

**SANTA FE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION NO. 2024 - 150**

---

**A RESOLUTION ADOPTING A REVISED ORGANIZATIONAL CHART FOR THE  
SANTA FE COUNTY FIRE DEPARTMENT AND AUTHORIZING THE COUNTY  
MANAGER AND FIRE CHIEF TO DEVELOP AND REVISE JOB DESCRIPTIONS**

---

**WHEREAS**, the Santa Fe County Fire Department (SFCFD or the Department) has experienced significant organizational changes as the Office of Emergency Management has been elevated to form its own division separate from the Department; and

**WHEREAS**, special operations and medical operations are two divisions of the Department which need development in order for the Department to render efficient and effective emergency fire, rescue and medical services to citizens and visitors of Santa Fe County (County); and

**WHEREAS**, the SFCFD operates within County Ordinance No. 1997-11, the Santa Fe County Fire and Emergency Services Administrative Ordinance (the Ordinance); and

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

**WHEREAS**, the Ordinance, Section 11, Procedure for Adoption of Department Rules and Regulations, specifies that the County Manager will review modifications to the Department Rules and Regulations and report findings to the Board of County Commissioners (Board or 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 structure. As currently drafted, the Ordinance contains an ambiguity as to whether the establishment and amendment of an organizational chart must be approved by the BCC; and

**WHEREAS**, approval of organization charts is a level of management generally not undertaken by the BCC in other aspects of Santa Fe County operations, and, as the BCC approved the current organization chart on May 9, 2023, via Resolution No. 2023-44;

SFC CLERK RECORDED 1/13/2024

WHEREAS, the Chief worked with the County Manager, District Chiefs Association, and Command Staff to develop the proposed organizational chart for the Department hereto attached as Exhibit A; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners that Exhibit A 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 ON THIS 12<sup>th</sup> DAY OF NOVEMBER, 2024.

SANTA FE COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: Hank Hughes  
Hank Hughes, Chair



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

Date: 11/13/2024

SFC CLERK RECORDED 11/13/2024

Approved as to form:

Jeff Young  
Jeff Young  
Santa Fe County Attorney

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss BCC RESOLUTIONS  
PAGES: 3

I Hereby Certify That This Instrument Was Filed for Record On The 13TH Day Of November, 2024 at 03:13:10 PM And Was Duly Recorded as Instrument # 2046559 Of The Records Of Santa Fe County



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



**SANTA FE COUNTY**

# Santa Fe County Fire Department *(Future State)*

