

City of Bayard

Policy And Procedures STIPEND FOR VOLUNTEER FIREFIGHTERS

I. INTRODUCTION; AUTHORITY; RESOLUTION

- A. Introduction / Purpose:** The City of Bayard recognizes the amount of time volunteer firefighters spend responding to emergencies and engaging in training, maintaining equipment and vehicles, as well as the routine inspection of City fire hydrants. The purpose of this policy is to establish an on-going effort to obtain funds for a stipend program that nominally compensates firefighters and emergency personnel in the City of Bayard Volunteer Fire and Rescue Department for their efforts. An additional purpose of making a stipend available—although such depends upon available funding—is to enhance recruitment efforts and help with the retention of the City’s dedicated volunteers.
- B. Authority:** NMSA 1978, Section 3-12-3(A)(7) (1965, as amended 1967) authorizes the governing body of a municipality to “adopt rules and regulations necessary to effect the powers granted municipalities.”
- C. Resolution:** The City of Bayard Council passed Resolution 17-2026 on July 15, 2026, at a duly noticed public meeting, which resolution authorized the promulgation of this policy titled “Stipend for Volunteer Firefighters”.

II. POLICY AND DEFINITIONS:

- A. Policy.**
- Based on the availability of funds, the City of Bayard shall pay to a volunteer firefighter, who has successfully completed the mandatory probation term, a nominal stipend for responding to emergency calls, maintaining the equipment, and participating in Bayard Fire Department meetings and training sessions.**
 - Payments to eligible volunteer firefighters shall be made on a fiscal year quarterly basis as follows, provided that such quarterly stipend for emergency calls shall not exceed \$600 per firefighter, unless approved in writing by the Bayard Fire Chief:**

TYPE OF CALL-OUT	FIRE CHIEF & ASST CHIEF	FIREFIGHTER
♦ Each emergency call	\$20.00	\$15.00
♦ An emergency call exceeding three hours, add:	\$15.00	\$10.00

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◆ In-house training and meetings **

\$15.00

\$10.00

***must attend at least three weekly meetings and three training courses per calendar month.*

B. Definitions.

1. **FIRST DUE** means the software that enables the Grant County Dispatch Authority to notify emergency response personnel on their cell phones of an emergency incident.
2. [Reserved]

III. Procedures

A. Application to Participate in the Stipend Program

1. Volunteers who wish to participate in the stipend program must fill out an Incentive Program Application indicating their interest and understanding of the program. A copy of this Application is found in *Appendix 1* to this policy.
2. Volunteers who wish to participate in the stipend program must acknowledge and agree to comply with monthly bunker gear inspection, SCBA inspection, and fire emergency vehicle assessment.
3. A probationary volunteer firefighter's eligibility to become a participating volunteer in this stipend program begins only after the individual has successfully completed six months of his or her 12-month probationary period.

B. Requirements of Continued Participation in the Stipend Program

1. A participating volunteer must complete a W-9 form for tax reporting purposes.
2. A participating volunteer must meet the minimum twelve (12) hours weekly attendance requirement and be free of any disciplinary actions.
3. A participating volunteer must answer a call and participate as authorized. Proof of attendance shall be shown by the attendance documentation noted on the incident report as well as the acknowledgement on E-dispatches.
4. A participating volunteer must complete training requirements, with each training session being a minimum of four (4) hours duration, which the volunteer must schedule in advance. Each training session shall have a sign-in sheet to verify attendance. Please note: vehicle and equipment checks do not qualify as training.

C. Stipend Payments

1. The payment of any quarterly stipend is **dependent upon available funds in a separate designated City account.**
2. Participating volunteers must sign a Pay Voucher each month. A copy of the Pay Voucher form is found in *Appendix 2* to this policy.

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- a. The participating volunteer must submit the Pay Voucher to the Fire Chief-by hand delivery to the Fire Chief or leaving the Pay Voucher in a secure receptacle designated by the Chief.
- b. The participating volunteer must then submit the completed Pay Voucher (signed by the volunteer and the Fire Chief) to the Deputy Clerk at Bayard City Hall by the fifteenth (15th) day following the end of the fiscal quarter, as shown below:
 - (1) First Quarter ends September 30; voucher forms are due by Oct. 15.
 - (2) Second Quarter ends December 31; voucher forms are due by Jan. 15.
 - (3) Third Quarter ends March 31; voucher forms are due by April 15.
 - (4) Fourth Quarter ends June 30; voucher forms are due by July 15.
- c. Failure to submit a completed Pay Voucher, as provided above, shall result in no quarterly payment, unless the Fire Chief and Mayor determine that compelling cause exists for the non-submission.

D. Resignation from Stipend Program

1. A participating volunteer may at any time resign from the stipend program. If the resignation occurs during the fiscal quarter, the volunteer shall be paid for owed funds to the date of resignation.
2. Not participating in the stipend program, standing alone, shall not affect the individual's volunteer status with the City Volunteer Fire and Rescue Department.