



### AGENDA REQUEST FORM

The Board of County Commissioners typically meets the 3<sup>rd</sup> Tuesday of each month at 10:00 a.m. at the Sierra County Government Complex located at 1712 N. Date Street.

Please have the agenda request form along with all presentation materials to the County Manager’s office by Monday of the week prior to the subsequent meeting. **Please submit as much information as possible in electronic form (via email to [jwest@sierraco.org](mailto:jwest@sierraco.org) ) and include the words “Agenda Request” in the subject line.** A representative **must be present** at the Board of County Commission meeting to present their request. If a representative is not in attendance, the request may be postponed and you must reschedule.

Date and Time Submitted: 8/09/2024 Meeting Date: 8/20/2024

Department/Agency: Fire Administration / OEM

Name of Presenter(s): Ryan Williams

Is Commission action necessary?  Yes  No, informational only

If yes, action requested of the Commission: Approval/Signatures

If yes, have you prepared the proper signatory documents?  Yes  N/A

Information background and rationale: Fire Administration is seeking approval to adopt a Nominal Fee Stipend Policy.

Fire Administration will utilize the awarded funds from the NM State Fire Protection Grant to compensate fire department officers whom have completed all administrative duties and/or members who complete approved educational courses

What is the fiscal impact of this request? n/a

Notes or additional information: Stipend funds are awarded to each county annually upon grant award.

Name of individual making the request and contact information including phone and email address:

Ryan Williams

rwilliams@sierraco.org 575-740-7213



# *Sierra County* *Office of Emergency Management*



Ryan Williams  
Emergency Services Administrator  
1712 N. Date Street, Suite D  
Truth or Consequences, New Mexico 87901  
Phone (575) 894-6215 – Cell (575) 740-7213  
Fax (575) 894-9548  
Email: [rwilliams@sierraco.org](mailto:rwilliams@sierraco.org)

August 9, 2024

**To: Sierra County Board of County Commissioners**  
1712 N Date St Suite D  
Truth or Consequences, NM

Dear Commissioners Day, Paxon, and Hopkins

Fire Administration is seeking approval to adopt a Volunteer Recruitment and Retention Nominal Fee Stipend Policy. The policy is directed towards the recruitment and retention of county volunteer fire department members and allows for compensation of department officers whom have completed all administrative duties and/or department members who successfully complete approved educational courses. The intent of this policy is to enhance educational offerings for fire department members and ensure required administrative duties are completed. The available funding is awarded through the NM State Fire Protection Grant in the amount of \$25,000 annually. Fire Administration believes this policy and process will provide incentive to fire department officers and members.

Please consider the approval and adoption of the Nominal Fee Stipend Policy.  
As always, thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Williams".

Ryan Williams  
Emergency Services Administrator  
Sierra County, NM

**COUNTY OF SIERRA**  
**RESOLUTION NO. 110-267**

**ADOPTING A NOMINAL FEE STIPEND PROGRAM POLICY**

**Sierra County Emergency Services**

**WHEREAS**, the Board of County Commission met in a regularly scheduled meeting on Tuesday, August 20, 2024 at 10:00am in the Sierra County Commission Chambers, 1712 N. Date St; and,

**WHEREAS**, NMSA 1978, Section 4-38-18 (1876) vests a county's management in its Board of County Commissioners; and,

**WHEREAS**, NMSA 1978, Sections 4-37-1 et seq. provides that counties may adopt those resolutions and ordinances, not inconsistent with statutory or constitutional limitations placed on counties, to discharge those powers necessary and proper to provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of the county and its inhabitants; and,

**WHEREAS**, NMSA 1978, Sections 59A-53-5 (2012) provides that "the county commissioners of any county may establish one or more fire districts;" and,

**NOW THEREFORE BE IT RESOLVED** that the Nominal Fee Stipend Program Policy is hereby adopted:

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**ADOPTING A NOMINAL FEE STIPEND PROGRAM POLICY**

**RESOLUTION NO. 110-267**

**Sierra County Emergency Services**

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of August, 2024

**SIERRA COUNTY BOARD OF COUNTY COMMISSIONERS**



Commissioner Travis Day, Chairman

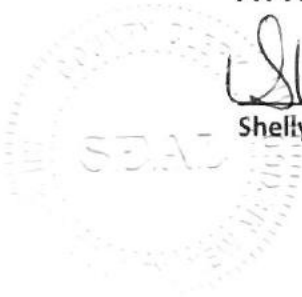


Commissioner James E. Paxon, Vice-Chairman



Commissioner Hank Hopkins, Commissioner

**ATTEST:**

  
Shelly K Trujillo, County Clerk

*State of New Mexico*

*Shelly K. Trujillo  
County Clerk  
575-894-2840*

*Candace Chavez  
County Treasurer  
575-894-3524*

*Michael D. Huston  
County Assessor  
575-894-2589*

*Thomas Pestak  
Probate Judge  
575-894-2840*



*County of Sierra*

*James E. Paxon  
District 1  
575-894-6215*

*Travis Day  
District 2  
575-894-6215*

*Hank Hopkins  
District 3  
575-894-6215*

*Joshua Baker  
County Sheriff  
575-894-9150*

*1712 N Date St.  
Truth or Consequences, New Mexico 87901*

*Amber Vaughn,  
County Manager  
575-894-6215 Fax: 575-894-9548*

**SIERRA COUNTY  
VOLUNTEER FIRE DEPARTMENTS  
NOMINAL FEE STIPEND PROGRAM POLICY**

July 26, 2024

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## **PURPOSE**

The purpose of this policy is to establish a Nominal Fee Stipend Program which compensates members of Sierra County's volunteer fire departments in order to improve training, competency, and recruitment and retention of volunteers.

### **1.0 STANDARD**

This policy was approved by Resolution to enable Sierra County to pay a **“Volunteer Recruitment and Retention Incentive Nominal Fee Stipend”** for volunteer firefighters and EMS responders. This is **NOT** an hourly wage rate of pay. This is paid to the Volunteer Firefighters for their participation in training certifications, and administration duties to include: ISO improvements, monthly NFIRS compliance, and UpToDate department records.

### **2.0 REQUIREMENTS**

- 1.0 Volunteers who wish to participate must fill out an Incentive Program Application indicating their membership status and understanding of the program.
- 2.0 Participating members must fill out a W-9 form.

### **3.0 PROGRAM FEE RATES**

Subject to available funding the base stipend for the Nominal Fee Program shall be \$200.00 per month for Chief Officers that perform the Administration duties. The certification stipend for participating members who have IFSAC certifications, Wildland Firefighting, or who are licensed as an EMS provider within the State of New Mexico, or members that received certification in technical rescue.

### **4.0 ELIGIBLE ACTIVITIES**

Eligible activities shall include Administration Duties of the department, ISO improvements, and monthly NFIRS compliance.

## **5.0 LICENSE & CERTIFICATION COURSES**

Active volunteer firefighters are eligible for lump sum payments upon completion and licensure/certification or recertification of the following courses:

<b>Wildland Firefighter Type I</b>	<b>\$50.00</b>
<b>Wildland Single Resource Boss</b>	<b>\$50.00</b>
<b>Wildland IC Type 4</b>	<b>\$50.00</b>
<b>IFSAC Hazmat Operations</b>	<b>\$75.00</b>
<b>IFSAC Firefighter I</b>	<b>\$150.00</b>
<b>IFSAC Firefighter II</b>	<b>\$175.00</b>
<b>Technical Rescue</b>	<b>\$150.00</b>
<b>EMT Basic</b>	<b>\$150.00</b>
<b>EMT Intermediate</b>	<b>\$175.00</b>
<b>Other courses as pre-approved by the County Office of Emergency Services (up to \$100.00)</b>	

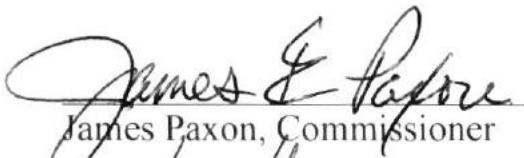
## **6.0 PROBATIONARY MEMBERS**

Once the prospective member has been approved for membership in a department and has completed six (6) months of active membership, then he/she is eligible to participate in the Nominal Fee Program.


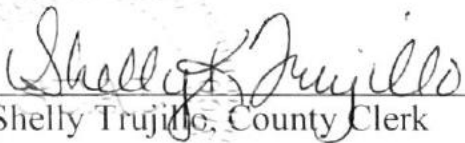


**SIERRA COUNTY  
VOLUNTEER FIRE DEPARTMENTS  
NOMINAL FEE STIPEND PROGRAM POLICY**

  
\_\_\_\_\_  
Travis Day, Commissioner

  
\_\_\_\_\_  
James Paxon, Commissioner

  
\_\_\_\_\_  
Hank Hopkins, Commissioner

  
  
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Shelly Trujillo, County Clerk