FRIDAY FYIs
MARCH 25, 2022

Fire Department
Emergency Manager participated in the NMDHSEM Quarterly Emergency Managers Meeting.
Emergency Manager attended the Wildland S-230 training in Cloudcroft.
Annual Commercial Inspections x8
New business Inspections x2
Fire Pit Inspection x2
New Business Inspection with Building Official x1
Fire/Life Safety Pre-Plans x5
Address Committee Meeting x1
Employee Committee x1
Safety Committee Meeting x1
Consolidated Dispatch Meeting x1
C.R.R. / Smoke Detector Education x1
Training (EMS, Fire, Airport, Weekly/Daily) = 140 staff hours of in-house training conducted

Human Resources
• If you haven’t yet been vaccinated register for your vaccine here: cvvaccine.nmhealth.org.
• Please submit your vaccination cards to HR.
• Please VOTE for Employee of the Quarter and Department of the Quarter for Quarter 1. (January-March). Votes are due tomorrow!
If you need assistance HR can help!

Current Posted Positions
Police Department:
Patrol Officer Certified and Non-Certified (until filled)
Telecommunications Officer (until filled)
Animal Control Officer (Until Filled)
Street:
Street Supervisor
Water Distribution:
Water/Wastewater Foreman
Water/ Wastewater Maintenance Worker
**Fire Department**
Firefighter
Fire Chief

**Parks**
Temporary Lifeguard
Temporary Cashier
Parks Maintenance Worker

**Water Production**
Compliance Operator
Maintenance Technician

**IT**

**Server Move & Fiber Upgrade – Things to Know**

**March 25th – March 29th**

1. Starting Friday, March 25th at 1:00 pm servers will be moved from the Annex to Village Hall. Network, computers, phones, and any other applications that go through or rely on Village servers will be down during this time. You may work on your local computer drives but you will not be able to save to a shared drive or email. Restoration of these services will take place over the weekend and the first part of next week.

2. Reconnection of services will go as follows, Village Hall, Police Department and then the Fire department and its substations. All other departments will follow starting early Monday.

3. Discuss with Department Directors regarding coverage and work items to be done during this time.

4. All Village calls will be sent to the departments’ on-call cell phones or the Directors’ cell phones.

5. **Time must be entered by Friday, March 25th by 10:00 am.**
   a. Enter all scheduled time for Friday the 25th and Saturday the 26th.
   b. Any changes to Friday or Saturday’s schedule will need to be emailed or hand delivered to Village Hall Monday, March 28th by 10:00 a.m. and must be signed off by supervisor(s)
   c. All leave must be entered
   d. Make sure week 1 has 40 hours and week 2 has 40 hours before entering overtime. Fire entered according to their schedules.

6. Any unsaved work may be lost during the switch over, please save and close out everything open- word documents, excel spreadsheets etc. Please shut down computers and let them reboot on Monday.

7. After restoration, your office phones may need to be rebooted. Unplug the network cable on the back, wait a few seconds and then plug it back in.

8. Systems MD techs, Jeff and Robin will be available to assist with any issues that may arise.
Library
Youth Services story time will be Wednesday, March 30, 2022 at 10:30 am. This week’s story is the Lemonade Hurricane by Licia Morelli. The craft will be a calming bottle. The replacement of the carpet and vinyl flooring in Youth Services is scheduled for the week of May 9, 2022. More detailed information will follow the closer we get to installation.

Solid Waste
- Pine needles are falling, causing a lot of grapple work but should be slowing down soon.
- Still cleaning up forestry’s projects.
- We have one trash truck down, waiting on parts.

Street Department
Street Dept. has been working on signs, snow removal, and cleaning ditches on Paradise Canyon. Have also, assessed Work Orders.