Clerk Steve Robbins, Valencia County Fire Chief Matt Propp, Peralta Deputy Fire Chief/EMS Chief Ashley Means.

Mayor Pro Tem De Smet made a motion to Review and Take Action on Village of Bosque Farms Emergency Medical Services (EMS) Functions and Capabilities moving forward. Councilor Zamora seconded the motion. No roll call taken.

Short-Term Coverage

The immediate concern before the Council was that the Village's current EMS operating licenses and capabilities were expiring at the end of the month, leaving the community without a functioning EMS response. Discussion centered on the need for a short-term agreement with the Village of Peralta's EMS department to bridge the gap while a longer-term structure is developed. It was clarified that any agreement involving compensation must be structured as an Intergovernmental Agreement (IGA) rather than a Memorandum of Understanding (MOU) or Mutual Aid Agreement, as the latter cannot include set pricing. Any short-term mutual aid arrangement could only be on a face-value basis.

Mayor Pro Temp De Smet and Councilor Bruhn agreed that Peralta would draft an initial IGA, which would then be reviewed by Bosque Farms' legal counsel. Both parties agreed the draft would be completed no later than June 25, 2026, in hopes of being presented at or before the next regular Council meeting. Peralta's EMS Director Ashley Means confirmed this approach.

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3 Long-Term EMS Structure

4 Councilor Bruhn proposed a phased approach: establish a working arrangement through
5 December 2026, evaluate its effectiveness, and then formalize a one- to five-year agreement.
6 Councilor Zamora expressed his preference that the long-term goal should be to bring a fully
7 staffed, 24/7 EMS capability under the Bosque Farms Fire Department, noting the Village
8 already has the equipment in place. He acknowledged, however, that achieving that goal
9 would take time and that interim arrangements were necessary.

10 Valencia County Fire Chief Propp strongly advocated for a 24/7 staffing model, noting that
11 Valencia County currently covers approximately 60% of EMS responses in Bosque Farms—
12 largely during hours when any part-time or volunteer coverage is unavailable. He emphasized
13 that call volume data shows peak EMS demand in Bosque Farms occurs in the evening hours,
14 not during the standard 8-to-5 window and encouraged the Council to align any coverage
15 model with those peak hours. He also cautioned against splitting accountability and authority
16 in any agreement structure, particularly if the Fire Department was to bear operational
17 responsibility.

18 Chief Propp noted that a cost-sharing arrangement between Bosque Farms and Peralta—
19 whereby both jointly fund full-time, 24/7 coverage—was a viable and fiscally sensible model
20 worth exploring. He estimated that a full 24/7 paramedic staffing model would cost
21 approximately \$360,000 to \$400,000 annually, but noted that once the Village pursues DOT
22 billing certification, patient billing revenue could substantially offset personnel costs over
23 time.

24 Fire Chief Schneider noted that the current structure of ordinances does not provide clear
25 ownership and authority over EMS apparatus and operations, and that updating those
26 ordinances would be a foundational step in any long-term plan. He also sought clarity on
27 whether the proposed model would have Peralta contracting to provide EMS services in
28 Bosque Farms or would instead support Bosque Farms in building its own internal EMS
29 capability—noting both were viable but distinct paths.

30 Staffing, Regulatory, and Billing Considerations

31 Chief Propp clarified that state statute requires two certified EMTs on any ambulance
32 transport and that, while a COVID era exemption allowing a non-EMT driver has not been
33 formally lifted, DOT billing requirements strictly mandate two certified providers. He
34 encouraged the Village to pursue DOT certification as part of its long-term plan to generate
35 billing revenue and reduce reliance on general funds.

36 Regarding funding mechanisms, Chief Propp distinguished between several available streams:
37 the EMS Gross Receipts Tax (GRT), which can be used flexibly for salaries, equipment, or
38 stipends; and EMS Fund Act money received from the state, which is restricted to supplies
39 and equipment only and cannot be used for salaries. He reported that Bosque Farms was
40 receiving approximately \$12,000 per month in EMS GRT revenue.

41 Chief Propp also described the State Firefighter Recruitment Grant program, which funds
42 100% of salary costs in year one, 50% in year two, and 25% in year three for entry-level, full-

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4 time firefighter or EMT positions. Clerk/Administrator Martinez reported that the Village
5 appeared to have a signed agreement for an allocation of \$131,250 under this program, with a
6 first disbursement expiration date of June 30, 2025. She indicated she would follow up with
7 the Department of Finance and Administration (DFA) to determine whether the grant is still
8 active or can be extended.

9 Councilor Bruhn made a motion to take a fifteen-minute break. Mayor Pro Tem De Smet
10 seconded the motion. Mayor called a Voice Vote All for none opposed. **Motion carried**
11 **unanimously.**
12

13 Mayor Pro Tem De Smet made a motion to reconvene the EMS session. Councilor Wood
14 seconded the motion. Mayor called a Voice Vote All for, none opposed. **Motion carried**
15 **unanimously.**

16 Ambulance Investigation

17 A concern was raised regarding the Village's rescue unit, which was noted to be under an
18 active investigation. Attorney Flores advised that discussing details of an active investigation
19 in open session could create legal liability for the Village, and recommended the Council
20 convene a closed session to address those matters under proper legal protocol. She noted,
21 however, that understanding the timeline of the investigation was a legitimate and important
22 concern—particularly as it related to equipment availability for any EMS agreement with
23 Peralta. Councilor Zamora noted that a provision could be included in the IGA to allow
24 Peralta access to the Village's rescue unit once the investigation is resolved. Legal counsel
25 confirmed that such a provision was feasible and could offer Peralta a degree of reassurance
26 regarding future equipment access.

27 Chief Schneider stated he had been asked about the investigation but was not previously
28 aware of the reasons for the unit being sequestered. He noted that the lack of clear ordinance
29 language around equipment ownership and authority contributed to ambiguity in these
30 situations and underscored the need for updated ordinance.

31 Next Steps

32 The Council agreed on the following path forward:

- 33 ● Peralta to draft a short-term IGA with compensation provisions to be submitted to
34 Bosque Farms no later than June 25, 2026, for legal review and Council consideration.
- 35 ● Peralta to provide an updated proposal for 24/7 EMS coverage, as well as a hybrid
36 model that would incorporate Bosque Farms-employed personnel under Peralta's
37 management.
- 38 ● Valencia County EMS Chief Propp to provide a parallel proposal for 24/7 coverage
39 and a hybrid staffing model for the Council's consideration.
- 40 ● Clerk/Administrator Martinez to contact DFA regarding the status and potential
41 extension of the firefighter recruitment grant.

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3 There were no formal motions acted upon at this meeting. The meeting was closed without
4 action taken, as no actionable items were before the Council.

5 **13. ADJOURNMENT**

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7 Councilor Bruhn made a motion to adjourn the meeting. Mayor Pro Tem De Smet seconded
8 the motion. No roll call taken.

9
10 Mayor Gillespie adjourned the meeting at approximately 11:13 a.m.

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12 **PASSED, APPROVED AND ADOPTED THIS 16th DAY OF SEPTEMBER 2026.**

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16 _____
17 Chris Gillespie, Mayor

18
19 (SEAL)

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23 ATTEST:

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27 _____
28 Erica A. Martinez, Clerk/Administrator