

**SANTA FE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**ORDINANCE NO. 2026-04**

**AN ORDINANCE PROVIDING FOR THE ADMINISTRATION AND OPERATION  
OF THE SANTA FE COUNTY OFFICE OF EMERGENCY MANAGEMENT,  
ESTABLISHING ITS AUTHORITY TO ADOPT POLICIES AND PROCEDURES,  
ESTABLISHING AN EMERGENCY MANAGEMENT ADVISORY COMMITTEE,  
AND GRANTING AUTHORITY TO DECLARE A LOCAL STATE OF EMERGENCY**

**BE IT ORDAINED BY THE SANTA FE COUNTY BOARD OF COUNTY  
COMMISSIONERS:**

**SECTION 1. SHORT TITLE.**

This Ordinance may be cited by number or as the "Santa Fe County Office of Emergency Management Administrative Ordinance."

**SECTION 2. PURPOSE.**

A. This Ordinance provides for the administration and operation of the Santa Fe County Office of Emergency Management (OEM), assigning responsibilities for emergency preparedness, response, recovery, and mitigation activities; establishing policy for implementation of all-hazard emergency management programs; and authorizing the promulgation of rules, regulations, standard operating procedures, and administrative policies for the operation of OEM and the Community Emergency Response Team (CERT) Program.

B. The organization, administration and operation of the OEM is herein established and governed by the Santa Fe County Board of County Commissioners, through the County Manager and Director of the Office of Emergency Management.

**SECTION 3. DEFINITIONS.**

A. **Advisory Committee** – The Santa Fe County Emergency Management Advisory Committee created by this Ordinance.

B. **All-Hazard Emergency Management** - A comprehensive emergency preparedness framework that focuses on building core capabilities and flexible protocols to respond effectively to a wide range of potential emergencies and disasters, both natural and man-made.

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**C. Board** -The Board of County Commissioners of Santa Fe County.

**D. County** - Santa Fe County in the State of New Mexico.

**E. County Manager** - The Santa Fe County Manager or Deputy County Manager designated by the County Manager to discharge any of the duties under this Ordinance.

**F. Director** - The Director of the Santa Fe County Office of Emergency Management hired or appointed by the County Manager to oversee the administration and operation of OEM.

**G. Emergency Operations Center (EOC)** - A central command and control facility responsible for carrying out emergency management functions at a strategic level during an incident.

**H. Local State of Emergency** - Any man-made or natural disaster causing or threatening significant physical or economic harm within the County, including actual or impending enemy attack, and declared to exist in accordance with this Ordinance.

**I. Office of Emergency Management (OEM)** - The County office within the County Manager's Office responsible for coordinating emergency preparedness, response, recovery, and mitigation activities for the County.

**J. Santa Fe County Community Emergency Response Team (SFC CERT or CERT)**- A team of community volunteers trained to support community resiliency, readiness, disaster response, and/or event assistance within the County under the direction of the OEM.

#### **SECTION 4. POLICY.**

A. The health, safety, and welfare of the citizens of the County is enhanced by the vigorous administration of effective emergency management programs, including preparedness, response, recovery, and mitigation activities administered by the OEM.

B. Emergency management activities shall be conducted using an all-hazard approach that encompasses natural, technological, and human-caused risks and threats.

C. The OEM shall maintain partnerships with federal, state, regional, and local agencies, private sector organizations, faith-based organizations, schools, volunteer organizations, and adjacent jurisdictions to ensure effective emergency management capabilities.

D. Providing emergency management services is consistent with the constitutionally prescribed functions of government to provide for the health, safety, and welfare of the general public, as well as the All Hazard Emergency Management Act, NMSA 1978, Sections 12-10-5 to -10.

**SECTION 5. RESPONSIBILITIES AND AUTHORITY OF THE DIRECTOR OF EMERGENCY MANAGEMENT.**

A. The Director shall be an employee of the County who oversees and directs all operations and administration of OEM and reports directly to the County Manager or designee.

B. All revenue sources characterized as public funds must be budgeted by the Board prior to expenditure. The Director, under the direction of the County Manager, shall set budgetary priorities for the OEM, as well as review and approve expenditures requested by OEM personnel within the budget approved by the Board.

D. The Director, under the direction of the County Manager, shall develop, maintain and approve standards, policies, procedures, rules, and regulations governing the SFC CERT program, including the recruitment of CERT volunteers and provision of volunteer accident coverage for CERT volunteers within budgeted resources.

E. The Director, under the direction of the County Manager, shall be responsible for maintaining compliance with all applicable federal, state, and local laws, regulations, and standards pertaining to emergency management operations.

F. The Director, under the direction of the County Manager, is hereby authorized to commit OEM personnel, equipment, and resources, wholly or in part, to emergency management activities, including mutual aid, for the protection of life and property from natural disasters, technological hazards, human-caused incidents, and other emergencies and hazards, within OEM's allocated budget.

G. The Director, under the direction of the County Manager, may request that the Board or the County Manager, as appropriate, enter into agreements, contracts, and working arrangements with other units of government for implementing and administering the provisions of this Ordinance.

H. The Director, under the direction of the County Manager, is authorized to establish communications systems and networks necessary to adequately alert, dispatch, and communicate with facilities, equipment, and personnel within the County for emergency management purposes.

I. The Director shall serve as the Emergency Management Coordinator for the County as required by NMSA 1978, Section 12-10-5.

J. The Director, under the direction of the County Manager, may activate the EOC whenever it is determined that doing so will assist the County in preparing for or responding to an incident.

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K. The Director, under the direction of the County Manager, is authorized to develop and maintain for the County an Emergency Operations Plan, Continuity of Operations Plan, Multi-Year Training and Exercise Planning (MYTEP) Plan, a Disaster Recovery Plan, a Threat and Hazard Identification and Risk Assessment (THIRA), as well as any other required or advisable plans not requiring Board approval pursuant to this Ordinance.

**SECTION 6. GENERAL AUTHORITY TO ADOPT POLICIES AND PROCEDURES.**

The Director, under the direction and with the approval of the County Manager, is hereby authorized to adopt, modify, and enforce policies and procedures necessary for the effective operation of the OEM. All OEM policies and procedures shall be consistent with federal, state, and local laws and regulations, County ordinances, and County personnel rules and regulations.

**SECTION 7. BOARD APPROVAL REQUIRED**

Notwithstanding Section 6, the Board must approve the County's Hazard Mitigation Plan and any other plan requiring its approval pursuant to federal or State law. The Director shall periodically present other plans adopted pursuant to this Ordinance to the Board.

**SECTION 8. EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

A. **Establishment.** The Santa Fe County Emergency Management Advisory Committee is hereby established.

B. **Purpose.** The Advisory Committee shall serve as an executive-level advisory body to:

1. Review and make recommendations concerning the Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), and other emergency management plans;
2. Review hazard mitigation strategies;
3. Evaluate emergency preparedness capabilities;
4. Assess training and exercise programs, including the County's multi-year training and exercise planning process and plan;
5. Monitor progress toward strategic emergency management objectives;
6. Identify capability gaps and resource conflicts; Promote interdepartmental coordination; and
7. Provide non-binding feedback on any matter within the Director's authority under this Ordinance at the request of the Director or County Manager.

**C. Membership.** The Committee shall consist of senior representatives appointed by the County Manager or Elected Official from the following:

1. County Manager's Office;
2. Fire Department;
3. Sheriff's Office;
4. Public Works;
5. Growth Management;
6. Regional Communications Center (RECC);
7. Human Resources/Risk Management; and
8. Any additional departments or Elected Offices designated by the County Manager.

In addition, the Board shall appoint up to two (2) citizen members to the Advisory Committee with subject matter expertise in the area of emergency management.

**D. Meetings.** The Advisory Committee has no policy making authority, so is not subject to the Open Meetings Act or the County's resolution adopted pursuant to the Open Meetings Act. It shall meet no less than quarterly and additionally as necessary or desirable.

**E. Subcommittees.** The Advisory Committee may establish one or more subcommittees as it determines necessary or advisable to assist it with its work.

**F. Reporting.** The Advisory Committee shall provide periodic reports to the Board regarding emergency management preparedness and strategic progress.

**G. Nature of Authority.** The Advisory Committee shall serve in an advisory capacity and shall not exercise independent operational authority over County Elected Offices or departments.

## **SECTION 9. DECLARATION OF A LOCAL STATE OF EMERGENCY**

**A. Authority to Declare.** Pursuant to the All Hazard Emergency Management Act, NMSA 1978, §§ 12-10-1 to -10, as amended), the Board or, in its absence or unavailability, the County Manager, is authorized to declare a Local State of Emergency when a disaster or emergency has occurred or is imminent within Santa Fe County and request that the Governor of the State of New Mexico declare a state of emergency within the County.

**B. Ratification.** Any declaration issued by the County Manager shall be presented to the Board for approval at the earliest practicable time and shall remain in effect for no more than seven (7) calendar days unless extended by formal action of the Board.

**D. Emergency Powers.** Upon declaration of a Local State of Emergency, the County may:

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1. Activate the Emergency Operations Plan (EOP);
2. Open and staff the Emergency Operations Center (EOC);
3. Utilize all available County resources;
4. Enter into emergency contracts consistent with County procurement rules;
5. Waive procedures and formalities otherwise required by ordinance when necessary to preserve life and property; and
6. Request State and Federal assistance.

**E. Compliance with State and Federal Law.** All emergency actions taken pursuant to a Local State of Emergency shall comply with the All Hazard Emergency Management Act and applicable federal statutes and regulations to ensure eligibility for reimbursement and disaster assistance programs.

**F. Termination.** When emergency conditions no longer exist, a Local State of Emergency shall be terminated by declaration of the Board or County Manager, in the case of a Local State of Emergency declared by the County Manager or if the Board delegates such authority to the County Manager with regard to a Board declared Local State of Emergency.

#### **SECTION 10. COOPERATION WITH PRIVATE, NON-PROFIT, AND AUXILIARY ORGANIZATIONS.**

A. The County recognizes that some private, non-profit corporations and volunteer organizations perform useful functions in support of emergency management activities. Such auxiliary organizations may enter into agreements with the County to be signed by the County Manager to perform functions related to emergency management, public safety, and emergency response activities. When responding to an incident, the County Manager may authorize such entities to utilize County facilities.

B. When responding to an incident or preparing to respond pursuant to such agreements, the County Manager may authorize such entities to utilize County facilities.

#### **SECTION 11. SEVERABILITY.**

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

**SECTION 12. EFFECTIVE DATE.**

The effective date of this Ordinance shall be thirty (30) days after this Ordinance is recorded with the County Clerk.

PASSED, APPROVED AND ADOPTED ON THIS 12<sup>th</sup> DAY OF May, 2026.

**SANTA FE COUNTY  
THE BOARD OF COUNTY COMMISSIONERS**

By: [Signature]  
Justin S. Greene, Chair

ATTEST:  
[Signature]  
Katharine E. Clark  
Santa Fe County Clerk

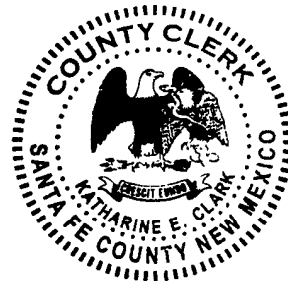
**Approved as to Form:**

[Signature] for  
Walker Boyd  
Santa Fe County Attorney

COUNTY OF SANTA FE ) BCC ORDINANCE  
STATE OF NEW MEXICO ) ss PAGES: 7

I Hereby Certify That This Instrument Was Filed for  
Record On The 15TH Day Of May, 2026 at 09:56:02 AM  
and Was Duly Recorded as Instrument # 2083557  
of The Records Of Santa Fe County

Deputy [Signature] \_\_\_\_\_ Witness My Hand And Seal Of Office  
Katharine E. Clark  
County Clerk, Santa Fe, NM



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