

THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY

RESOLUTION NO. 2023- 044

A RESOLUTION
ADOPTING A REVISED ORGANIZATIONAL CHART FOR THE SANTA FE
COUNTY FIRE DEPARTMENT

WHEREAS, the Santa Fe County Fire Department has evolved over time, initially consisting of fifteen volunteer fire departments prior to 1997, and then transitioning into the Santa Fe County Fire Department through adoption of Ordinance 1997-11, the Santa Fe County Fire and Emergency Services Administrative Ordinance (the Ordinance), which created the Santa Fe County Fire Department (sometimes, Department); and

WHEREAS, the Ordinance at Section 7, **Responsibilities and Authority of the Chief**, sets forth the varied responsibilities and authorities of the Chief of the Fire Department (Chief). Of particular note, the Chief, under the direction of the County Manager and conferring with the Santa Fe County Chief's Association, is specifically tasked with:

- a. Development and improvement of the Department; and
- b. Staffing, recruitment, training, budgeting, and all other administrative matters for the Department; and
- c. Promulgation of Departmental rules and regulations; and
- d. Establishing through Department personnel rules and regulations, job descriptions, an organization chart and a process for the training and promotion of paid and volunteer personnel.

WHEREAS, the Ordinance at Section 11, **Procedure for Adoption of Department Rules and Regulations**, specifies that the County Manager will review modifications to Department Rules and Regulations and report findings to the Board of County Commissioners (BCC), and that the BCC shall, through resolution, approve or disapprove any and all Rules and Regulations; and

WHEREAS, the Ordinance is in need of updating for the sake of clarity and completeness and to reflect current operations and organizational structures. As currently drafted, the Ordinance contains an ambiguity as to whether the establishment and amendment of an organizational charts must be approved by the BCC; and

SFC CLERK RECORDED 05/12/2023

WHEREAS, approval of organizational charts is a level of management generally not undertaken by the BCC in other aspects of Santa Fe County operations, and so far as County staff can determine, the current organizational chart was not approved by the BCC; and

WHEREAS, the Chief evaluated the existing organizational structure of the Department and determined that changes to the organizational structure of the Department would better support succession planning, improve command and control structures, enhance collaboration, facilitate future growth and develop mechanisms to support district volunteers, increase support to Fire Districts, increase synergy between Department teams, and increase capacity in training and recruitment; and

WHEREAS, by way of example of why the organizational chart should be updated, the position of Deputy Fire Chief is not reflected on the current organizational chart, despite the position having been created; and

WHEREAS, the Chief has worked with the County Manager and the District Chief's Association to develop the proposed modified organizational chart for the Department attached hereto as Exhibit A; and

WHEREAS, the County Manager found that the proposed modified organizational chart will support the objectives set forth above; and

WHEREAS, out of an abundance of caution, and in order to ensure compliance with the Ordinance pending potential future resolution of the ambiguity, County staff requested that the BCC approve Exhibit A through adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the BCC that Exhibit A, attached hereto, is hereby approved as the organizational chart of the Santa Fe County Fire Department.

BE IT FURTHER RESOLVED that the County Manager and Fire Chief are authorized to develop and revise job descriptions consistent with the approved organizational chart.

PASSED, APPROVED AND ADOPTED this 9th day of May 2023.

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

By: Anna Hansen
Anna Hansen, Chair

SFC CLERK RECORDED 05/12/2023

ATTEST: *Katharine E. Clark*
Katharine E. Clark, Santa Fe County Clerk

Date: 05/09/23

APPROVED AS TO FORM:

Jeff Young
Jeff Young, Santa Fe County Attorney

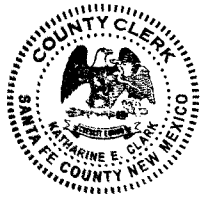


COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 4

I Hereby Certify That This Instrument Was Filed for
Record On The 12TH Day Of May, 2023 at 02:13:27 PM
And Was Duly Recorded as Instrument # 2012004
Of The Records Of Santa Fe County

Deputy *Destiny Romero* Witness My Hand And Seal Of Office
County Clerk, Santa Fe, NM Katharine E. Clark



SFC CLERK RECORDED 05/12/2023

Santa Fe County Fire Department Proposed Structure (Not Implemented)

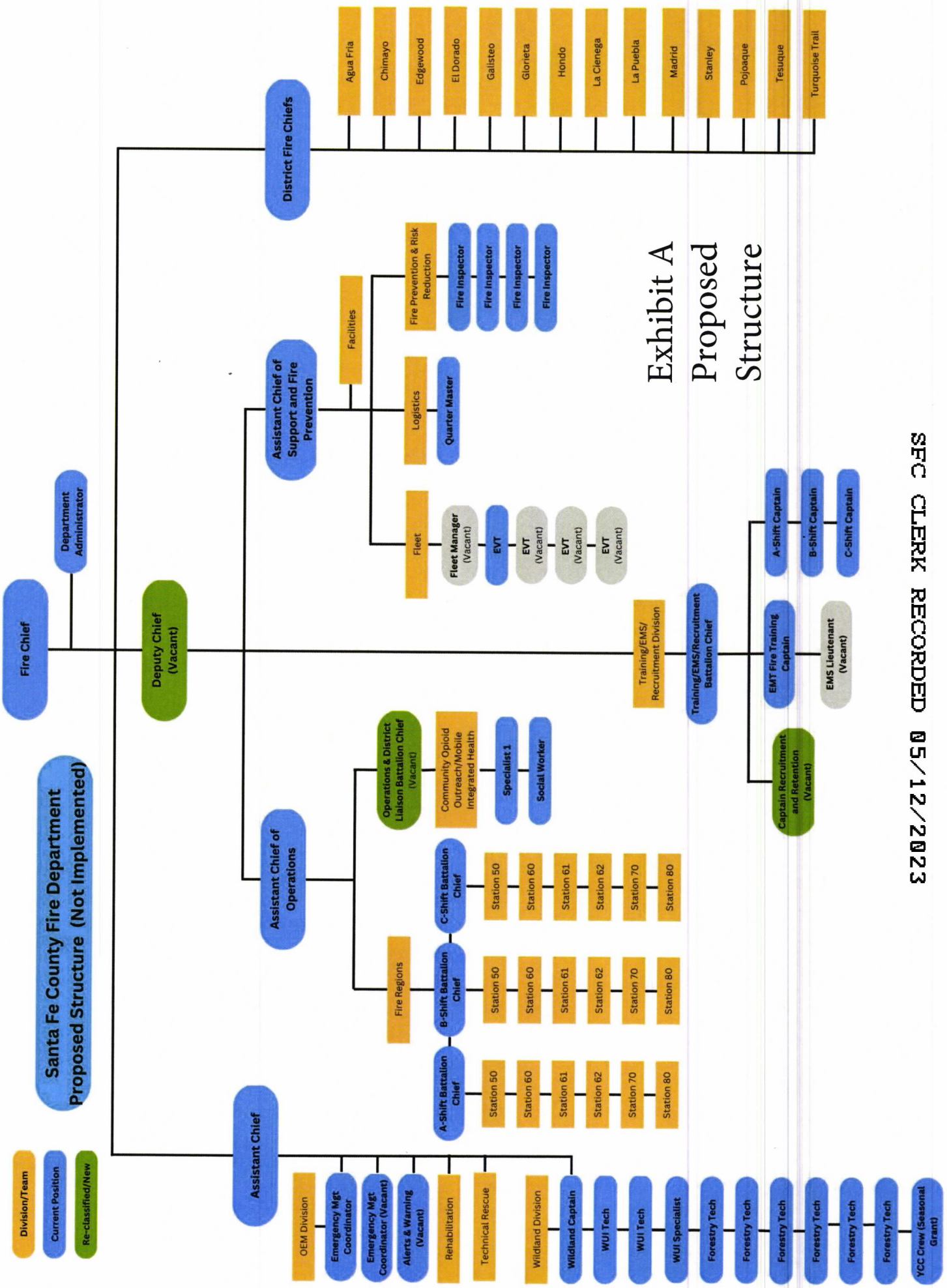


Exhibit A Proposed Structure