



City of Bayard
CITY COUNCIL REGULAR MEETING
January 09, 2023 at 5:30 PM
Bayard City Hall

AGENDA

WORK SESSION

CALL TO ORDER: Mayor Chon S. Fierro

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE AGENDA

1. Swearing in of Un-certified Police Officers Valerie Barboa and Luz Lozano.

PUBLIC INPUT

CONSENT AGENDA

2. Approval of the Special Meeting Minutes for December 15, 2022.
3. Approval of the Accounts Payable Report for January 9, 2023.
4. Approval of the Maintenance Report for December 2022.
5. Approval of the Fire Report for December 2022.
6. Approval for Michael Paez to attend CoRe-EX Program February 7, 2023 in Silver City NM.
7. Approval of Online Supervisor Training for Marlana Valenzuela, Michael Paez, and Robert Terrazas.

OLD BUSINESS

8. Discussion for concerned resident Larry Ojinaga.
9. Approval for weekend schedule change for Public Works Department.
10. Discussion/Action to approve Business License for M&M Auto/ Matthew Valenzuela.

NEW BUSINESS

- [11.](#) Discussion/Action to purchase Text My Gov in the amount of \$4,500 for the first year and \$3,000 for the following years.
12. Discussion for Covid Protocol.
- [13.](#) Approval of the Volunteer Firefighter Stipend Policy
14. Rural Partners Network Presentation by Kristina Ortiz

ACTION FOR PERSONNEL

15. Approval for hiring of the Parks & Recreation Gabriel Flores, hiring of the Janitor Robert Herbert and hiring of Wastewater laborer Steven Estrada.

CLOSED SESSION

16. Discussion to promote Marlena Valenzuela to City Clerk-Treasurer and to promote Robert Terrazas to Wastewater Director.

ACTION ITEMS RESULTING FROM CLOSED SESSION

17. Approval to promote Marlena Valenzuela to City Clerk-Treasurer and to promote Robert Terrazas to Wastewater Director.

MAYOR AND COUNCILORS REPORTS**NEXT MEETING DATE:**

Regular Meeting - January 23, 2023

ADJOURNMENT



City of Bayard
CITY COUNCIL SPECIAL MEETING
December 15, 2022 at 5:30 PM
Bayard City Hall

MINUTES

WORK SESSION

CALL TO ORDER: Mayor Chon S. Fierro

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Chon Fierro
Mayor Pro-tem Raul Villanueva
Councilor Eloy Medina
Councilor Frances Gonzales
Councilor Jose Diaz

A quorum was present. Others in attendance were Dolores Charon, Juno Ogle, Jonnie Alba, Victor Alba, Ashley Ogilvie, James Ervin, Rick Lass, Jade Wilson, Selina Crespín, Robert Terrazas, Sonya Dixon, Hector Carrillo, Michael Paez, Valerie Barboa, Luz Lozano, Euphemio Gonzalez, Marlena Valenzuela, and Tanya Ortiz.

APPROVAL OF THE AGENDA

PUBLIC INPUT

Victor Alba stated he owns a electric company, Alba Electric and would like to be considered for jobs with the City of Bayard.

CONSENT AGENDA

Motion made by Mayor Pro-tem Villanueva, Seconded by Councilor Diaz.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

1. Approval of the Minutes of the Regular Meeting November 14, 2022 and Special Meeting November 28, 2022.
2. Approval of the Accounts Payable Report for December 12, 2022.
3. Approval of the Fire Report for November, 2022.

4. Approval of the Maintenance Report for November, 2022.
5. Approval for City Staff, Mayor and Council to attend Legislative Session on January 31- February 3, 2023 in Santa Fe, NM.

Councilor Diaz stated he would like city hall to remain open when staff attends the Legislative Session in Santa Fe.

6. Approval for David Palomarez to attend NM Water and WW Association Annual School. Jan. 23-26, 2023 in Las Cruces.

Councilor Diaz stated item #6 David Palomarez to attend NMW and WW Association School Councilor Diaz asked if he was scheduled to attend before this and did not show up?

Deputy Clerk Marlena stated that was to attend for class this is for something different.

Councilor Diaz would like to start holding the individuals accountable for not attending these classes. The individuals need to have commitment before they get approved to attend these classes.

OLD BUSINESS

7. Discussion for concerned resident Larry Ojinaga.

Resident Larry Ojinaga was not present at the meeting. No discussion was taken.

Police Chief Carrillo introduced two new police officers Valerie Barboa and Luz Lozano. Uniforms and equipment are being ordered and they are getting ready for the police academy.

NEW BUSINESS

8. Approval of the 2023 Holiday Schedule.

Motion made by Councilor Diaz, Seconded by Councilor Medina.
Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

9. Approval of the 2023 City Council Meetings.

Motion made by Councilor Diaz, Seconded by Mayor Pro-tem Villanueva.
Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

10. Discussion for Proposal of weekend schedule change for Public Works Department.

Public Works Director Michael Paez would like to change the weekend duties to on call. The reason so he could have a full crew Monday through Friday. With the schedule now he only has a full crew Monday through Wednesday. He believes this change will benefit the department over all.

Councilor Villanueva asked if the guy on call would still come out and check on everything?

Public Works Director Michael Paez stated there is a 2-hour window for the morning to come out and check on all the components. There is a 30-minute response time.

Councilor Diaz stated there are some wording changes and define the letter a little better but overall looks good.

Public Works Director Michael agrees this needs some adjustments.

11. Discussion of Solar Facility located on land owned by Ernest Gavaldon.

Cindy from Ameresco joined the meeting by telephone. Her proposal is to share information on the The San Jose NM Solar LLC which is owned by Ameresco Solar Land Holdings LLC. This is a new Community Solar Program of New Mexico enacted in 2021. The Community Solar Program allows for the three largest utilities in the state to develop up to 5 megawatt solar facilities to increase renewable clean energy in the state. The program for 20NW to be installed. Each community solar facility will have subscribers Each subscription will offer approximately 10% discount on the electricity bill. A 30% low-income carve out of subscriptions is part of the program. This is an exciting opportunity for the community to participate in community solar through subscriptions and the project will benefit the area economically through use of local labor and local services as well as community engagement. This project will be located on land owned by Mr. Gavaldon and will be leased for the term of 25 years (per the NM Community Solar program). The solar facility will be fully decommissioned at the end of 25 years. The Community Solar program application window is now through January 31, 2023. Everyone with a solar project application is pulling them together and submitting them. Then incline will receive all the applications review them, and they will score all the projects through the RFP process. The highest scoring projects will move forward and go into interconnections. Then they will start working with the utilities and make sure they can connect safely to connect to the grid. This process will take around 6 months, at the end they will have a interconnections agreement and their project can move forward with their construction permit. Then it will take 4 to 5 months to build the system. The system is an unmanned system. Once a month there will be a pickup truck go by and make sure everything is okay. At this time Cindy is asking for letter from the city that states that no there are no zoning or ordinances requirements and that no permits are required at this time.

Councilor Gonzales asked because we are a low-income community would Ameresco be able to give the residents a 30% discount on their bill? Who is the company that Ameresco will be working with for the subscriptions?

Cindy stated she believes that is true. The company that will be doing the subscription, they will be working on that agreement and get this agreement to the city. The company for the subscriptions is CSP- Community Solar Program.

Councilor Diaz asked how was this land selected to place this project? Have you done your research on how it is going to impact the residents on Virginia Street?

Cindy stated she did visit the site with the land owner and did access this on Virginia Street and they will be doing a construction study done.

Councilor Diaz would like for a meeting to be set up with the residents in the area and get their input.

Police Chief Carrillo stated there is a lot of criminal activity in that area and would like Cindy to be aware.

12. Discussion/ Action for Rick Lass to Present the Local Choice Energy Act.

Rick Lass came before the Mayor and Council to ask for support on the local choice energy. He would like a Resolution to take to the upcoming 2023 Legislative Session. Senator Carrie Hamblen and Senator Liz Stefanics are the two carrying the bill. If this bill is passed this will provide federal funding for municipalities to have a choice in buying and generating energy locally and from renewable sources. Investor-owned utility delivers energy for a fee, and municipalities benefit from affordable rates, local control and cleaner energy. He hopes he can get the support from the City of Bayard.

13. Discussion of Freeport Support for Wastewater Treatment Plant.

Mayor Fierro stated he has been meeting with Freeport and Mayor Stevens and Mayor Bauch for the last seven months. Freeport wants to take the effluent water and take it for their use. When the City needs fresh water, they will give it to the city. Mayor Fierro has been talking with Randy Allison and Laura Phelps, Freeport is willing to give 1 million dollars to the City of Bayard to help with the effluent line that needs to be done at the wastewater treatment plant. Mayor Fierro was talking with Marlena Valenzuela the Deputy Clerk and stated this 1million dollars can be used as a cash match and be turned in to 6 million dollars. Mayor stated right now at the wastewater treatment plant 3million to 5million dollars is needed to start work.

Councilor Diaz stated it's a good thing for the mining district.

Councilor Gonzales stated she will be willing to start looking in to grants for the city. She is wanting to look for a grant to pay for a grant writer.

Mayor Fierro stated the city does need help with writing grants. Also, he will be meeting with Pricilla Lucero the president of the COG and talk about what grants the city can apply for the wastewater treatment plant.

14. Discussion/Action of Salary Increases for City Employees.

ORDINANCES/RESOLUTIONS

Councilor Diaz stated he's been looking at a few things. It being the end of the year and cost of living going up, he thinks there's an opportunity to compensate the city employees. He has a proposal of giving the city employees a 5% to 10% raise. With the focus of the higher rate going to the Maintenance department because they are the ones out doing more. He stated we are half way through the year and with the positions that have not been filled there is more than \$200,000 that has not been used and with this increase not even half will be used of that amount. Every council meeting the council sits and says thank you for all your hard work and right now there is an opportunity to show how much was appreciate them. With the 5% raise it's about \$2,000 more on their annual income.

Councilor Medina asked if there will be a hiring freeze on the positions that have not been filled?

Councilor Diaz stated the money is there and we are hiring for the vacant positions. We are not going on a hiring freeze and we are not going to add any additional positions. We are budgeted to give everyone a percent not a flat rate for everyone. The police department will not be receiving a raise because of their raise they received in June.

Motion made by Councilor Medina to give 8% raise for the maintenance department and 5% raise for all other employees not including Police Department, Seconded by Councilor Gonzales.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

15. Adoption of Resolution 27-2022 Colonias Infrastructure Water System Improvements Loan/Grant Agreement.

Deputy Clerk Valenzuela stated all three Resolutions, Resolution 27-2022, Resolution 28-2022, Resolution 29-2022 are all agreements to pay our loans for the year.

Motion made by Councilor Diaz, Seconded by Councilor Medina.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

16. Adoption of Resolution 28-2022 Colonias Infrastructure Bayard, Sewer System Improvements Loan/Grant Agreement.
17. Adoption of Resolution 29-2022 Colonias Infrastructure Wastewater System Improvements Loan/Grant Agreement.
18. Adoption of Resolution 30-2022 American Rescue Plan Recovery Funds to Pay Premium Pay for Essential Workers.

Motion made by Councilor Medina, Seconded by Councilor Gonzales.
Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

19. Adoption of the Resolution 31-2022 New Mexico Legislative Action to Advance Affordable Clean Energy

Motion made by Councilor Gonzales, Seconded by Councilor Villanueva.
Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz.

CLOSED SESSION

Motion made by Councilor Villanueva to enter close session pursuant to 10-15-1 (H-2) NMSA 1978 for limited personnel matters for Police Department, Administration Department- hiring of the City Clerk-Treasurer, Wastewater Department- hiring of the Wastewater Laborer, Maintenance Department- promotion of the Public Works Director and promotion of the Parks and Recreation. , Seconded by Councilor Medina.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

20. Pursuant to 10-15-1 (H-2) NMSA 1978 for limited personnel matters for Police Department, Administration Department- hiring of the City Clerk-Treasurer, Wastewater Department- hiring of the Wastewater Laborer, Maintenance Department- promotion of the Public Works Director and promotion of the Parks and Recreation.

ACTION ITEMS RESULTING FROM CLOSED SESSION

Motion made by Councilor Diaz, Seconded by Mayor Pro-tem Villanueva.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz

Motion made by Councilor Diaz to hire City Clerk/Treasurer Ashley Ogilvie at the pay of \$27 hour. With a one-year probation period and a 6-month evaluation. That may include an increase in pay. Seconded by Mayor Pro-tem Villanueva.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz.

Motion made by Councilor Diaz to hire Daniel Chavez for the Wastewater Laborer, starting pay \$15.75 an hour. Seconded by Councilor Medina, Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz.

Motion made by Councilor Diaz of the promotion of Public Works Director Michael Paez starting pay of \$25.50 an hour, with a 1-year probation period, also with the hiring of Jose Sierra for Maintenance Department with a starting pay of \$14.31 an hour, the hiring of Steven Estrada for the Parks & Recreation at the starting pay of \$14.00 an hour and the hiring of Gabriel Flores for Janitor at the starting pay of \$13.25 with a possible pay increase. Seconded by Mayor Pro-tem Villanueva.

Motion made by Mayor Pro-tem Villanueva that Sergeant Jesus Lopez be terminated, Seconded by Councilor Medina.

MAYOR AND COUNCILORS REPORTS

Councilor Medina asked if there will be a parade with Santa Clause?

Deputy Clerk Villanueva stated yes there will be a parade on Saturday December 17, 2022 starting at 5pm.

Councilor Gonzales thanked Police Chief Carrillo for all his work. She also thanked Code Enforcer Gomez for all his work also. She thanked the Council for passing Resolution 31-2022.

Councilor Diaz stated on Monday and Tuesday the Beautification Committee will be going around town and judging the houses with lights. They will be giving out the prizes on Wednesday. On the next agenda he would like to have discussion on what to do about covid testing and how we manage that. He thanked the maintenance department for working hard on putting up the Christmas lights. He knows that maintenance department is having issues with some poles not working but they are working on getting them fixed.

Public Works Direct Paez stated parts for the lift station is about 2 months out. The booster at the wells there are some issues with electrical components. He is getting cost estimates for that. One component is around \$3000. The 1million gallon tank he spoke with the engineers on the concerns the council had, they both feel as if they will have enough water on reserve the pumps will be working a little harder. The engineers suggest getting a backup motor for the boosters. The pot holes on Dayhill Street he cannot get a hold of anyone. The last he has heard was they have crew in Columbus.

Police Chief Carrillo thanked the mayor and council for having their back. He is hoping to get the two new police officers sworn in next meeting. He is getting all their equipment ordered. As for the Code Enforcer he is still working on sections in Bayard and that is working out great. He does have an individual that is willing to help out the code enforcer for a couple days a week. The calls are the same and they continue to work hard.

Deputy Clerk Valenzuela thanked the mayor and council for the premium pay and the salary increases. Also, she thanked them for being patient with her on learning everything she has been doing.

Utility Clerk Ortiz thanked the mayor and council for the premium pay and salary increases also.

Mayor Fierro thanked all the departments for all their hard work. He stated the Historical Tourism Tours will begin soon. There are 5 people on the Historical Tourism Committee and they will meet in January. He has spoken with Randy Alison the general manager of Freeport and asked him if they can go on to the property and take pictures with the big haul trucks and loaders. Mr. Alison askd for a schedule and they can work on it.

NEXT MEETING DATE:

Regular Meeting - January 9, 2022

ADJOURNMENT

Motion made by Councilor Diaz, Seconded by Councilor Gonzales.

Voting Yea: Mayor Pro-tem Villanueva, Councilor Medina, Councilor Gonzales, Councilor Diaz.

ADJOURNMENT 8:11 P.M.

Chon Fierro
Mayor

ATTEST:

Marlena Valenzuela
Deputy Clerk

ACCOUNTS PAYABLES**9-Jan-23****GENERAL FUND - 10**

J.P Cooke Co	Dog and Cat Licenses	\$ 132.50
Walmart	Dog Food	\$ 83.34
Shamrock Foods	Peanut Shells-Xmas Parade	\$ 281.08
Walmart	Candy for X-Mas Parade	\$ 547.92
Home Depot	Little League Concession	\$ 3,918.81
TOTAL:		\$ 4,963.65

JNT W/S O&M FUND - 150

Morning Star	Pants-EMB	\$ 30.00
USA Bluebook	Chlorine Testing/Boosters	\$ 189.04
Amazon	Safety Equipment	\$ 917.97
Walmart	Cables for Maint. Shop	\$ 54.74
TOTAL:		\$ 1,191.75

JNT WASTEWATER FUND - 170

Dement Electric	Troubleshoot Valve Actuator	\$ 1,144.84
TOTAL:		\$ 1,144.84

LIBRARY FUND - 210

Green Energy Now	Consultation- Park	\$ 225.00
Amazon	Croak & Dagger Books	\$ 208.25
Amazon	Children's Books	\$ 354.19
TOTAL:		\$ 787.44

Water and Sewer-230

James Cooke & Hobson	Training for Boosters	\$ 1,786.25
TOTAL:		\$ 1,786.25

Community Fund- 430

Amazon	X-Mas Bags, Toys	\$ 260.88
Walmart	Pencils	\$ 5.88
Bank of America	X-Mas Bags, Stamps, Toppers	\$ 28.41
Walmart	Sausage Gift, Candy Canes	\$ 223.54
TOTAL:		\$ 518.71

FIRE FUND- 30

Sierra Emergency Vehicle	Fire Truck Repair	\$ 3,924.73
TOTAL:		\$ 3,924.73

LAW ENFORCEMENT FUND - 60

Bank of America	Holster	\$ 182.06
Bank of America	Weapon Light	\$ 402.86
Bank of America	Softshell Jackets	\$ 384.00

Bank of America	Vtac Raze Belt	\$ 754.07
DKS Gun and Pawn	2000 Rounds of 9MM FMJ	\$ 900.00
TOTAL:		\$ 2,622.99
 TOTAL:		 \$ 16,940.36

ACCOUNTS PAID**9-Jan-23****GENERAL FUND - 10**

Wex Bank	Gas Cards- PD	\$ 1,212.72
Wex Bank	Cas Cards-City Hall	\$ 68.38
PNM	Electric for Unit Star	\$ 19.80
SBA Monarch	Tower Site Rent- PD	\$ 1,102.52
Comcast	Xfinity Fire Dept	\$ 8.54
Comcast	Internet Services- City Hall	\$ 312.51
Vivint	Security Cameras-City Hall	\$ 50.74
Ricoh	Printer Services- City Hall	\$ 51.79
Ricoh	Printer Services- PD	\$ 82.98
PNM	Electricity Payment- City Hall	\$ 355.20
PNM	Electricity Payment- Parks	\$ 82.49
PNM	Electricity Payment- PD	\$ 92.68
Spectrum Technologies	IT Services Payment-City Hall	\$ 4,404.96
Spectrum Technologies	It Services Payment-PD	\$ 1,391.04
Abila	Municipal Water System-City Hall	\$ 114.70
Abila	Municipal Water System-PD	\$ 114.70
TOTAL:		\$ 9,465.75

JNT W/S O&M FUND - 150

Wex Bank	Gas Cards	\$1,086.09
Comcast	Internet Services	\$118.06
Vivint	Security System	\$72.29
PNM	Electricity Payment	\$2,181.38
Spectrum Technologies	IT Services Payment	\$ 772.80
Abila	Municipal Water System	\$ 114.70
Unicorn Press	Business Cards- Michael	\$ 35.00
TOTAL:		\$4,380.32

Sewer Operations- 155

Abila	Municipal Water System	\$114.70
TOTAL:		\$114.70

JNT WASTEWATER FUND - 170

Wex Bank	Gas Cards	\$ 136.71
The UPS Store	Shipping Specimen	\$ 484.08
PNM	Electric Services	\$ 9,934.09
American Linen	Laundry Service	\$67.30
Dement Alarms	Dispatch Services	\$467.56
Hall Environmental	Wastewater Testing	\$ 550.76
PNM	Electricity Payment	\$ 78.30
Spectrum Technologies	IT Services Payment	\$ 386.40
Abila	Municipal Water System	\$ 114.70

TOTAL: \$ 12,219.90

COMMUNITY CENTER FUND - 200

Dement Alarms	Dispatch Service	\$ 357.56
PNM	Electricity Payment	\$ 324.73
TOTAL:		\$ 682.29

LIBRARY FUND - 210

LC Sun News	Subscription Fees	\$ 17.49
PNM	Electric Services	\$ 322.59
Vivint	Security Cameras	\$ 56.13
Dement Alarms	Dispatch Services	\$ 307.51
Ricoh	Printer Services	\$ 54.08
TOTAL:		\$ 757.80

MUNICIPAL STREET FUND - 240

PNM	Electricity Payment	\$ 3,017.92
Abila	Municipal Water System	\$113.56
TOTAL:		\$ 3,131.48

MUNICIPAL COURT FUND - 20

PNM	Electricity Payment	\$ 82.74
Spectrum Technologies	It Services Payment	\$ 327.12
Abila	Municipal Water System	\$ 114.70
TOTAL:		\$ 524.56

FIRE FUND- 30

NFPA Journal	Membership Services	\$175.00
PNM	Electricity Payment	\$155.57
Spectrum Technologies	IT Services Payment	\$463.68
Abila	Municipal Water System	\$ 114.70
TOTAL:		\$908.95

GC Detention Center- 50

GC Detention Center	Inmate Billing	\$376.00
TOTAL:		\$376.00

Solid Waste -160

Abila	Municipal Water System	\$114.70
TOTAL:		\$114.70

GRAND TOTAL: \$ 32,676.45

Activity Report for Bayard Maintenance December 2022

#1) Leak on Kilian St.

Labor Charge: Adrian: 3hrs, William: 3hrs, Michael: 3hrs	\$212.25
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Equipment Charge: Backhoe 1.5 hrs	\$97.50
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Materials Charge: (1) 2" repair clamp \$88.02	\$88.02
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Total:	\$397.77
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#2) Service Leak on Taylor Alley

Labor Charge: David 6hrs: William 6hrs: Adrian 6hrs	\$421.50
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Equipment Charge:	\$0.00
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Materials Charge: 12" Meter Resetter (\$139.41); Curb Stop (\$104.74);	\$254.18
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3'-0" 3/4" Poly (\$1.68); Metter Adaptor (\$8.35)	
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Total:	\$675.68
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#3) Leak at Snell Football Field meter

Labor Charge: Michael 5hrs; David 4hrs	\$224.71
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Equipment Charge: Backhoe 1hrs	\$65.00
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Materials Charge: (1) 2" Brass Gate Valve	\$69.74
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Total:	\$359.45
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#4) Water Main Leak Snell Middle School

Labor Charge: Michael 6hrs, Mark 3.5hrs, William 2.5hrs, Adrian 2.5hrs	\$346.84
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Equipment Charge: Backhoe 2hrs	\$130.00
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Materials Charge: (2) 6" Hymax \$329.85 2'-0" 6" Sch 40 \$32.36	\$802.94
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Total:	\$1,279.78
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This is only a list of the non-routine activities that were done during this month. We stay busy doing the routine activities such as checking wells, checking pumps, checking sewer pumps, checking PRV's, working at the cemetery, taking water samples, checking the Little League, checking city parks, checking and servicing vehicles, doing meter turn-ons and turn-offs, checking on plugged sewers, and other customer concerns, checking on the chlorine system, janitorial and being available for whatever problems come along.

Bayard Fire Department

Monthly Report

December 2022

Monthly Fire Calls: There were 8 fire calls for service in December.

12/1/2022: Dispatched to 812 Styskal for a CO Alarm going off. Used the CO to meter and found nothing.

12/10/2022: Dispatched to 806 Winifred for a CO monitor going off. Used the CO meter and found that there was gas in the home. Found the gas valve for the heater was bad and advised for them to contact a plumber.

12/15/2022: Dispatched to MM124 on Hwy 180 for a grass fire. Arrived and found a patch of grass on fire.

12/17/2022: Dispatched out to Parade Santa Claus around town.

12/18/2022: Dispatched to 100 Hurley Ave for a smoke alarm going off. Arrived and found employees cleaning out the grill.

12/21/2022: Dispatched to 12212 Hwy 180 East for a grass fire. Arrived on scene and found a pump house and grass around the house on fire.

12/24/2022: Dispatched to 200 Hurley Ave. for the smell of gas.

12/28/2022: Dispatched to 209 A St. in Hurley for a smoke alarm going off. Arrived on scene and found that the home owner had grease smoking on the stove.

Monthly EMS calls:

There were 28 reported EMS calls for the month of December.

<u>Bayard</u>	19 Calls
<u>Hurley</u>	7 Calls
<u>North Hurley</u>	1 Calls
<u>Santa Clara</u>	1 Calls

December Training

Fire:

12/1/2022: Training consisted of Active shooter scenarios.

12/7/2022: Officers meeting.

12/15/2022: Christmas Parade preparation.

12/17/2022: Escorted Santa Claus through town.

EMS:

12/6/2022: EMS Training consisted of Company Training on Back boarding, Splinting and the use of a C-Collar.

12/20/2022: EMS Training consisted of Patient assessment.

Equipment:

<u>Apparatus</u>	<u>Mileage</u>	<u>Engine Hours</u>
<u>Engine 1</u>	<u>8486.4</u>	<u>1182.5</u>
<u>Engine 2</u>	<u>14385.4</u>	<u>1204.9</u>
<u>Command 3</u>	<u>39526.6</u>	<u>3819</u>
<u>Mini</u>	<u>12741.5</u>	<u>1531.3</u>

Safety: No incidents reported this month.

Submitted by,

Juan Estrada

Bayard Fire Department

Secretary

Bayard Public Works

From: Paradigm Liaison Services <pls_rsvp@pdigm-mail.com>
Sent: Tuesday, January 3, 2023 1:48 PM
To: Bayard Public Works
Subject: Invitation - 2023 NM Pipeline Safety Program

**You are invited**

Mike Paez,
City Of Bayard

All members of your organization are invited to this program.
You will receive up-to-date safety protocols, damage
prevention information, and current contacts for pipelines.

A meal is provided, please register to ensure enough food and
seating.

WebCode: 3CBK-9XQB

Register

PROGRAM & VENUE INFORMATION

30 min. meal | 90 min. training

CoRE-EX Program

February 7, 2023

Registration: 5:30 PM MST

Grant County Veterans Memorial Business & Conference Center

3031 US Hwy 180

Silver City, NM 88061

CoRE-EX Program

February 8, 2023

Registration: 11:30 AM MST

One-Day Seminar

Jan 12 8-3pm \$199w

Item 7.

TRANSITIONING to SUPERVISOR

Successfully adjust to the changing expectations of your boss, peers and subordinates

YOU'LL LEARN:

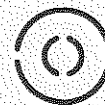
- ▶ Identify your personal roadblocks to leadership success and rid yourself of them forever!
- ▶ Take on a new position of authority without coming across as bossy, smug or domineering
- ▶ Master six critical steps to help you shift your mental focus from staff member to supervisor
- ▶ Avoid the most common pitfalls involved in this type of transition
- ▶ Recognize and manage the different work/personality styles of your employees
- ▶ Build trust and gain respect through your new relationships
- ▶ Improve your communication skills — essential for every effective manager!
- ▶ And much more — see pages 4–5 for more details on what you'll learn

ENROLL TODAY!



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This course qualifies for CPE credits. See details on page 6

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ONE-DAY SEMINAR!

Item 7.

February 7th

\$299⁰⁰

8am-3pm

LEADERSHIP TEAM-BUILDING — AND — COACHING SKILLS FOR MANAGERS & SUPERVISORS

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leading your team to excellence

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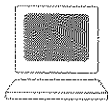
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March 16th 10--5pm

One-Day Seminar

Item 7.

149^u

How to Supervise People

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You'll be able to:

- Unify employees into a smooth-running, productive team, despite differences in personality, background and age.
- Find the delicate balance necessary to effectively oversee friends and former peers.
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- Control absenteeism and tardiness.
- Develop a keen sense of timing for taking corrective action or firing an employee — and know the legal implications of your decisions.
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SEMINARS**

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12/7/22

I Larry Ojinaga would like to be on
the Agenda for Dec. 12th, 2022 meeting.

City Ordinance / concern

Larry Ojinaga

City of Bayard Public Works



Tel: 575.537.5384
Fax: 575.537.5271

800 Central Ave.
Bayard NM, 88023

Email: bayardmaint@cityofbayardnm.com

November 28, 2022

Rev. 12/21/22

Mayor and Members of The Council,

I am proposing to you the Mayor and City Council, to eliminate the weekend schedule. By doing this, this will give the maintenance department a full crew for a 5-day work week. As before, the maintenance department would be short one worker both a Thursday and a Friday, due to the weekend schedules regular days off. This is not including any other worker that has had the days approved prior. This will now make a work week Monday thru Friday, on-call Saturday and Sunday. The schedule for weekend will be on-call and would be the responsibility of the worker that is on-call for that week, based on an on-call schedule. The worker is required to come in for 2 hours on Saturday and Sunday. This time is used to check the PRV's, Booster Pumps, and the Oak St. lift station, simply due to the fact that not all of these are running off of SCADA and have to be manually checked for proper operations. These two hours each day are either *Over Time or Comp Time* the workers choice. After the two required hours the employee can return home and be on stand-by for any call. If the on-call employee needs any assistance with the original call out, the on-call worker is to call the supervisor immediately. The supervisor will call the employee next on the on-call scheduled for them to assist with the call out. The employee that is called in to assist the on-call employee he will receive call out pay. The on-call employee will be required to fill out a call out form kept at Maintenance Shop with the appropriate information for the call out.

All call out are per:

Personnel Ordinance for the City of Bayard.

Section 12: Conditions of Employment

Subsection D: Call out Pay

On-call for the holidays would be as follows; The on-call employee will receive holiday pay for the hours not worked for that day, and will receive time and one half for the worked.

Example: On-call worker scheduled for Christmas Day will receive 8 hours holiday pay, if not called out. If the on-call employee is called out once during the 8-hour holiday, they complete the call out tack in 2 hours they will receive 2 hours at time and one half, and 6 hours at holiday pay. This will apply for all Holiday's. The on-call worker will be required to have the on-call phone **575-912-0354** at all time during their scheduled on-call.

Sincerely,

Michael Paez
Public Works Director
Office: 575.537.5384
Cell: 575.590.1258
Email: bayardmaint@cityofbayardnm.com

TO WHOM IT MAY CONCERN:

I MATTHEW VALENZUELA am asking
TO BE ON THE AGENDA FOR
MONDAY JAN. 9TH FOR
BUSINESS LICENCE

SIGNED
MATTHEW VALENZUELA

Tuesday JAN. 3RD



TextMyGov

TextMyGov
P.O. Box 3784
Logan, Utah 84323
435-787-7222

Partnership Proposal

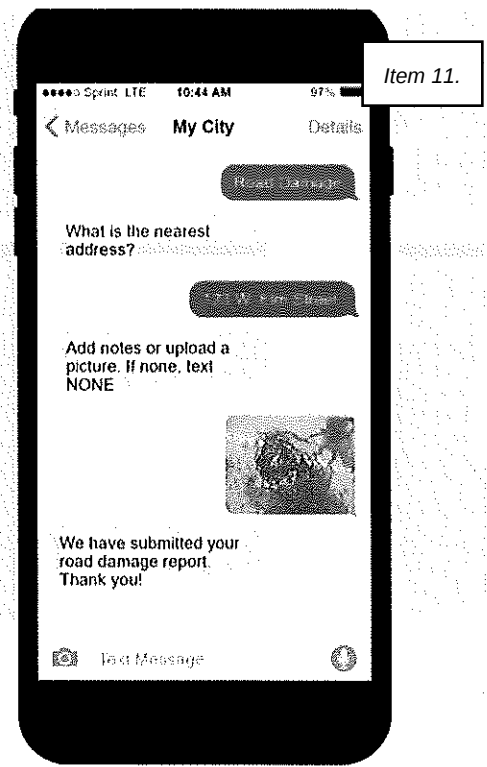
Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, *97% of smartphone owners text regularly.*

The technology analysts at Compuware reported that *80 to 90% of all downloaded apps are only used once and then eventually deleted by users.*



TextMyGov Solutions:

Communicate, Engage, Boost Website Traffic, Track, and Work



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

Implementation

Getting Started

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

Subscription Cost Breakdown

This quote represents a subscription to TextMyGov with an initial TERM of two years. The agreement is set to automatically renew after the initial TERM. Support and services fees may increase in subsequent years, but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms

Prepared for:
Bayard
800 Central Av.
Bayard, NM 88023
Marlena Valenzuela

Prepared by:
Emma Carlsen
Account Executive
P.O. Box 3784
Logan, UT 84323

Package	Package Price	Billing
TextMyGov Package includes: • TextMyGov Web-Based Software • Local Phone Number • Short Code Number (for outgoing messages) • Unlimited Users • Unlimited Departments • Unlimited Support for Every User • 10 GB Managed online data storage • 25,000 Text Messages per year	\$3,000	Annual
Implementation/Setup Fee	\$1,500	One Time
Total (First Year):	\$4,500	First Year
Total (Ongoing):	\$3,000	Annual

Notes:

1. This is a two-year contract. After the initial two years, the contract can be canceled by providing 60-day written notice.
2. After the initial two-year contract, the agreement will revert to a year to year.
3. Customer is required to put TextMyGov widget on the Agency's Web Home page.
4. This agreement and pricing were provided at the customer's request and are good for 30 days.
5. Customer is required to provide copy of W-9

Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual* cost, upon request.

Enhanced Media & Care Package – Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information- https://textmygov.com/enhanced-media-care/	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)	Price based on amount of text messages	Annual

Agreement Confirmation

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Billing Information

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

(Please attach copy of W-9 or Tax Exemption form. Must include FEIN #.)

Agreement Signature

Name: _____

Title: _____

Date: _____

Signature: _____

Widget Contact

Name: _____

Title: _____

Email: _____

Phone: _____

(This person is responsible for placing the TextMyGov widget (see options-[Widget](#) | [TextMyGov Support](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time).

Twilio Contact Authorization**Twilio Authorized Contacts**

Employee Name (1): _____

Email: _____

Phone Number: _____

Job Position: _____

Business Title: _____

Employee Name (2): _____

Email: _____

Phone Number: _____

Job Position: _____

Business Title: _____

☐ I confirm that my nominated authorized representatives agree to be contacted by Twilio.

VOLUNTEER FIREFIGHTER STIPEND POLICY

PURPOSE OF THIS STANDARD

The Volunteer Firefighter Stipend Program has been established by the Bayard Fire Department to help reimburse volunteer firefighters for expenses incurred while responding to emergency calls and participating in Fire Department activities. This program is provided in order to promote recruitment and retention of firefighters. These guidelines are provided in order to insure proper administration of this program.

SECTION 1 - ELIGIBILITY AND CONDITIONS

1. Volunteer firefighting personnel who are active members of the Bayard Fire Department are the only persons eligible to participate in this program. Each Firefighter shall receive a payment for responding to alarms, participating in training, cleaning bays and equipment and meeting attendance.
2. In order for a volunteer firefighter to be eligible for payment, the following conditions must be met:
 - A. Respond to an incident to which their assigned station has been dispatched by Central Dispatch.
 - B. Personnel must be an active participant in fire suppression, mop up and returning apparatus and equipment to "ready condition" for the next call.
 - C. Personnel must have in their possession all issued Personal Protective Equipment and wearing such equipment in accordance with their departments policy and procedures.
 - D. Personnel must actively participate in all aspects of the fire suppression activities assigned to them during the incident.
 - E. Personnel will not be reimbursed by the Fire department if the incident is reimbursed by the New Mexico State Forestry Division.
 - F. Fire Department response must be within the Bayard Fire Department response area as agreed to in the mutual aid agreement.
 - G. During 4th of July Activities, fire personnel will only be paid for one response.
 - H. Firefighters must attend a minimum of 8 hours of participation per month to include meetings and emergency calls.

SECTION 2 - ADMINISTRATION

1. The Volunteer Monthly Participation Report Form will be used to record and report activity for the Stipend Program.
2. The Volunteer Firefighter Monthly Participation report forms will be turned in to the Bayard Municipal Clerk no later than **30 days after the alarm**. The report must be turned in to the State Fire Marshalls office.
1. Instructions for filling out the report form are as follows:
 - 1) Enter current Date
 - 2) Enter your Fire Departments Name
 - 3) Enter the Date of the month you are requesting reimbursement for.
 - 4) Enter the name of the Fire Chief.
 - 5) Enter the name(s) of all firefighter's that are eligible for reimbursement.
 - 6) Each person shall sign their name acknowledging they received payment.
 - 7) Fire Chief or designee must Sign and Date the Document.
 - 8) Fax to the State Fire Marshal

SECTION 3 - PAYMENT

Payments will be made monthly and mailed directly to the Fire Chief. It is the responsibility of the Fire Chief to distribute pay checks to each member.

The Bayard Volunteer Fire Department is seeking a \$25,000 stipend/recruiting/retention fund in order to provide an incentive program for the volunteer firefighters/EMS personnel in our department. We currently have 14 volunteer firefighters and 5 first responders in our ranks. If we would offer \$100 to \$150 a month to active responders/firefighters it would encourage members to participate and hopefully retain volunteers on our roster.

We will measure activity of our responders by monitoring responses to calls, meeting attendance and training participation. Any funds that are not distributed in this manner will go towards training of the active volunteers in the department.

Your consideration is greatly appreciated.

Euphemio Gonzalez

Bayard Fire Chief

Bayard Volunteer Fire Department

#17007

FIREFIGHTER REIMBURSEMENT FORM

DATE	
------	--

FIRE DEPARTMENT	
------------------------	--

FIRE CHIEF'S NAME	
-------------------	--

PERSONNEL PARTICIPATING

[illegible]

I hereby certify that the above is true and accurate.

Fire Chief

Date _____

Fire Administration Only

Date Received

Received By	
-------------	--

Date Processed