

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: May 11, 2016

TO: Board of County Commissioners

FROM: Ray Matthew, Transportation Planner *RM*

VIA: Robert Griego, Planning Manager *RG*
Penny Ellis-Green, Growth Management Director *PEG*
Katherine Miller, County Manager

ITEM Resolution 2016 - , A Resolution To Adopt The Santa Fe County Transit Service Plan For FY 2017 And To Direct Staff To Submit That Transit Service Plan To The North Central Regional Transit District

SUMMARY:

Santa Fe County is a member of the North Central Regional Transit District (NCRTD) and the Board of County Commissioners has previously submitted Santa Fe County's recommended Transit Service Plan to NCRTD. Approval of the Resolution and the FY 2017 Transit Service Plan by the Santa Fe Board of County Commissioners will be submitted to NCRTD for inclusion in the NCRTD FY 2017 budget. The NCRTD FY 2017 budget will be considered for adoption at the July 10 Board of Directors Meeting.

BACKGROUND:

The Santa Fe County (SFC) Regional Transit Plan is attached to the Resolution as Exhibit A. NCRTD ridership has increased from the previous year, 312,093 in FY 2014 to 317,616 in FY 2015 (1.8% increase). This ridership data does not include data from the Taos Chile Line which NCRTD began operating on July 1, 2015 (FY 2016). Exhibit B provides a description of the existing routes for Santa Fe County including the two new pilot routes, FY 2015 ridership data is also included for each route. Ridership for FY 2016, July 1, 2015 to June 30, 2016, is not available yet.

The FY 2017 service plan includes all of the existing services currently being provided by the NCRTD and Santa Fe Trails that serve Santa Fe County including the two new NCRTD pilot routes that started service in FY 2016. The new pilot routes are:

1. Santa Fe Ski Basin (Mountain Trail) route; service began Sept. 26, 2015 and continued to Apr. 3, 2016. It will resume on July 1, 2016 and will run to Apr. 3, 2017, and resume

July 1, 2017 to Aug. 30, 2017. Aug. 30, 2017 is the extent of FY 2017 funding and at that time NCRTD will evaluate the route for continuation of service or service changes. The Santa Fe Ski basin route and the weekend Taos Express route are the only NCRTD fare routes. Santa Fe Ski Basin Fare is \$5.00 each way, \$10.00 round trip. During the ski season a \$5.00 lift ticket discount is included, the round trip costs to those users is \$5.00. The Santa Fe National Forest has granted a use permit for the Mountain Trail Route with the condition that restricts transport of bicycles on NCRTD buses. Conversations have been continuing between the Forest Service and NCRTD about this issue.

2. La Cienega/La Cieneguilla and Las Golondrinas route; service started on March 28, 2016 and will run for 6 months to November 25, 2016. At the end of the 6 month trial period NCRTD will evaluate the route for continuation of service or service changes. In addition to fixed route service, NCRTD is planning to provide weekend special event service for the Santa Fe Wine Festival and Viva Mexico events in La Cienega.

Both these pilot routes are included in the NCRTD FY 2017 budget. The La Cienega/La Cieneguilla and Las Golondrinas route is funded from NCRTD project carryovers and capital reserve funds.

In late January 2016 NCRTD discontinued two pilot route services which had begun operation in March 2015. For Route 270 Turquoise Trail, the once a week service to Golden was discontinued due to low ridership, 3 riders had used the service during the trial period. For Route 280 Eldorado/290 Edgewood, midday service between Eldorado and Edgewood was discontinued also due to low ridership, there were 100 riders during the trial period.

As in FY 2016, the Mountain Trail pilot route is proposed to be funded from four sources; fare box revenue, local government and private sponsorships, and NCRTD project carryover and capital reserve funds. Although the funding for this project is contained in the FY 2016 budget the project length and project operation budget spans FY 2016 and a part of FY 2017, 9/26/15 to 4/3/2016 and 7/1/ 2016 to 8/30/2016. The FY 2016 project operational budget was \$162,344. Public and private sponsorship commitments in FY 2016 were: Santa Fe County \$25,172; City of Santa Fe \$25,172; Rio Metro Regional Transit District \$15,000; Santa Fe Ski Basin \$15,000 plus \$5.00 lift ticket discount; and NCRTD funding \$82,000 which includes NCRTD match \$15,000, \$31,170 fare box revenue estimate 9/26/15 to 8/30/16, and NCRTD project carryover and capital reserve funds. NCRTD is requesting Santa Fe County, the City of Santa Fe, Rio Metro, and the Santa Fe Ski Basin approve the same FY 2016 funding amounts again for FY 2017 to be used to fund the Mountain Trail route operations to August 30, 2017. The \$15,172 FY 2016 Santa Fe County matching funds were provided as a strategy to promote outdoor tourism. That same amount is included in the draft FY 2017 Santa Fe County Budget.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 2016- , A Resolution To Adopt The Santa Fe County Transit Service Plan For FY 2017 And To Direct Staff To Submit The Transit Service Plan To The North Central Regional Transit District

ATTACHMENT

Exhibit A: Resolution No. 2016- , A Resolution To Adopt The Santa Fe County Transit Service Plan For FY 2017 And To Direct Staff To Submit That Transit Service Plan To The North Central Regional Transit District

**SANTA FE COUNTY
RESOLUTION NO. 2016-**

**A RESOLUTION TO ADOPT THE SANTA FE COUNTY TRANSIT SERVICE
PLAN FOR FY 2017 AND TO DIRECT STAFF TO SUBMIT THAT TRANSIT
SERVICE PLAN TO THE NORTH CENTRAL REGIONAL TRANSIT
DISTRICT**

WHEREAS, Santa Fe County Resolution 2003-108 states that multi-jurisdictional transportation systems would protect our environment and enhance energy efficiency, decrease congestion, decrease automobile accidents, reduce noise and air pollution and improve public health;

WHEREAS, the North Central Regional Transit District (NCRTD) was created by agreement of the City of Espanola, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the City of Santa Fe, Santa Fe County (the County) and Tesuque Pueblo in 2004;

WHEREAS, Santa Fe County Ordinance 2008-14 which imposed a County Regional Transit Gross Receipts Tax of one eighth of one percent (.125%) states that "Revenue from the county regional transit gross receipts tax will be used for the management, construction or operation of a public transit system or for specific public transit projects or services pursuant to the Regional Transit District Act;

WHEREAS, the NCRTD considers Santa Fe County to be a critical participant in the regional transportation strategy and is willing to work closely with the County to assure that regional transportation needs are met and that the Rail Runner continues to be a well-used mode of public transportation;

WHEREAS, the 2015 Santa Fe County General Plan, the Sustainable Growth Management Plan, adopted by the Board of County Commissioners by Resolutions 2015-155 states under Policy 33.3 "Coordinate with RTD and other entities to evaluate public transit routes and enhance existing transit services (both to existing areas and to areas of new development) to match population demands and future growth to provide an efficient alternative to personal vehicle use;"

WHEREAS, for FY 2016 the NCRTD funded various transportation routes within Santa Fe County contained in the FY 2016 regional transit plan submitted to the NCRTD on behalf of the County and the City of Santa Fe;

WHEREAS, the NCRTD adopted a 2014 Transit Service Plan Update which was a five year plan identifying new services and future services and the routes described in the FY 2017 Santa Fe County Regional Transit Service Plan are consistent with that five year plan;

WHEREAS, the NCRTD Board is requesting a FY2017 Santa Fe County Regional Transit Service Plan by June 16, of 2016 and this resolution is designed to respond to that request;

WHEREAS, Santa Fe County has considered the existing NCRTD Service Plan and the proposed NCRTD budget for FY2017 which indicates that there is sufficient funding to continue to provide service for all routes currently being funded by the regional gross receipts tax dollars and other federal grant money, including all of the existing routes in Santa Fe County; and

WHEREAS, the NCRTD FY 2017 budget includes two pilot routes which were included in the NCRTD FY 2016 budget, the La Cienega/Las Golondrinas route and the Santa Fe Ski Basin (Mountain Trail) route; and

WHEREAS, the Board of County Commissioners of Santa Fe County (BCC) desires for staff to submit to the NCRTD a Santa Fe County Regional Transit Plan including all routes currently being served in the County as well as the two new pilot routes.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The BCC hereby adopts the FY 2017 Santa Fe County Regional Transit Plan attached hereto as Exhibit A;
2. The BCC hereby directs staff to submit the FY 2017 Santa Fe County Regional Transit Plan to the NCRTD.

PASSED, APPROVED AND ADOPTED THIS ____ DAY OF MAY, 2016

SANTA FE BOARD OF COUNTY COMMISSIONERS

Miguel M. Chavez, Chair

ATTEST:

Geraldine Salazar, Santa Fe County Clerk

APPROVED AS TO FORM:



Gregory S. Shaffer, County Attorney

Exhibit A

Santa Fe County Transit Plan for FY 2017

ROUTES FUNDED BY NCRTD IN SANTA FE COUNTY

ROUTES FUNDED BY NCRTD - OPERATED BY SANTA FE TRAILS:

ROUTE 2 SHERIDAN ST., CERRILOS RD, SANTA FE PLACE
ROUTE 4 SHERIDAN ST., ST. FRANCIS, SANTA FE PLACE
ROUTE 22 - IALA/SFCC, SUPER WALMART, NM 599 RR STATION
SANTA FE PICK-UP -SPECIALS, DOWNTOWN LOOP SHUTTLE

ROUTES FUNDED AND OPERATED BY NCRTD

ROUTE 150 CHIMAYO
ROUTE 160 SANTA CLARA
ROUTE 200 ESPANOLA TO SANTA FE
ROUTE 210 POJOAQUE -NAMBE TRIBAL
ROUTE 220 TESUQUE TRIBAL
ROUTE 230 SAN ILDEFONSO TRIBAL
ROUTE 270 TURQUOISE TRAIL/NM599
ROUTE 280 ELDORADO TO SANTA FE
ROUTE 290 EDGEWOOD TO SANTA FE
ROUTE 400 LOS ALAMOS TO POJOAQUE

NEW PILOT TRANSIT ROUTES IN SANTA FE COUNTY

ROUTE 260 LA CIENEGA/LAS GOLONDRINAS

Service began 3/28/2016, 6 month pilot route service scheduled to run to November 25, 2016. (Thereafter NCRTD will evaluate for continuation of service or any service changes.)

ROUTE 255 MOUNTAIN TRAIL (SANTA FE SKI BASIN SHUTTLE

Service from 9/26/2015 to 4/3/2016, resumes 7/1/2016 to 8/3/2017. (Thereafter NCRTD will evaluate for continuation of service or any service changes.)

Exhibit B

NCRTD FUNDED ROUTE DESCRIPTIONS

Operated by Santa Fe Trails

Route 2 – The route begins at the transit center at Sheridan Street and terminates at Santa Fe Place with stops at Guadalupe St. and Cerrillos Road, and Rail Runner connections at Santa Fe Depot and South Capital Stations. Annual Ridership from July 1, 2014 to June 30, 2015 was 50,606.

Route 4 – This route begins at Sheridan St. Transit Center and terminates at Santa Fe Place. It has stops along St. Francis, Siringo and Camino Carlos Rey with Rail Runner connections at Santa Fe Depot and South Capital Stations. Annual Ridership from July 1, 2014 to June 30, 2015 was 9,626.

Route 22 – The route begins at Santa Fe Place and terminates at the Santa Fe Community College. Stops include Rancho Viejo, the IAIA, the NM Human Services Department near the NM 14/I-25 Interchange and the Super Walmart on Cerrillos Road with a connection to the 599 Rail Runner Station. Annual Ridership from July 1, 2014 to June 30, 2015 was 7,739.

Operated by the City of Santa Fe Parking Division

Santa Fe Pick-Up Downtown Shuttle – The Santa Fe Pick- Up Downtown Shuttle is a loop route with stops at the Capital/PERA Building, St. Francis Cathedral, Main Library, City Hall, Convention Center, Plaza, Eldorado/Hilton Hotel, 4 stops along Canyon Rd and also stops at Alameda and Paseo de Peralta. The Shuttle service meets weekday and Saturday Rail Runner Trains at the Depot, Shuttle headways are every 15 to 20 minutes. Annual Ridership from July 1, 2014 to June 30, 2015 was 86,790.

Operated by the NCRTD

Route 150 Chimayo– This route begins at the Espanola Transit, extends east to Chimayo, and then northeast to Truchas and Las Trampas. For westbound travel from the Santuario Parking Lot there are 5 morning and 4 evening trips. For eastbound travel from the Santuario Parking Lot there are 4 morning and 4 evening trips. Annual Ridership from July 1, 2014 to June 30, 2015 was 8,633.

Route 160-Santa Clara – This route works in conjunction with Ohkay Owingeh who operate their own service. The route has 22 stops with two morning and two evening runs. The first morning run and the last evening run provide transit connections at Sheridan St. and the South Capital station. These runs also have stops at the Santa Fe Indian School and the Santa Fe Indian Hospital on Cerrillos Road. Annual Ridership from July 1, 2014 to June 30, 2015 was 5,680.

Route 200 Espanola to Santa Fe – This route begins at Espanola Transit Center and extends to South Capital Rail Runner Station, connecting with the NCRTD Taos Route, Espanola Route, NMDOT Park and Ride to Los Alamos, Rail Runner and Santa Fe Trails. Annual Ridership from July 1, 2014 to June 30, 2015 was 23,972.

Route 210 Pojoaque –Nambe Tribal - As of March 16, 2015, this former fixed route has changed to a dial a ride where customers can call for a ride. This change was made to provide greater flexibility in trip scheduling than by the former fixed route service. Annual Ridership from July 1, 2014 to June 30, 2015 was 2,694.

Route 220 Tesuque Tribal - This service operates as a circulator between Tesuque and Santa Fe. The AM peak hour, the PM peak hour, and midday service each have a southbound and northbound trip that operate between Santa Fe and the Espanola Transit Hub. Commuter options are provided with connections to the 200 Santa Fe Route and the 160 Santa Clara Route. Annual Ridership from July 1, 2014 to June 30, 2015 was 9,322.

Route 230-San Ildefonso Tribal – This route has two round trips in the morning, two westbound PM peak hour trips from the Pojoaque Park and Ride lot, and one PM peak hour eastbound trip from NM 130/Battleship View Road. The service begins at the San Ildefonso Visitors' Center with additional stops in the northern end of the Pueblo. Connections to NMDOT Park and Ride and other RTD routes are available at the Cities of Gold Park and Ride. Annual Ridership from July 1, 2014 to June 30, 2015 was 1,997.

Route 270 Turquoise Trail/NM599 Route – This route begins at the NM 599 Rail Runner Station with stops at the National Guard and New Mexico Corrections facilities, Santa Fe County Public Safety Complex, Lone Butte, Cerrillos and Madrid. There are three morning round trips, two PM hour round trips, and one midday round trip. Annual Ridership from July 1, 2014 to June 30, 2015 was 9,220.

Route 280 Eldorado to Santa Fe – The route begins in Eldorado with stops at Cristus St. Vincent's, the South Complex, the NMDOT at the South Capital Rail Runner Station, former PERA on Paseo De Peralta, and the Santa Fe Transit station on Sheridan. There are 3 morning roundtrips and two PM peak hour roundtrips. Annual Ridership from July 1, 2014 to June 30, 2015 was 5,154.

Route 290 Edgewood to Santa Fe – This route begins at the Edgewood Senior Center with stops in Moriarty, Stanley, Galisteo, the Sheridan Transit Center, and the Santa Fe Adult Detention Center on NM 14. There is one northbound trip in the morning and one southbound trip in the evening. Annual Ridership from July 1, 2014 to June 30, 2015 was 8,822.

Route 400 Los Alamos to Pojoaque (also serving Espanola) – This route provides mid-day service that originates at Espanola Park and Ride lot with 12 stops connecting to TA-3 in Los Alamos and the Cities of Gold Park and Ride. Annual Ridership from July 1, 2014 to June 30, 2015 was 1,820.

New Pilot Routes:

Route 255 Mountain Trail (Santa Fe Ski Basin)

Service began September 26, 2015 and ran to Apr. 3, 2016, (the last day of the ski season); it will resume July 1, 2016 and run to Apr. 3 2017. The route starts at the South Capital Rail Station; stops include the downtown area, Fort Marcy, Black Canyon Campground, Hyde Park, Ten Thousand Waves, Aspen Vista and the Ski area. Total Ridership from September 26, 2015 to April 3, 2016 was 4,548 (168 weekly).

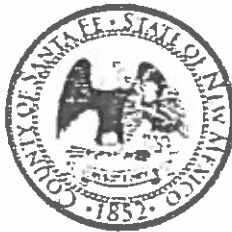
Route 260 La Cienega/Las Golondrinas Route

Service began March 28; there are three roundtrips per day: morning, midday, and afternoon, Monday through Friday. Stops include the Community Center, Los Pinos Road, the NM Human Services Dept. on NM 14, the VA Clinic, Walmart, and Santa Fe Place. Park Ride is available at Las Golondrinas, NM 599 Rail Runner Station, and Santa Fe Place Mall. Ridership from March 28 to April 27, 2016 was 29 passengers (6 per week for the Monday through Friday service week).

Henry P. Roybal
Commissioner, District 1

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Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

TO: Santa Fe Board of County Commissioners

FROM: David Sperling, Fire Chief *DS*

THRU: Pablo Sedillo, Public Safety Director *[Signature]*
Katherine Miller, County Manager

DATE: May 11, 2016

SUBJECT: Request Approval of a Resolution Approving and Adopting Revised Santa Fe County Fire Department Fire District Bylaws and Rescinding Santa Fe County Fire Department District Bylaws dated October 29, 2002.

ISSUE:

The Santa Fe County Fire Department (SFCFD) requests Board of County Commission approval of a Resolution approving and adopting amended Fire District Bylaws and rescinding the Fire District Bylaws previously approved by the Board of County Commissioners and dated October 29th, 2002.

BACKGROUND:

In October 2002, Santa Fe County Fire Department District Bylaws were 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 volunteer fire districts will be conducted. The Bylaws allow for review and amendment as needed at the direction of the County Fire Chief and in consultation with the volunteer District Chiefs Association.

In 2015, the Fire Department undertook a collaborative project to amend and update the 2002 District Bylaws, bringing them into line with the Department Procedures Manual and accounting for 14 years of growth in the County Fire Department. This process, chaired by volunteer Chiefs Association President Jean Moya and Recruitment and Retention Captain Mike Jaffa, lasted several months.

A recommended change to *Article 5 Volunteer Membership Types* adjusts the minimum number of emergency calls District members are responsible for in order to maintain Active Duty-Voting

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status; this change accounts for call volume differences between the Districts and strives to maintain equity and fairness. *Article 11 Junior Members* was significantly expanded to further restrict Junior Members from participating in higher risk operational activities. The changes bring this article into line with the International Association of Fire Chiefs best practices for a volunteer Junior Member Program. Finally, *Article 12 Discipline and Removal of Members*, was extensively amended to account for current legal practices in this area. The article now includes an expanded list of Just Cause for Discipline, a grievance process, and an arbitration clause for volunteer members. Additional changes to the Bylaws are minor in nature and amount to formatting and other adjustments. Upon completion of the collaborative process, the Bylaws were reviewed by the County Attorney.

RECOMMENDATION:

Recommend Board of County Commissioner approval of the attached Resolution approving and adopting revised Santa Fe County Fire Department Fire District Bylaws, and rescinding the Fire District Bylaws dated October 29th, 2002

Thank you for your consideration.

SANTA FE COUNTY

Resolution No. 2016-

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

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, Chair

Attest:

Geraldine Salazar, County Clerk

Approved as to form:



Gregory Shaffer, County Attorney



SANTA FE COUNTY FIRE DEPARTMENT

SECTION: 1100

ARTICLE: 1

STANDARDS MANUAL

EFFECTIVE DATE:

REVISED:

District By-Laws
Organization

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- ☐ 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.

SANTA FE COUNTY FIRE DEPARTMENT

STANDARDS MANUAL

REVISED:

**District By-Laws
Volunteer District Meetings**

**SECTION: 1100
ARTICLE: 2
EFFECTIVE DATE:**

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☐ 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.

SANTA FE COUNTY FIRE DEPARTMENT

STANDARDS MANUAL

District By-laws
Application for Membership

SECTION: 1100
ARTICLE: 3
EFFECTIVE DATE:
REVISED:

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☐ Policy
☐ Guideline
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☒ 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.

SANTA FE COUNTY FIRE DEPARTMENT
STANDARDS MANUAL

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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.

SANTA FE COUNTY FIRE DEPARTMENT

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**District By-Laws
Rights and Obligations of Members**

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☐ Policy
☐ Guideline
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☒ 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.

SANTA FE COUNTY FIRE DEPARTMENT

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District By-Laws
Volunteer Membership Types

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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.

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District By-Laws
Election of Volunteer District Officers

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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.

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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 1st of each calendar year and expire on December 31st of the same year.
3. There is no limitation to the number of terms a member may be elected to an officer position.

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

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☐ Policy
☐ Guideline
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☒ 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.

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District By-Laws

Qualifications, Responsibilities & Duties – Asst. District Chief

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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.

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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.

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Qualifications, Responsibilities & Duties – District Captain

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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.

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Qualifications, Responsibilities & Duties – District Lieutenant

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- ☒ 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

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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

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- 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

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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

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District By-Laws
Discipline & Removal of Members

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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

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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

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- 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

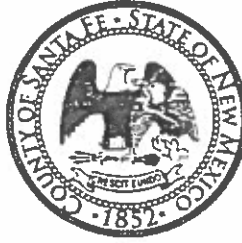
Any criminal conviction occurring prior to application for membership must be disclosed by the applicant. It should be noted that any individual who has been convicted of a crime and has subsequently served his/her sentence has the right to be considered for membership by the Department. However, the 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. .

1895

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director

Via: Katherine Miller, County Manager

Date: May 24, 2016

Re: Resolution 2016-_____ A Resolution Adopting the Interim Budget for Fiscal Year 2016-2017 (FY17) (CMO/Finance, Carole Jaramillo)

Issue

The Finance Division is requesting approval of the FY2017 Interim Budget.

Background

State statute requires Counties to submit an interim budget to the Department of Finance and Administration, Local Government Division by June 1st of each year. The proposed Santa Fe County fiscal year 2017 budget for which we are seeking approval totals \$315.8 million across 46 separate funds.

On May 10, 2016 during a budget study session with the Board of County Commissioners, recommendations were presented regarding development of the FY2017 budget which included staff compensation and new FTEs, maximum funding for fixed asset renewal and replacement by fund, expanded programing, and funding "pools" for various needs. The BCC approved the recommendations presented as the basis for constructing the FY2017 Interim Budget, noting that further changes to the base may occur resulting from bargaining unit proposals, and roll over amounts for capital and/or grants would be added. The Finance Division has prepared the FY2017 Interim Budget based on the following recommendations as approved:

- For non-union staff, a 1% COLA to be effective the first full pay period after 1/1/17, an equivalent amount for bargaining unit economic re-openers, and the IAFF contract proposal was built into base. Compensation packages total \$317K.

- One new full-time FTE and 10 temporary FTEs totaling \$193K net of offsetting reduction in contract services. Other HUG recommended requests will be re-evaluated after the first quarter and at mid-year of FY2017.
- Expanded programming (recurring and one-time) totaling \$3.2 million.
- Other increases to the base budget totaling \$1.0 million.
- Funding pools for energy programs, Local Economic Development Act (LEDA) projects and health insurance reserve set-aside totaling \$3.5 million.
- Fixed asset renewal and replacement maximum funding (including VURB recommendations) of \$4.9 million across all funds.
- Preliminary amounts to roll forward for capital projects which were budgeted in FY2016 totaling \$58.8.

Also included in the proposed budget is debt service totaling \$54.3 million, of which \$35.5 million is payment the Series 2007A and Series 2007B general obligation bonds which were advance refunded last fiscal year and for which we have proceeds from that refunding bond issuance held in escrow. Finally, interfund transfers that are “double counted” totaling \$57.7 million are included in the budget.

As stated in the FY 2017 budget calendar, which was also approved at the May 10th budget study session, staff is requesting final direction for the fiscal year 2017 final budget which will be presented to the BCC for approval at its June 28, 2016 meeting.

Recommendation

The Finance Division is requesting approval of the resolution adopting the FY2017 Interim Budget.

THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY

Resolution No. 2016 - ____

A RESOLUTION ADOPTING THE INTERIM BUDGET FOR FISCAL YEAR 2016-2017 (FY 2017)

WHEREAS, the Board of County Commissioners (BCC) of Santa Fe County, the governing body in and for the County of Santa Fe, State of New Mexico, held an official, regular meeting on May 31, 2016, for, among other things, the study and review of the Interim Budget for Fiscal Year 2016-2017 (FY 2017), with the recognition of sources and uses of funds within said budget; and

WHEREAS, the meeting on May 31, 2016, was duly noticed in compliance with the Open Meetings Act, NMSA 1978, Chapter 10, Article 15, and County Resolution No. 2015-172; and

WHEREAS, the BCC determined that the Interim Budget should be adopted and submitted to the Local Government Division of the New Mexico Department of Finance and Administration for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BCC hereby (i) adopts the Interim Budget for Fiscal Year 2016-2017 (FY 2017), beginning on July 1, 2016, and ending on June 30, 2017, and (ii) respectfully requests approval of the adopted Interim Budget by the Local Government Division of the New Mexico Department of Finance and Administration.

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

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF SANTA FE

Miguel M. Chavez, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

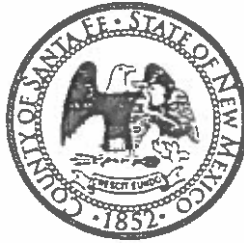


Gregory S. Shaffer, County Attorney

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director

Via: Katherine Miller, County Manager

Date: May 24, 2016

Re: Resolution No. 2016-___, A Resolution Declaring the Intent of The Board of County Commissioners of Santa Fe County, New Mexico, to Consider for Adoption an Ordinance Authorizing the Issuance of the Santa Fe County, New Mexico Gross Receipts Tax Improvement and Refunding Revenue Bonds, Series 2016, in an Aggregate Principal Amount not to Exceed \$33,000,000 for Purposes of Defraying the Costs of Planning, Designing, Constructing, Rehabilitating, Renovating, Equipping, and Furnishing Necessary County Buildings and Facilities, Including, without Limitation, County Buildings and Facilities Located at the Sites of the County Administrative Building and the Old Judicial Complex, and Defeasing, Refunding, Refinancing, Discharging and Paying the Principal of and Accrued Interest on the County's Gross Receipts Tax Revenue Bonds, Series 2008, and to Pay Costs of Issuance of the Series 2016 Bonds; and Directing the Publication of a Notice of Meeting, Public Hearing, and Intent to Consider an Ordinance Authorizing the Series 2016 Bonds in a Newspaper of General Circulation Within The County. (County Manager's Office/Finance Department/Carole Jaramillo)

Issue

Santa Fe County staff is requesting approval of a resolution declaring the BCC's intent to consider an Ordinance authorizing the issuance of the Santa Fe County, New Mexico Gross Receipts Tax Improvement and Refunding Revenue Bonds, Series 2016. This resolution will also direct the publication of a notice of meeting and public hearing on the Ordinance. The proposed 2016 bond series will be issued for the purpose of defraying the cost of planning, constructing and equipping County facilities and advance refunding and refinancing the Series 2008 GRT Revenue bonds. The proposed aggregate principal amount of the bond issue will not exceed \$33,000,000.

Background

At its February 24, 2015 meeting the BCC approved an allocation for the County Administrative Complex project in the amount of \$32.0 million. At that time, approximately \$6.9 million in funding from Capital Outlay Gross Receipts Tax (GRT) was approved with the balance of \$25.1 million to be financed through other sources. One of the potential funding sources identified at that time was proceeds from the issuance of revenue bonds. The proposed issuance would provide \$6.25 million of the needed financing.

On July 29, 2008 Santa Fe County entered into an agreement to sell the Series 2008 Gross Receipts Tax Revenue Bonds for the purpose of financing, in part, the new Steve Herrera Judicial Complex. These bonds were authorized by Ordinance 2008-11 and issued in a principal amount of \$30,000,000 with a total interest cost of \$24,156,757. Advance refunding and refinancing the 2008 GRT revenue bond issuance will result in a new present value savings of approximately \$2.8 million. In addition, this advance refunding and refinancing will level out the debt service payments which are currently structured to increase steadily each year until 2033 when all bonds have matured. The proposed issuance would provide \$26.75 million for advance refunding and refinancing the 2008 Gross Receipts Tax Revenue Bonds.

This resolution will enable the County to move forward with the issuance of the above described revenue bonds in an aggregate principal amount not to exceed \$33 million, pledging revenue from the first and third one-eighth gross receipts tax increments, the one-sixteenth gross receipts tax increment and may also include the one-eighth Hold Harmless Gross Receipts Tax.

If approved, this resolution will declare the intent of the Board of County Commissioners to consider an ordinance authorizing the issuance of the Santa Fe County, New Mexico Gross Receipts Tax Improvement and Refunding Revenue Bonds, Series 2016, in an aggregate principal amount not to exceed \$33,000,000 and direct the publication in a newspaper of general circulation within the County, a notice of meeting, public hearing and the Board's intent to consider the Ordinance. The proposed Ordinance will be brought forward on June 28, 2016 with a proposed bond sale date of July 12, 2016.

Recommendation

The Finance Division recommends approval of the above captioned resolution which declares the BCC's intent to consider and adopt an ordinance authorizing the issuance of Santa Fe County, New Mexico Gross Receipts Tax Improvement and Refunding Revenue Bonds, Series 2016.

SANTA FE COUNTY, NEW MEXICO

RESOLUTION NO. 2016-__

A RESOLUTION

DECLARING THE INTENT OF THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY, NEW MEXICO, TO CONSIDER FOR ADOPTION AN ORDINANCE AUTHORIZING THE ISSUANCE OF THE SANTA FE COUNTY, NEW MEXICO GROSS RECEIPTS TAX IMPROVEMENT AND REFUNDING REVENUE BONDS, SERIES 2016, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$33,000,000 FOR PURPOSES OF DEFRAYING THE COSTS OF PLANNING, DESIGNING, CONSTRUCTING, REHABILITATING, RENOVATING, EQUIPPING, AND FURNISHING NECESSARY COUNTY BUILDINGS AND FACILITIES, INCLUDING, WITHOUT LIMITATION, COUNTY BUILDINGS AND FACILITIES LOCATED AT THE SITES OF THE COUNTY ADMINISTRATIVE BUILDING AND THE OLD JUDICIAL COMPLEX, AND DEFEASING, REFUNDING, REFINANCING, DISCHARGING AND PAYING THE PRINCIPAL OF AND ACCRUED INTEREST ON THE COUNTY'S GROSS RECEIPTS TAX REVENUE BONDS, SERIES 2008, AND TO PAY COSTS OF ISSUANCE OF THE SERIES 2016 BONDS; AND DIRECTING THE PUBLICATION OF A NOTICE OF MEETING, PUBLIC HEARING, AND INTENT TO CONSIDER AN ORDINANCE AUTHORIZING THE SERIES 2016 BONDS IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE COUNTY

WHEREAS, Sections 4-62-1 through 4-62-10 NMSA 1978 (the "Act") authorize New Mexico counties to issue gross receipts tax revenue bonds secured by gross receipts tax revenues; and

WHEREAS, Santa Fe County, New Mexico (the "County"), desires to consider for adoption an ordinance authorizing, in accordance with the Act, the issuance and sale of the Santa Fe County, New Mexico Gross Receipts Tax Improvement and Refunding Revenue Bonds, Series 2016 (the "Series 2016 Bonds") in an aggregate principal amount not to exceed \$33,000,000 to provide funds for purposes of defraying the costs of planning, designing, constructing, rehabilitating, renovating, equipping, and furnishing necessary County buildings and facilities, including, without limitation, County buildings and facilities located at the sites of the County Administrative Building located at 102 Grant Avenue Santa Fe NM and the Old Judicial Complex located at 100 Catron Street Santa Fe NM (the "Improvement Project"), and defeasing, refunding, refinancing, discharging and paying the principal of and accrued interest on the County's Gross Receipts Tax Revenue Bonds, Series 2008; and

WHEREAS, Section 4-37-7 NMSA 1978 requires that publication of the title and general summary of the subject matter of any proposed ordinance be made in a newspaper of general circulation within the County at least two weeks prior to the meeting of the Board of County Commissioners (the "Board") at which the ordinance is proposed for final passage; and

WHEREAS, a form of the Notice of Meeting, Public Hearing, and Intent to Adopt an Ordinance authorizing the issuance and sale of the Bonds is attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD, THE GOVERNING BODY OF SANTA FE COUNTY, NEW MEXICO, AS FOLLOWS:

Section 1. All action (not inconsistent with the provisions hereof) heretofore taken by the Board and the officers thereof directed toward the authorization, issuance and sale of the Series 2016 Bonds for such purposes be and the same is hereby ratified, approved and confirmed, including, without limitation, the publication, in accordance with Section 4-37-7 NMSA 1978, as amended, in the *Santa Fe New Mexican* or other newspaper of general circulation within the County, a title and general summary of the ordinance relating to and authorizing issuance and sale of the Bonds at least two weeks prior to the meeting at which the Board will consider such ordinance.

Section 2. The Series 2016 Bonds shall be special, limited obligations to pay principal in an amount not to exceed \$33,000,000 plus interest thereon.

Section 3. A Notice of Meeting, Public Hearing and Intent to Adopt An Ordinance, in substantially the form attached to this Resolution as Exhibit "A", with such revisions as may be approved by the County Manager in consultation with the County Attorney and the County's bond counsel and financial advisor, shall be published in a newspaper of general circulation within the County at least two weeks before the meeting at which the Board takes final action on the ordinance authorizing issuance and sale of the Series 2016 Bonds.

(signature page follows)

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

SANTA FE COUNTY, NEW MEXICO

By: _____
Miguel M. Chavez, Chairperson
Board of County Commissioners

[SEAL]

ATTEST:

By: _____
Geraldine Salazar, Clerk

APPROVED AS TO LEGAL FORM AND SUFFICIENCY:

MODRALL, SPERLING, ROEHL, HARRIS & SISK, P.A.
as Bond Counsel to Santa Fe County

By: _____
Peter Franklin, Shareholder

EXHIBIT "A"

FORM OF NOTICE OF MEETING, PUBLIC HEARING
AND INTENT TO ADOPT BOND ORDINANCE
FOR PUBLICATION

Santa Fe County, New Mexico
Notice of Meeting, Public Hearing and Intent to Adopt Bond Ordinance

Notice is hereby given of the title and general subject matter contained in an ordinance which the Board of County Commissioners ("BCC") of Santa Fe County ("County"), New Mexico, the governing body of the County, intends to adopt at a regular meeting on June 28, 2016, at the hour of 2:00 p.m. in the Commission Chambers, 102 Grant Avenue, Santa Fe, New Mexico relating to the authorization, issuance and sale by the County of its Santa Fe County, New Mexico Gross Receipts Tax Improvement and Refunding Revenue Bonds, Series 2016.

The title of the proposed Ordinance is:

AN ORDINANCE

AUTHORIZING THE ISSUANCE AND SALE OF THE SANTA FE COUNTY, NEW MEXICO GROSS RECEIPTS TAX IMPROVEMENT AND REFUNDING REVENUE BONDS, SERIES 2016, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$33,000,000 FOR PURPOSES OF DEFRAYING THE COSTS OF PLANNING, DESIGNING, CONSTRUCTING, REHABILITATING, RENOVATING, EQUIPPING, AND FURNISHING NECESSARY COUNTY BUILDINGS AND FACILITIES, INCLUDING, WITHOUT LIMITATION, COUNTY BUILDINGS AND FACILITIES LOCATED AT THE SITES OF THE COUNTY ADMINISTRATIVE BUILDING AND THE OLD JUDICIAL COMPLEX, AND DEFEASING, REFUNDING, REFINANCING, DISCHARGING AND PAYING THE PRINCIPAL OF AND ACCRUED INTEREST ON THE COUNTY'S GROSS RECEIPTS TAX REVENUE BONDS, SERIES 2008, AND PAYING THE COSTS OF ISSUANCE OF THE SERIES 2016 BONDS; PROVIDING FOR THE EXACT PRINCIPAL AMOUNTS, MATURITIES, PRICES, REDEMPTION FEATURES, AND OTHER DETAILS OF THE BONDS; RATIFYING THE DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT IN CONNECTION WITH THE SALE OF THE BONDS; PROVIDING THAT THE BONDS SHALL BE SPECIAL, LIMITED OBLIGATIONS, AND FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BONDS FROM THE DISTRIBUTIONS TO THE COUNTY OF THE REVENUES OF THE FIRST ONE-EIGHTH INCREMENT, THE

THIRD ONE-EIGHTH INCREMENT, AND THE ONE-SIXTEENTH INCREMENT OF THE COUNTY GROSS RECEIPTS TAX ENACTED PURSUANT TO SECTION 7-20E-9 NMSA 1978, AND POSSIBLY THE ONE-EIGHTH INCREMENT OF COUNTY HOLD HARMLESS GROSS TAX ENACTED PURSUANT TO SECTION 7-20E-28 NMSA 1978, WHICH ARE DISTRIBUTED TO THE COUNTY BY THE NEW MEXICO TAXATION AND REVENUE DEPARTMENT PURSUANT TO SECTION 7-1-6.13 NMSA 1978; PROVIDING FOR THE PLEDGE OF SUCH REVENUES BY THE COUNTY; RATIFYING ACTION PREVIOUSLY TAKEN IN CONNECTION WITH THE BONDS; AND REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE.

Public Hearing. All interested parties will be heard at the public hearing prior to the BCC taking action. Written comments, questions, and objections regarding the proposed ordinance may also be submitted to the Santa Fe County Attorney's Office, addressed to P.O. Box 276 Santa Fe NM 87504-0276, or presented in person at the hearing. Written comments submitted in advance of the hearing must be received in the Santa Fe County Attorney's Office before June 21, 2016, to be considered.

Possible BCC Action on June 28, 2016. After the public hearing on June 28, 2016, the BCC may adopt the proposed ordinance, with or without changes, vote not to adopt the proposed ordinance, recess the public meeting in accordance with the Open Meetings Act, or postpone the public hearing or delay action on the proposed ordinance until a future meeting of the BCC. Further newspaper publication of a recessed meeting or postponed hearing or action is not legally required. Interested parties not in attendance at or watching the June 28, 2016, public hearing where recessing or postponement might be announced should thus inquire of the County as to whether the BCC took action to recess or postpone.

Copies of the Proposed Ordinance. Copies of the proposed ordinance are available for inspection and copying in the Santa Fe County Clerk's Office, located at 102 Grant Avenue Santa Fe NM 87501.

This notice is given pursuant to Section 4-37-7 NMSA 1978.

Dated: May 31, 2016

