



**THE CITY OF
SANTA FE**

MEMORANDUM

DATE: October 16, 2025

TO: Public Works & Utilities Committee
Finance Committee
Governing Body

FROM: Brian Moya, ^{BM} Fire Chief
Sten Johnson, ^{sj} Assistant Fire Chief

SUBJECT: Acceptance of FY26 Fire Protection Fund

ITEM AND ISSUE:

Request for Approval to accept additional FY2026 Fire Protection Fund Grant from New Mexico Dept. of Homeland Security and Emergency Management (DHSEM) in the amount of \$522,980.

Request for Approval of a Budget Amendment Resolution (BAR) to add \$522,980 from the DHSEM into FY26 Fire Department Revenue.

BACKGROUND AND SUMMARY:

Each fiscal year, DHSEM distributes Fire Protection Fund allocations on a bi-annual basis, based on the revenue received into the State of New Mexico Fire Protection Fund. During the FY2026 budget hearings, Finance Committee approved \$1,058,173 as the estimated allocation. However, the actual awarded amount was \$1,581,153. The difference of \$522,980 needs to be added to Fire Department's FY2026 budget to correct the balance and reflect the total grant amount awarded.

ACTION REQUESTED:

The Santa Fe Fire Department respectfully requests your review and approval to accept the additional \$522,980 in FY2026 Fire Protection Fund grant funds to increase the Fire Protection Fund budget accordingly.

ATTACHMENTS:

NM DHSEM Award Notification Letter (dated June 12, 2025)
Budget Amendment Resolution (BAR)
Project Ledger



Michelle Lujan Grisham
Governor

Major General Miguel Aguilar
Cabinet Secretary

Regina Chacon
Deputy Cabinet Secretary

Ali Rye
State Director

Randy Varela
State Fire Marshal

**DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

Thursday, June 12, 2025

Remit To:

City of Santa Fe
PO Box 909
Santa Fe, NM 87504

Ref: 1st Fiscal Year 2026 (FY 26) Fire Protection Fund Distribution for the Santa Fe Fire Department.

The Department of Homeland Security will be distributing the Fire Protection Fund on a bi-annual basis for Fiscal Year 26.

NMFA payments, for outstanding department loans, are paid in full during the first funding allocation.

The bi-annual distribution dates for the Fire Protection Fund Fiscal year 2026 will be as follows:

- **1st bi-annual allocation/distribution** - On August 15th a 50% distribution of the total amount will be allocated to the municipality or district.
- **2nd bi-annual allocation/distribution** - On February 15th a 50% distribution of the total amount will be allocated to the municipality or district.

The Bi-Annual Allocation/Distribution is based on the revenue received into the state of New Mexico for the FY 26 Fire Protection Fund.

Fiscal Year 2026 1st bi-annual Fire Protection Fund allotment/distribution to your fire departments is enclosed in the amount of \$790,577.00

Please refer to the Table below for your complete FY26 Fire Protection Fund **First Allotment** amounts.

Santa Fe

FY 26

First Bi-Annual Allotment

Fire Protection Fund Distribution

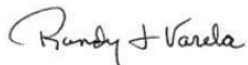
Fire Department	Total Distribution	NMFA Amount	Adjusted Total to Dept	Paid First Allotment August FY26 50% of Original Total to Department	Second Allotment February FY26 50% of Adjusted Total to Department
Santa Fe	\$1,581,153.00	\$0.00	\$1,581,153.00	\$790,577.00	\$790,576.00

The amount allocated covers the period from July 1st 2025, through June 30th 2026, and shall be expended only for the maintenance of the fire department, the purchase, construction, repair and operation of its fire stations, fire apparatus and equipment, the payment of insurance premiums on fire stations, substations, fire apparatus and equipment, and insurance premiums for injuries or death of firefighters as otherwise provided by law. Such funds are to be expended at the direction of the Chief of each fire department in accordance with the provisions of the Public Purchases Act, the Fire Protection Fund Act, and the State Fire Marshal's Rules and Regulations to the Act.

**Please be reminded that during the 2017 regular legislative session, House Bill 4 was enacted (Laws 2017, Chapter 1). Section 8 of House Bill 4 created requirements that the State Fire Marshal must follow in making a determination and certification of needs pursuant to Section 59A-53-3 NMSA 1978 and distributions pursuant to Sections 59A-53-4 and 59A-53-5.1, which pertain to the Fire Protection Fund. Specifically, the bill required the State Fire Marshal to coordinate with the Department of Finance and Administration (DFA), the New Mexico Finance Authority, Office of the State Treasurer, the New Mexico Municipal League and the New Mexico Association of Counties, regarding a periodic allotment schedules.*

Please contact me if you have any questions or concerns, at 505-709-8150 or via email at randy.varela@dhsem.nm.gov.

Respectfully,



Randy Varela
State Fire Marshal

Cc: Mayor of Santa Fe

IN WITNESS WHEREOF, the City of Santa Fe has executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

ALAN WEBBER, MAYOR

DATE: _____

ATTEST:

ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Juan E. Ruiz
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
EMILY OSTER, FINANCE DIRECTOR



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/15/2025 UPDATED 10/21/25

Project Title: DHSEM Additional \$522,980 FY26 STATE FIRE FUND INCREASE

Project Type: CIP Grant Internal Tracking

Department: 200 - Fire Project Manager: Toniette C. Martinez Ext: 3109

Project Date Range: 07/01/2025 to 06/30/2026 Create Fixed Asset

Project ID: FIR2622110

Grant ID: S2608

Approved By: ERIKA LUJAN
ERIKA LUJAN (Oct 21, 2025 14:15:48 MDT)

CMT (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: NM Public Regulation Com % of Funding: 100

MUNIS ORG: 2210181 MUNIS OBJ: 490285 Awarded Amount: 522,980

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase: GRANT CURRENTLY HAS NINE (9) PROJECTS TIED TO GRANT/UPDATED TO REFLECT INCREASE OF FUNDS

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: See attached MUNIS ORG: 2210181 MUNIS OBJ: See attached

Grants Only (list all grants if applicable): GRANT HAS

Grantor Name: NMDHSEM/SFMO/PRC FIRE PROTECTION FUND Awarded Amount: 1,058,173.00

AR Charge Code: ORIGINAL GRANT AMOUNT Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700017 Federal CFDA (if applicable): N/A

Grantor Name: NM Public Regulation Com NMDHSEM/SFMO INCREASED Awarded Amount: 522,980

AR Charge Code: 2210181.490285 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700017 Federal CFDA (if applicable): N/A

(If grants please provide all grant award documents with form) Attached Grant Documentation



In

**THE CITY OF
SANTA FE**

MEMORANDUM

DATE: October 17, 2025
TO: Andy Hopkins, Budget Officer *AJH*
FROM: Sten Johnson, Assistant Fire Chief ^{sj}
VIA: Brian Moya, Fire Chief ^{BM}

ITEM AND ISSUE:

Request for Approval of a Budget Amendment Resolution (BAR) to add \$522,980 from the Acceptance of Department of Homeland Security And Emergency Management Grant into FY2026 Fire Department Fire Protection Fund.

Requesting BAR for the Fire Department in the amount of \$522,980 from 2210181.490285 NM Public Regulation Comm to increase funds of:

- \$261,490 2210181.530200 Operating Supplies
- \$261,490 2210181.530300 Safety Supplies

Please see below for a descriptive transfer of funds requested.

FROM LINE ITEMS:

- 2210181.490285 NM Public Regulation Comm (\$522,980)

TO LINE ITEMS:

- 2210181. 530200 Operating Supplies \$261,490
- 2210181. 530300 Safety Supplies \$261,490

ACTION REQUESTED:

The Fire Department respectfully requests your review and approval.

Account

Fund EMRG SVC
 Org FIR SS SR
 Object Safety Spl
 Project

Acct
 Acct name
 Type Status
 Rollup
 Sub-Rollup

Account Notes

MultiYr Fund

4 Year Comparison

Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025		Fiscal Year 2024		Fiscal Year 2023		Fiscal Year 2026	
Original Budget	80,000.00		80,000.00		30,000.00		134,171.00	
Transfers In	.00		152,741.00		12,685.00		.00	
Transfers Out	.00		-50,900.00		.00		.00	
Revised Budget	80,000.00		181,841.00		42,685.00		134,171.00	
Actual (Memo)	82,858.91		161,312.92		39,943.85		.00	
Encumbrances	.00		.00		.00		134,000.00	
Requisitions	.00						.00	
Available	-2,858.91		20,528.08		2,741.15		171.00	
Percent used	103.57		88.71		93.58		99.87	

Account

Fund EMRGSVC
 Org FIR SS SR
 Object Oper Spl
 Project

Acct
 Acct name
 Type Status
 Rollup
 Sub-Rollup

Account Notes

MultiYr Fund

4 Year Comparison

Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	75,000.00	75,000.00	.00	93,700.00
Transfers In	72,877.00	141,647.00	75,812.00	77,325.00
Transfers Out	.00	.00	.00	-50,000.00
Revised Budget	147,877.00	216,647.00	75,812.00	121,025.00
Actual (Memo)	73,280.81	164,297.30	91,425.99	4,652.06
Encumbrances	.00	.00	.00	29,985.00
Requisitions	.00			.00
Available	74,596.19	52,349.70	-15,613.99	86,387.94
Percent used	49.56	75.84	120.60	28.62

Account

Fund EMRGSVC
 Org FIR SS SR
 Object NM PRC
 Project

Acct
 Acct name
 Type Status
 Rollup
 Sub-Rollup
 MultiYr Fund

Account Notes

4 Year Comparison

History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	-1,058,173.00	-1,078,173.00	-1,465,000.00	-1,058,173.00
Transfers In	.00	-150,000.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-1,058,173.00	-1,228,173.00	-1,465,000.00	-1,058,173.00
Actual (Memo)	-681,621.76	-1,403,562.83	-1,208,850.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	-376,551.24	175,389.83	-256,150.00	-1,058,173.00
Percent used	64.41	114.28	82.52	.00