

**TORRANCE COUNTY**  
**RESOLUTION NO. 2026 - 04**

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**A RESOLUTION APPROVING AN INCREASE IN ASSISTANT CHIEFS' STIPEND PAY, REMOVING STATION PAY, AND INCREASING THE PAY PER CALL FOR VOLUNTEER FIREFIGHTERS**

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**WHEREAS**, on December 10, 2025, the Board of County Commissioners of Torrance County Approved Resolution No. 2025-42, which consolidated the six (6) Torrance County Fire Districts to two (2) districts, the Northern District and Southern District; and

**WHEREAS**, the consolidation resulted in a change in command structure for Torrance County Fire and Rescue ("TCFR"), including the removal of the six (6) District Chief positions and the creation of two (2) Assistant Operations Chief positions, which oversee the newly established Northern and Southern Fire Districts; and

**WHEREAS**, the pay for District Chiefs monthly stipend was \$850 per month and the current pay per call rate is \$50 per call; and

**WHEREAS**, the Fire Department is increasing the stipend pay for the newly established Assistant Chief positions to \$1,000 per month due to the increased responsibilities for these positions; and

**WHEREAS**, the "pay per call" payment of \$50 per call will be increased to \$100 per call, and 12-hour station shift of \$75 will be struck and no longer available; and

**WHEREAS**, these changes will streamline command and control for TCFR, and increase payments for members that are responding to emergencies in Torrance County; and

**WHEREAS**, staff have evaluated these changes in stipend payments and have determined the requested changes can be supported with the current budget authority for stipend payments, which totals \$110,472 for Fiscal Year 2026; and

**WHEREAS**, funds received from Torrance County and the New Mexico State Fire Marshall's Office will not increase due to change in payments.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY:**

- 1) The stipend payments for the newly created Assistant Chief positions is hereby created and established at \$1,000 per month; and**

- 2) The established rate for “pay per call” is \$100 per call for Volunteer emergency response; and
- 3) District Chief stipends and station shift pay are hereby repealed.

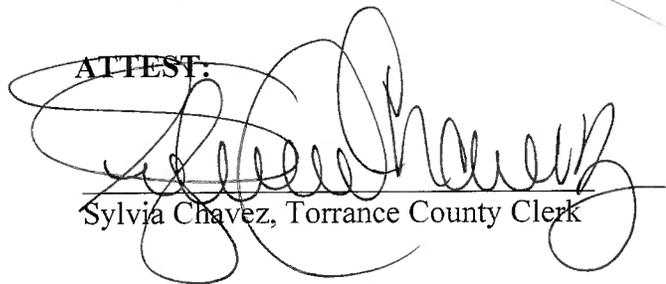
PASSED, APPROVED, AND ADOPTED THIS 14<sup>th</sup> DAY OF January, 2026.

**BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY:**

  
\_\_\_\_\_  
Ryan Schwebach, Chair, District 2

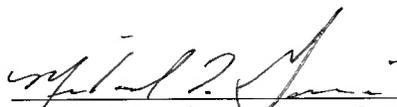
  
\_\_\_\_\_  
Kevin McCall, Vice Chair, District 1

  
\_\_\_\_\_  
Linda Jaramillo, Member, District 3

**ATTEST:**  
  
\_\_\_\_\_  
Sylvia Chavez, Torrance County Clerk

1/14/2026  
Date

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Michael Garcia, Torrance County Attorney

	<b>Torrance County Fire Department Policy and Procedure</b>		
	<b>Policy</b>	Nominal Fee / Pay Per Call Program	<b>1.17</b>
	<b>Scope:</b>	Department Administration	<b>Volunteer</b>
<b>Authority:</b>	Torrance County Fire Chief	<b>Effective Date:</b> <b>02/14/2024</b>  Revised <b>11/21/2025</b>	

**PURPOSE:**

The purpose is to provide guidelines for the distribution of the Nominal Incentive Fee for volunteers within the Torrance County Fire Department (TCFD).

**SCOPE:**

County Commission approved funding for the “Volunteer Recruitment and Retention Nominal Fee Incentive” program for the Torrance County Fire Department volunteer firefighters and EMS responders initially on April 1, 2016. This is **NOT** an hourly rate of pay or based on the member’s productivity, but rather a nominal incentive fee paid to department volunteer members for participation in department activities, response to Fire, EMS, and Public Assist incidents.

**A. Eligibility:**

1. Participating members must fill out IRS forms W-9, W-4 and I-9 which will be provided by TCFD. No payments will be made without these forms correctly and completely filled out and on file.
2. An active member of the fire department who meets and is maintaining the requirements of an operational or administrative volunteer as set forth in the department policies and procedures, is eligible for the Nominal Fee Incentive Program. Volunteers must meet all requirements, be a member in good standing and off of probation.
3. An active member wishing to decline the Nominal Fee Incentive Program must submit a written letter to the TCFD Administration Office.

**B. Probationary Members:**

New recruits must satisfactorily complete a minimum of **six (6)** months probationary period to be eligible for the pay per call/nominal fee. All recruits must be in good standing and meet all the requirements of a probationary member as outlined in the TCFD Policies and Procedures.

**C. Required Training\*:**

- Defensive Driving Certification
- DOT Certified Physical (must pass)
- VFIS Certified Emergency Vehicle Operations Course
- Class E License

CPR AED/ Basic First Aid Certification/Recertification

FEMA NIMS Required Online Course

(100, 200, 700 and 800 Nominal Fee is for complete series; Certificate of completion is required).

\*Required training is any course or class that shall be completed within the six-month probationary period to fulfill the necessary training for the volunteer member to perform his/her assigned duties as set forth by the County Commission of said activity.

#### D. Pay Per Call for Response:

1. **Fire** (~~\$50.00~~) (\$100.00)  
For pay per call for response, acquired fire training to be considered FF1 per Authority Having Jurisdiction (as approved by the N.M. State Fire Marshal's Office), IFSAC Firefighter I or Pro-Board Certification. This includes Fire, Public Assist/Lift Assist, Extrication, and any call that requires a Firefighter. The Firefighter must remain on scene until released by the Incident Commander.
  
2. **EMS** (~~\$50.00~~) (\$100.00)  
For pay per call for response, the responder must be a certified EMT (First Responder or above) with a current CPR card and a current Class E license.
  
- ~~3. **Shift Duty to Augment Career Staff** (\$75.00 per 12 Hr. Shift)  
To cover weekends and evenings as scheduled and approved by the Torrance County Fire Chief. To be eligible for this nominal fee, the member must be a certified EMT (First Responder or above), have enough fire training to be considered FF1 per Authority Having Jurisdiction, IFSAC Firefighter I or Pro-Board Certification.~~
  
4. **Fire Inspections** (\$50.00)
  - a. **Pre-inspection:** This is the preparation phase, where the fire inspector reviews the building plans, fire records, previous inspection reports, and applicable fire codes and standards. The fire inspector also contacts the building owner or manager to schedule the inspection and inform them of the scope and purpose of the inspection.
  
  - b. **Inspection:** This is the main phase, where the fire inspector visits the building or facility and conducts a thorough and systematic examination of its fire safety features and conditions. The fire inspector checks for the presence, functionality, and adequacy of fire protection systems, such as fire alarms, sprinklers, extinguishers, and emergency lighting. The fire inspector also looks for any fire hazards, such as combustible materials, electrical faults, blocked exits, or improper storage of flammable liquids or gases. The fire inspector may use various tools and equipment, such as flashlights, cameras, thermometers, or testing devices, to perform the

inspection. The fire inspector may also interview the building occupants, staff, or management to assess their fire safety knowledge and practices.

- c. **Post-inspection:** This is the follow-up phase, where the fire inspector documents the findings and recommendations of the inspection in a written report. The fire inspector also communicates the results of the inspection to the building owner or manager and provides them with a copy of the report. The fire inspector may also issue a notice of violation or a citation for any non-compliance or deficiency found during the inspection. The fire inspector may also require the building owner or manager to correct the violations or deficiencies within a specified time frame or face penalties or legal actions. The fire inspector may also conduct a re-inspection to verify compliance or correction of the violations or deficiencies.

**E. Nominal Fee for Battalion Chiefs:**

~~The nominal fee paid to each Battalion Chief is a monthly lump sum in the amount of (\$650.00). The amount of the payment is dependent on the districts' submission of required documentation. See the following:~~

~~To be eligible for the monthly lump sum payment, Battalion Chiefs must meet the following requirements:~~

- ~~a) All required reports must be verified and entered into ERS.~~
- ~~b) A minimum of 8 hours documented station training per month. (Can be included in the 24 hour station coverage, if performed at the station).~~
- ~~c) Minimum of 24 hours documented station or shift coverage per month.~~
- ~~d) Minimum of 1 Business/Training meeting per month.~~
- ~~e) All logs and forms verified and submitted by the 10<sup>th</sup> of each month.~~
- ~~f) Any further requirements set forth by the Fire Chief~~
- ~~g) Failure to submit required documentation shall result in non-payment.~~

~~\*These requirements will be detailed by the Torrance County Fire Chief's Office where applicable. Failure to complete any one of the mandatory requirements above will result in forfeiture of the respective month's lump sum payout. All Battalion Chiefs will be allowed to receive the Nominal Fee or Pay Per Call for Response, but not both.~~

**F. Nominal Fee for Assistant Chiefs:**

**The amount of the payment is dependent on the districts' submission of required documentation. See the following:**

- a. Operations Assistant Chief (\$850.00) (\$1000.00)
- b. Support Services Assistant Chief (\$850.00)
- c. Division Chief (\$750.00)

To be eligible for the monthly lump sum payment, Chiefs must meet the following requirements.

- a. **Minimum of 8 hours documented training per month. (~~Can be included in the 24-hour station coverage, if performed at the station~~).**
- b. ~~Minimum of 24 hours documented station or shift coverage per month.~~
- c. **Attend Chiefs or District meeting every month or when held.**
- d. **Fuel logs verified and submitted by the 10<sup>th</sup> of each month.**

\*These requirements will be detailed by the Torrance County Fire Chiefs Office where applicable. Failure to complete any one of the mandatory requirements above will result in forfeiture of the respective month's lump sum payout.

**G. Payment:**

Fire Administration will submit pay vouchers signed by the Torrance County Fire Chief or his/her designee to the County Finance Department by the 10<sup>th</sup> of every month.

**The Nominal Fee Payment is only in effect for the current calendar month, no retroactive pay will be issued for previous months. Once a member is off of probation, they do not receive retroactive pay for probation time.**