

# SANTA FE COUNTY

## Resolution No. 2016- 59

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**A RESOLUTION  
ADOPTING REVISED SANTA FE COUNTY FIRE DEPARTMENT DISTRICT  
BYLAWS AND RESCINDING RESOLUTION NO. 2002-147**

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**WHEREAS**, in 1997, the Board of County Commissioners (Board) of Santa Fe County (County) adopted County Ordinance No. 1997-11; and

**WHEREAS**, Ordinance No. 1997-11 provides for the administration and operation of the Santa Fe County Fire Department, including the adoption by the Board of rules and regulations by resolution; and

**WHEREAS**, the Fire Department currently consists of fourteen volunteer Fire Districts, in addition to full-time, paid staff; and

**WHEREAS**, over three hundred volunteer firefighters and Emergency Medical Technicians volunteer their time and energy for these Fire Districts; and

**WHEREAS**, these Fire Districts currently utilize bylaws approved by the Board on October 29, 2002, via Resolution No. 2002-147; and

**WHEREAS**, the existing bylaws have been determined by the Volunteer District Chiefs and Fire Administration to be in need of revision; and

**WHEREAS**, the newly revised Bylaws have been reviewed and amended by the District Chiefs Association in consultation with Fire Administration; and

**WHEREAS**, the revised Bylaws have been reviewed by the County Manager and County Attorney.

**NOW, THEREFORE**, be it resolved by the Board as follows:

1. The bylaws attached hereto as Exhibit A are hereby adopted, effective July 1, 2016.
2. Resolution No. 2002-147 is hereby rescinded in its entirety, effective July 1, 2016.

PASSED, APPROVED, AND ADOPTED this 31st day of May, 2016.

THE BOARD OF COUNTY COMMISSIONERS OF  
SANTA FE COUNTY

Miguel M. Chavez  
Miguel M. Chavez, Chair

Attest:

Geraldine Salazar  
Geraldine Salazar, County Clerk



Approved as to form:

Gregory Shaffer  
Gregory Shaffer, County Attorney



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BCC RESOLUTIONS  
PAGES: 2

I Hereby Certify That This Instrument Was Filed for  
Record On The 1st Day Of June, 2016 at 08:50:47 AM  
And Was Duly Recorded as Instrument # 1795113  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Geraldine Salazar  
Deputy Laura Howard County Clerk, Santa Fe, NM

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BCC RESOLUTIONS  
PAGES: 29

I Hereby Certify That This Instrument Was Filed for  
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Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Geraldine Salazar  
Deputy Laura Howard County Clerk, Santa Fe, NM

REC RECORDED 01/20/16



SANTA FE COUNTY FIRE DEPARTMENT  
STANDARDS MANUAL  
REVISED:

SECTION: 1100  
ARTICLE: 1  
EFFECTIVE DATE:

District By-Laws  
Organization

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

The Santa Fe County Fire Department and its Fire Districts were created and established by the Board of County Commissioners for the purpose of providing fire, rescue and emergency medical services to the residents of and visitors to Santa Fe County. The Department shall act in accordance with all applicable federal, state, and local laws and ordinances.

These bylaws are adopted by the Board of County Commissioners for the explicit purpose of describing the means by which the business of the Santa Fe County Fire Department and its Fire Districts will be conducted. These by-laws may be amended/expanded as needed at the direction of the Chief of the Santa Fe County Fire Department ("County Fire Chief") after consulting with the District Chief's Association. Nothing in these bylaws is intended to conflict with Santa Fe County Ordinance 1997-11; however, in the event of a conflict, the Ordinance shall prevail.

**II. DISTRICTS**

The initial name of an individual Fire District within Santa Fe County is assigned by the Board of County Commissioners when it creates the district; the Board of County Commissioners may change a Fire District's name at any time. All members of the Fire Districts are members of the Santa Fe County Fire Department and fall under the chain-of-command established in Santa Fe County Ordinance 1997-11.

**III. FINANCIAL MANAGEMENT**

The Fire Department and its Fire Districts shall follow the same fiscal year as the rest of Santa Fe County.

Santa Fe County Fire Districts receive operational funds from a variety of sources, including; the State of New Mexico Fire Marshal's Office, Impact Fees, EMS Fund Act, etc. as set forth in applicable state statutes, as well as other state, federal, and local sources. All such funds, regardless of source, belong to Santa Fe County, and Santa Fe County owns and holds title to all property, including: real property, equipment, apparatus, stations, and all other items purchased with such funds and utilized by the County Fire Districts.

The County Fire Chief acts in the capacity of fiscal administrator for all funds credited to the Department and its Fire Districts. The District Chief of each Fire District is accountable and responsible for the day-to-day operations and management of the Fire District, and is responsible for the expenditure of public funds allocated to the Fire District, with the input of the County Fire Department Administration, in accordance with Santa Fe County Ordinance 1997-11.

Expenditures must comply with, and be processed and accounted for in accordance with, applicable law and County policies and procedures.

District By-Laws  
Volunteer District Meetings

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

In order to ensure the volunteer members of the Santa Fe County Fire Department receive timely communications and training and the business of a Fire District is conducted orderly and in accordance with law, this Article prescribes the types of meetings, their frequency, and how they are called.

**II. MEETING TYPES**

**1. Business Meetings**

District Business Meetings shall be held on a monthly basis. The date, time and location of the monthly business meeting shall be designated by the District Chief.

A quorum consisting of 51% of the District's Active - Voting members shall be required to conduct business at a Business Meeting in the Fire District.

The Ranking Officer present shall conduct the business meeting.

**2. Special Meetings**

A special meeting may be held at the order or call of the District Chief or a majority of the active District Membership. In addition to complying with the noticing requirements under the Open Meetings Act and applicable resolution, a minimum of three days' notice must be given to the membership of the district prior to the meeting.

**3. Training Meetings**

Fire and medical training meetings shall be held not less than monthly. The date, time and location of the monthly fire or EMS training meeting shall be designated by the District Chief, and may be scheduled in conjunction with regional training opportunities offered by Regional Staff or Fire Administration.

**4. Emergency Meetings**

An emergency meeting may be called by the Ranking Officer at any time provided notification is given to all active District members who can be personally contacted and notice is otherwise provided as required by the Open Meetings Act and applicable resolution concerning reasonable notice of meetings. For purpose of this section, "emergency" means "unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body." NMSA 1978, § 10-15-1(F).

For the avoidance of doubt, responding to a 911 call or other emergency dispatch call is not an emergency meeting.

**III. COMPLIANCE WITH THE OPEN MEETINGS ACT AND REASONABLE NOTICE RESOLUTION.**

Business Meetings, Special Meetings, and Emergency Meetings shall be subject to the Open Meetings Act, NMSA 1978, Chapter 10, Article 15, and the Board of County Commissioners' annual resolution determining what constitutes reasonable notice for its meetings and meetings of boards or committees acting under its authority. Among other things, this means that:

- Notice of such meetings must be posted in a conspicuous place at the County Administrative Building;
- A final agenda for such meetings must be posted on the County's website at least 72 hours prior to the meeting (except in the case of emergencies); and
- Minutes must be made and approved for such meetings that, "include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted." NMSA 1978, § 10-15-1(G).

**IV. MEETING ATTENDANCE**

District Business Meetings shall be open to all members of the Fire District without regard to the membership status. Additionally, District Business Meetings shall be open to members of the general public, including prospective members, who are interested in the business and operations of the Fire District, other members of the Santa Fe County Fire Department, and, with the approval of the District Chief, other invited guests and/or speakers who may wish to address the district membership.

District By-laws  
Application for Membership

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

The operational success of the Santa Fe County Fire Department depends heavily on the service of our volunteers. The purpose of this By Law is to establish a procedure which ensures all volunteer members of the Santa Fe County Fire Department or any one of its fire districts are administratively enrolled and approved for membership by the Santa Fe County Fire Chief.

**II. POLICY**

It is the policy of the Santa Fe County Fire Department and its fire districts that all volunteer personnel of the department must be approved by the County Fire Chief. Individuals desiring to volunteer must submit the forms listed below in Section IV to Fire Administration for approval. Individuals who do not have a Membership Record Form approved by the County Fire Chief on file are not Members of the Santa Fe County Fire Department or any of its Fire Districts, are prohibited from volunteering for the Santa Fe County Fire Department or any of its Fire Districts, and are not considered as volunteers for any reason or purpose. Membership application and status within the Fire District shall be determined based on the applicant's volunteer and/or employment history, and a background check/review conducted by Fire Administration. Consideration for membership shall be given to all applicants without regard to race, color, religion, national origin, ancestry, gender, age, sexual orientation, mental or physical disability, or medical condition, unless based on a bona-fide occupational qualification for the position applied for. For example, mental or physical disabilities and medical conditions may be considered in determining whether an applicant can perform the essential functions of an EMT or Firefighter, with or without reasonable accommodation.

**III. CATEGORIES OF MEMBERSHIP; PROCEDURES**

**A. Categories of Membership**

All volunteer members of any County Fire District shall be classified into one of the following categories:

1. Active - Voting
2. Active - Non-Voting
3. Trainee
4. Limited Duty
5. Auxiliary
6. Junior

**B. Fire Administration Approval**

The required forms shall be forwarded to the Volunteer Recruiting & Retention Office within 5 business days of completion. Upon receipt, the Volunteer Recruiting & Retention Officer will initiate a background check/review. Once complete, the packet shall be submitted to the County Fire Chief for approval. The County Fire Chief shall have final approval/disapproval of all volunteer members.

**IV. FORMS AND REQUIRED INFORMATION**

The following forms shall be submitted as a packet. Incomplete forms and/or packets will not be accepted, and shall be returned to the appropriate District Chief for completion and re-submittal.

**A. Volunteer Membership Record**

This form is the primary membership record for each volunteer and is required for every member. This form consists of the following sections:

**1. Personal Data**

This information is critical for approval as a member of the department. All information in this section must be completed.

**2. Emergency Contact Information**

This information is critical should the Department need to contact someone on behalf of a member in the event of an emergency.

**3. Membership Status**

This section describes the member's current membership status and/or rank within the District/Department and may change from year to year.

**4. Background Check**

The section consists of an authorization for the County to conduct a background/criminal check and a waiver authorizing previous and current employers and others to release information to the Department.

**5. Signatures**

The prospective member shall be required to sign the form, certifying that all information listed above is true and correct. If assigned to a Fire District, the District Chief shall sign the form prior to submission for approval. Unsigned forms will be returned.

**B. Accident & Health Beneficiary Designation Form**

This form is important for the member's family or significant other(s) should the Member be injured or die in the line of duty with the Fire Department. This form must be completed and signed in order for benefits to be available under the accidental death, disability and injury policy and any other state or federal Firefighter benefits, as proof of membership and enrollment in the insurance program. Beneficiaries may be changed as necessary by completing a new form and amending the beneficiary designee.

**C. HIPAA Compliance Signature Form**

This form certifies that the member has read, understands and shall comply with the Santa Fe County HIPAA (Health Insurance Portability and Accountability Act) compliance procedures.

**D. Firefighter Code of Ethics**

This document establishes standards for Members, including those for professional interaction among Members of the Santa Fe County Fire Department, and must be reviewed, signed and returned as part of the application packet.

- E. Public Employees Retirement Act (PERA) Application**  
This document is supplied by PERA to enroll new members in the Volunteer Firefighter's Retirement Program.
- F. Conflict of Interest Form**  
This form is required annually for all employees and volunteers of Santa Fe County to ensure any potential conflicts are disclosed.
- G. Driver's License**  
A copy of the applicant's current driver's license must be submitted as a part of the application packet.
- H. Certifications and/or Licenses**  
The application packet should also contain any copies of Firefighting and Emergency Medical Services certifications and/or licenses (e.g., Firefighter I, EMT-Basic, Haz-Mat Operations, etc.) All EMS Licenses will be verified through the NM Dept. of Health - EMS Bureau by the Volunteer Coordinator prior to approval of the application.

District By-Laws  
Rights and Obligations of Members

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

To establish the rights and obligations of volunteer members of the Santa Fe County Fire Department.

**II. RIGHTS OF VOLUNTEER MEMBERS**

Each volunteer member shall have a right to voice his/her opinion and the right to equitable treatment and consideration within the Department. Every volunteer member shall, based on their membership status with in a specific District, have the right to initial and ongoing training in both fire and EMS, and shall be supplied the necessary personal protective equipment to participate in such training. Every volunteer member has a right to enroll in the State of NM Volunteer Firefighter Retirement Program, although enrollment does not determine final eligibility. Eligibility for the retirement program is determined by the Public Employees Retirement Association (P.E.R.A.) based on strict requirements defined under the Volunteer Firefighters Retirement Act. Membership status in the Fire Department is not determined by the member's eligibility for retirement.

**III. OBLIGATIONS OF VOLUNTEER MEMBERS**

Each volunteer member has an obligation to attend meetings, trainings, and respond to emergencies in accordance with the requirements set forth herein. Upon ceasing to be a volunteer member or when a member's membership status changes, the former volunteer or reclassified member shall immediately return to the District all Department equipment (if any) issued to the former member or that is no longer needed by the reclassified member given the reclassified member's duties.

All members of the Department shall adhere to applicable by-laws, policies, procedures, directives, and regulations. As approved by the County Fire Chief, individual Districts may have additional District specific procedures and directives that impose more stringent controls than those promulgated by the Department. In the event of a conflict between Department and District procedures and directives, the more stringent procedure and directive shall control.

All members shall take an oath of office upon accepting membership into the Department. The Oath of Office shall be made available to all applicants prior to the swearing in event. The Oath of Office is as follows:

**OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear or affirm that I will support the constitution of the United States and the Constitutions and laws of this state, that I will follow the Policies, Orders, Rules and Regulations of the Santa Fe County Fire Department; and that I will faithfully and impartially discharge the duties of the office in which I am about to enter to the best of my ability.

District By-Laws  
Volunteer Membership Types

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

The operational success of the Santa Fe County Fire Department depends heavily on the service of those who volunteer their time, energy and resources to their community. The structure of the Santa Fe County Fire Department volunteer program shall be based on the following membership types, taking into consideration the needs of both the County and the volunteer members of the department.

**II. MEMBERSHIP TYPES**

Department/District membership shall be determined and defined as one of the following:

**1. Active Duty – Voting**

A volunteer member who performs firefighting and/or emergency medical services on behalf of the Department/District, routinely responds to emergencies within the District, attends regularly scheduled business and training meetings, and meets the requirements listed below:

- At least 18 years of age.
- Has completed the trainee period and all training requirements.
- Attends a minimum of 50% of all regularly scheduled business meetings.
- Attends a minimum of 50% of all required trainings.
- Has a current New Mexico driver’s license.
- Has an acceptable driving and criminal background record.
- Has successfully completed an Emergency Vehicle Operator Program (EVO).
- Has a current CPR or Firefighter First Aid training certificate.
- Responds to a minimum number of calls based on the following breakdown:
  - 30% of all calls for Districts who respond to 0 to 200 calls per year.
  - 25 % of all calls for Districts who respond to 201 to 500 calls per year.
  - 20% of all calls for Districts who respond to 501 or more calls per year up to a maximum of 140 calls per year.

**2. Active Duty – Non-Voting**

A volunteer member who performs firefighting and/or emergency medical services on behalf of the Department/District, routinely responds to emergencies within the District, attends regularly scheduled business and training meetings, but is unable to meet the minimum number of responses to be an Active Duty Voting Member. These members shall not be eligible to nominate, vote or hold elected Officer positions and will not be eligible for the Volunteer Retirement Program. These members must meet the requirements listed below:

- At least 18 years of age.
- Has completed the trainee period and all necessary training requirements.
- Attends a minimum of 50% of all regularly scheduled business meetings.
- Attends a minimum of 50% of all required trainings.

- Has a current New Mexico driver's license.
- Has an acceptable driving and criminal background record.
- Has successfully completed an Emergency Vehicle Operator Program (EVO).
- Has a current CPR or Firefighter First Aid training certificate.

**3. Trainee**

A volunteer member who is undergoing orientation and/or training in order to obtain Active or Limited Duty status. Members will remain a trainee until such time as they complete the necessary training to be reclassified into another membership level, for a period of up to one (1) year, at the discretion of the District Chief. Trainees shall be provided the personal protective equipment necessary to ensure their safety during all training exercises. A member may also be placed in this category as the result of a disciplinary process. Exceptions may be granted for members who transfer from one District to another.

**4. Auxiliary**

A volunteer who provide administrative or other support services for the Department/District. Auxiliary members may participate in all Department/District social activities, meetings, and limited training events. Participation at emergency scenes is strictly limited and restricted to an area designated by the Incident Commander as a safe zone. Auxiliary members do not participate in firefighting and/or emergency medical service related activities; however, they may assist the Department/District with record keeping, data entry, purchasing, fund raising, public education, etc.

**5. Limited Duty**

A volunteer member who cannot meet the physical fitness requirements and/or is not SCBA qualified, but otherwise meets the criteria of an Active – Non-Voting Member. Limited duty members may perform support services, but cannot function as firefighters. Limited duty members may be able to perform some or all of the following duties on the fire ground: Incident command, pump operations, EMS, loading hose, tanker shuttle operations, and other duties assigned by the Incident Commander which do not involve active firefighting. Limited duty members shall be provided the personal protective equipment necessary to function at this level.

**6. Junior**

Junior members are young people ages 16 to 18 who wish to learn about the fire service. See District By-Law 1100-11.

**III. RESTRICTIONS**

Santa Fe County volunteer members who become a paid firefighter for Santa Fe County Fire Department must resign as a volunteer member due to Fair Labor Standards Act (FLSA) regulations.

District By-Laws  
Election of Volunteer District Officers

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

The operational success of the Santa Fe County Fire Department depends heavily on the service of volunteers, and the success of the volunteers depends heavily on competent, qualified volunteer leadership. The purpose of this policy is to establish the means by which Fire District Officers are elected.

**II. POLICY**

The elected Officers of the Fire Districts shall have general supervisory responsibility for the operation of a specific County Fire District. Qualifications, responsibilities and duties of District Officers are defined in the Santa Fe County Fire Department Job Classification Specifications for specific Officer Positions, By Laws 1100-7, 1100-8, 1100-9, 1100-10.

**III. ELECTION OF DISTRICT OFFICERS**

Elections of District Officers shall be conducted as follows:

1. Nominations of qualified members for the District Officer positions shall be accepted during the District's regular November business meeting. This shall be known as the Nominations Meeting.
2. A member may not nominate themselves for any officer position.
3. The actual election shall be held during the District's regular December business meeting. This shall be known as the Elections Meeting.
4. Only those members who are Active - Voting Members and who are currently meeting the requirements for that membership class are eligible to nominate and/or be nominated for a District Officer position.
5. A candidate for a District Officer Position must meet the minimum job requirements to hold the position.
6. Elections shall be conducted by secret ballot. If only one (1) member is nominated for an office that person may be elected by an affirmative vote of the members present at the Nominations meeting.
7. A simple majority of the votes cast is necessary for an officer to be elected.
  - a. In the event there are more than two (2) candidates in an election for an office and no candidate receives a simple majority of the votes cast, a runoff election shall be held between the two candidates receiving the highest number of votes in the first election.
  - b. In the event any election between two (2) candidates ends in a tie vote, the election shall be determined by a coin flip conducted by the County Fire Chief, with the candidate whose last name is first alphabetically calling heads or tails.
8. Should no eligible candidates be nominated for an Officer position, the Fire Chief may appoint someone to fill the position.

**IV. VACANCIES**

If for any reason an elected office is vacated during the course of the year, then at the next regularly scheduled business meeting at which a quorum (51%) of members eligible to vote is present, a replacement shall be selected to serve out the remainder of the term according to the procedures set forth in Section III of this Article; provided, however, that nominations shall be taken and the election held at the same meeting.

**V. COMPOSITION OF ELECTED DISTRICT OFFICERS**

The elected Officers of each Fire District may consist of the following positions:

1. District Chief
2. Asst. District Chief
3. One or more District Captain (Fire, EMS, etc.)
4. One or more District Lieutenant (Fire, EMS, etc.)

There shall be no more than one (1) District Chief and one (1) Asst. District Chief per County Fire District. In accordance with Santa Fe County Ordinance 1997-11, the District Chief of each Fire District serves at the pleasure of the County Fire Chief and the Board of County Commissioners of Santa Fe County.

Other Volunteer Officer positions may be appointed by the County Fire Chief as he/she deems appropriate and necessary.

**VI. TERM OF OFFICE**

1. The term of office for each District Officer shall be one (1) year.
2. Terms shall begin on January 1<sup>st</sup> of each calendar year and expire on December 31<sup>st</sup> of the same year.
3. There is no limitation to the number of terms a member may be elected to an officer position.

REVISED:

District By-Laws  
Qualifications, Responsibilities & Duties – District Chief

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

To establish the qualifications and duties of the District Chief, who administers and coordinates the daily volunteer fire, rescue, suppression, and EMS operations of a District within the Santa Fe County Fire Department.

**II. POSITION CHARACTERISTICS**

The District Chief has the primary responsibility for the management of a Fire District within the Santa Fe County Fire Department. This position serves as a liaison between Santa Fe County Fire Administration, the career staff, and the volunteer personnel within the individual District.

**III. SUPERVISION RECEIVED**

This position reports directly to the County Fire Chief.

**IV. SUPERVISION EXERCISED**

This position supervises the volunteer personnel assigned to the District.

**V. QUALIFICATIONS**

1. Must be 21 years of age.
2. Must be a current, Active - Voting Member in good standing of the District.
3. Must have successfully completed a state or county approved Firefighter I program. Firefighter II is preferred.
4. Must have successfully completed a state or county approved Fire Officer I program. Fire Officer II is preferred.
5. Must have completed state or county approved Incident Command courses ICS 100, 200 & 700.
6. Must have a current, valid New Mexico, class E or commercial driver's license.
7. Must have completed a county approved Emergency Vehicle Operations course (CEVO).
8. Must submit to a background investigation which includes driving offenses and criminal convictions.
9. Knowledge of incident management and interagency coordination principles.
10. Knowledge of the principles of supervision and management.
11. Thorough knowledge of Santa Fe County guidelines, policies, by-laws, and procedures.
12. Ability to communicate effectively both verbally and in writing.
13. Four (4) years of experience in administration and management of fire and EMS as an Officer.

Exceptions to these requirements may be considered and approved by the County Fire Chief in writing, which written approval shall set forth the reasons justifying the exception.

**VI. DUTIES**

Responsible for supervising the activities of District personnel, budget, training, and emergency response.

1. Ensures the District operates under the County Fire Department Chain-of-Command, and that emergency scenes are managed utilizing the Incident Command System and all other relevant safety/operational procedures.
2. Chairs all District business meetings.
3. Ensures all District apparatus, equipment and stations are inspected regularly.
4. Appoints committees as needed to perform special functions for the District and serves as an ex-officio member of those committees.
5. Attends meetings of the Santa Fe County Fire Chief's Association.
6. All other duties as assigned by the County Fire Chief.

**VII. WORKING CONDITIONS**

Work is performed in office and outdoors in varied weather conditions. May require arduous physical activity under stressful and dangerous conditions. May be exposed to hazardous substances as well as potentially dangerous and life threatening situations. Work schedule is on-call and includes weekday, evening, weekend and holidays.

REVISED:

District By-Laws  
Qualifications, Responsibilities & Duties – Asst. District Chief

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

To establish the Qualifications and Duties of the Assistant District Chief, who assists with the administration and coordination of the daily volunteer fire, rescue, suppression, and EMS operations of a District within the Santa Fe County Fire Department.

**II. POSITION CHARACTERISTICS**

Under the direction and guidance of the District Chief, the Asst. District Chief shall assist with the administration of the daily operations of a Fire District within the Santa Fe County Fire Department. In the District Chief's absence, the Asst. District Chief has primary responsibility for the management of a Fire District.

**III. SUPERVISION RECEIVED**

This position reports directly to the District Chief.

**IV. SUPERVISION EXERCISED**

This position supervises volunteer personnel as assigned by the District Chief.

**V. QUALIFICATIONS**

1. Must be 21 years of age.
2. Must be a current, active member in good standing of the District.
3. Must have successfully completed a state or county approved Firefighter I program. Firefighter II is preferred.
4. Must have successfully completed a state or county approved Fire Officer I program. Fire Officer II is preferred.
5. Must have completed state or county approved Incident Command courses ICS 100, 200 & 700.
6. Must have a current, valid New Mexico, class E or commercial driver's license.
7. Must have completed a county approved Emergency Vehicle Operations course (CEVO).
8. Must submit to a background investigation which includes driving offenses and criminal convictions.
9. Knowledge of incident management and interagency coordination principles.
10. Knowledge of the principles of supervision and management.
11. Thorough knowledge of Santa Fe County guidelines, policies, by-laws, and procedures.
12. Ability to communicate effectively both verbally and in writing.
13. Three (3) years of experience as a certified Firefighter. Previous experience in the administration and management of fire and EMS as an Officer is preferred.

Exceptions to these requirements may be considered and approved by the County Fire Chief in writing, which written approval shall set forth the reasons justifying the exception.

**VI. DUTIES**

Assists with the supervision of the activities of District personnel, budget, training, and emergency response, as directed by the District Chief. Specific duties include the following:

1. In the absence of the District Chief, shall assume all duties and responsibilities of the District Chief.
2. Supervises the training of new members, including the assignment of mentors for each new member as needed.
3. Responsible for supervising the maintenance of apparatus, equipment, and stations for the District.
4. All other duties as assigned by the District Chief.

**VII. WORKING CONDITIONS**

Work is performed in office and outdoors in varied weather conditions. May require arduous physical activity under stressful and dangerous conditions. May be exposed to hazardous substances as well as potentially dangerous and life threatening situations. Work schedule is on-call and includes weekday, evening, weekend and holidays.

REVISED:

District By-Laws  
Qualifications, Responsibilities & Duties – District Captain

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

To establish the Qualifications and Duties of District Captains, who manage a specific a specific area of responsibility within a Fire District.

**II. POSITION CHARACTERISTICS**

Under the direction and guidance of the District Chief or Asst. District Chief, manages a specific area of responsibility with the Fire District. Responsible for maintaining inventory stock and equipment specific to their area of responsibility. Areas of responsibility include: Fire, EMS, and Wildland.

**III. SUPERVISION RECEIVED**

This position works under the direction of the District Chief or Asst. District Chief.

**IV. SUPERVISION EXERCISED**

This position supervises volunteer personnel specific to their area of responsibility.

**V. QUALIFICATIONS**

1. Must be 21 years of age.
2. Must be a current, active member in good standing of the District.
3. Must have successfully completed a state or county approved Firefighter I program and/or be a licensed EMT. Firefighter II is preferred.
4. Must have successfully completed a state of county approved Fire Officer I program. Fire Officer II is preferred.
5. Must have completed state or county approved Incident Command courses ICS 100, 200 & 700.
6. Must have a current, valid New Mexico, class E or commercial driver's license.
7. Must have completed a county approved Emergency Vehicle Operations course (CEVO).
8. Must submit to a background investigation which includes driving offenses and criminal convictions.
9. Knowledge of incident management and interagency coordination principles.
10. Knowledge of the principles of supervision and management.
11. Thorough knowledge of Santa Fe County guidelines, policies, by-laws, and procedures.
12. Ability to communicate effectively both verbally and in writing.
13. Two (2) years of experience as a certified Firefighter and/or EMT. Previous experience in the administration and management of fire and/or EMS as an Officer is preferred.

Exceptions to these requirements may be considered and approved by the County Fire Chief in writing, which written approval shall set forth the reasons justifying the exception.

**VI. DUTIES**

1. In the absence of a superior volunteer officer (i.e., the District Chief or Asst. District Chief), shall assume all duties and responsibilities of the absent officer, as determined and assigned by the District Chief or Asst. District Chief, if either is present, or the County Fire Chief, if neither the District Chief or Asst. District Chief is present.
2. Plans and conducts necessary training specific to their area of responsibility.
3. Maintains equipment levels specific to area of responsibility.
4. All other duties as assigned by the District Chief.

**VII. WORKING CONDITIONS**

Work is performed in office and outdoors in varied weather conditions. May require arduous physical activity under stressful and dangerous conditions. May be exposed to hazardous substances as well as potentially dangerous and life-threatening situations. Work schedule is on-call and includes weekday, evening, weekend, and holidays.

District By-Laws  
Qualifications, Responsibilities & Duties – District Lieutenant

- Policy
- Guideline
- Directive
- Informational
- By Law

**I. PURPOSE**

To establish the qualifications and duties of the District Lieutenant, who acts as a first level of supervision for fire and EMS personnel within a Fire District.

**II. POSITION CHARACTERISTICS**

Supervises fire or EMS personnel within a District as directed. Responsible for the maintenance of District reports and records, equipment and other items as directed by a superior officer.

**III. SUPERVISION RECEIVED**

This position works under the direction of a District Chief, Asst. District Chief, or District Captain.

**IV. SUPERVISION EXERCISED**

This position supervises volunteer personnel specific to their assignment.

**V. QUALIFICATIONS**

1. Must be 21 years of age.
2. Must be a current, active member in good standing of the District.
3. Must have successfully completed a state or county approved Firefighter I program and/or be a licensed EMT. Firefighter II is preferred.
4. Must successfully complete a state or county approved Fire Officer I program no later than the completion of their first term as an officer.
5. Must have completed state or county approved Incident Command courses ICS 100, 200 & 700.
6. Must have a current, valid New Mexico, class E or commercial driver's license.
7. Must have completed a county approved Emergency Vehicle Operations course (CEVO).
8. Must submit to a background investigation which includes driving offenses and criminal convictions.
9. Knowledge of incident management and interagency coordination principles.
10. Knowledge of the principles of supervision and management.
11. Thorough knowledge of Santa Fe County guidelines, policies, by-laws, and procedures.
12. Ability to communicate effectively both verbally and in writing.
13. Two (2) years of experience as a certified Firefighter and/or EMT. Previous experience in the administration and management of fire and/or EMS as an Officer is preferred.

Exceptions to these requirements may be considered and approved by the County Fire Chief in writing, which written approval shall set forth the reasons justifying the exception.

**VI. DUTIES**

1. In the absence of a superior volunteer officer, shall assume all duties and responsibilities of the absent officer, as determined and assigned by the District Chief or Asst. District Chief, if either is present, or the County Fire Chief, if neither the District Chief or Asst. District Chief is present.
2. Responsible for the maintenance of District reports and records, equipment and other items as directed by a superior officer
3. Maintains equipment levels specific to area of responsibility.
4. All other duties as assigned.

**VII. WORKING CONDITIONS**

Work is performed in office and outdoors in varied weather conditions. May require arduous physical activity under stressful and dangerous conditions. May be exposed to hazardous substances as well as potentially dangerous and life threatening situations. Work schedule is on-call and includes weekday, evening, weekend and holidays.

**Junior Members**

- Policy
- Guideline
- Directive
- Informational
- By-Law

**I. PURPOSE**

To establish policies and procedures for the Santa Fe County Fire Department Junior Member program, the purpose of which is to bring character building, citizenship training, and fitness programs to the interested youths of our community, as well as to provide our youth members the opportunity to become more familiar with the fields of fire fighting and emergency medical service.

**II. POLICY**

**The safety of Junior Members is of the utmost importance. District Officers will endeavor to ensure the safety of Junior Members at all times.**

**III. REQUIREMENTS, ALLOWABLE ACTIVITIES, PROHIBITIVE ACTIVITIES, AND EQUIPMENT**

**1. Requirements**

- a. Junior Members must be ages 16 through 17 and have the written permission of at least one parent or legal guardian.
- b. Junior Members must have at the time of application and continuously maintain a 2.5 grade point average in their school work to be admitted to the Junior Member program and remain in good standing with the Department. Junior Members shall submit a copy of their most recent report card to the District Chief each semester.
- c. Junior Members must maintain regular attendance at business and training meetings.
- d. Junior Members must be under direct supervision of an Active or Limited Duty member of the Department.
- e.

**2. Allowable Activities**

- a. Participate in district business meetings.
- b. Participate in approved district training that does not include the operation of hydraulic, gasoline or pneumatic powered equipment.
- c. Participate in support activities at a fire scene; however, they must remain outside the "hot zone" at all times. Support activities include pulling and rolling hose, equipment cleaning, and other support duties as assigned by the Officer in Command or assigned mentor. Junior Members shall wear the appropriate PPE when on a fire scene.
- d. Junior Members who are Licensed EMS providers may, on medical calls, participate with patient care under the direct supervision of another equally or higher licensed care provider.
- e. Junior Members may respond to their assigned Station, during emergency calls, at the discretion of the District Chief.
- f. Once on-scene, Junior Members shall check-in with the Incident Commander, who will assign them to a mentor or take responsibility for them until a mentor can be assigned.

**3. Prohibited Activities**

**Junior Members**

Page 2 of 3

- a. Junior Members shall not drive to any emergency scene by personally owned vehicle (POV).
- b. Junior Members shall not operate any Department vehicles under any circumstances.
- c. Junior Members shall not ride in any Department Apparatus or personally owned vehicle (POV) responding emergency traffic (Code 3).
- d. Junior Members may not participate in traffic control.
- e. During vehicle extrication activities the Junior Member must remain outside the "Action/Inner Circle".

**4. Response Hours**

Junior Members may participate in meetings and emergency calls except for the following times. (These times may be adjusted by the District Chief on an individual basis with the permission of a parent or legal guardian, except for those times that have an asterisk – "\*" – next to them.. Times noted with an asterisk may not be adjusted.)

- a. Junior Members 16 years of age may not participate;
  - i. During school hours. \*
  - ii. Between the hours of 10:00pm and 7:00am on school days.
- b. Junior Members 17 years of age may not participate;
  - i. During school hours.\*
  - ii. Between the hours of 12:00am (midnight) and 7:00am on school days. Exceptions may be made at the discretion of the District Chief and with the permission of a parent or legal guardian.

**5. Training Requirements**

- a. Junior Members must complete the following training requirements prior to the completion of their probationary status, and should attempt to successfully complete all courses.
  - i. Blood Borne Pathogens
  - ii. Workplace Harassment Training
  - iii. HIPAA Compliance Training
  - iv. CPR & First Aid
  - v. Highway Safety course – as an awareness course only
  - vi. NIMS – Incident Command (on-line)
    1. IS-100 Introduction to the Incident Command System
    2. IS-200 ICS for Single Resources & Initial Action Incidents
    3. IS-700 National Incident Management System (NIMS) an Introduction.
- b. Adult Mentors must successfully complete the on-line training requirements at the earliest possible opportunity in order to participate in the Junior Members Program.
  - i. Blood Borne Pathogens
  - ii. Workplace Harassment Training
  - iii. HIPAA Compliance Training
  - iv. CPR & First Aid
  - v. Program Orientation which includes:
    1. Diversity Training
    2. Workplace Harassment

**Junior Members**

Page 3 of 3

3. Personal Behavior
  4. Child Labor Laws
  5. Basic Leadership
  - vi. NIMS – Incident Command (on-line)
    1. IS-100 Introduction to the Incident Command System
    2. IS-200 ICS for Single Resources & Initial Action Incidents
    3. IS-700 National Incident Management System (NIMS) an Introduction
  - c. Adult Mentors must pass background investigation, and sign the Code of Ethics agreement prior to participating in the Program.
- 6. Issued Equipment**
- Junior Members may be issued the following equipment for use during training and call response:
- a. Structural Bunker Gear. (Since gear is to be used for support activities and training, it does not need to be approved for Immediately Dangerous to Life and Health - IDLH atmospheres.)
  - b. Yellow Helmet – clearly marked with rockers that indicate “Junior Member.”
  - c. District Pager – at the discretion of the District Chief. (Pagers are not to be carried during school hours.) Junior members shall not be included in the text message dispatching system, voice messaging dispatch system, or any other alternative means of call dispatching.

**IV. APPLICATION PROCEDURE**

Potential Junior Members must complete the following Santa Fe County Fire Department forms:

1. Junior Member Application Form
2. Insurance Beneficiary Designation Form
3. HIPAA Compliance Signature Form
4. Firefighter Code of Ethics
5. Santa Fe County Conflict of Interest form
6. PERA Enrollment Application

All potential Junior Members, accompanied by their parent or legal guardian, shall complete an interview with the District Chief or designee prior to beginning a minimum, six-month probationary period. Each Junior Member shall have a mentor assigned by the District Chief, typically an unrelated member of the District. During probation Junior Members will be evaluated to determine their eligibility for non-probationary (active) status. Testing of fire and emergency medical training proficiency as well as the member's ability to perform station and vehicle orientation shall be noted in the evaluations.

Districts with Junior Members are encouraged to review the International Association of Fire Chiefs – Volunteer and Combination Officers Section's Silver Ribbon Report for guidance.

Upon turning 18, a New Member Application packet must be completed to change member status.

SANTA FE COUNTY FIRE DEPARTMENT  
STANDARDS MANUAL

SECTION: 1100  
ARTICLE: 12  
EFFECTIVE DATE:  
REVISED:

District By-Laws  
Discipline & Removal of Members

Page 1 of 5

Policy  
 Guideline  
 Directive  
 Informational  
 By Law

I. PURPOSE

To maintain discipline and professionalism within the Department by establishing just cause for discipline and disciplinary procedures. No volunteer Officer or member of the Department shall be exempt from this by law, and each member shall be held accountable and responsible for his/her actions.

II. JUST CAUSE FOR DISCIPLINE

1. Insubordination (failure to follow a direct order of a superior officer).
2. Dereliction of duty. Failure to perform his/her duty.
3. Failure to follow County by-laws, standards, policies, procedures, and directives.
4. Performing any membership function while under the influence of alcohol or controlled substances.
5. Negligence.
6. Misuse or mismanagement of Department funds.
7. Conduct unbecoming an Officer or member of the Department.
8. Actions that unnecessarily endanger the member, other members, and/or the public.
9. Violation of safety practices.
10. Failure to cooperate with other County employees and/or volunteers.
11. Failure to follow the stipulations of a prior disciplinary action.
12. Misrepresentation of qualifications, level of training, licensure, or experience.
13. Falsifying official documents or records.
14. Theft or vandalism of County property.
15. Unauthorized use or possession of County property or equipment. This includes, but is not limited to, using County property or equipment for other than Department business (e.g., for personal use).
16. Operating a County vehicle or equipment in a negligent, reckless or tortious manner.
17. Unauthorized disclosure of confidential information from County records or documents.
18. Falsification, destruction, or unauthorized use of County records, reports, or other data belonging to the County.
19. Operation of a County vehicle or equipment while under the influence of a controlled substance or intoxicant.
20. On the job conduct toward the public or employees/volunteers that causes discredit to the County.
21. Personal conduct which impairs the volunteer's ability to perform their duties, or causes discredit to the County.
22. Threatening or harassing an employee/volunteer, Elected Official or anyone doing business with Santa Fe County.
23. Consumption, possession, or distribution of alcohol or drugs while on duty, or reporting for duty under the influence of drugs or alcohol.

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24. Use of official position or authority for personal profit or advantage.
25. Failure to cooperate with an investigation.
26. Unauthorized possession of a firearm while on duty.
27. Fighting or other disruptive behavior in the workplace.

### III. PROGRESSIVE DISCIPLINE

Whenever possible, the concept of progressive discipline shall be used. However, there are instances when disciplinary action, including immediate dismissal from the Department, is appropriate without first having imposed a less severe disciplinary measure.

#### 1. Verbal Warning / Reprimand

A verbal warning or reprimand is generally used to correct minor infractions of performance, conduct, and/or behavior. Members should be notified that further infractions may require additional discipline.

#### 2. Written Reprimand

A member shall receive a written reprimand when an infraction is of a greater degree of seriousness than that for which a verbal reprimand is appropriate, or if a verbal reprimand is not effective as a corrective action.

#### 3. Suspension from the Department

A member may be suspended from the Department during the course of an investigation, or for a period of time determined as appropriate by the County Fire Chief based on the seriousness of the infraction.

#### 4. Dismissal from the Department

A member may be dismissed from the Department if determined as appropriate by the County Fire Chief based on the seriousness of the alleged infraction.

### IV. DISCIPLINARY PROCESS

#### Step 1

Any Department and/or District Officer may request an investigation be performed to gather information regarding a potential infraction. The District Chief shall confer with the County Fire Chief to initiate an investigation. If determined to be necessary, the County Fire Chief will appoint a member of the Department to conduct the investigation.

#### Step 2

The investigator shall investigate the alleged misconduct. This shall, when possible, include meeting with the member being investigated to review the information and allow the member an opportunity to respond to the allegations verbally or in writing.

#### Step 3

The investigator shall review the investigation results with the District Chief. If the District Chief determines that disciplinary action is appropriate, the District Chief shall prepare a recommendation of disciplinary action to the County Fire Chief.

#### Step 4

Once the County Fire Chief has determined the appropriate disciplinary action to be taken, the County Fire Chief or his/her designee will notify the District Chief of the disciplinary action being taken, and any further requirements. The member shall be served in person or by mail with the recommendation of disciplinary action. If in person, the member shall sign the document to acknowledge receipt. The member's signature does not necessarily indicate

concurrence with the content. If the member refuses to sign the document, the District Chief shall sign and date the document to verify the disciplinary document was issued in person to the member.

**V. GRIEVANCE PROCESS**

This grievance process is applicable for any disciplinary actions which result in suspension, demotion, or dismissal from the Department.

**Step 1**

The member shall file a written request for a grievance meeting with the County Public Safety Director within seven (7) days of the receipt or mailing of the disciplinary action.

**Step 2**

Within seven (7) days of receipt of the request, the County Public Safety Director shall schedule the date, time, and location for a grievance meeting.

**Step 3**

The County Public Safety Director, or his/her designee, shall hear the member's evidence and information, as well as review the results of the investigation with the member present. The County Public Safety Director, or his/her designee, has the right to call any other department personnel or witnesses involved for clarification or additional information.

**Step 4**

The County Public Safety Director shall have ten (10) days after the completion of the grievance meeting to consider the information and mail a written decision to the affected member. The decision of the County Public Safety Director is final.

**VI. ARBITRATION**

A. This procedure shall be the sole and exclusive method to resolve any and all claims arising from a disciplinary process which resulted in suspension, demotion or termination.

1. Prior to a request for binding arbitration and as a condition precedent to the right to seek binding arbitration, the procedures for grievance set forth in Article V above must have been exhausted.
2. The member or prior member must serve a request for arbitration on the Director of Public Safety within ten (10) days from the date of the final decision in the grievance process, along with Federal Mediation and Conciliation (FMCS) arbitration form R-43 and a money order for half of the fee to obtain a list of seven arbitrators. The member or prior member shall only complete Section 2 of the form and the signature block at Section 9, or similar sections of the form if the form is revised, prior to submitting the form to the County. Failure to include the signed form completed as instructed above and/or failure to include the required money order is a waiver of the right to arbitration.
3. Within ten (10) days from receipt of the request for arbitration, the Public Safety Director will submit the form seeking a list of seven arbitrators to FMCS.
4. For the purpose of this Articles IV-VI, days mean workdays to include Monday through Friday and not to include holidays or time when the County Administrative Offices are closed

- B. The County and the member or prior member shall meet within five days of receipt of a list of arbitrators from FMCS and shall select an arbitrator in the following manner:
1. Each party will strike on (1) name alternately until a single name remains and he or she shall be the Arbitrator. The party initiating arbitration shall strike the first name from the FMCS list of arbitrators.
  2. The County shall write to the arbitrator to advise that they have been selected to conduct the arbitration, providing the arbitrator with a copy of this Article governing arbitration and contact information for both parties.
- C. An arbitrator may conduct pre-hearing conferences telephonically with the parties, and will at that time address motions for discovery, scheduling of exchange of exhibits and a list of witnesses with a summary of the anticipated testimony, and other pre-hearing items. The arbitration will be held in Santa Fe County.
- D. The Arbitrator shall decide issues of arbitrability prior to hearing the merits of the case. If the Arbitrator determines the case is arbitrable, then the Arbitrator shall consider the facts of the grievance in arbitration and following the hearing shall prepare and submit to the parties, in writing, a report and decision within thirty (30) calendar days or as close thereto as possible after the conclusion of the hearing or submission of briefs, whichever is later. Arbitration shall be conducted according to the rules established by the FMCS.
- E. The County shall have the burden of proof and shall present its case first. The standard of proof shall be preponderance of the evidence. At the hearing, the parties may offer evidence that is relevant to any issue being considered by the Arbitrator. The Arbitrator shall be the judge of the relevancy of the evidence offered. Legal rules of evidence shall not strictly apply.
- F. The cost of services of the Arbitrator shall be shared equally by the parties. Each party will be responsible for compensating its own witnesses and representatives. The Arbitrator shall require the parties to place in escrow three thousand dollars (\$3000) each to be applied to the Arbitrator's fees, expenses, and costs. If the fees, expenses, and costs exceed the amount in escrow, the parties will share the additional fees, expenses, and costs equally. If the fees, expenses, and costs are less than the amount in escrow, the unused escrow funds shall be divided evenly and returned to the parties.
- G. The Arbitrator shall have the authority to determine if there was preponderance of the evidence to support the discipline imposed pursuant to these Bylaws. The Arbitrator shall not substitute his/her discretion for that of the Public Safety Director.
- H. The Arbitrator's award is limited to supporting the discipline imposed or reducing or eliminating the discipline imposed, and in the case of termination, reinstatement, or reinstatement with a lesser discipline imposed. The Arbitrator may not award attorney's fees, punitive damages, general compensatory damages, or costs.
- I. The Arbitration Award shall be considered an award issued under the provisions of the State's Uniform Arbitration Act.

- J. The hearing on the merits shall be tape recorded. Either party may arrange for the hearing on the merits to be recorded by stenographic means. The cost of creating a transcript shall be borne by the party requesting the transcription/stenographer.

**VII. CRIMINAL CHARGES OR CONVICTIONS**

In general the private life of a member of the Department is considered personal and outside the jurisdiction and authority of the County. However, when a member's action or behavior may have a detrimental effect on the Department, another member of the Department, or the County, such action and/or behavior shall be considered and may result in corrective/disciplinary action, up to termination of membership

Any criminal conviction occurring prior to application for membership must be disclosed by the applicant. It should be noted that any individual who has been convicted of a crime and has subsequently served his/her sentence has the right to be considered for membership by the Department. However, the Department reserves the right to use past criminal conduct, behavior and/or conviction as a reason to deny an application for membership to the extent such information could be considered in determining whether to offer employment to a finalist seeking public employment in accordance with NMSA 1978, § 28-2-4. .