

1 **SANTA FE COUNTY ORDINANCE 1997-11**

1408117

2  
3 Providing for the administration of the Santa Fe County Fire Department, including  
4 individual fire districts, including both paid and volunteer personnel; assigning responsibilities for  
5 coordinated fire prevention, fire suppression, emergency medical services, and other emergency  
6 services including but not limited to, fire and emergency medical dispatch, mutual aid and  
7 cooperation with fire departments or other emergency services of government; establishing policy  
8 for implementation of fire department and emergency services plans and programs, promulgation  
9 of rules, regulations, medical protocols and standard operating procedures for the operation of the  
10 department including personnel rules and regulations for both paid and volunteer personnel.  
11

12 Be it ordained by the Board of County Commissioners of the County of Santa Fe, New  
13 Mexico:  
14

15 **SECTION 1: SHORT TITLE**

16  
17 This ordinance may be cited by number or as the Santa Fe County Fire and Emergency  
18 Services Administrative Ordinance.  
19

20 **SECTION 2: REPEALER**

21  
22 Any other ordinances in conflict with this ordinance are hereby repealed to the extent of  
23 such conflict.  
24

25 **SECTION 3: PURPOSE**

26  
27 The organization, administration and operation of the Santa Fe County Fire Department is  
28 herein established and governed by the Santa Fe County Board of County Commissioners,  
29 through the office of the Chief of the department.  
30

31 **SECTION 4: AGREEMENTS WITH OTHER GOVERNMENTAL ENTITIES**

32  
33 Joint resolutions, memoranda of understanding, joint powers agreements and mutual aid  
34 agreements between Santa Fe County and other units of government pertaining to fire prevention,  
35 fire suppression, emergency medical services and other emergency services as well as dispatching  
36 of the same, now in force or being adopted subsequent to passage of this ordinance, are hereby  
37 expressly authorized when drawn or made in conformity to the intent and meaning of this  
38 ordinance and upon approval by the Santa Fe County Commission.  
39  
40  
41  
42  
43  
44

45 SECTION 5: POLICY

1408118

46

47 A. The quality of life of the citizens of Santa Fe County is enhanced by the vigorous  
48 administration of effective fire prevention, fire suppression, emergency medical services and other  
49 emergency services administered by Santa Fe County.

50

51 B. The Santa Fe County Fire Department is organized through the combined efforts  
52 of fire district volunteers and career employees to deliver quality emergency services to the  
53 citizens of Santa Fe County.

54

55 C. Providing these services is consistent with the constitutionally prescribed functions  
56 of government to provide for the health, safety and welfare of the general public.

57

58 D. It is the policy of Santa Fe County to provide staffing, funding and equipment for  
59 the Santa Fe County Fire Department and its individual fire districts within available resources  
60 consistent with the standards of local, state and national authorities.

61

62 E. The Santa Fe County Fire Department is administered through the Chief of the  
63 Department who is responsible for monitoring, overseeing, directing and coordinating all activities  
64 of the Fire Department. The Chief shall work in cooperation with each District Chief to monitor,  
65 oversee, direct and coordinate the activities of each fire district. Those fire district boundaries  
66 presently existing are hereby ratified, subject to the continued power of the Board of County  
67 Commissioners to change such boundaries in the future.

68

69 F. Santa Fe County recognizes that some private, non-profit, corporations perform  
70 useful functions in support of the Fire Department and fire districts. Private corporations have no  
71 authority to manage the operations of the Department, or any part thereof, including fire districts.  
72 The services provided by the Santa Fe County Fire Department are exclusively governmental  
73 activities.

74

75

76 SECTION 6: COOPERATION WITH PRIVATE, NON-PROFIT, AUXILIARY  
77 ORGANIZATIONS

78

79 In consideration of the services provided by the private, non-profit, auxiliary organizations  
80 in support of the Santa Fe County Fire Department, the Chief, conferring with the District Chief, is  
81 authorized to enter into agreements with such organizations to allow the use of fire stations by  
82 such organizations for meetings, fund raising and social events, provided that any fund raising  
83 activities clearly state that the funds raised are being paid to such organizations and are not being  
84 paid to, or under the control of, Santa Fe County.

85

86 Such auxiliary organizations may also enter into agreements with the Chief to perform  
87 other functions related to fire, life, property and public safety.

88

89 SECTION 7: RESPONSIBILITIES AND AUTHORITY OF THE CHIEF

90

91 A. The Chief of the Santa Fe County Fire Department shall be an employee of the  
92 County who oversees and directs the operation and administration of the department and reports  
93 directly to the County Manager and the Board of County Commissioners.

94

95 B. All revenue sources characterized as public funds requires Board approval prior to  
96 expenditure. As such the Board has directed the Chief to review and approve any expenditure  
97 requested by a District Chief. The Chief, acting as the representative of the Board, shall review  
98 such requests for compliance with all applicable statutes, ordinances, and rules and regulations.

99

100 C. The Chief, under the direction of the County Manager and conferring with the  
101 Santa Fe County Chief's Association, shall develop, maintain and upgrade standards, policies,  
102 procedures, department personnel rules and regulations and protocols to ensure that the mission  
103 of delivering emergency services is accomplished. These standards, policies, procedures,  
104 department personnel rules and regulations, and protocols shall at all times be consistent with the  
105 safety and protection of all department personnel both paid and volunteer. These standards,  
106 policies, procedures, department personnel rules and regulations and protocols will collectively  
107 serve as the minimum standard for the department.

108

109 D. The Chief shall be responsible for the maintenance and protection of those licenses  
110 and authorities held by the County, as required by State and Federal regulators, for the delivery of  
111 emergency services and shall set forth the rules, regulations and reporting standards as required to  
112 maintain and protect those licenses and authorities.

113

114 E. The Chief, under the direction of the County Manager and conferring with the  
115 Santa Fe County Chief's Association, shall be responsible for staffing, recruitment, training,  
116 budgeting and all other administrative matters for the department and for the development and  
117 improvement of the department to meet local, state and federal standards.

118

119 F. The Chief shall be responsible for implementation and enforcement of fire and  
120 safety codes and any ordinances designating the Fire Department or the Fire Marshal as the  
121 enforcement agency as are now in effect or hereafter adopted by Santa Fe County.

122

123 G. The Chief, conferring with the District Chief, is hereby authorized to commit fire  
124 department personnel, equipment and resources, wholly or in part, to emergency fire protection  
125 and emergency service delivery, including mutual aid, for the relief of danger to life or property  
126 from accident, explosion or natural disaster.

127

128 H. The Chief, conferring with the District Chief, is authorized to enter into  
129 agreements, contracts and working arrangements with other units of government for  
130 implementing and administering the provisions of this ordinance following approval of the County  
131 Manager or the Board of County Commissioners as appropriate.

132

133 I. The Chief, under the direction of the County Manager and conferring with the  
134 Santa Fe County Chief's Association, shall promulgate departmental rules and regulations and  
135 shall enforce departmental rules and regulations for administering disciplinary action for both paid  
136 and volunteer personnel.

137

138 J. The Chief is authorized to arrange communications systems and networks  
139 necessary to adequately alert, dispatch and/or communicate with facilities, equipment and  
140 personnel within Santa Fe County for the purpose of responding to fires, accidents, medical  
141 emergencies, explosions and natural disasters.

142

143 K. The Chief, under the direction of the County Manager and conferring with the  
144 Santa Fe County Chief's Association, shall establish through department personnel rules and  
145 regulations, job descriptions, an organizational chart and a process for the training and promotion  
146 of paid and volunteer personnel.

147

148

149 **SECTION 8: RESPONSIBILITIES AND AUTHORITIES OF THE DISTRICT**  
150 **CHIEF**

151

152 A. Each individual fire district shall have a District Chief who shall be a volunteer duly  
153 elected by the membership of the fire district and who shall function as such at the pleasure of the  
154 Chief and the Board of County Commissioners.

155

156 B. The District Chief is responsible for managing the day to day operational activities  
157 of the fire district county owned stations, apparatus and equipment.

158

159 C. The District Chief shall be responsible for supervising assigned department  
160 personnel, both paid and volunteer.

161

162 D. The District Chief shall be responsible for the expenditure of funds allocated to the  
163 fire district.

164

165

166 **SECTION 9: RESPONSIBILITIES AND AUTHORITIES OF OTHER**  
167 **DEPARTMENT PERSONNEL**

168

169 A. The Chief shall have the power and authority to deputize willing District Chiefs  
170 and other willing officers of the department to perform as official agents of the department  
171 including the supervision of paid and volunteer personnel as may be deemed necessary for the  
172 protection of the health, welfare and safety of the residents of the County and for the enforcement  
173 of codes and ordinances.

174

175

176

177 **SECTION 10: RECRUITMENT, APPLICATION, TRAINING, PERFORMANCE**  
178 **AND RETENTION OF PERSONNEL**

179

180 A. The Chief shall, in cooperation with the County Personnel Department and  
181 conferring with the Santa Fe County Chief's Association, administer a volunteer retention program  
182 to develop standards for the recruitment, application, training, performance evaluation and  
183 promotion of volunteer personnel which are equal, in so far as feasible, between paid and  
184 volunteer personnel. The application of a prospective volunteer shall contain an acknowledgment  
185 and acceptance of the conditions of volunteer membership in the Santa Fe County Fire  
186 Department as contained in the Rules and Regulations.

187

188 B. The Chief shall, in cooperation with the County Personnel Department and  
189 conferring with the Santa Fe County Chief's Association, develop standards for the recruitment,  
190 application, hiring, training, performance evaluation and promotion of department employees.

191

192 C. Such standards shall be in conformance with applicable federal, state and county  
193 regulations and shall be set forth in the Rules and Regulations of the Fire Department following  
194 review of the County Attorney and County Manager.

195

196

197 **SECTION 11: PROCEDURE FOR ADOPTION OF DEPARTMENT RULES AND**  
198 **REGULATIONS**

199

200 Proposed Department Rules and Regulations, as well as modifications to the Department  
201 Rules and Regulations, for the Fire Department and fire districts shall be developed by the Chief in  
202 conference with the Santa Fe County Chief's Association after the final adoption of this ordinance.

203 Proposed Rules and Regulations as well as modifications to the Rules and Regulations  
204 shall be made and forwarded to the County Manager for review. The County Manager will  
205 review the modifications and report findings to the Board of County Commissioners. The Board  
206 of County Commission shall, through resolution, approve or disapprove any and all Rules and  
207 Regulations.

208

209

210 **SECTION 12: CREATION OF THE FIRE DEPARTMENT ADVISORY**  
211 **COMMITTEE**

212

213 A. There is hereby created a Fire Department Advisory Committee,

214

215 B. The Fire Department Advisory Committee shall consist of six (6) members

216

217 C. The sitting president of the Santa Fe County Chief's Association shall serve as the  
218 Chairman of the Committee. This member shall serve a term equal to his or her term as president  
219 of the Santa Fe County Chief's Association.

220

221

222 D. Each Commissioner shall appoint one member from their respective County  
223 Commission District to serve a one-year (1) term. Each representative shall be a member of the  
224 Santa Fe County Chief's Association.

225  
226 E. The Fire Department Advisory Committee shall meet on a regular basis but not  
227 less than quarterly for the express purpose of providing advice to the Board of County  
228 Commissioners and the Chief of the Department on matters, other than personnel, regarding the  
229 Santa Fe County Fire Department.

230  
231 F. Specifically the Fire Department Advisory Committee shall:  
232  
233 1. Be instrumental in the application and selection process of the Chief of the  
234 Department; and  
235 2. Be actively involved in the strategic planning for the department including  
236 recommendations for capital expenditures for fire districts, staffing levels,  
237 training standards, medical protocols and standard operating procedures.

238  
239 G. The Fire Department Advisory Committee shall not:  
240  
241 1. Be involved in the disciplinary action, suspension, demotion or dismissal of  
242 paid or volunteer members of the Fire Department; or  
243 2. Order the expenditure of public funds.

244  
245 H. The Fire Department Advisory Committee shall be subject to the rules of order for  
246 Santa Fe County boards and commission as set forth in Santa Fe County Ordinance 1996-17, and  
247 as amended, and shall be subject to the requirements of the New Mexico Open Meetings Act.

248  
249

250 **SECTION 13: MEDICAL CONTROL**

251  
252 All Santa Fe County Fire Department personnel responding to emergency medical service  
253 calls and/or providing patient care, regardless of level of training or education, shall do so only  
254 under the prior authorization and supervision of the County Fire Department Medical Director.  
255 The medical director shall have responsibility and authority which includes medical protocols and  
256 medical dispatch procedures and protocols. Nothing in this section shall be construed to give the  
257 Medical Director authority to allocate funding.

258  
259 **SECTION 14: SEVERABILITY**

260  
261 If any section, subsection, sentence, clause, word or phrase of this ordinance is for any  
262 reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity  
263 of the remaining portions of this ordinance. The Board of County Commissioners of the County  
264 of Santa Fe hereby declares that it would have passed this ordinance and each section, subsection,  
265 sentence, clause, word, or phrase thereof, irrespective of the fact that any one or more sections,  
266 subsections, sentences, words or phrases be held unconstitutional or otherwise invalid.

267 SECTION 15: EFFECTIVE DATE

268

269 This Ordinance shall take effect and be in force thirty days after its final publication as  
270 provided by law.

271

272 Originally adopted this 12th day of August 1997, by the Board of County Commissioners  
273 of the County of Santa Fe, New Mexico.

274

275

276

**Board of County Commissioners**

277

278

279

Richard P. Anaya  
Richard Anaya, Chairman

280

281

282

283

284

285

286

287

288

289

290

291

292

293

294

295

296

297

298

299

300

301

302

303

304

305

306

307

308

309

310

311

Attest:

Rebecca Bustamante  
Rebecca Bustamante, County Clerk

Approved as to form:

Steve Kopelman  
Steve Kopelman, County Attorney



996.017  
COUNTY OF SANTA FE )SS  
STATE OF NEW MEXICO )  
I hereby certify that this instrument was filed  
for record on the 10 day of Sept A.D.  
19 97, at 9:07 o'clock a m  
and was duly recorded in book 1408  
page 17-123 of the records of  
Santa Fe County.



Witness my Hand and Seal of Office  
Rebecca Bustamante  
County Clerk, Santa Fe County, N.M.  
Marcella Salazar  
Deputy