



SNOW AND ICE REMOVAL

VILLAGE OF RUIDOSO
EMERGENCY OPERATIONS PLAN




VILLAGE OF RUIDOSO
FY 2023-2024



APPROVAL AND IMPLEMENTATION

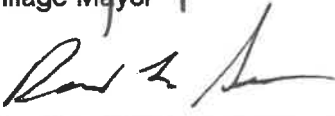
VILLAGE OF RUIDOSO, NEW MEXICO

Snow and Ice Removal Plan



Village Mayor

11-14-23
Date



Village Manager

11/2/23
Date

Adam Sanchez

AdamSanchez@ruidoso, 2023 11:11 GMT-6

11/02/2023
Date

Public Works Director


ericqueller@Oct10, 2023 11:54 MDT

11/01/2023
Date

Emergency Manager



Matthew@Nov1, 2023 13:01 GMT-6

11/01/2023
Date

Parks & Rec Director


JoeKasubski@Nov2, 2023 14:14 GMT-6

11/02/2023
Date

Fire Chief


Police Chief

11/2/2023
Date



[Signature]

Councilor Rafael Salas

12/12/2023

Date

[Signature]

Councilor Dr. Gary Jackson

12 Dec 2023

Date

[Signature]

Councilor Joseph Eby

12 Dec 2023

Date

Approved at Council Meeting held on Nov. 14, 2023

Councilor Tim Coughlin

Date

[Signature]

Councilor Susan Lutterman

12/12/23

Date

[Signature]

Councilor Darren Hooker

12-12-23

Date



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**Snow & Ice Removal Plan - Village of Ruidoso
2023-2024**

The *purpose* of the Snow and Ice Removal Plan is to provide coordination and support to activation of, and response to, incidents of winter storm(s) that result in impacts to the Village of Ruidoso (VOR). The plan will provide detailed content for responsible departments, departmental equipment, communications, activation processes and overall operations.

The *primary objectives* of the Snow and Ice Removal Plan are to:

- Provide the VOR with the ability to keep Village roads, sidewalks, walking trails, and river trails open, clear, and safe.
- Ensure the continuance of essential services following major inclement weather situations by clearing accumulated snowfall.
- Provide a uniform plan, or level of service, to be followed during emergency snow and ice storms.

INITIAL ACTIONS

The VOR staff will work together to determine the support required for anticipated winter storm incidents and snow removal operations, details are described throughout this plan. The plan implementation shall be directed by the Streets Manager, under the supervision of the Public Works Director.

Upon notice of a storm cell approaching, the Public Works Director, the Streets Manager, and the Emergency Manager will begin to monitor weather reports, and current weather conditions, to determine when crews and equipment may be needed, to prepare for winter storm response.

OPERATIONS

The highest ranked Ruidoso Police Department (RPD) Officer on shift, shall be the designated employee to initiate notice of roadway snow accumulation(s), or incoming winter storm. Per the *Figure 1: Process of Notification*, RPD highest ranked Officer on shift, will notify Dispatch of impacts to travel and hazardous road conditions, including location. Dispatch will then immediately respond with notifying the Streets Manager and Village Manager, of the situation, via a direct phone call.

As soon as the Streets Manager has received notification from Dispatch, the Streets Manager will immediately inform, via text message, the Village Manager, the Deputy Village Manager, the Public Works Director, and the Emergency Manager of the situation. Information to be shared may include, be not be limited to, the number of personnel being called out, the equipment being mobilized, and all other necessary information. Details may vary from storm to storm.

PRIORITY ROUTES

Roadways will be cleared through a priority route(s) process established as such:

1. State Highways (Sudderth and Mechem) as agreed/designated by the New Mexico Department of Transportation (NMDOT).
 - a. The Streets Manager will keep in communication with NMDOT, should the impacts exceed the VOR staff capacity, and the need for State support arises.
2. Arterial and collector streets, including the airport runway and apron, at the discretion of the Airport Manager.
3. Ruidoso Municipal School Bus route, see attached *school bus route snow plowing* PDF, which correlates with the first, second, and third priority lists on the following page.
4. VOR neighborhood Streets and parking lots owned by the VOR.
5. Additional routes as designated by the Streets Manager.



FIRST PRIORITY

Snow Removal		Salt/Sand Routes
First Priority		
Sudderth Drive		Sudderth/traffic lights
Mechem Drive		Upper Canyon Bridges
Paradise Canyon Road		Mechem Drive to Ski Run Road
Hull Road		White Mountain Drive
Gavilan Canyon Road		Hull Road
Cree Meadows Drive		Warrior Drive
Country Club Drive		Cree Meadows Drive
Eagle Drive		Sudderth
White Mountain Drive		Evergreen Road
Grindstone Canyon Road		Paradise Canyon Road
Carrizo Canyon Road		Country Club Drive
Warrior Drive		Homestead Acres/Gavilan
El Paso Road		Chase Street
Center Street		Skylane Drive
Reese Drive		Eagle Drive
Mescalero Trail		Center Street
Main Road		Grindstone Canyon Road
		Carrizo Canyon Road

SECOND PRIORITY

Second Priority		
Snow Removal		Salt/Sand Routes
Porr Avenue	Rim Road	Main Road
Cliff Drive	Warwick Drive	Brady Canyon Road
Virginia Canyon	Crown Drive	K Street
Brady Canyon Road	Camelot Drive	Keyes Drive
Ebarb Drive	Excalibur Road	Mescalero Trail
Perk Canyon Drive	Hart Avenue	Pinecliff Area
Flume Canyon Drive	Snowcap Drive	Crown Drive to apartments
First Street	McBride Drive	Wingfield Street
Grove Drive	Timberline Road	Fifth Street
Fir Drive	Canyon Drive	"D" Street
Shady Lane	L.L. Davis Drive	
Rio Arriba Road	College Drive	
Mockingbird Lane	Wingfield Street	
University Drive	D Street	
Starlight Road	Fifth Street	

THIRD PRIORITY

Third Priority
All other residential streets
Parking Lots
Village Hall & Library
Police Station including sally port front & back
Main Fire Station on Sudderth
Upper Canyon Fire Station on Main Road
Fire Station #2 on White Mountain Drive
Wingfield complex including Annex, Water Shop & Purchasing Warehouse
Senior Center & School House Park
Wingfield Street at Center Street
Center Street at Texas Street
Rio Street behind Mountain Arts
Rio Street at Eagle (old fire station)

Residents are responsible for snow removal on their private property including driveways.

PLOWING PROCESS

Following initial notification(s) and activation(s) for snow removal, the crew will proceed with the following process to clear snow from the main traveling vessels within the Village:



From Hickory and Sudderth Dr. to the circle at Upper Canyon, all snow will be plowed to the center of the road.



From Hickory to Carrizo Canyon Road, all snow will be plowed to the South side of the road.



From Carrizo Canyon on Sudderth Dr. to HWY 70, East bound lane will be plowed to the center of the road, West bound lane will be plowed to the North side of road.

All other roadways will be plowed to each side of the roads.

RESPONSIBILITIES

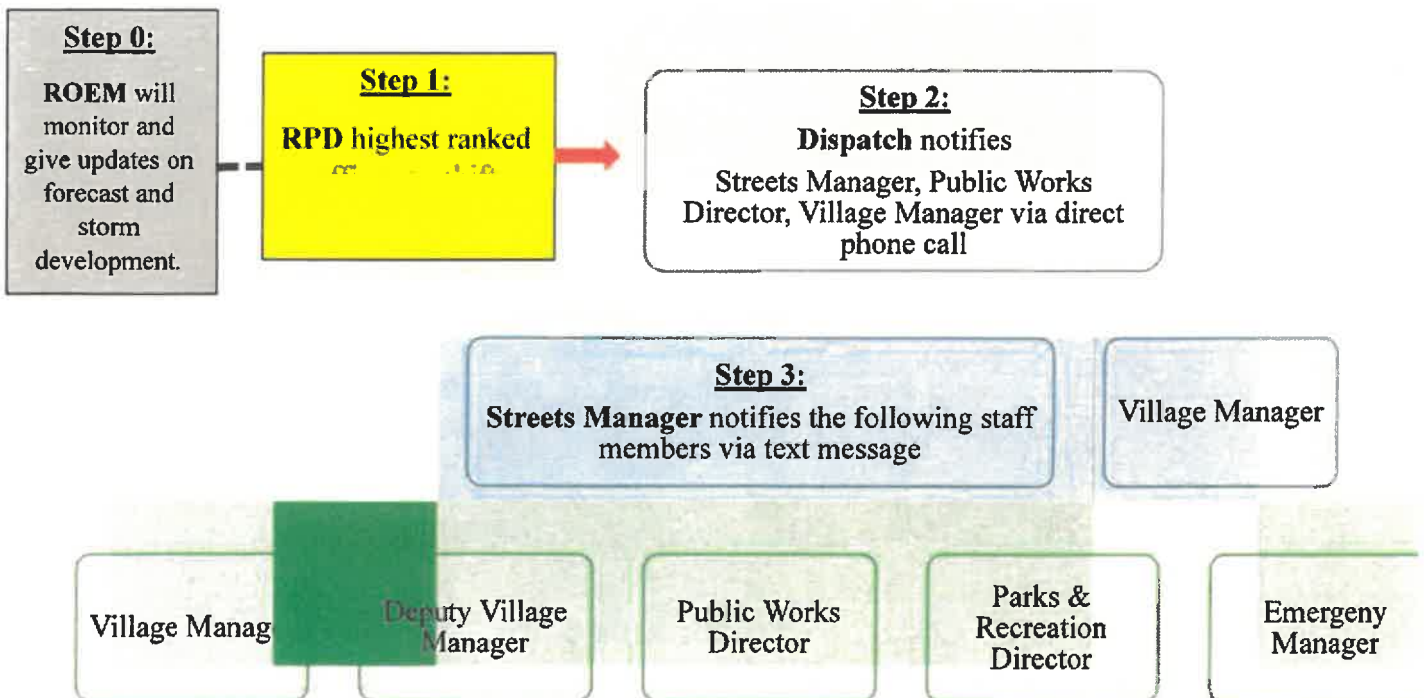
The following content outlines the responsibility of each involved department or individual:

Village Manager and Deputy Village Manager

- o Communicate as necessary with all Elected Officials. And Village Departments.

Public Works Director & Streets Manager

- o Monitor weather reports and current weather conditions.
- o Prepare to assign day and night shift emergency operations for snow removal within the Village:
 - If snow removal assignments are initiated during normal business working hours, the on-duty staff will be assigned to operational areas by the direction of the Streets Manager.
 - If snow removal assignments are initiated after normal business working hours, the crews will be called out by the Streets Manager, following notification from RPD highest ranked officer on shift and the Dispatch Center, see *Figure 1: Process of Notification*



Public Works Director & Streets Manager Responsibilities continued:

- Provide direction for salt & sand spreading, in addition to snow plowing.
- Provide all crew members with adequate response times to ensure the safe arrival of crew members on-site, and to allow for time to warm up equipment appropriately, prior to use. Emergency housing of crew members may be utilized at the direction of the Public Works Director.
- Supervise and monitor all callouts and detail of personnel on both day and night shift assignments, throughout the duration of a winter storm incident.
- The Public Works Director will coordinate communications with the Parks & Facilities Director, to ensure communication of an activated response.
- Coordinate communications with Ruidoso Municipal School District, Ruidoso School Buses, and the VOR Public Information Officer (PIO).
- The Public Works Director will maintain a list of private contractors, to provide additional resources of trucks, and/or loaders, to assist with snow removal from the main VOR plowing routes.
 - The trigger point utilized to call in contractors is based on the center of Sudderth Dr. snow accumulations. If snow remains for more than 1 day max, the Public Works Director will be contacting private contractors for additional snow removal support.
 - To enhance internal operations, without immediately utilizing

Figure 1: Process of Notification

private contractors, snow removal crews will follow the *PLOWING PROCESS* on page 5 of this plan.

Ruidoso Police Department (RPD) & Central Dispatch

- Monitor current weather and road conditions.
- Highest ranked RPD Officer on shift, must notify Dispatch upon initial recognition of snow accumulation and impacts to travel and hazardous road conditions, including location, to initiate notification to the Streets Manager.
- Dispatch must immediately notify, via a direct phone call, the Village Manager, and the Streets Manager of the situation.

Ruidoso Fire Department (RFD)

- Monitor current weather conditions.
- Notify Dispatch upon initial recognition of snow accumulation and impacts to travel and hazardous road conditions, including location, to initiate notification to the Streets Manager.
- During major winter weather events set aside four (4) beds for snow removal crews to use.

Sierra Blanca Regional Airport (SBRA)

- Monitor current weather conditions.
- The Airport Manager, under the supervision of the Village Manager, will inform the Streets Manager of snow removal needs at the airport.
 - No chains or salt can be used at the airport; snow removal can only be implemented through means of trucks with plows only.

Parks & Recreation Department

- Monitor current weather conditions.
- Provide sidewalk and outdoor stairway clearing to Village Hall and the Public Library.
- Provide snow removal support to areas within midtown, public facilities, parks, and trails.
- Provide additional assistance to public parking lots.
- During major winter weather events set up the Ruidoso Community Center as a rehab area for snow removal crews.

Emergency Manager

- Monitor weather reports and current weather conditions.
- Work in coordination with the Public Works Director & Streets Manager during an operational period.
- Prepare to activate and coordinate the Emergency Operations Center (EOC), should an elevated response and additional resources be needed.
 - EOC activation will include a designated call center phone line for the public to utilize during a large-scale winter storm event.
- Coordinate with the Village Manager and administration, for EOC activations and for coordination of potential emergency declarations.
- Coordinate communications with the PIO as necessary.

Public Information Officer (PIO)

- Work in coordination with the VOR staff during an operational period to issue public notices.
- Support EOC operations as necessary during an EOC activation.

EQUIPMENT & MATERIAL

As a combined equipment list, the VOR has the following equipment within organizational departments:

- 4 Dump Trucks with plow and salters
- 1 Duramax with snow plow
- 4 Pickups with plows and salters
- 10 Pickups with plows only
- 2 Motor Graders
- 3 snow blowers



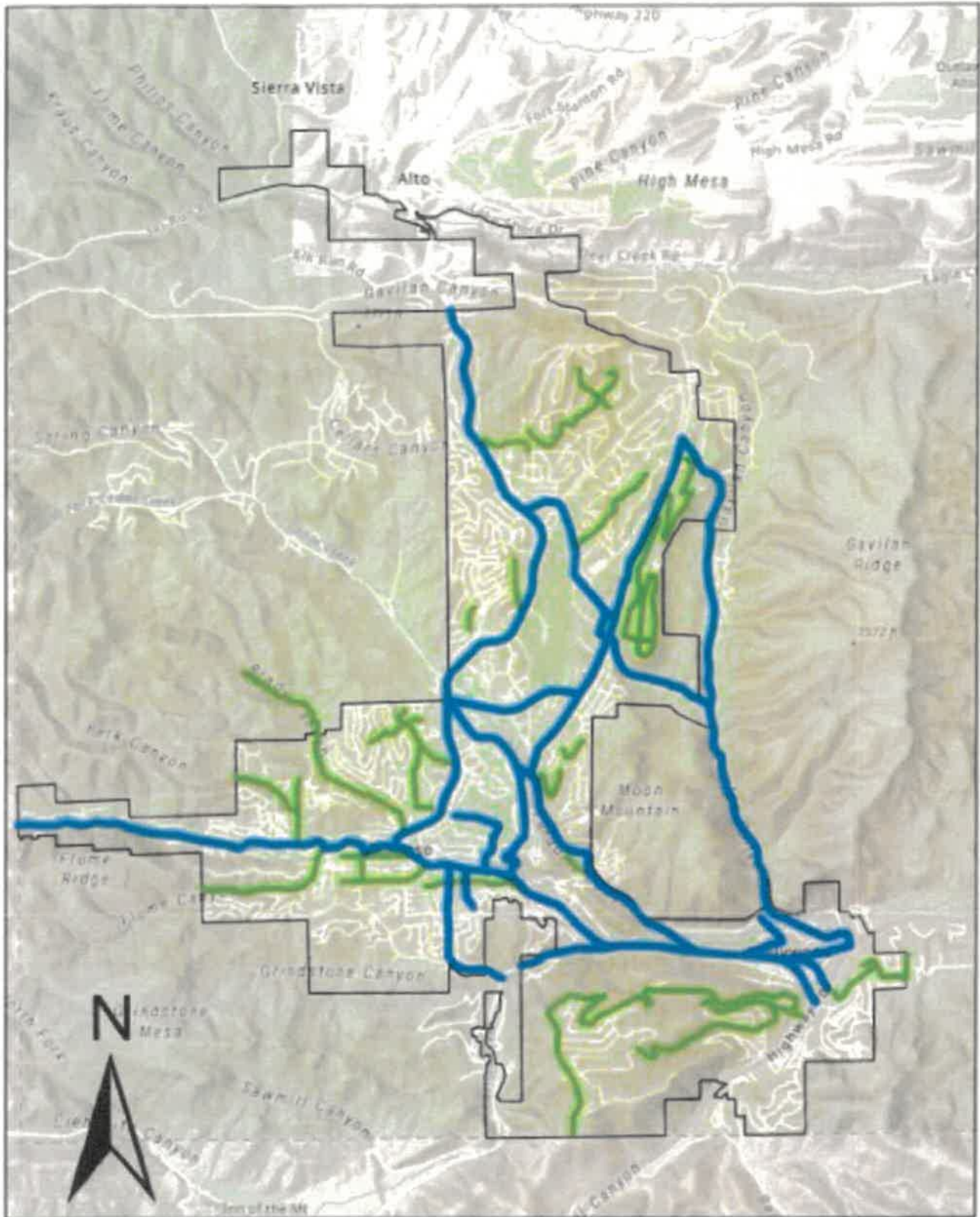
- 1 broom
- 1 4-Wheeler

As a combined materials list, the VOR additionally has the following materials within Village departments:

- Approximately 200 tons of salt for 18 to 20 degrees
 - Streets Department is waiting on an additional 500 tons to be delivered.
- 100 tons of ice slicer to melt down to 0 degrees provided by NMDOT
 - Streets Manager does have a State price agreement with Desert Mountain Corporation for 150 tons at \$18,000 if needed.

APPENDIX A: PHONE LIST

Name	Position	24/7 Phone Number
Adam Sanchez	Public Works Director	575-937-0544
Josh Long	Streets Manager	575-937-3824
Jim Ostic	Streets Supervisor	575-921-6705
Ryan Blanchard	Foreman	575-973-1860
On-call phone	Streets Department	575-973-2981
Matthew Baird	Parks & Rec Director	575-973-0525
David Tetreault	Assistant Parks & Rec Director	575-973-3930
Lawrence Chavez	Police Chief	575-973-4610
Steve Minner	Deputy Police Chief	575-937-4639
Joe Kasuboski	Fire Chief	575-973-1696
Ross Coleman	Assistant Fire Chief	575-973-4053
Eric Queller	Emergency Manager	575-973-8963
Kerry Gladden	Public Information Officer	575-937-2664
Lee Baker	Airport Manager	575-973-5737



Ruidoso Show and Ice Removal FY 2023

Legend

- Priority One
- Priority Two
- VOR Boundary

