

STATE OF VERMONT  
AGENCY OF NATURAL RESOURCES

DEPARTMENT OF FORESTS, PARKS AND RECREATION  
Michael Snyder, Commissioner  
Steven J. Sinclair, Director of Forests

# TOWN FOREST FIRE WARDEN HANDBOOK



Your Protection Specialist is:

**Prepared by:**  
**Forest Resource Protection Section**

*2014 Edition Revised*

# TOWN FOREST FIRE WARDEN HANDBOOK



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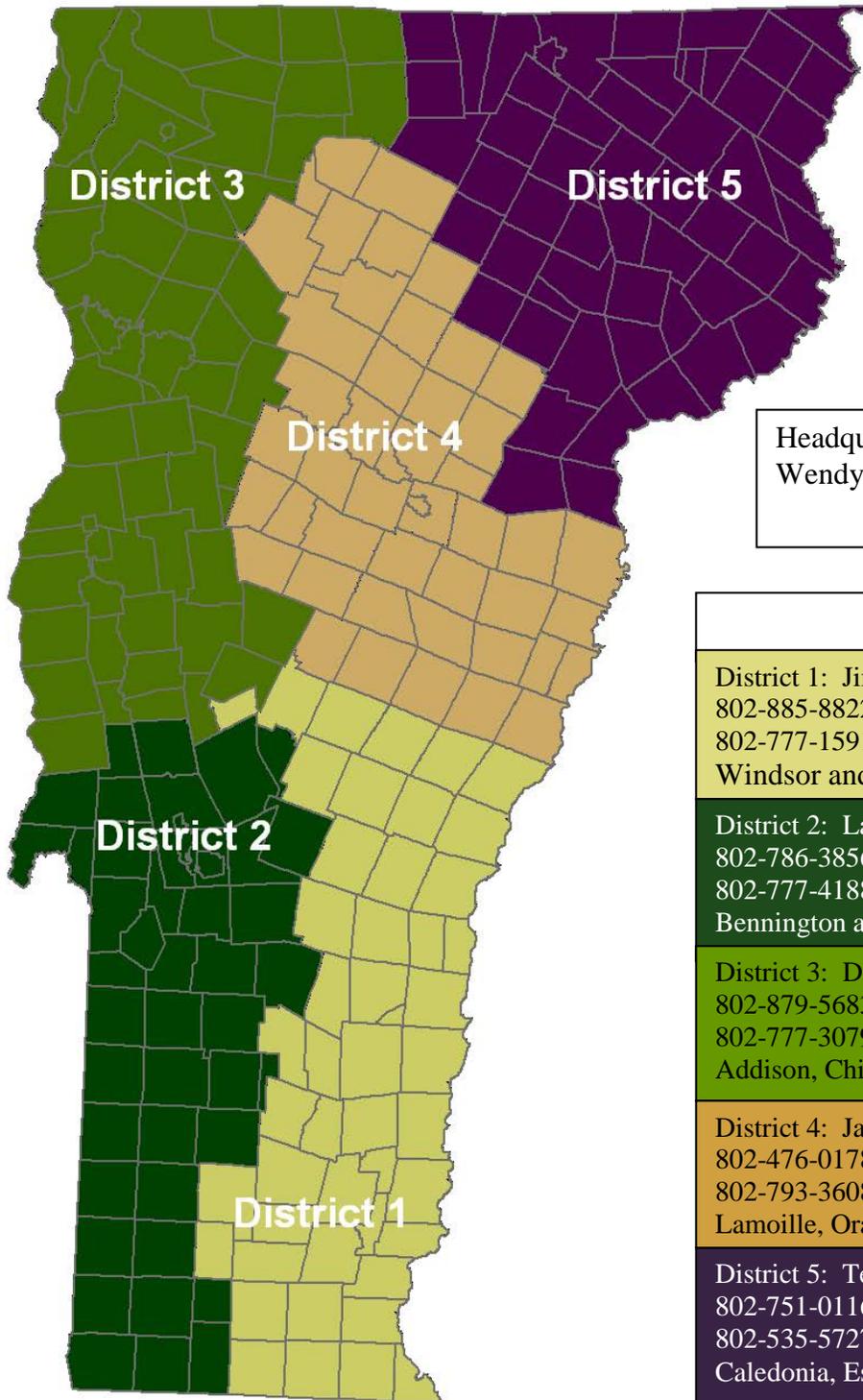
# INTRODUCTION

This version of the Fire Warden Handbook will assist you in carrying out your duties as Town Forest Fire Warden. This handbook provides you with information on the duties of a warden, the nature of wildland fires, preparing for fire season, forest fire laws, and educating the public on fire safety. You will find instructions on how to fill out forms such as fire reports, reimbursement forms, tool orders, etc. A list of state forest fire personnel and their telephone numbers is included. Please contact your local Protection Specialist if you have any questions or need additional forms.

VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION  
FOREST RESOURCE PROTECTION PERSONNEL (FRPP)

<p><b>Lars Lund</b>, Fire Program Supervisor Dept. of Forests, Parks &amp; Recreation 271 North Main St., Suite 215 Rutland, VT 05701 Tel: 786-3856 (B), 325-2011 (R) Fax: 786-3870 (cell) 777-4188 lars.lund@state.vt.us</p>	<p><b>Wendy Richardson</b>, Administrative Assistant Dept. of Forests, Parks &amp; Recreation 1 National Life Drive, Davis 2 Montpelier, VT 05620-3801 Work Phone: 802-828-1531 Fax: 802-828-1399 wendy.richardson@state.vt.us</p>
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<p><b>District I</b> (Windham and Windsor Counties)</p>	
<p><b>Jim Esden</b>, Forestry Specialist Dept. of Forests, Parks &amp; Recreation 100 Mineral Street, Suite 304 Springfield, VT 05156-3168 Tel: 885-8822 (B), 885-1690 Fax: 885-8890, (cell) 777-1591</p>	<p><b>Melissa Currier</b>, Admin. Asst. Dept. of Forests, Parks &amp; Recreation 100 Mineral Street, Suite 304 Springfield, VT 05156-3168 Tel: 885-8845 (B) Fax: 885-8890 melissa.currier@state.vt.us</p>
<p><b>District II</b> (Bennington and Rutland Counties)</p>	
<p><b>Lars Lund</b>, Forestry Specialist Dept. of Forests, Parks &amp; Recreation 271 North Main St., Suite 215 Rutland, VT 05701 Tel: 786-3856 (B), 325-2011 (R) Fax: 786-3870 (cell) 777-4188 lars.lund@state.vt.us</p>	
<p><b>District III</b> (Addison, Chittenden, Franklin, and Grand Isle Counties)</p>	
<p><b>Dan Dillner</b>, Forestry Specialist Dept. of Forests, Parks &amp; Recreation 111 West Street Essex Jct., VT 05452-4695 Tel: 879-5683 (B), 326-4824 Fax: 878-5192 (cell) 777-3079 dan.dillner@state.vt.us</p>	<p><b>Kim Conway</b>, Admin. Asst. Dept. of Forests, Parks &amp; Recreation 111 West Street Essex Jct., VT 05452-4695 Tel: 879-5666(B) Fax: 878-5192 kim.conway@state.vt.us</p>
<p><b>District IV</b> (Lamoille, Orange, and Washington Counties)</p>	
<p><b>Jay Lackey</b>, Forestry Specialist Dept. of Forests, Parks &amp; Recreation 5 Perry Street, Suite 20 Barre, VT 05641-4265 Tel: 476-0178 (B), 224-9101 (R) Fax: 476-0129 (cell) 793-3608 jay.lackey@state.vt.us</p>	<p><b>Lisa Wright</b>, Admin. Asst. Dept. of Forests, Parks &amp; Recreation 5 Perry Street, Suite 20 Barre, VT 05641-4265 Tel: 476-0184 (B) Fax: 476-0129 lisa.wright@state.vt.us</p>
<p><b>District V</b> (Caledonia, Essex, and Orleans Counties)</p>	
<p><b>Tess Greaves</b>, Forestry Specialist Dept. of Forests, Parks &amp; Recreation 29 Sunset Drive, Suite 1 Morrisville, VT 05661-8331 Tel: 888-5733 (B), 563-2290 (R) Fax: 888-2432 (cell) 535-5727 tess.greaves@state.vt.us</p>	<p><b>Ellen Hinman</b>, Admin. Asst. Dept. of Forests, Parks &amp; Recreation 1229 Portland St., Suite 201 St. Johnsbury, VT 05819-2099 Tel: 751-0123 (B) Fax: 748-6687 ellen.hinman@state.vt.us</p>

State of Vermont - Department of Forests, Parks & Recreation  
 Forest Resource Protection Forest Fire Control  
 Personnel Locator and District Boundaries



Headquarters: Montpelier  
 Wendy Richardson – (802) 828-1531

<b><u>Fire Control Personnel</u></b>
District 1: Jim Esden, Springfield 802-885-8822 (office) 802-777-1591 (cell) Windsor and Windham Counties
District 2: Lars Lund, Rutland 802-786-3856 (office) 802-777-4188 (cell)      802-741-2955 (pager) Bennington and Rutland Counties
District 3: Dan Dillner, Essex 802-879-5683 (office) 802-777-3079 (cell)      802-741-2438 (Pager) Addison, Chittenden, Franklin & Grand Isle Counties
District 4: Jay Lackey, Barre 802-476-0178 (office) 802-793-3608 (cell) Lamoille, Orange & Washington Counties
District 5: Tess Greaves, St. Johnsbury 802-751-0116 (office) 802-535-5727 (cell) Caledonia, Essex and Orleans Counties

# ADMINISTRATIVE INFORMATION



- *Fire Warden Appointment Information*
- *Forest Fire Warden Job Description*
- *Town Fire Warden Directory Form*
- *Fire Warden Identification Card*
- *Fire Warden Reappointment Schedule*

## FOREST FIRE WARDEN APPOINTMENT

The next three pages are examples of the forms necessary for warden appointment or resignation. **All forms should be sent to your Protection Specialist** (see page 2 and 3).

Possible candidates for town fire wardens are selected by the Selectboard, and the name(s) is/are submitted to the Protection Specialist. He/she talks with the Selectboard and the candidate(s) about the position, kind and amount of work involved, etc., and makes a recommendation to the Selectboard of the candidate(s) of his/her choice. If Selectboard is agreeable, forms are sent by the Protection Specialist to the Chief of Forest Resource Protection for final appointment. The Waterbury office will notify the new warden of final approval and forward two notice papers and a certificate of appointment signed by the Chief of Forest Resource Protection.

Appointment is for five years or balance of former warden's term.

## PERSONNEL RECORDS

The State maintains personnel information for every appointed town forest fire warden and deputy warden. This information is used to verify the warden's qualifications and to maintain mailing lists. If you wish to keep updated on meetings, announcements, and other notices, keep this information updated with your Protection Specialist.

## APPOINTMENT AND REAPPOINTMENT FORMS

Town Fire Warden appointments are documented and kept on file at the main office of the Department of Forests, Parks and Recreation.

Examples of the personnel record and various forms related to warden appointments are displayed on the following pages. A copy of all forms are included in a pocket in the back of this to serve as masters for copying.

# PERSONNEL RECORD

Forest Resource Protection  
**DEPARTMENT OF FORESTS, PARKS & RECREATION**  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

Date \_\_\_\_\_

1. Full name (*print plainly*) \_\_\_\_\_
2. Mailing Address \_\_\_\_\_  
\_\_\_\_\_
3. E-mail Address: \_\_\_\_\_
4. Telephone Number(s): Home \_\_\_\_\_ Business \_\_\_\_\_
5. Social Security Number: \_\_\_\_\_
6. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
7. Can you be reached readily at your home or place of business for calls to fires?  
 Yes       No
8. Are you able to take personal charge of a fire?  Yes       No
9. Will you be able to arrange for the issuing of burning permits when you are unavailable?  
 Yes       No
10. Present type of employment: \_\_\_\_\_
11. Are you eligible to hold town office?  Yes       No
12. Are you an (active) member of a fire department?  Yes       No  
If so, in what capacity? \_\_\_\_\_ How long? \_\_\_\_\_
13. Do you hold a valid Vermont driver/s license?       Yes       No
14. Are you willing to effectively enforce the Vermont Forest Fire Laws which may require issuing fire prevention tickets?  Yes       No  
If no, why? \_\_\_\_\_

Signed: \_\_\_\_\_

**VERMONT TOWN FOREST FIRE WARDEN  
Appointment Form**

Date: \_\_\_\_\_



**Mail to:**

Agency of Natural Resources  
VT Dept of Forests, Parks and Recreation  
ATTN: \_\_\_\_\_, Forest Resource  
Protection Specialist

AGENCY OF NATURAL RESOURCES  
Department of Forests, Parks and Recreation  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

I hereby accept the appointment to the position of **TOWN FOREST FIRE WARDEN** for the town of \_\_\_\_\_ Vermont, for a term to commence \_\_\_\_\_ and terminate on \_\_\_\_\_, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed \_\_\_\_\_

(Warden's name)  
Town Forest Fire Warden

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**APPOINTMENT APPROVED:**

\_\_\_\_\_  
**Chair** – Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
Forest Resource Protection Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner or designee

\_\_\_\_\_  
Date

**VERMONT DEPUTY TOWN FOREST FIRE WARDEN  
Appointment Form**



Date: \_\_\_\_\_

**Mail to:**

Agency of Natural Resources  
VT Dept of Forests, Parks and Recreation  
ATTN: \_\_\_\_\_, Forest Resource  
Protection Specialist

AGENCY OF NATURAL RESOURCES  
Department of Forests, Parks and Recreation  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

I hereby accept the appointment to the position of **TOWN DEPUTY FOREST FIRE WARDEN** for the town of \_\_\_\_\_, Vermont, for a term to commence \_\_\_\_\_, and terminate on \_\_\_\_\_, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed \_\_\_\_\_

(deputy warden's name)  
Deputy Town Forest Fire Warden

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**APPOINTMENT APPROVED:**

\_\_\_\_\_  
**Chair** – Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
(warden's name)-Town Forest Fire Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Forest Resource Protection Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner or designee

\_\_\_\_\_  
Date

**VERMONT TOWN FOREST FIRE WARDEN  
Reappointment Form**

Date: \_\_\_\_\_



AGENCY OF NATURAL RESOURCES  
Department of Forests, Parks and Recreation  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

**Mail to:**

Agency of Natural Resources  
VT Dept of Forests, Parks and Recreation  
ATTN: \_\_\_\_\_, Forest Resource  
Protection Specialist

I hereby accept the reappointment to the position of **TOWN FOREST FIRE WARDEN** for the town of \_\_\_\_\_, Vermont, for a term to commence \_\_\_\_\_ and terminate on \_\_\_\_\_, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed \_\_\_\_\_

(warden's name)

Town Forest Fire Warden

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**APPOINTMENT APPROVED:**

\_\_\_\_\_  
**Chair** – Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
Forest Resource Protection Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner or designee

\_\_\_\_\_  
Date

**VERMONT DEPUTY TOWN FOREST FIRE WARDEN  
Reappointment Form**



Date: \_\_\_\_\_

**Mail to:**  
 Agency of Natural Resources  
 VT Dept of Forests, Parks and Recreation  
 ATTN: \_\_\_\_\_, Forest Resource  
 Protection Specialist

AGENCY OF NATURAL RESOURCES  
 Department of Forests, Parks and Recreation  
 1 National Life Drive, Davis 2  
 Montpelier, VT 05620-3801

I hereby accept the reappointment to the position of **TOWN DEPUTY FOREST FIRE WARDEN** for the town of \_\_\_\_\_, Vermont, for a term to commence \_\_\_\_\_, and terminate on \_\_\_\_\_, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed \_\_\_\_\_  
 (deputy warden's name)  
 Deputy Town Forest Fire Warden

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Office Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**APPOINTMENT APPROVED:**

\_\_\_\_\_  
**Chair** – Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
**Member** - Select Board

\_\_\_\_\_  
 (warden's name)-Town Forest Fire Warden

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Forest Resource Protection Specialist

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Commissioner or designee

\_\_\_\_\_  
 Date

**Department of Forests, Parks & Recreation**  
*(District Address and Phone Number)*

Date \_\_\_\_\_

Selectboard  
Town of \_\_\_\_\_  
\_\_\_\_\_, VT \_\_\_\_\_

The term of office for your Town Forest Fire Warden is due to expire on \_\_\_\_\_. I recommend that your current warden, \_\_\_\_\_, be reappointed. By law, reappointments are for a period of five years. I have discussed this matter with the warden and should the board approve this reappointment, he/she has agreed to continue as warden and has indicated so by signing the attached reappointment form.

The Selectboard can either approve or reject this reappointment. Should you approve, the chairperson and at least two members of the board must sign the attached appointment form and return to me by \_\_\_\_\_ for final approval and signing.

Should you reject the reappointment, please send me a letter stating your reasons for rejections. Upon receipt of this letter, I will contact your chairperson to discuss the procedure for appointing a new warden. If you need additional information before acting on this reappointment, please let me know, and I will be happy to discuss the matter with you on the phone or at your next meeting.

Sincerely,

Forest Resource Protection Specialist

Attachment

Form: FW-11

**Department of Forests, Parks & Recreation**  
*(District Address and Phone Number)*

Date \_\_\_\_\_

Selectboard  
Town of \_\_\_\_\_  
\_\_\_\_\_, VT \_\_\_\_\_

The term of office for your Town Forest Fire Warden is due to expire on \_\_\_\_\_.  
Your current warden, \_\_\_\_\_, has informed me that he/she is not interested in  
being reappointed to this position for another five-year term.

Candidates to fill this vacant position must be selected by the Selectboard. Appointment of a new  
warden will be mutually approved by both the Town and the Department of Forests, Parks and  
Recreation. Attached is a job description which may help you in selecting eligible candidates.  
Once the board has selected an appointable candidate(s), please notify me and I will conduct an  
interview to determine if the applicant meets the State's criteria. If so, I will complete the  
appointment form and forward to the board for signing.

Should you have questions or need additional information relative to this appointment, I will be  
happy to attend your next board meeting to discuss it.

Sincerely,

Forest Resource Protection Specialist

Attachment

Form: FW-12

**Department of Forests, Parks & Recreation**  
*(District Address and Phone Number)*

Date \_\_\_\_\_

Selectboard  
Town of \_\_\_\_\_  
\_\_\_\_\_, VT \_\_\_\_\_

The term of office for your Town Forest Fire Warden is due to expire \_\_\_\_\_.  
I recommend that your current warden, \_\_\_\_\_, not be reappointed for  
another five-year term for the following reasons:

I have spoken with the warden concerning my intention not to recommend his/her reappointment to this position. Because both the Town and State must mutually approve any appointment to the position of Town Forest Fire Warden, the Selectboard must now select another candidate(s) for this position who will serve for a five-year term. Attached is a job description which may help you in selecting eligible candidates. Once the Board has selected an acceptable candidate(s), please notify me, and I will conduct an interview to determine if the applicant meets the State's criteria. If so, I will complete the appointment form and forward to the Board for signing.

Should you like to discuss the position of Town Forest Fire Warden, either concerning your current warden, a possible replacement, or any matter related to this appointment, I will be happy to attend your next Board meeting to do so.

Sincerely,

Forest Resource Protection Specialist

Attachment

Form: FW-13

# FIRE WARDEN RESIGNATION FORM

Date \_\_\_\_\_

Forest Resource Protection Specialist  
Dept. of Forests, Parks & Recreation

Dear Sir:

I hereby submit my resignation as \_\_\_\_\_ Forest Fire Warden  
effective \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Fire Warden

STATE OF VERMONT  
FOREST FIRE WARDEN  
JOB DESCRIPTION

Forest Fire Wardens are appointed by the Commissioner of Forests, Parks and Recreation, with the approval of the Selectboard, and shall serve for a term of five (5) years or balance of former warden's term, with an unlimited number of reappointments possible subject to approval by the Commissioner or designee (10 V.S.A. Chapter 83 §2641).

Major Duties:

1. ***Suppression of wildland fires within the town.*** Takes personal charge of fire fighting operations, and ensures all fire suppression expenditures are necessary and reasonable. Manages crews and equipment and anticipates need for outside assistance. Demonstrates up-to-date suppression knowledge.
2. ***Maintains records and submits reports.*** Completes an accurate and thorough fire report for all wildland fires that occur within the town and submits reports to the Department of Forests, Parks and Recreation within 14 days of a fire. When applied for, submits fire payrolls for state reimbursements of suppression costs by December 31. Keeps a record of burning permits issued. Assists State with annual update of a town forest fire plan. Submits related reports as required. Maintains Vermont Fire Prevention Ticket book and keeps all records in accordance with provided instructions.
3. ***Enforcement of Forest Fire Laws.*** Regulates open burning within the town by issuing burning permits, inspecting problem sites, and educating townspeople in proper burning practices. Acts upon violations promptly. Makes initial contact with persons responsible for wildland fires and assists other authorities in fire investigations when requested. Knows and understands all forest fire laws and demonstrates active interest in fire prevention efforts within the town. Communicates with the public in a courteous manner.

Additional Responsibilities:

1. Keeps informed and up-to-date by attending all training sessions called by the Commissioner or designee.
2. Maintains working relationship with town officials and fire departments who provide fire protection to any portion of the warden's town.
3. Maintains assigned equipment in good condition and uses equipment correctly.

## Salary and Compensation:

The salary of the fire warden shall be determined by the Selectboard for time spent in the performance of the duties of his/her office, which shall be paid by the town, 10 V.S.A. §2642, Chapter 83). Warden shall also receive, from the Town, the sum of fifteen cents for each fire permit issued (10 V.S.A. §2642, Chapter 83).

In addition:

1. The warden shall receive \$20 annually from the State for properly making out and submitting reports.
2. The warden shall receive from the State a \$15 per diem for attendance at each training session called by the Commissioner or designee.

## Qualification for a New Warden:

1. Eligible to hold town office:
  - a. is a citizen of the United States
  - b. is a resident of the State of Vermont
  - c. has taken the Freeman's Oath
  - d. is 18 years of age or older
2. Should be a member of the local fire department within the town that he/she will serve as warden, if a department exists.
3. Available to carry out the duties of the position as listed above.
4. Shall hold a valid Vermont driver's license.
5. Shall be able to read and write; a requirement necessary to fill out report forms and issue fire prevention tickets.
6. Shall have a telephone with a listed or published telephone number.
7. Although not mandatory, general good health is necessary to carry out most duties of the position.

Upon being appointed, new wardens and deputy wardens will be supplied the following from the State:

1. Town Forest Fire Warden Handbook
2. Forest Fire Warden Identification Card
3. Vermont Fire Prevention Ticket-User Guide
4. Vermont Fire Prevention Ticket Book
5. Ample Supply of Burning Permits

6. Ample Supply of Forest Fire Report Forms
7. Ample Supply of Expense/Payroll Forms
8. Forest Fire Reimbursement Application Forms
9. Certificate of Appointment
10. Two (2) Community Notice Posters

Contact your Protection Specialist if you have not received these supplies or need additional amounts.

# TOWN FIRE WARDEN DIRECTORY

For the purposes of dispatching fire information, sending out mail, and letting your neighboring towns know who you are, the State maintains a *Town Forest Fire Warden Directory*. This directory is simply a list of warden and deputy warden names, addresses, and phone numbers. It is important to all of us that we know how to contact one another. Please review the directory you receive each year. If your information on the directory needs updating, complete one of the tear-off forms below and send it to your district supervisor.

*Tear along this line*

PLEASE UPDATE THE DIRECTORY		
Town:	Date:	
Warden <input type="checkbox"/> Deputy Warden <input type="checkbox"/> <i>(check one)</i>		
Name:		
Address:		
Town:	State:	Zip:
Home Phone:	Work Phone:	

*Tear along this line*

PLEASE UPDATE THE DIRECTORY		
Town:	Date:	
Warden <input type="checkbox"/> Deputy Warden <input type="checkbox"/> <i>(check one)</i>		
Name:		
Address:		
Town:	State:	Zip:
Home Phone:	Work Phone:	

# FIRE WARDEN IDENTIFICATION CARD

Identification cards will be issued to all fire wardens and their deputies. These cards will enable town fire wardens to offer proper identification when making public contacts. A new card will be issued for each term of appointment. If a card needs to be replaced, contact your Protection Specialist. The Warden may choose to use a Key Person. If so, cards are available from your Protection Specialist. The Key Person can act as a Warden in his/her absence.

	<p><b>Official Town Forest Fire Warden Identification Card</b></p>
<p><b>Cardholder's signature:</b></p>	
<p><b>NAME:</b></p>	
<p><b>DOB:</b></p>	<p><b>TOWN:</b></p>
<p><b>EXPIRES:</b></p>	<p><b>TITLE:</b></p>

<p><b>Department of Forests, Parks and Recreation Waterbury, Vermont</b></p>	<p>This is to certify that _____ is a Town Official of the State of Vermont, duly appointed under provisions of the Vermont Statute Annotated, as amended, and is serving as Town Forest Fire Warden for the Town of _____.</p> <p>_____ Director, <span style="float: right;">Date</span> Division of Forests <i>Appointing Authority (802-828-1531)</i></p>
--	---

Key Person can write permits for you.

<p>THIS IS TO CERTIFY THAT</p> <p>..... <b>has been approved by me as a KEY PERSON</b> <b>and is hereby empowered to act for me on forest fire suppression</b></p> <p>..... Forest Fire Warden ....., Vermont</p> <p>Signature of bearer .....</p> <p>TERM EXPIRES DECEMBER 31, 20</p>
--

AGENCY OF NATURAL RESOURCES  
DEPARTMENT OF FORESTS, PARKS AND RECREATION  
TOWN FOREST FIRE WARDEN/DEPUTY  
REAPPOINTMENT SCHEDULE

The terms of office and incumbent town forest fire wardens shall expire on July 1 each of the following five years as listed below. Wardens may be reappointed for an unlimited number of terms provided they meet the reappointment qualifications.

2014	2015	2016	2017	2018
<b>Addison</b>				
Bridport Granville Monkton Salisbury Whiting	Bristol Hancock New Haven Shoreham	Cornwell Leicester Orwell Starksboro	Ferrisburg Lincoln Panton Waltham	Addison Goshen Middlebury Ripton Weybridge
<b>Bennington</b>				
Bennington Peru Searsburg Woodford	Dorset Pownal Shaftsbury	Glastenbury Readsboro Stamford	Landgrove Rupert Sunderland	Arlington Manchester Sandgate Winhall
<b>Caledonia</b>				
Burke Lyndon Sheffield Wheelock	Danville Newark Stannard	Groton Peacham Sutton	Hardwick Ryegate Walden	Barnet Kirby St. Johnsbury Waterford
<b>Chittenden</b>				
Buel's Gore Huntington Shelburne	Charlotte Jericho Underhill	Colchester Milton Westford	Essex Richmond Williston	Bolton Hinesburg St. George
<b>Essex</b>				
Concord Lunenburg	Bloomfield East Haven Maidstone	Brighton Granby Norton	Brunswick Guildhall Victory	Averill Avery's Gore Canaan Lemington Ferdinand Lewis Warren's Gore Warner's Grant
<b>Franklin</b>				
Berkshire Franklin St. Albans	Enosburg Georgia Sheldon	Fairfax Highgate Swanton	Fairfield Montgomery	Bakersfield Fletcher Richford

2014	2015	2016	2017	2018
Grand Isle				
Grand Isle	Isle La Motte	North Hero	South Hero	Alburgh
Lamoille				
Cambridge Morristown	Eden Stowe	Elmore Waterville	Hyde Park Wolcott	Belvidere Johnson
Orange				
Braintree Newbury Topsham Williamstown	Brookfield Orange Tunbridge	Chelsea Randolph Vershire	Corinth Strafford Washington	Bradford Fairlee Thetford West Fairlee
Orleans				
Barton Derby Jay Westfield	Brownington Glover Lowell Westmore	Charleston Greensboro Morgan	Coventry Holland Newport	Albany Craftsbury Irasburg Troy
Rutland				
Brandon Fair Haven Mount Holly Poultney Sudbury West Rutland	Castleton Hubbasrdton Mount Tabor Proctor Tinmouth	Chittenden Ira Pawlet Rutland Wallingford	Clarendon Mendon Pittsfield Sherburne Wells	Benson Danby Middletown Springs Pittsford West Haven
Washington				
Berlin Fayston Plainfield Woodbury	Cabot Marshfield Roxbury Worcester	Calais Middlesex Waitsfield	Duxbury Moretown Warren	Barre East Montpelier Northfield Waterbury
Windham				
Brattleboro Guilford Newfane Townshend Wilmington	Brookline Halifax Putney Vernon Windham	Dover Jamaica Rockingham Wardsboro	Dummerston Londonderry Somerset Westminster	Athens Grafton Marlboro Stratton Whitingham
Windsor				
Baltimore Chester Plymouth Sharon West Windsor	Barnard Hartford Pomfret Springfield Windsor	Bethel Hartland Reading Stockbridge Woodstock	Bridgewater Ludlow Rochester Weathersfield	Andover Cavendish Norwich Royalton Weston

# PRESUPPRESSION INFORMATION



- *Fire Season Information*
- *Forest Fire Danger Ratings*
- *Wildland Fire Detection*
- *Determining Aerial Detection Flights*
- *Town Forest Fire Plan*
- *Radio Communication System*
- *Training Opportunities*

## FIRE SEASON INFORMATION

Spring Fire Season – Generally spring fire season begins shortly after snow melt when weather conditions are favorable for drying wildland fuels. Clean up after a long winter season generates a lot of activity in debris burning. From the end of March to the beginning of June, you can expect most of our wildland fires to occur.

Southern counties generally experience dry conditions earlier in the spring, and northern counties will have dry conditions later in the season. Keep in mind as snow melts that lowland areas dry out earlier in the season than mountain areas. During this time of year access into fire areas may be extremely hampered by mud conditions.

Spring is a time of year which involves changing weather patterns. Watch for high winds, combined with dry fuel conditions and tough terrain, that could make control of wildland fires difficult and hazardous. Generally spring fires seldom burn deep into the ground litter making mop-up much easier and less expensive.

Summer Fire Season – After green-up has occurred and the spring rainy periods have subsided, the summer months can turn hot and dry. Even though wildland areas look green and moist, the forest ground fuels and litter may be dry enough to sustain fire. Campfires, logging operations, and lightning are common causes of summer fires. You can expect most of your summer fires to occur from mid-July to the end of August. Depending primarily on the amount of rain received, a summer fire season may or may not occur.

In many cases, summer fires are slow in getting started and often escape detection due to the way they burn and their location, which is often remote. Wildland fires spread at a slower rate during this time of year with the exception of fires in softwood areas.

If litter and duff layers are very dry, summer fires will burn deep into the ground. Should this happen, control and mop-up will be difficult and more costly.

Fall Fire Season – When foliage season is over and leaves drop, wildland fuels begin a drying process. Shortly after leaf drop, wildland fires can occur if weather patterns are favorable such as hot, dry, and windy conditions. Fall fires generally occur from early October to the end of November. Usually snow conditions are present from mid to late November which usually ends the fall fire season.

Wildland fires during fall periods behave similarly to spring fires due to changing weather patterns that often generate high winds. With normal amounts of precipitation, the fall fire season may be very quiet or not occur at all.

If drought conditions exist during fall periods, expect fires to burn into the ground creating problems similar to the summer season. Careless hunters in the fall can create fire starts in remote areas.

# FOREST FIRE DANGER RATINGS

It is important to know, from one season to the next, the likelihood of wildland fires getting started, and once started, the severity with which they will burn. A measure for this concern is called the *Forest Fire Danger Rating*.

Forest fire danger ratings are determined by comparing forest fuel conditions, recent weather conditions, and various fire start risk factors. During non-snow periods of the year, the State monitors forest fire danger levels on a daily basis. Your impression of local fire conditions is as important as the danger ratings in knowing what to expect from one day to the next in a fire season.

Daily weather observations are gathered from five fire weather stations located throughout Vermont. These readings are uploaded to WIMS, Weather Information Management System, a national internet based system that houses all the data needed to calculate daily fire danger ratings and other outputs such as the burning index (BI) and energy release component (ERC). These measurements consider today's weather observations, cumulative observations from the previous day, week, and season and fuel conditions. Keep in mind that fire danger ratings are general measures of how severe a fire day might be. The following explanations might help you understand how these ratings apply to your work as Town Forest Fire Warden.

## Uses for Fire Danger Ratings

- Educating the General Public on Fire Risks
- Making decisions on issuing burning permits
- Being prepared to suppress wildland fires
- Historical information on the nature of our fire seasons

## Low Fire Danger

- Chances of accidental fires occurring are minimal.
- With care, chances of permit fires escaping is low.
- These are good conditions to issue burning permits.
- Wildfires occurring on these days will be low intensity, slow spreading, and easy to control. Minimum manpower and equipment will be needed.

## Moderate Fire Danger

- Chances of accidental fires occurring will increase slightly.
- Permit fires may escape if not properly attended.
- **These are acceptable conditions to issue burning permits as long as the permittee attends the fire and has the proper equipment to handle any problems.**
- Wildfires occurring on these days remain low-moderate in heat intensity and spread rates and are generally easy to manage. Slight increase in manpower and equipment should be considered.

## High Fire Danger

- Potential for accidental fires occurring increases significantly.
- Permit fires could easily escape even if properly attended and equipment is present.
- **Consider not issuing a permit until conditions become more favorable. Issue permits only if special precautions and equipment will assure safe control.**
- Wildfires occurring on these days will exhibit significant increases in heat intensity and rate of spread. Initial attack forces may need additional manpower and equipment for safe, effective control.

## Very High to Extreme Fire Danger

- Potential for accidental fires occurring is extremely high.
- Permit fires will be very difficult to keep under control.
- **Do not issue burning permits under these conditions. You would be justified in issuing a ban on permits in your town under these conditions. The State may call you to give you an advisory when the fire danger reaches this level. Continue any restrictions on issuing permits until the fire danger drops to a lower level.**
- Wildfires occurring on these days will develop high intensities and spread rates very quickly. Initial attempts to control these fires may not be successful. Notify the State of major problems and be prepared to ask for additional assistance to control the fire.
- Extreme fire danger exists after several consecutive days of very high fire danger.

In most cases, your knowledge and observations of burning conditions in your town is enough to determine the general forest fire danger rating. If you are uncertain as to what the fire danger rating is, especially if you think it may be increasing or decreasing, you should contact your Protection Specialist or sign up to receive daily fire weather forecasts and fire danger reports. During times that the fire danger reaches extreme levels, you will be contacted by the State and given information on advisories or bans related to issuing permits.

In addition to the State's fire danger monitoring program, the National Weather Service also provides fire weather products including: daily fire weather forecasts, spot forecasts for on-going fires, fire weather watches and red flag watches and warnings.

The fire weather forecast provides detailed information on forecasted values for weather elements that can affect the potential for fire starts and how a fire will behave once ignition occurs. Examples are max /min temp, relative humidity, morning and afternoon wind speed and direction, probability of precipitation, etc.

Spot forecasts are available from the National Weather Service (NWS) through the State for on-going fires. These forecasts give detailed forecasted weather information for today, tonight, and tomorrow for a specific location. They are especially useful to help you determine whether the fire can be easily contained and held or if additional resources will be necessary. They can also alert you to the potential of a weather event that could seriously affect fire behavior, i.e. passage of a dry cold front with associated increase in wind speed and decrease in relative humidity. The NWS needs specific information from you to make this forecast, i.e. lat/long, elevation, terrain type and aspect, fuels and accurate weather observations at or near the incident. Contact your Forestry Specialist to request a spot forecast.

A **Red Flag** event is the combination of a critical fire weather pattern and significantly dry fuels. This combination has the potential for widespread new ignitions and/or dangerous fire behavior making control extremely hazardous. A **Fire Weather** watch is issued in the event that this combination of weather and dry fuel conditions is possible. A **Red Flag** warning is issued when this event is likely.

All these specific criteria are needed to generate a **Red Flag** event:

In spring/fall when fuels are cured:

- ◀ Winds, sustained or with frequent gusts above 25 mph **AND**
- ◀ Relative humidity at or below 30% **AND**
- ◀ Rainfall amounts from the previous 5 days of less than .25 inches

In summer when fuels are green:

- ◀ All the above plus Keetch-Byram Drought Index (KBDI) values of 300 or greater

Red Flag generally reflects how fires may behave after they are ignite, while fire danger specifically relates to the likelihood of fire development.

**Red Flag events are rare in Vermont. The Red Flag warning is a significant safety warning to you that a serious fire day is likely. Fires occurring on Red Flag days will be more dangerous to firefighters and care should be taken to ensure their safety. If the National Weather Service issues a Fire Weather watch or Red Flag watch or warning, we will make this information available to you (see Where to Obtain Daily Fire Weather/Fire Danger Rating information)**

Where to Obtain Daily Fire Weather/Fire Danger Rating information:

Daily fire weather and fire danger rating information are available from the following sources:

- ◀ Sign up to receive reports twice daily via email. Contact Tess Greaves ([tess.greaves@state.vt.us](mailto:tess.greaves@state.vt.us)) to have your name added to the list.
- ◀ Visit the National Weather Service – Burlington, VT at <http://www.erh.noaa.gov/btv/> or for Bennington and Windham counties NWS – Albany, NY at <http://www.erh.noaa.gov/er/aly/>
- ◀ In the event of very high fire danger, reports will also be broadcast over the NOAA weather radio and from your Forestry Protection Specialist.
- ◀ In the event of a Red Flag warning, Vermont Dispatch Centers will be notified and an announcement will be made to all fire departments.
- ◀ See the Quick List of Fire Weather websites for additional sources for fire weather and fire danger information (next page).

## QUICK LIST OF FIRE WEATHER WEBSITES

### **For Fire Weather Forecasts:**

NWS – **Burlington** (covering all of Vermont except for Bennington and Windham counties): <http://www.erh.noaa.gov/btv/>

NWS – **Albany** (covering Bennington and Windham Counties): <http://www.erh.noaa.gov/er/aly/>

NWS – **Boise** (for national fire weather forecasts): <http://www.srh.noaa.gov/ridge2/fire/>

### **For Fire Danger Information:**

Eastern Area Coordination Center Predictive Services: <http://gacc.nifc.gov/eacc/>

National Wildland Fire Assessment System (WFAS): <http://www.wfas.net/>

“Gaining an Understanding of the National Fire Danger Rating System”:  
<http://www.nwccg.gov/pms/pubs/MasterGaining.pdf>

### **For Drought Information:**

U.S. Drought Monitor (with links to drought indexes, soil moisture info, etc.):  
<http://www.cpc.ncep.noaa.gov/products/Drought/>

### **Other National Sites of Interest:**

National Weather Service: <http://weather.gov/>

National Climate Data Center: <http://www.ncdc.noaa.gov/>

NWS Climate Prediction Center: <http://www.cpc.ncep.noaa.gov>

NOAA’s Homepage: <http://www.noaa.gov/index.html>

# VERMONT FIRE DANGER REPORT EXAMPLE

## Vermont Fire Danger Report

Friday, May 03, 2013

### Observations

Sta	WX	Tmp	RH	Dir	WS	TMx	TmMn	RHMx	RHMn	Dur	Amt
NUL	1	70	28	196	5	76	37	80	26	0	0
ESS	1	70	30	263	6	82	48	53	23	0	0
ELM	0	68	30	171	5	78	43	66	25	0	0
DAN	1	70	26	203	6	81	44	67	21	0	0
WOOD	1	59	42	53	5	76	34	83	21	0	0

### NFDR Index

Sta	WS	WDY	HRB	1H	10hr	100H	1000H	IC	SC	EC	BI	SL	R	KBDI
NUL	5	82	60	5	6	11	20	33	8	28	37	4	H	84
ESS	6	91	76	5	6	9	18	28	6	25	30	4	H	92
ELM	5	80	52	5	6	9	18	33	7	29	36	4	H	74
DAN	6	92	79	4	6	10	19	30	6	25	31	4	H	77
WOOD	5	84	63	7	7	10	18	18	6	23	28	4	H	78

### Forecast Observations - 5/4/13

Sta	WX	Tmp	RH	Dir	WS	TMx	TmMn	RHMx	RHMn	Dur 1	Dur 2
NUL	0	64	32	45	4	70	35	100	30	0	0
ESS	0	67	34	315	5	72	44	100	28	0	0
ELM	0	64	35	45	3	69	38	100	31	0	0
DAN	0	63	36	68	4	68	39	100	31	0	0
WOOD	0	65	34	68	6	67	41	86	28	0	0

### Forecast NFDR Index - 5/4/13

Sta	WS	WDY	HRB	1H	10hr	100H	1000H	IC	SC	EC	BI	SL	R	KBDI
NUL	4	82	59	6	11	12	19	23	6	23	30	3	H	90
ESS	5	89	71	6	11	10	18	20	5	21	26	3	H	99
ELM	3	80	52	6	11	11	18	18	4	23	25	3	H	80
DAN	4	91	76	7	11	12	18	17	4	20	22	3	H	81
WOOD	6	80	54	6	9	10	18	27	8	25	34	4	H	73

Fire danger is **high today**. **All size dead fuels remain critically dry**. Sunny skies, low to moderate Rh and light and variable winds are keeping fuels dry. Due to the abundance of dry fuels, any ignition source will start a fire requiring suppression. This period of dry weather is expected to continue until next week. **Open burning statewide is not recommended until significant rain occurs.**

**High high fire danger** will continue tomorrow. Clear skies, low Rh and light winds will keep critically dry fuels dry.



[Six Minutes for Safety: An interagency safety initiative that address high-risk situations that historically get firefighters in trouble.](#)

Report Submitted by: Tess Greaves, VT Dept. of Forests, Parks & Recreation

Vermont Fire Danger Report  
 Column Definitions for Daily Weather Observations

<b>Vermont Fire Danger Report</b>											
<b>DATE</b>											
<b>Observations</b>											
<b>Sta</b>	<b>WX</b>	<b>Tmp</b>	<b>RH</b>	<b>Dir</b>	<b>WS</b>	<b>TMx</b>	<b>TmMn</b>	<b>RHMx</b>	<b>RHMn</b>	<b>Dur</b>	<b>Amt</b>

Column Heading	Name	Description	
Sta	Station	Nulhegan (NUL) – Station ID 430402	
		Essex (ESS) – Station ID 430501	
		Elmore (ELM) – Station ID 430601	
		Danby (DAN) – Station ID 431301	
		Woodford (WOOD) – Station ID 431303	
Wx	State of the Weather	<b>Description of the weather at the time of observation.</b>	
		0	Clear, less than 10% cloud cover
		1	Scattered clouds, 10-50% cloud cover
		2	Broken clouds, 60-90% cloud cover
		3	Overcast, 100% cloud cover
		4	Fog
		5	Drizzle or mist
		6	Rain
		7	Snow or sleet
		8	Showers
9	Thunderstorms		
Tmp	Temperature	Observed dry bulb air temperature in Fahrenheit	
RH	Relative Humidity	The ratio of the actual amount of water vapor in the air to the amount necessary to saturate the air at that temperature and pressure.	
Dir	Wind Direction	The direction from which the wind is blowing entered as a numeric value representing the compass direction (90 for east, 315 for winds coming out of the northwest). Calm winds have a zero value.	
WS	Wind Speed	Wind, in miles per hour, measured at 20 feet above the ground and averaged over at least ten minutes. 0 is calm.	
TMx	Maximum Temperature	Observed maximum temperature in the last 24 hours (Fahrenheit)	
TmMn	Minimum Temperature	Observed minimum temperature in the last 24 hours (Fahrenheit)	
RHMx	Maximum RH	Observed maximum relative humidity in the last 24 hours	
RHMx	Minimum RH	Observed minimum relative humidity in the last 24 hours	
Dur	Precipitation duration	Actual number of hours of precipitation observed in the last 24 hours, cumulative total of all occurrences.	
Amt	Precipitation amount	Amount of precipitation observed in the last 24 hours.	

## Vermont Fire Danger Report

### Column Definitions for National Fire Danger Rating (NFDR) Index

#### NFDR Index

Sta | WS | WDY | HRB | 1H | 10hr | 100H | 1000H | IC | SC | EC | BI | SL | R | KBDI

Column Heading	Name	Description
Sta	Station	Same as daily weather observations
WS	Wind Speed	Wind, in miles per hour, measured at 20 feet above the ground and averaged over at least ten minutes. 0 is calm.
WDY	Live Woody Fuel Moisture	Calculated field that represents the water content of <b>LIVE</b> woody plants expressed as a % of the oven-dried weight of the plants.
HRB	Live Herbaceous Fuel Moisture	Calculated field that represents the water content of <b>LIVE</b> herbaceous plants expressed as a % of the oven-dried weight of the plants.
1H	1-hour dead fuel moisture	Calculated one-hour timelag fuel moisture content, in percent, of <b>DEAD</b> herbaceous plants and roundwood less than 1/4 inch in diameter, also includes the uppermost layer of the forest floor.
10H	10-hour dead fuel moisture	Calculated ten-hour timelag fuel moisture content, in percent, of <b>DEAD</b> fuels consisting of roundwood 1/4 to 1 inch in diameter, and roughly, the layer of litter extending from just below the surface to 3/4 inch below the surface.
100H	100-hour dead fuel moisture	Calculated 100-hour timelag fuel moisture content, in percent, of <b>DEAD</b> fuels in the 1-3 inch diameter class.
1000H	1000-hour dead fuel moisture	Calculated 1000-hour timelag fuel moisture content, in percent, of <b>DEAD</b> fuels in the 3-8 inch diameter class.
IC	Ignition Component	A calculated field which provides an index indicating the probability that a heat source, natural or man-made, will cause a fire requiring suppression action. IC values range between 0 and 100.
SC	Spread Component	A calculated field which provides a relative index of the forward rate of fire spread. The scale for SC values is open ended.
EC	Energy Release Component	A calculated field which provides a relative index of the available energy (heat) (Btu) per square foot within the flaming front at the head of a fire. The scale for ERC values is open ended.
BI	Burning Index	A calculated field which provides an index indicating the difficulty of containing a single fire. The BI has a linear relationship to flame length at the head of the fire (10 times the predicted flame length) and is derived from the SC and the ERC. The scale for BI values is open ended.
SL	Staffing Level	Readiness level that represents a way of linking fire danger information to fire management decisions. Levels set by Agency. Used by Green Mountain National Forest.
R	Adjective Fire Danger Rating	The fire Danger Rating is used to communicate fire danger to the public (Smokey's arm). L=low; M=moderate; H=high; V=very high; E=extreme.
KBDI	Keetch-Byram Drought Index	A calculated field which is used to estimate deep drying of litter and duff. The value is calculated based on observations where 0 represents saturated, 800 represents maximum drought.

## Vermont Fire Danger Report

### Column Definitions for Forecasted Weather Observations and NFDR Index

<b>Forecast Observations - Date</b>											
Sta	WX	Tmp	RH	Dir	WS	TMx	TmMn	RHMx	RHMn	Dur 1	Dur 2

<b>Forecast NFDR Index - Date</b>														
Sta	WS	WDY	HRB	1H	10hr	100H	1000H	IC	SC	EC	BI	SL	R	KBDI

These sections are calculated values based on the current day's fire weather observations and the forecasted weather observations from the National Weather Service. These observations are then used to calculate the NFDR outputs. All fields have the same description as the actual observations and NFDR outputs except for Dur 1 and Dur 2 of the forecast observations section.

Dur 1 (first 16 hours of forecasted precipitation)	Displays the forecasted duration of precipitation, in hours, from 1: 00 pm to 5: 00 am (1300 to 0500).
Dur 2 (Next 8 hours of forecasted precipitation)	Displays the forecasted duration of precipitation, in hours, from 5: 00 am to 1: 00 pm. (0500 to 1300).

## WILDLAND FIRE DETECTION

The majority of wildland fires are reported by the general public directly to the town fire department. During periods of high fire danger, the State will utilize aerial patrols to detect forest fires. The primary need for fire patrol flights is to provide for early detection of fires in remote areas. However, when aerial detection planes are being used, all wildland fires are reported and checked on.

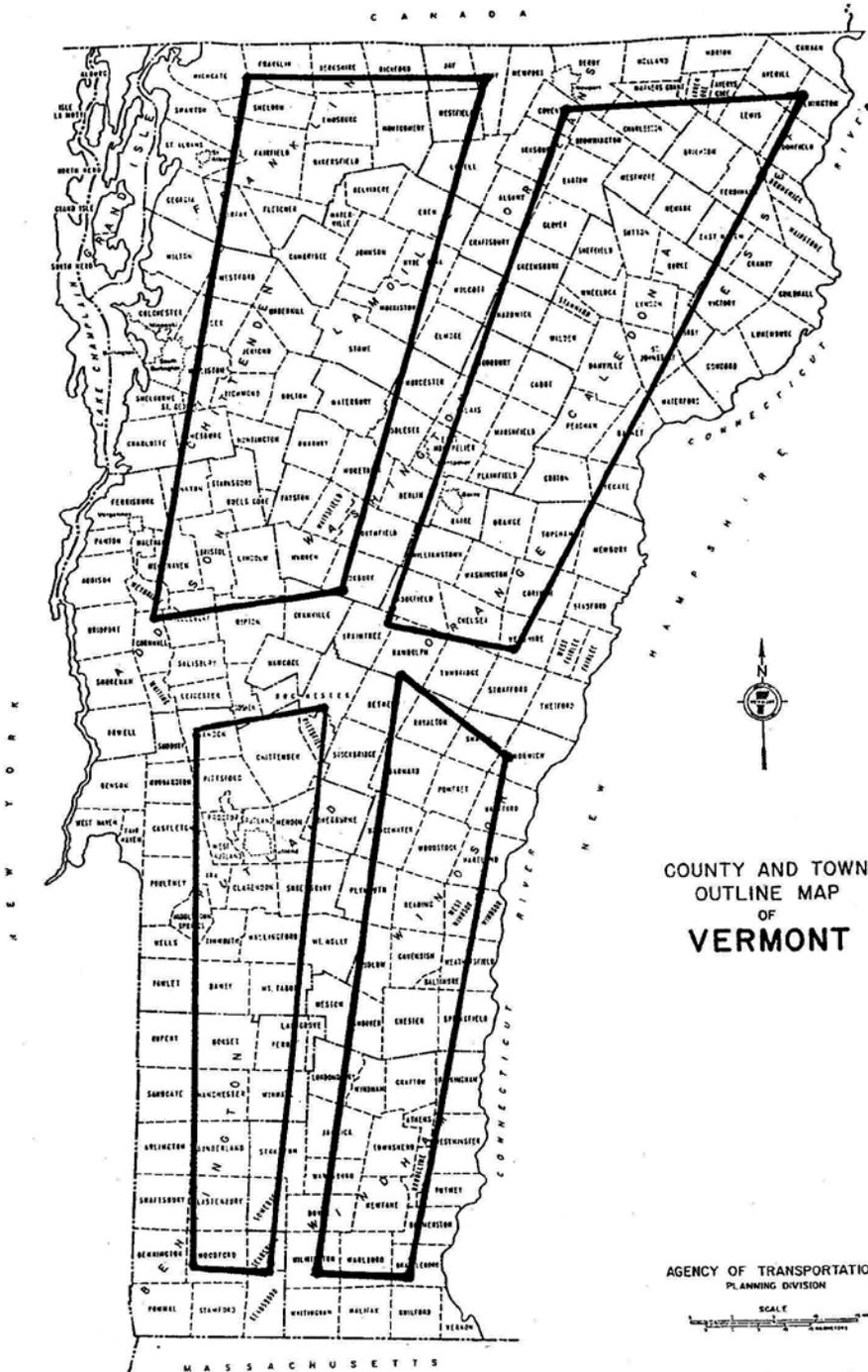
The map on the following page indicates the detection routes of our aerial patrols. When a fire is detected by a patrol plane, it is reported to one of our state fire dispatchers along with general information on its location, type of forest, size, etc. The state fire dispatcher, in turn, contacts the town in which the fire is located. Who the state dispatcher contacts is based upon a town fire plan kept on file and updated each year. Be sure your town plan is kept up to date to avoid confusion when a fire report comes in.

During major suppression operations, fire patrol planes may be used to observe the progress of control efforts. **Your Protection Specialist will determine the necessity and use of fire patrol flights. Prompt fire reports help Specialists track fire occurrence and the need for flights.**

## DETERMINING AERIAL DETECTION FLIGHTS

**Detection flights are authorized and scheduled by the Protection Specialist in your area.** Information on the current and local fire danger rating is used to determine if flights are necessary. Most flights are scheduled according to the National Fire Danger Rating and are tempered by Vermont experience.

STATE OF VERMONT  
 Department of Forests, Parks and Recreation



COUNTY AND TOWN  
 OUTLINE MAP  
 OF  
**VERMONT**

AGENCY OF TRANSPORTATION  
 PLANNING DIVISION  
 SCALE  
 1:50,000

**AIR PATROL FIRE DETECTION ROUTES**

## TOWN FIRE CONTACTS

In the event of a wildland fire in your town, there should be a plan that would help provide a quick, effective, and safe response to the incident. This plan is called the ***Town Fire Contact***. These contact cards are kept on file with the forest fire warden and the State Department of Forests, Parks and Recreation.

It is important that the town fire contacts contain accurate information on how your town will respond to wildland fires. This will improve your effectiveness in controlling fires and provide for a safer community. The cards need to be reviewed and updated at least once a year or when important changes occur. Involve key people such as fire chiefs, deputy wardens, police departments, your Protection Specialist, etc. when creating or updating town contact cards.

EXAMPLE

**TOWN:** Athens  
**COUNTY:** Windham

**DATE:** 6/30/04

### TOWN FIRE CONTACTS

ORDER OF CONTACT	NAME	HOME PHONE	WORK PHONE
1	<b>FIRE WARDEN:</b> David Bemis	869-3268	365-4949
	<b>DEPUTY WARDEN:</b>		
2	<b>FIRE DEPT.:</b> Saxtons River		603-352-1100
3	<b>PROT. SPECIALIST:</b> Allan Sands	875-2279	885-8822
4	<b>BACKUP PROT. SPECIALIST:</b> Lars Lund	325-2011	483-2727
5	<b>PROTECTION CHIEF:</b> Brent Teillon	888-4086	241-3678
6	<b>DISTRICT MANAGER:</b> Jay Maciejowski	885-2258	885-8820

**RADIO:** SWNHMA – Channel 17, Frequency 154.430

DEPARTMENT OF FORESTS PARKS & RECREATION  
FOREST FIRE PROTECTION PROGRAM

## RADIO COMMUNICATIONS

The State of Vermont is divided into five forestry management districts with a Headquarters office in Waterbury. Each of the forestry district offices, along with the Headquarters office has a base station for radio communications. All of the Protection Specialists throughout the state have mobile radios in their vehicles as well as portable radios at their disposal for assisting on fires. Aerial detection planes are equipped with radios that can communicate with forestry base stations, mobile, and portable radio units. Many other forestry vehicles have mobile radios as well.

Forestry base stations can be monitored on a frequency of 151.475 and are on the air generally from 8:00 a.m. – 4:30 p.m. Monday through Friday. During active fires or high fire danger periods, one or more of these base stations are on the air for extended periods. Base stations are located at the following Forests, Parks and Recreation office locations:

Waterbury FPR Headquarters  
Springfield FPR District 1  
Rutland North FPR District 2  
Essex Junction FPR District 3

Barre FPR District 4  
Morrisville Subdistrict 4A  
St. Johnsbury FPR District 5

The State forestry radio system has mountaintop repeaters at various key locations throughout the state. Due to the mountainous character of Vermont, there are locations where radio communications are severely hampered. In order to relay a message to someone using a forestry radio, you must first contact one of the forestry office locations.

## RADIO FREQUENCIES

The Protection Specialists do have fire department and mutual aid frequencies in their vehicles with capabilities to receive and transmit on these frequencies (limited to 150-170).

## TRAINING OPPORTUNITIES

Upon initial appointment, town forest fire wardens and deputy wardens will receive basic orientation training from their Protection Specialist from the Department of Forests, Parks and Recreation. This training will include a review of the fire warden job requirements and instructions on how to make out fire reports, process fire reimbursement forms, fill out permits, and complete tool order forms. In addition, each warden will receive training on how to use fire prevention tickets relating to enforcement of forest fire laws.

The Vermont State Fire Training Council, in cooperation with your town fire department, offers basic firemanship training schools as well as advanced courses. It is important to share and understand fire department training and skills in order to maintain good working relationships in controlling wildland fires. All wardens and deputy wardens are required to attend training sessions called by the Commissioner or designee of the Department of Forests, Parks and Recreation. These training sessions are generally called once each year at convenient locations throughout the state. Annual warden training meetings provide new training as well as updates on fire warden activities. Your attendance and participation at these meetings will keep you current on your duties and qualifications as town forest fire warden.

The forestry department offers additional training in wildland fire suppression. For information on this training course and other training opportunities, contact your Protection Specialist.

# SUPPRESSION INFORMATION



- *Forest Fire Reporting Procedure*
- *Fire Suppression Assistance*
- *Reimbursement Procedures for Suppression Costs*
- *Forest Fire Fighting Equipment Purchases*
- *Federal Excess Property Program*

## WILDLAND FIRE REPORTING PROCEDURES

**One of your most important duties as Forest Fire Warden is to promptly report all wildland fires to your Protection Specialist. Prompt reporting helps the Forestry Division monitor fire danger, submit daily situation reports to the Northeast Coordination Center and most importantly, qualify for federal grant funds.**

Forest fire reporting is not difficult or time consuming **if done promptly**. Urge your fire chief to report all wildland fires to you **immediately**. If at all possible, go to and take charge of all ongoing wildland fires. All details will be clearer and more accurate if you are there.

Wildland fires can be reported using the “Forest Fire Report” card or the online “Wildland Fire Reporting” system. The advantage of using the online reporting system is the report is immediately received by your Protection Specialist but as long as the fires are reported promptly, it doesn’t matter which method you use. Both methods are described below.

### **Forest Fire Report Card:**

1. Check fire for cause, size, damages, estimate cost, and violations. Size can be determined by you or your Protection Specialist by a hand held GPS unit.
2. Fill out *Forest Fire Report card* immediately and **with as much information as possible**. At a minimum, provide date, town, cause, acres burned, and violations. If you have the estimated cost information, include that as well but don’t hold up the report waiting for these details.
3. **Don’t forget a good map**; your Protection Specialist may check the fire.  
The sketch map should include:
  - a. location of fire
  - b. where fire started
  - c. area burned
  - d. type of wildland burned or endangered
  - e. north arrow
  - f. wind direction
  - g. any distinguishing landmarks to assist in locating fire
4. Immediately send this report to your **Protection Specialist**. The sooner, the better; facts will be much easier to remember.

## **Online Wildland Fire Reporting System:**

1. Check fire for cause, size, damages, estimate cost, and violations. Size can be determined by you or your Protection Specialist by a hand held GPS unit.
2. On your computer, go to <https://anrnode.anr.state.vt.us/WildlandFireReports/> to access the log in screen. Type in your user name and password and click **login**. *A user name and password will be assigned to you as part of the warden appointment process.*
3. Submitting a New Fire Report - From the menu on the left, select **New Fire Report**. Complete the top portion of the form. *This section is required information. **These 5 fields must be completed to submit the report.***
4. Complete the additional details section with as much information as you have. The comments/description section is where you describe the fire scene, the location of the fire in relation to roads, forests, etc. This section will replace the map that the hard copy fire report asks for. Add as much detail as possible.
5. Click the **Submit** button to complete the online report.
6. You have the option of editing an existing report if you want to add additional information or correct information entered in error. To do this, click on View Existing Reports, Edit Report. After you have made your changes, click on the Update Fire Report.
7. Once you have entered your report, Log Out of the system.

For more detailed information go to the “[Vermont Online Wildland Fire Reporting System Fire Wardens User’s Guide](#)” or if you have any problems, contact your Protection Specialist for assistance.

*Examples of both reporting methods are shown on the following pages.*

### *IMPORTANT*

If the wildland fire report is not received by your Protection Specialist within two weeks (14 days) after the extinguishments of the fire, **YOUR TOWN WILL NOT BE ELIGIBLE FOR REIMBURSEMENT**. (10 V.S.A., Chapter 83, §2644).

# EXAMPLE OF A FOREST FIRE REPORT

## Front of Fire Report

## Back of Fire Report

District Fire No.	<b>FOREST FIRE REPORT</b>  State of Vermont Department of Forests, Parks & Recreation
Date Received	
FDID#	
Latitude	
Longitude	

Date of Fire: 4-19-04 Fire name: OLD ATTANS RD.  
 Town: WBTM. N. ISTE County: WINDHAM  
 Cause of Fire: OLD PERMITTED BURN  
 Person(s) Responsible: BILLY BOB MATTISON Approx. Age: 45  
 Who Reported the Fire: NEIGHBOR

Was a permit issued?  Yes  No TYPE OF LAND BURNED # OF ACRES  
 Was the fire a violation? Yes  No  No  
 Wind Direction: SW - NW ERRATIC Grass 2  
 Wind Speed: 5-35 MPH Brush 10.5  
 Temperature: 90 Woodland 18.5  
 TOTAL 18.5

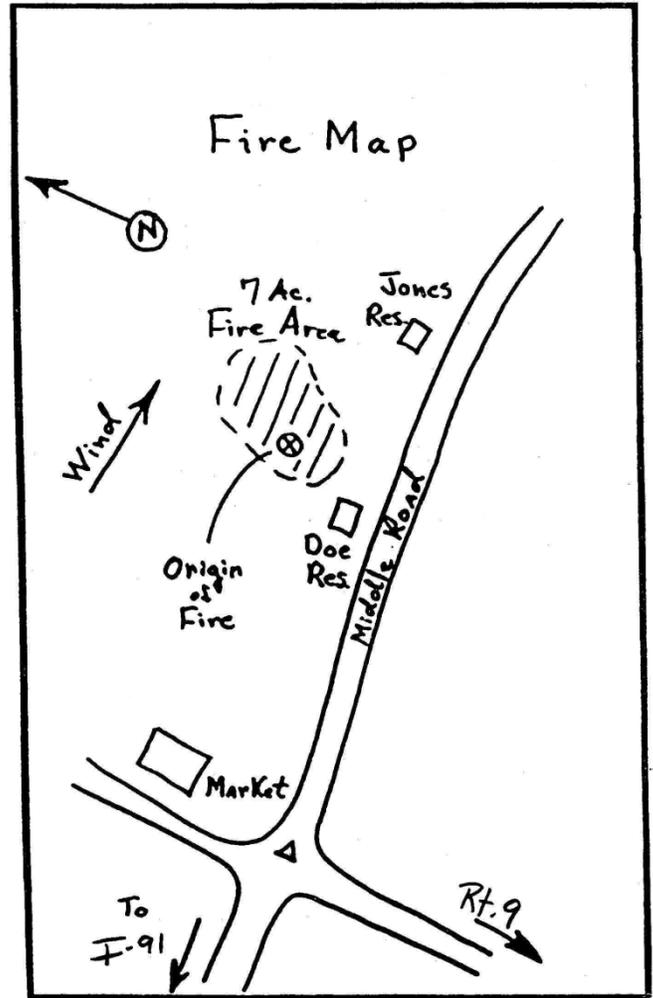
COST TO EXTINGUISH	NO. of PERSONS	TOTAL HOURS	RATE/ HOUR	COST
Forest Fire Warden	2	14	14.00	392.00
Hired Help	20	200	12.50	2500
Mutual Aid Received	25	150	12.50	1875.00
Other Expenses <u>POUR WATER</u>				75.00
Equipment:				
Engines	4	48		NC
Tankers	1	8		NC
Other	ATV 1	12		NC
Estimated TOTAL				4842.00

**DATE/TIME LOG**

Time fire was reported 4:00 pm Time arrived at scene 5:00 am/pm  
 Time fire controlled 11:40 am/pm Extinguished on 4:20 at 3:00 am/pm  
 (date) (time)

\*IMPORTANT sketch a map on the back, showing location of fire, fire origin, North arrow and wind direction.

Willam Tealate 4-24-04  
 Forest Fire Warden Signature Date



REMEMBER - Report wildland fires PROMPTLY.

# EXAMPLE OF AN ONLINE FOREST FIRE REPORT

## Submit A New Fire Report

Please fill out the information in this form to create the initial fire report.

Fire Date:   \* (Required)

Location:  \* (Required)

County:  \* (Required)

Cause:  \* (Required)

Estimated Size (in acres):  \* (Required)

Comments:

Coordinates:  Lat:  Long:

Permit Issued?:  Yes  No

Violation:  Yes  No

# Acres Burned: Grass:  Brush:  Forest:

Size Class:

Wind Speed (mph):  Wind Direction:

Temperature:

**COST TO EXTINGUISH**

	NO. of PERSONS	HRS PER PERSON	RATE/HR	COST
Forest Fire Warden	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hired Help	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mutual Aid Received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment-Engines	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment-Tankers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment-Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Cost:				<input type="text"/>

Date/Time Reported:

Date/Time Arrived :

Date/Time Controlled:

Date/Time Extinguished:

Unofficial Report?:

## FIRE SUPPRESSION ASSISTANCE

The Vermont legislature has given the responsibility of forest fire prevention and suppression to each individual town under the authority of the town forest fire warden. Many wardens take personal charge of fire suppression in their town; however, it is accepted that most towns have fire suppression handled by the town fire department. When a fire department receives a wildland fire call from anyone, they are considered to have been officially summoned by the town forest fire warden. It is also recognized that town fire wardens often delegate some of their authority to fire department chiefs to make fire suppression efforts more responsive. Ultimately, the town forest fire warden has complete authority and jurisdiction over wildland fire suppression activities in their town.

When initial attempts to control wildland fires become too difficult or risky, the responding town usually requests additional assistance. Fire departments calling for assistance contact mutual aid; and manpower and equipment are dispatched either directly to the fire scene or arrive at the town fire station for stand-by. Mutual aid fire assistance between towns has worked well for many years and is your primary source for additional assistance. Review your town fire plan with neighboring fire officials periodically. This will make mutual aid assistance more effective.

In the event you as warden decide your town needs specialized assistance or the mutual aid group cannot meet your needs, you may contact your Protection Specialist for help. After contacting your Protection Specialist, decisions will be made based upon telephone conversations or a visit to the fire scene. Remember that your Protection Specialist is at your disposal for technical advice and coordinating special services for you.

Some of the resources and services available to you during a wildland fire emergency are:

1. Forest Fire Handtools delivered to your fire scene by state forestry personnel in quantities you request.
2. Specialized Water Handling Equipment delivered to your fire scene, set up and operated by the state forestry personnel. This equipment is designed to transport water over difficult terrain and has special applications for controlling and mop-up of wildland fires.
3. Wildland Fire Investigation – Upon request, your Protection Specialist will assist you in a fire case investigation and involve State Police fire investigators if necessary.
4. Fire Report and Payrolls – If you need help, you can obtain assistance in preparing these reports.
5. Fire Behavior – the State Forestry Department can assist you in determining how your ongoing fire is going to behave and react to control efforts. This is done by analyzing fuels, weather, and topography.

6. Fire Suppression Strategies – Wildland fires are very unique and controlling them can be very complicated. Your Protection Specialist can assist you in developing control strategies to minimize cost and effort, and maximize safety and effectiveness.
7. Specialized Firefighting Crews – If circumstances warrant specially-trained wildland fire crews or teams, your Protection Specialist can request this resource for you.
8. Fire Critique and Training – If desired, the State Forestry Department can help you review a fire after it is over to examine effectiveness, cost, safety, and training needs.

These are a few of the resources and services available to you through your Protection Specialist. *(In most cases towns are not charged for the cost of resources and services provided by the State.)* Our goal is to keep wildland fire control costs to a minimum. If you cannot contact your Protection Specialist, you can call a neighboring supervisor (*see map – page 3*) or Headquarters (*page 2*).

## REIMBURSEMENT FOR WILDLAND FIRE EXPENSES/PAYROLL

Reimbursement for wildland fire expenses are outlined below. Under 10 V.S.A., Chapter 83, §2643(b), we can make no reimbursement for claims submitted after December 31<sup>st</sup>.

The State shall reimburse a Town for one-half its forest fire suppression costs, up to and including costs that equal 10% of its grand list. The State shall reimburse a Town for all its forest fire suppression costs in excess of 10% of its grand list.

Reimbursement for the purchase of tools and equipment suitable for wildland fire suppression is limited to 50% of the cost, but cannot exceed \$50 paid by the State to any Town in any one calendar year.

### DETAILED INSTRUCTIONS FOR FILING CLAIMS FOR REIMBURSEMENT FOR FOREST FIRE EQUIPMENT

1. The reimbursement claim will consist of an expense/payroll form and an application for reimbursement form.
2. Each claim will consist of an original and one copy of both forms.
3. Only one fire may be submitted per claim.
4. Care should be taken that claim forms are complete and legible. Errors or missing information may cause serious delays.
5. Signatures of the Town Forest Fire Warden, Town Treasurer, and the majority of the Selectboard are required on reimbursement claims. Claims that are not signed will be returned to you for completion.
6. If another town assists you in suppressing a fire in your town, the following procedures are followed:
  - a. Your town must pay the assisting town.
  - b. The assisting town is paid according to their town highway labor rate.
  - c. You make out all expense/payroll forms for each individual town assisting you.
  - d. Make out separate expense/payroll forms for each individual town assisting you.
  - e. You make out only one application for reimbursement of the entire cost of the fire. Only your town receives reimbursement.
  - f. To save yourself time and effort, ask the assisting town (Fire Warden or Fire Chief) to help you with listing names, items, social security numbers, etc. when they arrive on your fire.

7. All completed expense/payroll forms and reimbursement applications are sent to your Protection Specialist. Contact your Protection Specialist if you need assistance in completing these forms.

No reimbursement will be paid for:

1. A person's time for fighting a fire which they personally cause.
2. The use of equipment owned by the claiming town.
3. Repair to, or loss of, equipment.
4. Prevention costs such as posting notices, issuing permits, investigations, and enforcement.
5. Suppression of fires in public dumps or fires resulting from burning public dumps.
6. Fires caused by or resulting from highway construction on State-awarded contracts. (*The contractor is liable for the full costs.*)
7. Fires not reported within the 14-day legal limit (10 V.S.A., Chapter 83, §2644(b)).
8. Equipment or personnel on mutual aid standby.
9. Costs and expenses not authorized by the Town Forest Fire Warden.
10. Costs and expenses not initially paid for by the Town or properly documented on claim forms.
11. Equipment costs for Federal Excess property (*operator may be paid*).

## RATE AND PAYMENT SCHEDULE

(For reimbursement purposes only. State approves rates actually charged for fire suppression equipment reimbursement.)

To ensure equal treatment of all towns, the following rate schedule will be standard and considered maximum:

1. **Labor** [rates are set by Title 10 V.S.A., Chapter 83, §2642(c)]:
  - a. **Wardens and Deputy Wardens:** town road foreman's rate per hour
  - b. **Firefighters and Other Personnel:** average town highway labor rate
2. **Engines (Pumpers):** \$125-\$200/hour, without operator.
3. **Water Tenders (Tankers):** \$100-\$150/hour, without operator.
4. **Brush and Utility Trucks:** \$50/hour, without operator.
5. **Pick Up Trucks 4x4:** \$25/hour, without operator.
6. **Cars and 4x2 Trucks:** 40.5¢/mile, without operator.
7. **Bulldozers:** Rate not to exceed current AOT equipment rates for bulldozers. Most contractor rates are within these limits. AOT rates are without operator. Be sure to indicate if rate includes operator or not.
8. **Chainsaw (any size):** \$10/hour without operator (*rate includes gas, oil, repairs, etc.*).
9. **All-Terrain Vehicles (any size):** \$25/hour without operator.
10. **Portable Pumps:** \$20-\$25/hour, without operator (*rate includes gas, oil, repairs*).
11. **Boats (any size):** \$25/hour, without operator.
12. **Meals:** Actual cost incurred not to exceed \$6 per person/meal.

## AUTHORIZATION OF EQUIPMENT AND LABOR

Only the Town Forest Fire Warden or Deputy Forest Fire Warden can authorize payment for the use of labor and equipment to suppress wildland fires. In many cases fire wardens are not available for initial attack. Therefore, pre-planning with fire department officials may be necessary to delegate some authority so as not to delay or restrict effective fire suppression efforts.

Remember that payments for fire equipment and apparatus will be considered on the basis of use in direct fire fighting or as transportation to the fire scene. Labor costs will be considered only if directly related to fire suppression efforts. Labor is paid only if someone is assigned or authorized by the fire warden or fire department official designated by the fire warden.

The State is not responsible and will not pay for tools, equipment, or fire fighting apparatus that is damaged or destroyed by the fire or during suppression activities.

## INSTRUCTIONS FOR FILLING OUT THE EXPENSE/PAYROLL FORM

1. FOREST FIRE PAYROLL REIMBURSEMENT (Labor costs for suppression – See Example #1, page 49).
  1. Fill in:
    - a) Name of Town
    - b) Warden's Name
    - c) Page \_\_ of \_\_
    - d) Date of Payroll
    - e) Name of Fire
    - f) Grand List of Town
    - g) Highway Labor rate of pay for your Town (use the **average** rate among highway workers)
  2. Under NAME – put full name of individual who worked on fire. (Fire Department – lump sum bill).
  3. Under OTHER INFORMATION – **If equipment is used – SS#'s are no longer needed.**
  4. Under HOURS or MILES – put the total number of hours by date.
  5. Under TOTAL – place the total number of hours an individual had on that particular fire.
  6. Under RATE – place the hourly pay the individual receives.
  7. Under LABOR AMOUNT – indicate the amount paid for labor.
  8. Under TOWN CHECK NO. – write the check number that you paid the individual with.
  9. At the bottom of page – accurately total the costs per page and enter amount. Make certain that the **Town Fire Warden and Town Treasurer sign the expense/payroll form.**
2. FOR EQUIPMENT AND MISCELLANEOUS EXPENSE REIMBURSEMENT – See Example #2, Page 50).
  1. Be sure the top of the expense/payroll form is filled out as in #1 above.
  2. Under NAME – put in the name of the company or organization equipment was purchased, rented, or hired from.

3. Under OTHER INFORMATION – put down what equipment was purchased, rented, or hired by model number and the quantity.
4. Under HOURS OR MILES – indicate the hours or miles used by date.
5. Under RATE – indicate the hourly rate or rate/mile for that item according to rate schedule or what you are actually charged.
6. Under EXPENSE AMOUNT PAID – insert the total cost of equipment or expense.
7. Under TOWN CHECK NO. – insert the number of the check used to pay for equipment or expense.
8. Make certain the Town Fire Warden and Town Treasurer sign this form.

### Summary

This expense/payroll form must be used as part of any reimbursement claim. You may document fire costs in any format and a single check may be issued for organizations or companies (i.e., fire departments, contractors). Send this form to your Protection Specialist on or before December 31<sup>st</sup> of the year the fire occurred. A blank copy of the expense/payroll form is included in a pocket in the back of this handbook.

NO REIMBURSEMENTS ARE ALLOWED UNDER STATE LAW FOR LATE CLAIMS.

## Wildland Fire Expense/Payroll Form

Town of <u>Brattleboro</u> Warden <u>David Emery</u> Page <u>1</u> of <u>2</u> pages Fire Payroll for Period: from <u>4/19/04</u> to <u>4/20/04</u> (Submit original, one copy, and Application for Reimbursement to your District Supervisor at the above address by December 31 <sup>st</sup> ).	Mail to:	Name of Fire <u>Water Shed</u> <u>\$128,814.361</u> <u>\$16.00</u> Grand List                      Hwy. Labor Rate  District Fire Number _____
---	----------	--

NAME	OTHER INFORMATION (Type of Equip.)	Hrs. or Miles by Date						Total	Rate	Labor Amount Paid	Expenses Amount Paid	Total Amount Paid	Total Check No.
		4/19	4/20										
David Emery		6	4					10	18.25	182.50		182.50	1241
Tom Barrows		5	—					5	16.00	80.00		80.00	1242
Nate Fice		5	4					9	16.00	144.00		144.00	1243
								24		406.50		406.50	

We certify that the above payroll is correct and was paid for the purpose of suppressing forest fires and that a record of such is kept in the town files.	<u>David Emery</u> Warden <u>Jill Johnson</u> Town Treasurer	<u>4/24/04</u> Date  <u>4/30/04</u> Date	<b>District Supervisor Only:</b> Date Expense/Payroll Received: _____ Date Fire Report Received: _____ Approval: _____ Date: _____
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## Wildland Fire Expense/Payroll Form

Town of <u>Brattleboro</u> Warden <u>David Emery</u> Page 2 of <u>2</u> pages Fire Payroll for Period: from <u>4/19/04</u> to <u>4/20/04</u> (Submit original, one copy, and Application for Reimbursement to your District Supervisor at the above address by December 31 <sup>st</sup> ).	Mail to:	Name of Fire <u>Water Shed</u> <u>\$128,814.361</u> <u>\$16.00</u> Grand List                              Hwy. Labor Rate  District Fire Number _____
--	----------	--

NAME	OTHER INFORMATION (Type of Equip.)	Hrs. or Miles by Date						Total	Rate	Labor Amount Paid	Expenses Amount Paid	Total Amount Paid	Total Check No.
		4/19	4/20										
VT Construction Co.	JD450 w/Operator	4	3					7	60.00		420.00	420.00	1244
Guilford VFD	Engine #1	2						2	75.00		150.00		1245
	Brush Trk #3	3						3	15.00		45.00		1246
											615.00		

We certify that the above payroll is correct and was paid for the purpose of suppressing forest fires and that a record of such is kept in the town files.	<u>David Emery</u> Warden  <u>Jill Johnson</u> Town Treasurer	<u>4/24/04</u> Date  <u>4/24/04</u> Date		<b>District Supervisor Only:</b> Date Expense/Payroll Received: _____ Date Fire Report Received: _____ Approval: _____ Date: _____
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## INSTRUCTIONS FOR FILLING APPLICATION FOR FIRE COST REIMBURSEMENT

1. Be sure that an expense/payroll form has been completed and the town has initially paid for the fire costs before completing this application.
2. Include an expense/payroll form with this application and send to your Protection Specialist on or before December 31<sup>st</sup> of the current year.
3. Part A – this part is completed by the town requesting reimbursement. Be sure to obtain all the proper signatures before sending it to your Protection Specialist. (*Reminder: Put in total fire costs (not 50%).*)
4. Part B – this part is completed by your Protection Specialist.
5. Part C – this part is completed by the Forestry Headquarters office.
6. Be certain all entries on this application are complete and legible. Errors or missing information may cause serious delays.
7. Contact your Protection Specialist if you need assistance or have any questions.
8. Submit **one** reimbursement application **per fire**.

# FIRE COST REIMBURSEMENT APPLICATION

This is a sample of a fire cost reimbursement application. This is to be used by your town to obtain fire cost reimbursement from the state after you have had a fire and your town has paid the initial cost.

**REMEMBER** – Your fire expense/payroll form and this application must be completed, signed, and received no later than December 31<sup>st</sup> of the year you had the fire.

DEPARTMENT OF FORESTS, PARKS AND RECREATION  
**APPLICATION FOR FIRE COST REIMBURSEMENT**

**PART A – Town Information** (to be completed by the Town requesting reimbursement)

Town of: BRATTLEBORO Treasurer's Name: JILL JOHNSON Office Phone: 254-0043  
 Address: 230 MAIN STREET Office Hours: from 8:00 to 5:00  
SUITE 108 BRATTLEBORO Grand List: \$ 128,843,361 for 20 04  
VT.

The town of BRATTLEBORO has initially paid for the cost of suppressing the wildland fire in the amount of \$ 1021.50 by town check numbers from 1241 to 1246, inclusive.

Under provisions of Title 10 V.S.A., §2643, we request reimbursement based upon this cost.

Signed: Steve Opitt  
Bob Silver  
Mickey Mantle  
Roger Mars | TOWN SELECTBOARD

The expenditures in the expense/payroll submitted for this fire were authorized and justified.

Signed: David Enay Date: 4/24/04 Signed: Jill Johnson Date: 4/30/04  
 Town Fire Warden Town Treasurer

**PART B – District Information** (to be completed by the District Protection Specialist)

Department Fire Report Number: \_\_\_\_\_ Fire Report Received On:   /  /    
 Type of Fire:  Grass  Brush  Woods Size of Fire: \_\_\_\_\_ acres Class: \_\_\_\_\_  
 Fire Occurred: From \_\_\_\_\_ to \_\_\_\_\_ Expense/Payroll Received On:   /  /  

I have received and recorded a completed Wildland Expense/Payroll and forward this request having reviewed and approved of all expenditures relating to this fire.

Signed: \_\_\_\_\_ Date:   /  /   Comments: \_\_\_\_\_  
 Forest Protection Specialist  
 Forwarded to Headquarters Office:   /  /  

**PART C – Headquarter's Office** (to be completed by the main office of the Dept. of Forests, Parks & Recreation)

Tran.Code:  A64/after July 1  A65/before July 1 Aid #15885-7 Item No. \_\_\_\_\_  
 Program Code: 52104 Class: 70066 Dept. ID: 6130020000 Vendor No.: \_\_\_\_\_  
 Town Share \$ \_\_\_\_\_ State Share \$ \_\_\_\_\_ Total Payment \$ \_\_\_\_\_

APPROVAL: \_\_\_\_\_ PAY TO: (Treasurer Town of): \_\_\_\_\_ Comments: \_\_\_\_\_  
Scott Pfister, Chief  
 Forest Resource Protection  
 Date:   /  /   FRP04 Form: FW19



## FOREST FIRE FIGHTING EQUIPMENT PURCHASES

The Department of Forests, Parks and Recreation offers for sale, to towns and town fire departments, a variety of forest fire fighting tools and equipment at substantial discounts. Some examples of tools and equipment available from the department are:

- Forest fire shovels – minimum order ½ box (5)
- Cutter bar-type fire rakes – minimum order ½ box (5)
- Fire Brooms – minimum order 1 each
- Nomex Protective Clothing – pants and shirts only (sizes required)
- Five gallon back pack pumps

Fire rakes, shovels, and Nomex clothing are stocked by us and we deliver after receiving a check for the full amount, made out to the State of Vermont. **Brooms and back pack pumps are shipped, and billed directly to you from the manufacturer.** To receive partial reimbursement for forest fire tools purchased, see below.

Your Protection Specialist will supply current price information each year. Be sure to follow ordering instructions carefully. You will find blank order forms for your use in the packet in the back of this report. Additional forms are available from your Protection Specialist.

Payments for any purchases can be made by towns, fire departments, or fire wardens per instructions of each order form. You can order anything available from the GSA catalog. Ask for a copy of the GSA catalog from your Protection Specialist.

## FOREST FIRE FIGHTING EQUIPMENT REIMBURSEMENT

Reimbursement for the purchase of tools and equipment suitable for wildland fire suppression is limited to 50% of the cost, but cannot exceed \$50.00 paid by the state to any town in any one calendar year.

Follow instructions for completing the expense/payroll form for forest fire reimbursement on pages 47 and 48 with these exceptions:

- Instead of NAME OF FIRE at the top of the form, enter equipment purchase.
- Instead of NAME, enter the name of the equipment and enter the stock # in OTHER INFORMATION.
- Enter how many of one item you wish to purchase in the TOTAL column, purchase price of each in the RATE column, total cost per item in the EXPENSES AMOUNT PAID column.
- Signatures of selectboard members are not required ONLY if the purchase is made through the Fire Department with Fire Department funds.
- Also, complete the application for fire cost reimbursement by following the instructions on page 51 except substitute fire equipment for suppression of wildland fire.

## INSTRUCTIONS – FIRE EQUIPMENT ORDERS

1. Fill in the name of the town ordering equipment.
2. Fill in the name and telephone number of the person who may be contacted if there are questions concerning the order.
3. Fill in the name and address where items are to be shipped to.
4. Fill in complete billing information – who and where bills will be sent to.
5. Complete the ordering information. Keep in mind there are minimum orders for rakes and shovels of ½ box. **Remember that brooms and back pumps are not prepaid items; you will be billed directly from the manufacturer.**
6. The town fire warden must approve and sign any equipment order unless using Department money.
7. A minimum of three (3) Selectboard signatures are required with each order.
8. Forward completed orders and any payments directly to your Protection Specialist. Keep a copy for your records.
9. If reimbursement for a portion of the tool cost is desired, forward a completed expense/ payroll form along with this order itemizing the tool expenditures.
10. If your order seems to be delayed or incorrect for any reason, contact your Protection Specialist.

See equipment order form in the packet in the back of this report.

GSA orders are submitted on the first of each month. Please order equipment well before you need it to insure timely delivery.

When ordering Nomex protective clothing, be sure to include shirt size (small, medium, large, extra large) and waist size for pants (even numbers only), as well as leg lengths (even or odd numbers).

# WILDFIRE PROTECTION EQUIPMENT AND SUPPLIES

## 2014 Order Blank

Town or Fire Department making order:				Send to:	
Mailing Address:					
Contact Person:					
Telephone Number:					
Qty	*Unit of Issue	Stock #	Description	Unit Price	Total Cost
				<b>TOTAL</b>	
*Unit of issue: BX= box EA=each LG=Length PG= Package PR = Pair					

### APPROVALS

Select Board Signatures: _____ _____ _____ _____ _____	Date: _____	Amount of check included with order: \$ _____ Check #: _____ Please make checks payable to: <b>STATE OF VERMONT</b> Fire Warden Signature: _____ Date: _____
---	----------------	--

### FOR STATE USE ONLY

Date order received by District Supervisor:	Date order received in Essex
District Supervisor's Initials	Initial of person receiving order
Date order sent to Essex	Date order submitted to GSA

## INSTRUCTIONS – NOMEX PROTECTING CLOTHING

1. Fill in the name of the town wishing to order Nomex protecting clothing.
2. Fill in the number of shirts desired by size (small, medium, large, x-large).
3. Fill in the number of pants desired by waist size (use even numbers) and length of leg (even or odd numbers).
4. Have Selectboard and fire warden sign in appropriate places.
5. Forward completed form with payment to your Protection Specialist.
6. Your Protection Specialist will sign and date order form and forward to Headquarters.
7. A town official will be asked to sign the form when the clothing is delivered to acknowledge receipt of the shipment.

## FEDERAL EXCESS PROPERTY PROGRAM

Significant quantities of federal excess property are on loan to many towns throughout the state. This equipment must be used for fire control purposes only. All costs such as modification, insurance, storage, and maintenance are borne by the town.

Examples of equipment on loan to towns are jeeps,  $\frac{3}{4}$  ton 4x4 brush trucks,  $2\frac{1}{2}$  ton 6x6 trucks, fire engines, trailers, generators, portable pumps, etc. On each piece of equipment is a property sticker that looks like this:

### NOTICE

**THIS UNIT OF FEDERAL EXCESS PROPERTY IS UNDER FEDERAL CONTROL AND IS NOT TO BE SOLD, TRADED, EXCHANGED OR OTHERWISE DISPOSED OF WITHOUT THE PRIOR APPROVAL OF THE STATE FORESTER AND THE U.S. FOREST SERVICE.**

NO.

This label displays a number on it to identify it as federal excess property. Federal regulations require that this label be affixed to all federal excess property items. Do not remove this label and if one becomes damaged or illegible, contact your Protection Specialist.

An example of a written cooperative agreement between towns and the state Department of Forests, Parks and Recreation is found on page 59. If your town is presently using federal excess property, review your copy of this agreement periodically with new fire chiefs, Selectboard, etc. If you cannot find a copy of this agreement in your records, contact your Protection Specialist.

During the past 20 years the federal excess program has provided much needed assistance in helping towns and fire departments build up their fire suppression capabilities. Because towns are becoming increasingly more self sufficient and the availability of federal excess property items are dwindling, the forestry department no longer acquires new items to be put out on loan to towns.

Towns that already have federal excess property items on loan to them are responsible for maintaining them according to the cooperative agreement they signed with the state. If you no longer need or can use a federal excess property item on loan to you, contact your Protection Specialist. Remember, these items are federal property and they cannot be sold, donated, cannibalized, or destroyed unless the federal government authorizes it. Your Protection Specialist will coordinate any property disposals for you.



Vermont Agency of Natural Resources  
**Department of Forests, Parks and Recreation**  
Forest Resource Protection  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801  
Telephone: (802) 828-1531  
Fax: (802) 828-1250

## ***COOPERATIVE AGREEMENT***

### **FOR THE USE OF FEDERAL EXCESS PERSONAL PROPERTY IN THE COOPERATIVE FEDERAL EXCESS PROPERTY PROGRAM**

THIS AGREEMENT, is entered into by and between the \_\_\_\_\_, by and through the Town Selectboard Chairperson, hereafter referred to as the TOWN, and by and through the Vermont Department of Forests, Parks and Recreation, Division of Forests, hereafter referred to as the STATE; under the authority of the Cooperative Agreement for Use of Federal Excess Personal Property in the Cooperative Fire Protection Program.

WHEREAS, the Town wishes to cooperate with the State in the furtherance of the objectives in the Cooperative Fire Protection Program which makes provisions for cooperators to acquire and use Federal Excess Personal Property, and

WHEREAS, the State desires to cooperate with the Town in the prevention and control of fires on rural lands and in rural communities, which require specialized fire protection equipment, and

WHEREAS, the State has the authority to lend Federal Excess Personal Property needed for rural fire protection to the Town and local forces.

THEREFORE, in consideration of the above, the parties hereto mutually agree as follows:

The STATE agrees:

1. To loan Federal Excess Personal Property (FEPP) vehicles and equipment, owned by the US Forest Service, to the TOWN. Inventoried FEPP items assigned are listed in Appendix A and are a part of this agreement. Such auditable equipment must be open to inspection by state and federal auditors as well as inspections periodically conducted by STATE personnel.
2. To allow the TOWN to remove any accessories, tools or equipment, which it has added to FEPP vehicles, prior to returning them to the STATE.
3. To provide the TOWN with any subsequent changes and instructions relating to Federal Excess Property Program.

4. Provide assistance to the TOWN in the acquisition, management, disposal of all Federal Excess Property.
5. Provide the Town with the proper tags or insignias.

The TOWN agrees:

1. To use fire equipment and vehicles provided through the STATE under the following specified guidelines.
  - a. To use FEPP property only to suppress or assist in the suppression of fires and for other emergencies which threaten the loss of life or property.
  - b. To convert the FEPP vehicles into acceptable fire control units painted to match the other equipment owned by the TOWN and affix the provided decal so that the cooperation between the TOWN and STATE is properly indicated. Any modifications made to FEPP shall not exceed the GVWR when vehicle is fully loaded.
  - c. To complete all necessary FEPP vehicle conversions as mentioned above including painting, provide property storage and initial safety inspection within six months of acquisition. If a conversion is not completed within six months of acquisition, the vehicle may be assigned by STATE to another TOWN.
  - d. To pay for any repair, operational and insurance costs associated with the use of any FEPP vehicle or equipment while it is on loan to the Fire Department.
  - e. To provide adequate storage for all loaned FEPP equipment, maintain this equipment in good, operational condition and have equipment available for inspection during normal business hours upon reasonable notification.
  - f. Any equipment secured under this program that is no longer useful to the TOWN will be returned upon notification to the STATE. The TOWN agrees to **not** cannibalize (remove parts) without permissions from the STATE, or in any manner render the vehicle unusable.
  - g. To maintain liability insurance coverage at no less than the state mandated minimums on all FEPP vehicles obtained under this program.
  - h. To provide the STATE with a copy of proof of current liability insurance for all FEPP vehicles obtained under this program.
  - i. To maintain all motor vehicles obtained under the FEPP program with a current Vermont Inspection sticker.

- j. Give notification to STATE within 48 hours of any incident involving FEPP equipment. These incidents include: accident, loss or stolen, or damaged.
- k. To acknowledge that the equipment loaned under this agreement carries no express or implied warranty and, on behalf of itself and its agents, successors and assign, agrees that it shall make no claim against the United States Government or the Vermont Department of Forests, Parks & Recreation based on any apparent or latent defect in such loaned equipment.
- l. To insure that the operators of FEPP loaned vehicles have the appropriate and valid Vermont Operators Drivers Licenses.
- m. To agree to indemnify and hold harmless the United States Government, Vermont Department of Forests, Parks & Recreation and its agents and employees from any and all claims, or causes of actions, or damages, arising out of the use or condition of the loaned equipment or supplies.
- n. Provide to the FOREST SERVICE (including its Office of Inspector General), the Comptroller General of the United States, and their authorized representatives access and the right to examine all records, books, papers, or documents relating to the FEPP program.

Violation of any of the terms of this Cooperative Agreement as mentioned above could result in the loss of loaned FEPP equipment.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last date written below. It continues in effect for five years unless either party gives 30 days notice in writing to the other party.

\_\_\_\_\_ Chairperson, Chairperson, Town Selectboard

\_\_\_\_\_ Selectboard Member

\_\_\_\_\_ Selectboard Member                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Selectboard Member

\_\_\_\_\_ Selectboard Member

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Director, Division of Forests  
Department of Forests, Parks & Recreation

## INSTRUCTIONS FOR REGISTERING FEDERAL EXCESS PROPERTY VEHICLES

Under the cooperative agreement between your town and the state, you are responsible for the insurance and maintenance of the excess property vehicle or trailer on loan to your town. This includes registering the vehicle or trailer as a motor vehicle. Follow these instructions to register any vehicle or trailer:

1. Obtain a standard motor vehicle registration application and complete the information required for municipal registrations.
2. Indicate the owner of the vehicle or trailer as being:

Vermont Department of Forests, Parks and Recreation  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

3. Indicate the co-owner as your town or town fire department providing the necessary block information.
4. Contact your Protection Specialist for the necessary documentation to submit with your registration application.
5. If you experience difficulties with the state motor vehicle department and cannot resolve them yourself, contact your Protection Specialist.

# PREVENTION INFORMATION



- *Prevention Education*
- *Forest Fire Laws*
- *Vermont Fire Prevention Ticket*
- *Burning Permits*
- *Incinerate Use*
- *Camping and Campfires*
- *Prescribed Fire*
- *Air Pollution Regulations and Procedures*

## PREVENTION EDUCATION

The easiest wildland fire to deal with is the one that never gets started. Most of your efforts as town forest fire warden will result in educating the public on how to prevent fires or keep them from escaping.

Your Protection Specialist can provide information on various fire prevention techniques. Smokey Bear prevention materials are available in limited supply to your town for wildland fire prevention programs. Your town or town fire department can purchase additional supplies through the forestry department. Contact your Protection Specialist for price lists and ordering information.

We encourage you to use local newspapers and radio stations to periodically advise the public on fire danger periods or the local procedures for obtaining burning permits. Your Protection Specialist can help you with preparing public information announcements.

## FOREST FIRE LAWS

Enclosed you will find detailed information on the Vermont Forest Fire Laws. In 1987 the Vermont Legislature passed bill H.74 which created many new changes in the forest fire laws.

This section is provided for your general information. If you do not understand any part of the forest fire laws, contact your Protection Specialist.

Any changes and updates to this section will be provided to you by the Chief of Forest Resource Protection.

TITLE 10 V.S.A.  
CHAPTER 83. DEPARTMENT OF FORESTS, PARKS & RECREATION

FOREST FIRE LAWS

§2603. POWERS AND DUTIES: COMMISSIONER

- a) The Department shall be under the direction and supervision of a commissioner appointed by the secretary as provided in section 2851 of Title 3. In addition to the duties and powers provided under this chapter, the commissioner shall have the powers and duties specified in section 2852 of Title 3 and such additional duties as may be assigned to him by the secretary under section 2853 of Title 3. He shall implement the policy and purposes specified in section 2601 of this title where appropriate and to the extent that resources of the department permit.
- b) The commissioner shall manage and plan for the use of publicly-owned forests and park lands in order to implement the policy and purpose of this chapter, promote and protect the natural, productive, and recreational values of such lands, and provide for multiple-uses of the lands in the public interests. He may sell forest products and other resources on public lands and shall administer the state park systems and a community recreation program as is in the best interests of the state and is consistent with the purposes and policies of this chapter.
- c) The commissioner, subject to the direction and approval of the secretary, shall promulgate and publish regulations in the name of the agency for the use of state forests or park lands, including reasonable fees or charges for the use of the lands, roads, camping sites, buildings, and other facilities and for the harvesting of timber or removal of minerals or other resources from such lands.
- d) The commissioner or his designee shall be the state fire warden and may act as, and in place of, the fire warden of any municipality as provided under subchapter 4 of this chapter.

**Subchapter 4. Forest Fires and Fire Prevention**

§2641. FIRE WARDENS, APPOINTMENT AND REMOVAL

- a) Upon approval by the Selectboard and acceptance by the appointee, the commissioner shall appoint a town forest fire warden for a term of five years or until a successor is appointed. The warden may be removed for cause at any time by the commissioner with the approval of the Selectboard. A warden shall comply with training requirements established by the commissioner by rule.
- b) The commissioner may appoint a forest fire warden for an unorganized town or gore, who shall hold office until he resigns or is removed for cause. He shall have the same powers and duties as town forest fire wardens.

- c) When there are woodlands within the limits of a city or incorporated village, the chief of the fire department of such city or village shall act as city or village fire warden with all the powers and duties of town forest fire wardens.
- d) When the commissioner deems it difficult in any municipality for one warden to take charge of protecting the entire municipality from forest fires, he may appoint one or more deputy forest fire wardens. Such wardens under the direction of the fire warden shall have the same powers, duties, and pay and make the same reports through the fire warden to the commissioner as forest fire wardens.
- e) The commissioner may appoint special forest fire wardens who shall hold office during the tenure of the commissioner. Such fire wardens shall have the same powers and duties throughout the state as town forest fire wardens, except that all expenses and charges incurred on account of their official acts shall be paid from the appropriations for the department.

#### §2642. SALARY AND COMPENSATION OF FIRE WARDENS

- a) The salary of a town fire warden shall be determined by the Selectboard for time spent in the performance of the duties of this office, which shall be paid by the town. He shall also receive from the town the sum of fifteen cents for each fire permit issued. In addition thereto, he shall receive from the commissioner \$20.00 annually for properly making out and submitting reports of fires in his district and keeping the required state records. He shall also receive from the commissioner \$15.00 per diem for attendance at each training meeting called by the commissioner.
- b) The pay of a warden of an unorganized town or gore and his assistants, including patrolmen, and all expenses incurred by him in extinguishing forest fires, as provided for by the commissioner, including employment of a person to assist him, on the approval of the commissioner, shall be paid by the estate from the monies annually available from taxes in the unorganized town and gore, and the commissioner of finance shall issue his warrant therefore.
- c) A person employed by a warden to assist him in extinguishing a forest fire as authorized under section 2644 of this title, shall be paid at the same rate per hour as is paid for labor upon highways. A minimum of two hours pay for the first hour or any portion thereof shall be allowed persons who are officially summoned to assist in the extinguishments of forest fires. When a warden employs men in extinguishing a fire in a municipality adjoining his own, the expense incurred shall be paid by the municipality in which the work was done at the rate of pay prevailing in the municipality where the laborers reside. A municipality wherein such warden resides shall forthwith pay him and his assistant for their services and the municipality may recover the expense thereof in an action of contract on this status from the municipality where the work was done.

§2643. TOWN'S LIABILITY FOR EXTINGUISHING FOREST FIRES; STATE AID

- a) For the purpose of extinguishing forest fires, a town shall not be held liable in any one year for an amount greater than ten percent of its grand list.
- b) The state shall reimburse a town for its forest fire suppression costs in excess of ten percent of its grand list and for one-half its forest fire suppression costs up to and including ten percent of its grand list when the bills are presented to the commissioner by December 31 of each year with proper vouchers and in a form approved by him.

§2644. DUTIES AND POWERS OF FIRE WARDEN

- a) When a forest fire or fire threatening a forest is discovered in his town, the warden shall enter upon any premises and take measures for its prompt control and extinguishments. He may call upon any person for assistance. He may arrest without warrant any person found in the act of violating a provision of law or proclamation pertaining to forest fires.
- b) A warden shall keep a record of his acts, the amount of expenses incurred, the number of fires and causes, the areas burned over, and the character and amount of damages done in his jurisdiction. Within two weeks after the discovery of such a fire, he shall report the same to the commissioner on forms which shall be furnished by him, but the making of such report shall not be a charge against the town.
- c) During the danger season and subject to the approval or direction of the commissioner, a warden shall establish a patrol in dangerous localities, and the expense for the same shall be paid as expenses for fighting fires. Wardens shall receive the same pay for time spent in posting notices, patrolling or in making investigations of damages done that they receive for time spent in actual fire fighting.

§2645. OPEN BURNING; PERMITS

- a) Except as otherwise provided in this section, a person shall not kindle or authorize another to kindle a fire in the open air for the purpose of burning weeds, grass, or rubbish of any kind except where there is snow on the site, without first obtaining permission from the fire warden or deputy warden of the town, stating when and where such fire may be kindled. Whenever such permission is granted, such warden, within 12 hours, shall issue a written for record purposes stating when and where such fire may be kindled. Permission shall not be required for the kindling of a fire in a location which is 200 feet or more from any woodland, timberland, or field containing dry grass or other flammable plant material contiguous to woodland. With the written approval of the secretary, during periods of extreme fire hazard, the commissioner may notify town fire wardens that for a specified period no burning permits shall be issued. The wardens shall issue no permits during the specified period.

- b) Whenever the commissioner deems that the public safety of any town or portion of a town of this state does not require the protection provided by this section, he may cause the town fire warden of any such town to post notices to that effect in not less than five conspicuous places in such town.
- c) The provisions of this section will not apply:
  - 1) to areas posted in accordance with subsection (b) of this section;
  - 2) to fires built in stone arches at state recreational areas;
  - 3) to fires built in special containers used for burning brush, waste, grass, or rubbish when conditions are deemed satisfactory to the town fire warden; or to areas within cities or villages maintaining a fire department.

§2646. PROCLAMATION BY GOVERNOR PROHIBITING KINDLING OF FIRES:  
CLOSING OF WOODLANDS

- a) Whenever it appears to the governor that there is excessive danger of forest fires, he may prohibit by proclamation the kindling of a fire in or adjoining forest and or close any or all sections of woodland, or brush land, in any town for such time as he may designate, to all persons except the owner and his household, his tenants, servants, or agents and persons in the public employment engaged in abating such fire-hazardous condition.
- b) Proclamations shall be published in such newspapers of the state and posted in such places and in such manner as the governor may order in writing. A copy of such publication and order, attested by the secretary of civil and military affairs, shall be filed with the secretary of state and a like copy shall be furnished to the commissioner who shall attend to the publication and posting thereof. The expenses of such publication and posting shall be paid by the department. Notice of removal of restrictions imposed by proclamation shall be in the same manner.

§2647. FIRES IN WOODS OF ANOTHER; PERMISSION

No one shall build a fire in the woodlands of another without the permission of the owner, lessee, holder of right-of-way or his authorized agent between April 1 and November 1. A person who builds a fire in or adjoining any woods shall totally extinguish such fire before leaving it.

§2648. SLASH REMOVAL

- a) A person may cut or cause to be cut forest growth only if all slash adjoining the right-of-way of any public highway, or the boundary lines of woodlots owned by adjoining property owners, is treated as follows:

- 1) All slash shall be removed for a distance of 50 feet from the right-of-way of any public highway or from the boundary lines of woodlots owned by adjoining property owners.
  - 2) All slash shall be removed for a distance of 100 feet from standing buildings on adjoining property.
- b) Owners or operators of timber or woodlots shall leave the main logging roads through cut-over areas free from slash so that tractors may pass over these roads unobstructed in order to carry men and supplies and fire fighting equipment to fire suppression crews.
  - c) If in the opinion of the town fire warden there is no fire hazard as a result of a cutting, he may issue, upon request, a statement relieving the operator of the conditions required in this section. – Added 1977, No. 253 (Adj. Sess.), §1.

## 10 V.S.A. CHAPTER 83, SUBCHAPTER 7 – UNIFORM FIRE PREVENTION TICKET

### §2671. JURISDICTION

The district court shall have exclusive jurisdiction over uniform fire prevention tickets issued under this subchapter.

### §2672. COMPLAINT OR INFORMATION AND SUMMONS

- a) In any case involving a violation of subsection 2645(a) or 2648(a) of this title, the complaint or information and summons shall be in the form known as the *Uniform Fire Protection Ticket*. The court administrator shall prepare the form for the uniform fire prevention ticket. The court administrator shall be responsible for all uniform fire prevention tickets issued to fire wardens, and shall prepare or cause to be prepared records and reports relating to uniform fire prevention tickets. Any fire warden may void any uniform fire prevention ticket by so marking the ticket and returning it to the court administrator. A prosecuting attorney may issue, amend, or dismiss a fire prevention complaint.
- b) The uniform fire prevention ticket shall consist of four parts:
  - 1) the complaint or information, which shall include spaces for the signature of the fire warden or other issuing officer, prosecuting attorney, and judge or clerk;
  - 2) the fire warden's or issuing officer's record, which shall be a copy of the complaint or information;
  - 3) the prosecutor's record, which shall be a copy of the complaint or information; and
  - 4) the summons, which shall include a copy of the complaint or information, a waiver, and an explanation of rights.
- c) The reverse sides of the sheet shall be as set out in the form, with additions or deletions as are necessary to adapt the uniform fire prevention complaint to the court involved.
- d) The ticket shall contain the following two paragraphs which shall be prominently printed in boldfaced type:
  - 1) **Failure to comply with the instructions on this ticket will result in a fine of up to \$25.00 for each day of noncompliance.**
  - 2) **If you admit you have committed a fire prevention offense or are judged to have committed the offense, you may be subject to a fine of up to \$25.00 for each day of noncompliance.**

- e) The uniform fire prevention ticket form shall be used in all cases involving violations of subsection 2645(a) of this title, whether the case is prosecuted or the complaint issued by a fire warden or by any other person, or upon information or complaint issued by the state's attorney or other prosecuting officer.

#### §2673. PROCEDURE ON FAILURE TO APPEAR; NOTICE; RULES

If a defendant fails to appear or answer a fire prevention ticket or summons served upon the defendant and upon which a complaint has been filed, the court shall mail a notice to the defendant at the address stated in the complaint notifying the defendant that failure to appear will result in a fine. The notice shall be in the form prescribed by the court administrator, and a copy of the notice shall be sent to the town fire warden together with a copy of the complaint.

#### §2674. ANSWER TO UNIFORM FIRE PREVENTION TICKET

- a) A person who is charged with committing a fire prevention offense may waive appearance and trial and plead guilty or nolo contendere or not guilty by a signed statement. The person shall submit a fine in an amount as established by the court with the signed statement. The court shall accept the signed statement accompanied by the fine assessed as a plea of guilty or nolo contendere as indicated on the signed statement and shall proceed accordingly.
- b) Fines shall be paid to, received by and accounted for by the clerk as required by court rules. Any fire warden or issuing officer who issues a complaint shall advise the defendant of the fines.
- c) If a defendant fails to answer or appear as directed on the fire prevention ticket or by the district court judge, or fails to pay the fine imposed after judgment, the court may issue an appropriate order.

#### §2675. PENALTIES

A person who commits a violation under subsection 2645(a) or 2648(a) of this title shall be subject to a fine or not more than \$25.00 per violation. In the case of a violation which continues after the issuance of a fire prevention complaint, each day's continuance may be deemed a separate violation.

#### §2676. SUPREME COURT RULES

The Supreme Court is empowered to prescribe and amend rules governing this subchapter in accordance with section 1 of Title 12.

# VERMONT FIRE PREVENT TICKET

**VERMONT FIRE PREVENTION TICKET BOOK**  
**RECEIPT CARD FOR BOOK NO. 286**

SERIAL NUMBERS:  
 FROM 102851  
 THRU 102860

RECEIVED BY:  
 \_\_\_\_\_  
 Warden's Name  
 \_\_\_\_\_  
 Date

VERMONT FIRE PREVENTION TICKET  
 A102851

Form No. 403

**VERMONT FIRE PREVENTION TICKET** A

**COURT ADDRESS** District Court of Vermont Unit No. \_\_\_\_\_ Circuit (County) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

By the authority of the State of Vermont, the undersigned says:  
 Last Name (PLEASE PRINT) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street \_\_\_\_\_  
 Town, City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Tel. No. (for court use) \_\_\_\_\_

Age \_\_\_\_\_ DOB \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Representing: \_\_\_\_\_ Employer/Co. \_\_\_\_\_  
 Self  Employer/Co.

**On** Day of Week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
**At** Location \_\_\_\_\_  
**In** Town \_\_\_\_\_

committed the following offense (describe the offense):  
 \_\_\_\_\_

<b>IN VIOLATION OF</b>	State Statute Citation 10 V.S.A. § 2645 (a) (Permit) <input type="checkbox"/> § 2648 (a) (Slash) <input type="checkbox"/>	against the peace and dignity of the State.	Waiver Fine & Surcharge \$30.00
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Officer's Title \_\_\_\_\_ Phone No. \_\_\_\_\_ Town/Dept. \_\_\_\_\_

I further state that I have just and reasonably grounds to believe that the person named above committed the offense.  
 Warden's Signature \_\_\_\_\_

I have received a copy of this ticket and understand that failure to answer it may result in the court finding me in contempt.  
 Defendant's Signature \_\_\_\_\_

I have reviewed this ticket and have forwarded it to the State's Attorney for prosecution.  
 Date: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**FOR PROSECUTOR'S USE ONLY**

I hereby enter and prosecute  I hereby dismiss the above complaint.  
 I amend the charge to \_\_\_\_\_ Amended Charge \_\_\_\_\_ Amended Fine & Surcharge \_\_\_\_\_  
 Date \_\_\_\_\_ Prosecutor's Signature \_\_\_\_\_

**FOR COURT USE ONLY**

**COURT'S COPY**  
 I certify that the information on this ticket is a true abstract of the court record in this case.  
 Signature of Clerk \_\_\_\_\_

In 1987 the Vermont Legislature created the *Vermont Fire Prevention Ticket* under V.S.A. Title 10, §2676. This provision in the forest fire laws allows Town Forest Fire Wardens to issue a Fire Prevention Ticket for any violations of the “permission to burn” or “slash control” clauses.

A user guide has been developed on how to use the tickets. Review this guide often, especially before spring fire season or before issuing a ticket (*the yellow handbook*).

Some very important key points to remember about the Vermont Fire Prevention Ticket are:

1. You as Warden or Deputy Warden are the only person(s) that are authorized to use these tickets. No one else will or may issue a ticket for you.
2. You as Warden or Deputy Warden are responsible for the proper care of these ticket books while they are in your possession.
3. If you issue a ticket, your enforcement action will result in court action with possible prosecution and a fine. If a violator challenges your ticket, you will have to appear in court to testify.
4. You may only enforce the “permission to burn” and “slash control” provisions of the forest fire laws.
5. Any Warden or Deputy Warden may issue a WARNING in lieu of a ticket on any violation.
6. Be sure to complete the ticket log card as you issue tickets and remember to send in the card when your tickets are all used up. The cards are pre-addressed and only require a stamp. A new book will be issued to you when the card is received. You may only possess one ticket book at a time.
7. There are two styles of envelopes that accompany the ticket books. One style is for you to send copies to the District Forests, Parks & Recreation office and the other is a court envelope for the violator. DO NOT confuse the two envelopes or serious delays may occur.
8. If you have any questions or problems concerning the use of a Fire Prevention Ticket, call your Protection Specialist immediately.

BURNING PERMIT  
Permits to Kindle Fire(s)  
[(10 V.S.A., Ch. 83, §2645(a))]

Town forest fire wardens are responsible for the issuance of burning permits in their town. The warden may delegate some of this responsibility to other individuals as long as steps are taken to assure proper review of requests to burn.

Permission to burn is granted only if the town fire warden deems it is safe to do so. During periods that local or statewide bans on issuing permits are in effect, no permits may be granted. It is recommended to restrict or prohibit burning during times of higher forest fire danger. *See fire season information section.*

A burning permit from a town forest fire warden does not substitute for an air quality open air burning permit. When any air quality permit is issued, a permit from the town fire warden will be a condition of that permission. Review the air pollution section of this handbook for more details.

Permission to burn from a town fire warden may be in written or verbal form. If verbal permission is used, a written permit must be completed for record keeping purposes within 12 hours after the verbal permission was given. It is recommended that fire wardens opt to give permission by written permit as this will avoid misunderstandings on your instructions to the permittee, but remember verbal permission is better than burning without any permission. If enforcement action is needed in the case of a fire problem resulting from the actions of a person having received permission to burn from you, as warden, then a written copy of a permit will better support and justify your actions. If a large amount of burning in one location is being requested, or if you have questions or concerns, you should visit the site before issuing the permit. You can then set specific conditions to avoid escape risk or related problems.

Issue permits for specific days and places to avoid problems. Do not exceed two or three days for a standing permit. You as warden may set specific written conditions of the permission to burn. If written on the permit, they become part of the permit and are enforceable. If you experience anyone that violates the conditions of burn permits, especially if the violations are habitual, you may choose to refuse issuing any future permits to them. If you feel the violation is serious enough, you may issue a fire prevention ticket.

It is important you maintain copies of all the permits you have issued during the year. During the annual review process your Protection Specialist will need to know the number of burning permits issued in your town for that current year.

Be sure to complete all the information required on the burning permit and review the conditions printed on the backside with the permittee. Write the telephone number of the town fire department where indicated on the permit and be sure to have the permittee sign it as well as you signing it. Advise the permittee to keep the written permit in their possession while burning.

Whether a warning or a fire prevention ticket is issued on a permit violation, you have the authority to have the fire extinguished. If the violator cannot or will not extinguish the fire, you may summon the fire department to do this. If you wish to recover suppression costs from the violator, the town must pursue this through civil action.

If you have any questions about how and when to issue burning permits or need additional permit books, contact your Protection Specialist.

### BRUSH AND RUBBISH FIRES

A permit from the Town Fire Warden is required for burning brush, weeds, grass, or rubbish, if within 200 feet of woodland or fields containing dry grass or other inflammable plant material adjoining woodland, except when there is snow on the site.

A warden may refuse to issue a permit if in their judgment the weather or the site conditions create a dangerous situation.

### CAMPFIRES

A person is not required to have a permit for a campfire (any fire for cooking or warming) on their own land.

A person is required to have permission for a campfire on lands of another between April 1 and November 1 and such permission can be obtained only from the owner of the land.

### PROVISIONS APPLYING TO ALL FIRES AT ALL TIMES

Fires kindled for the purpose of burning brush or for other lawful purposes shall be kindled only at such times and under such conditions as will enable the parties starting them to keep them entirely under control and not creating a public nuisance or hazard. **Fires must be attended at all times.**

**A person who builds a fire in or adjoining any woods shall totally extinguish such fire before leaving it.**

See the section on forest fire laws for additional information on permission to kindle fires.

The following shows an example of a burning permit:

<b>PERMIT TO KINDLE FIRE</b>	
Permit No . . . . .	Date Issued . . . . . 20. . . . .
Permission is hereby granted to . . . . . to kindle a fire in accordance with Vermont State Forest Fire Laws (10 V.S.A. Chapter 83, Section 2645) at . . . . . in the town of . . . . . on date(s) . . . . . 20. . . . .	
Special Written Conditions (if required by Warden) . . . . . . . . . .	
I, the undersigned permittee, understand the law and my responsibility under this permit.	
. . . . . Permittee's Signature	. . . . . Warden's Signature
<b>READ CONDITIONS ON REVERSE SIDE OF THIS PERMIT BEFORE BURNING</b>	

This permit is granted under the following conditions:	
1. This permit is valid only for place and time stated. 2. This permit in no way relieves the person to whom it is granted from any liability related to the fire or any damages it might cause. 3. The person setting the fire must at all times have sufficient help and tools present to control the fire. 4. Only natural wood material may be burned under this permit. Other materials burned require an Air Pollution permit as well as this permit. 5. The fire must not be left until it is entirely extinguished.	6. Restricted materials cannot be used to ignite natural wood materials. 7. Any special conditions written on this permit are to be considered as part of "conditions to burn". 8. If any permit conditions is not followed, then the fire is immediately invalid and you will be burning illegally. 9. Violation of the conditions of this permit may result in the permittee receiving a "Vermont Fire Prevention Ticket" which will result in court action and a fine for each day of violation. 10. If you do not understand the law or have further questions, contact your local forest fire warden before you burn. This permit may be canceled for cause at any time.
<b>IMPORTANT</b>	
If your fire escapes! Call: _____	_____ Warden's Telephone Number

The burning permit automatically makes a press-through copy as you fill it out. A stub does not need to be completed and only one set of signatures is necessary. Retain all permit copies for your copies.

The front of the permit has a place for you as Warden to write in special instructions for the permittee. Once they are written, they become part of the permit conditions. In addition to this list, there is a place for you to write in the fire department telephone number as well as your own.

**Remember:** Insert page divider when writing a permit.

## USE OF INCINERATORS

Incinerators may be used for burning acceptable refuse if conditions are deemed satisfactory by the town forest fire warden. Title 10 V.S.A. §2545(C-3).

Review the air pollution regulations for what is considered acceptable refuse for incinerators. Keep in mind that you as town fire warden are only required to regulate and enforce the safety of incinerators not what is burned in them. Burning illegal materials can be reported to the air pollution office.

Some towns have adopted ordinances prohibiting the use of incinerators. If incinerators are prohibited or if you find one that is unsafe, you may restrict that person(s) from using them. Using an unapproved incinerator is the same as failure to obtain permission to burn. You may enforce on that basis. It is suggested to give warnings to first time offenders allowing them an opportunity to correct a problem they might not have been aware of.

If you have any questions on current regulations or recommendations concerning the use of incinerators, contact your Protection Specialist or the air pollution office.

## CAMPING AND CAMPFIRES

### 1) ON STATE OWNED LAND

The Agency of Natural Resources has the following policy in regard to camping and campfires:

*Camping is allowed at developed areas (excluded are areas such as beaches, boat launch sites, picnic areas, and roadside turnouts). In developed areas fires shall be built only in fireplaces or charcoal grills provided on the site.*

There are a number of areas of state forests and parks that have been designated as “primitive camping” areas for those people who wish to “rough it” rather than camp in an established campground. Different rules apply to campfires in these areas.

VERMONT STATUTES ANNOTATED: ACT 86, of 1971

#### AN ACT PERTAINING TO OVERNIGHT CAMPING ON PUBLIC LANDS:

A person shall not use any part of a public highway right-of-way, or any public land not designated by the agency, department, or municipality having control of same as an overnight camping area for the purpose of overnight camping.

A person who violates this act shall be fined not more than \$50.00 for each day he is in violation.

### 2) ON GREEN MOUNTAIN NATIONAL FOREST LAND

Camping is permitted on Green Mountain National Forest land. Campers are encouraged to use designated sites where proper facilities have been provided. Campfires should be built in facilities when provided. In locations where fire facilities do not exist, fires must be built in a safe location where they will not escape. A person starting a campfire is responsible for preventing its escape. It is a violation of federal regulations to leave a campfire without completely extinguishing it.

### 3) ON ALL PRIVATE LAND

This is entirely the concern of the individual landowner as outlined in 19 V.S.A. Campfires are regulated by 19 V.S.A., Ch. 11, Sec. 1504(b)...“No one shall build a fire in the woodlands of another without the permission of the owner...”

The actual enforcement of these laws is a matter for the State Police or local law enforcement officers.

It is our understanding that a person must receive a warning before any action can be taken under general trespass laws. The posting of rules and regulations is considered warning.

## PRESCRIBED FIRES

Fires can be used very effectively as a tool to manage wildlife habitat, forest stands, maintain open areas, and reduce fuel hazard conditions. Fire used as a tool under controlled conditions is called prescribed fire.

Prescribed fire can only be used effectively and safely by trained professionals. There are many factors that must be considered, analyzed, and evaluated before a burn can be successfully executed. Most prescribed burns are conducted by federal or state forestry personnel or trained private consultants. A burning permit must be obtained prior to any prescribed fires being done in your town.

In most cases a written prescribed fire burn plan will be reviewed with you prior to obtaining a burning permit. The U.S. Forest Service is the exception; they do not need a permit but should let you know of their intent. This would be a good opportunity to discuss how the burn is to be conducted, how the fire will be controlled and extinguished, and who will be in charge. If you have any questions about prescribed fire, contact your Protection Specialist.

# AIR POLLUTION CONTROL REGULATIONS

AGENCY OF NATURAL RESOURCES  
**AIR POLLUTION CONTROL DIVISION**  
MONTPELIER, VERMONT

## AIR POLLUTION CHECKLIST FOR FOREST FIRE WARDENS

(Based on Sections 5-201, 202 and 203 of the Vermont Air Pollution Control Regulations – see attached)

### **A. BURNING PROHIBITED**

Except for emergencies or health reasons an air pollution permit will never be issued for the open burning of:

- tires/inner tubes
- pressure treated wood
- waste oil or solvents
- garbage
- asphalt shingles or tar paper
- plastic or rubber coated wire
- toxic materials (for example, urethane foam)
- old cars or car parts
- plastic, rubber or other synthetic materials

You should not issue a permit for burning these materials, including using them to ignite a fire.

### **B. AIR POLLUTION PERMIT REQUIRED**

An air pollution permit is required if the material to be burned includes any of the following:

1. material to be burned at a dump or landfill (stumps or brush, for example)
2. construction or demolition debris (the shell of an old barn, for example)
3. waste from an industry (includes bark, sawdust or pallets)
4. explosive or dangerous materials

If you issue a permit to kindle fire in these cases, please advise the burner to contact us for an air pollution permit before burning. A note to contact us before burning written on your permit to kindle a fire would be appropriate.

Contact the Air Pollution Control Division at **802-828-1288**.  
Or visit their website at <http://www.anr.state.vt.us/air/htm/AirRegulations.htm>

**C. NO AIR POLLUTION PERMIT REQUIRED**

Other kinds of open burning may be done without an air pollution permit. The burner must still be careful not to cause a nuisance to neighbors and to obey local ordinances.

These include:

1. Fire training drills (see below).
2. Burning on-site for weed abatement; disease, forest fire and pest prevention; and agricultural, forest or wildlife habitat management.
3. Normal property clean-up: leaves, brush, deadwood or tree cuttings from normal property clean-up may be burned on site.
4. Brush, cuttings and slash from logging or site clearing operations may be burned in forest land areas.
5. Campfires, outdoor grills or outdoor fireplaces.
6. Natural wood fires on festive occasions (for example, a homecoming bonfire).

**D. FIRE TRAINING EXCEPTION**

Fire training drills do not need an air pollution permit, provided:

1. The drill is for purposes of training municipal, volunteer or industrial firefighters.
2. The drill is under direct supervision of a qualified instructor (A qualified instructor is an instructor from the Vermont State Firefighters Association or qualified member of the local department, such as the fire training officer).
3. The firefighters are Vermont residents or part of Vermont mutual aid system.
4. Fourteen days prior written notice is given to the Air Pollution Control office (forms are provided - see attached example).
5. No nuisance is caused for neighbors.

**E. NATURAL WOOD BURNING EXCEPTION**

Burning of natural, untreated wood may be done by a town without an air pollution permit for each burn, provided.

1. Burning is done at one place in a municipality approved by the Air Pollution Control Office.
2. Burning is approved by the Selectmen (or City Council) and fire warden.
3. Site is open to the public.

4. Only natural, untreated wood is burned. Natural wood does not include plywood, particle/chip board, sawdust, pressure treated lumber etc.

Per State law, this natural wood burning must be done under the direction of the local fire warden, whether or not a permit to kindle fire is needed.

### **FOR MORE INFORMATION**

If you have any questions or problems with burn permits, please give us a call at the Air Pollution Control office at (802) 828-1288.

### **ADDITIONAL INFORMATION CONCERNING AIR POLLUTION CONTROL REGULATIONS**

#### **HANDLING NUISANCES CAUSED BY OPEN BURNING**

A nuisance complaint can be dealt with by the person complaining or by you, the fire warden, in the following ways:

1. By informing the burner about the complaint directly and reasoning with them to get them to voluntarily quit burning or causing a nuisance.
2. By referring the complaint to the local health officer and/or the town selectmen who have the legal authority to stop nuisances.
3. By calling the air pollution office and reporting the complaint. We can consider a burn a nuisance only if a person from the air pollution office visits the site during the burning and confirms that the smoke and/or odors are actually causing a nuisance. This can be difficult, especially when the site is far from Waterbury. Any help you can give to resolve problems locally will be greatly appreciated.

### **DEALING WITH OPEN BURNING VIOLATIONS OF THE AIR POLLUTION CONTROL REGULATIONS**

No doubt all fire wardens see and deal with violations of the air pollution control regulations. The vast majority of these violations probably result from the violator's lack of knowledge about the regulations. In general, merely informing the person of the violation is enough and they will agree to stop. In a situation where a person refuses to comply or if they have committed a serious violation such as burning a large number of tires, large amounts of garbage or coated wire, etc., please call and report the incident to the regional ANR, office DEC Enforcement Division or the air pollution office for investigation. Any businesses open burning wastes should also be reported. These may range from retailers burning cardboard wastes to trash haulers collecting and burning household rubbish.

If we or DEC Enforcement Division receive a report that someone has open burned illegal materials, we may deal with the situation in a variety of ways, depending upon the types and amounts of materials involved. We may take any of the following actions:

1. Call the local fire warden to ask for more details if available or to ask for assistance in investigating the alleged violation.
2. Visit the site to verify and document the violation.

3. Contact local officials (e.g., selectmen/health officer) to investigate the alleged violation.
4. Refer the complaint to the local solid waste management district if appropriate.

If we personally verify that a violation occurred, we may:

1. Send a warning letter (generally for first offenses).
2. Issue a Notice of Alleged Violation.
3. Issue an Agency enforcement order for serious violations or for repeated violations. Order may involve the payment of penalties.
4. Refer the situation to the State's Attorney or the Attorney General for prosecution.

Copies of any warning letters, notices of violations or orders are generally sent to the local fire warden.

#### **OBTAINING AN AIR POLLUTION PERMIT**

If you feel that a person needs an air pollution permit as described in the "check list", have the person call the air pollution office. We may then call you to verify the details described by the person wanting to burn and then issue a permit within a few days based on the information we receive. If the situation appears questionable (e.g., fire warden says the pile of material to be burned contains mattresses which the person won't remove), we may conduct a site visit. Any permit or other correspondence sent to the permittee is copied to the local fire warden. A condition in every permit requires the permission of the fire warden before burning so you have the final word as to when the burning may occur if at all.

**EFFECTIVE: August 13, 1993**

**AGENCY OF NATURAL RESOURCES  
WATERBURY, VERMONT**

**ENVIRONMENTAL PROTECTION REGULATIONS  
CHAPTER 5  
AIR POLLUTION CONTROL**

**Subchapter I. Definitions**

- 5-101(37)**     *"Forest Land Area"* means at least 25 acres of land that is at least 10% stocked with trees of any size.
- 5-101(44)**     *"Garbage"* -- waste resulting from distribution, preparation and serving of food.
- 5-101(66)**     *"Natural Wood"* -- for the purposes of these regulations, *natural wood* means trees, including logs, boles, trunks, branches, limbs, and stumps, lumber including timber, logs or slabs, especially when dressed for use. This definition shall also include pallets which are used for the shipment of various materials so long as such pallets are not chemically treated with any preservative, paint, or oil. This definition shall not extend to other wood products such as sawdust, plywood, particle board and press board.
- 5-101(70)**     *"Open Burning"* -- the burning of any type of combustible material in the open where the products of combustion are emitted directly into the *ambient air* space without passing through a *stack*, chimney, or other enclosure. Burning shall include ignition, permitting or causing ignition and suffering, allowing or maintaining burning.

**Subchapter II. Prohibitions**

**5-201 OPEN BURNING PROHIBITED**

- (1) No *person* shall engage in any *open burning* except in conformity with the provisions of Section 5-201, 5-202, and 5-203.
- (2) No *person* shall cause, suffer, allow or permit the *open burning* of *garbage*, tires, rubber, plastic, *waste oil*, asphalt materials, materials containing asbestos, or pressure treated wood, except as may be allowed under subsections (3) and (7) of Section 5-202.

**5-202 PERMISSIBLE OPEN BURNING**

When not prohibited by local ordinances or officials having jurisdiction such as local, state or federal fire wardens or other fire prevention officials, the following types of burning are permissible, provided no public or private nuisance is created.

- (1) *Natural wood* fires in conjunction with holiday and festive celebrations.
- (2) Campfires, outdoor grills, and fireplaces for recreation or preparing of food.
- (3) Burning of solid or liquid *fuels* or structures for the purpose of bona fide instruction and training of municipal, volunteer, and industrial firefighters in the methods of fighting fires when conducted under the direct control and supervision of qualified instructors. Said firefighters shall be residents of the State of Vermont or affiliated with the mutual aid systems within the State of Vermont. Notification by the fire training officer or the fire chief of the training exercise shall be made to the *Air Pollution Control Officer* on prescribed forms at least 14 days prior to the exercise.
- (4) Burning in *forest land areas* of brush, tree cuttings and slash when the cuttings accrue from logging or site clearing operations.
- (5) Burning for the purpose of weed abatement; disease, forest fire and pest prevention or control; and for the purpose of agricultural, forestry or wildlife habitat management.
- (6) On-premise burning of leaves, brush, deadwood, or tree cuttings accrued from normal property maintenance by the owner, his or her agent, or lessee thereof.
- (7) *Open burning*, as follows, if prior approval in writing is obtained from the *Air Pollution Control Officer*. Approvals granted under this subsection shall be subject to such reasonable conditions as are necessary to avoid a nuisance or to protect the health, safety or comfort of the public. The requirement for approval in writing may be waived by the *Air Pollution Control Officer* and oral approval may be granted instead when, in his or her judgment, the impacts of the burning will be insignificant.
  - (a) Burning in remote areas, of highly explosive or other dangerous, or unusual materials for which there is no other feasible method of disposal.
  - (b) Burning in remote areas of *natural wood* resulting from the construction or demolition of buildings and other structures originating from within the State.
  - (c) Fires to thwart a hazard which cannot properly be managed by any other means or that are necessary for the protection of public health.
  - (d) Burning of other combustible materials for which there is no other feasible method of disposal.
- (8) Burning of *natural wood* in an area designated by the selectmen or city council, with the permission of the selectmen or city council of that municipality and the fire warden in that jurisdiction, and in conformance with the procedures outlined in Section 5-203 of these regulations.

Visit Our Website at: <http://www.anr.state.vt.us/air/index.htm>

## MUNICIPALITIES WITH ACT 244 CERTIFICATION

(Approved Natural Wood Burning Sites)

	Date of Approval		Date of Approval
Alburg	12 Dec 1973	Isle Lamotte	25 May 1982
Barton	2 Oct 1973	Jamaica	7 June 1990
Belvidere	24 Aug 1973	Johnson	6 Sep 1988
Bennington	24 Jul 1978	Lincoln	6 Jan 1981
Bethel/Royalton	12 Dec 1972	Londonderry	20 Aug 1974
Brandon	20 Jun 1978	Manchester	30 June 1999
Brattleboro	8 May 1973	Morgan	10 Apr 1973
Bridgewater	6 Sep 1978	Mount Holly	4 Oct 1978
Bridport	15 Feb 1974	North Hero	18 Jul 1973
Brighton	15 Oct 1973	Peacham	3 Jan 1984
Bristol	11 Jul 1975	Pittsford	19 Sep 1984
		Poultney	7 Jan 1974
Castleton	2 May 1973	Pownal	8 Feb 1983
Cavendish	12 Nov 1973	Proctor	12 Apr 1973
Charlotte	20 Jun 1974	Rutland Town	11 Jul 1979
Chelsea	24 Apr 1973	Salisbury	2 Sep 1975
Chittenden	25 Jun 1981	Shaftsbury	7 Nov 1974
Concord	19 Jul 1979	Shrewsbury	7 Jan 1974
Danville	5 Sep 1973	South Hero	10 Sep 1974
Dover	10 Aug 1984	Stowe	9 Sep 1974
Eden	1 Oct 1982	Thetford	6 Feb 1975
Essex Town	6 Jan 1981	Vernon	19 Oct 1973
Fair Haven	30 Aug 1983	Underhill	12 Sep 1986
Fairlee	7 Oct 1974	Weathersfield	27 Sep 1973
Grand Isle	16 Jun 1980	Westmore	17 Nov 1992
Groton	26 Apr 1974	Whitingham	19 Oct 1983
Hancock	24 Apr 1973	Williston	22 Jul 1980
Hinesburg	21 May 1973	Wolcott	23 Apr 1973

## **FIRE TRAINING NOTIFICATION FORM**

SEND COMPLETED FORM TO: Department of Environmental Conservation  
Air Quality and Climate Division  
Davis Building – 2<sup>nd</sup> Floor  
One National Life Drive  
Montpelier, VT 05620-3802 Telephone: (802) 828-1288  
email: dave.shepard@state.vt.us

**NOTE:** THIS NOTIFICATION MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO THE TRAINING DRILL. TRAININGS **DO NOT** REQUIRE A PERMIT FROM THE AIR QUALITY AND CLIMATE DIVISION. A PERMIT MAY BE REQUIRED BY THE VERMONT DEPARTMENT OF HEALTH. WE RECOMMEND THAT YOU NOTIFY ALL NEIGHBORS WITHIN HALF A MILE OF THE PLANNED TRAINING AT THE TIME OF THIS NOTICE.

In compliance with Section 5-202(3) of the Air Pollution Control Regulations, you are advised of the following planned fire training drill.

DATE(S) \_\_\_\_\_ APPROX. TIME \_\_\_\_\_ to \_\_\_\_\_

LOCATION \_\_\_\_\_

PARTICIPATING FIRE DEPARTMENTS \_\_\_\_\_

TYPE OF FIRE: GIVE DETAILS--SIZE OF STRUCTURES , AMOUNT OF COMBUSTIBLE MATERIAL, ETC.

Note: Unless entirely natural wood, only standing structures suitable for SCBA and entry training may be used for fire trainings. Demolished and/or burnt structures must be disposed of at a certified solid waste disposal facility.

FLAMMABLE LIQUIDS \_\_\_\_\_

### **IMPORTANT NOTES**

Asphalt materials, vinyl, rubber, plastic, materials containing asbestos, pressure treated wood, carpeting, linoleum, and other synthetic materials, siding or trim coated with lead paint and any mercury containing fluorescent bulbs, thermostats and switches **must be removed** to the greatest extent possible from any structure to be burned to reduce the generation of toxic air pollutants and heavy smoke.

As with any demolition project, you must follow Health Department procedures for notification and asbestos identification and removal. Prior to your taking any action, please call at the Division of Environmental Health at 1-800-439-8550 for further information.

Ash and other residues from the training must be disposed of properly as solid waste. Please have the person responsible for disposal contact the Solid Waste Management Program (802-828-1138) or local solid waste management district about proper disposal.

QUALIFIED INSTRUCTORS (S) IN CHARGE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TEL: \_\_\_\_\_

I have read the information in this form and believe the proposed training is a "bona fide" fire training exercise. I will comply with the air pollution control requirements described above.

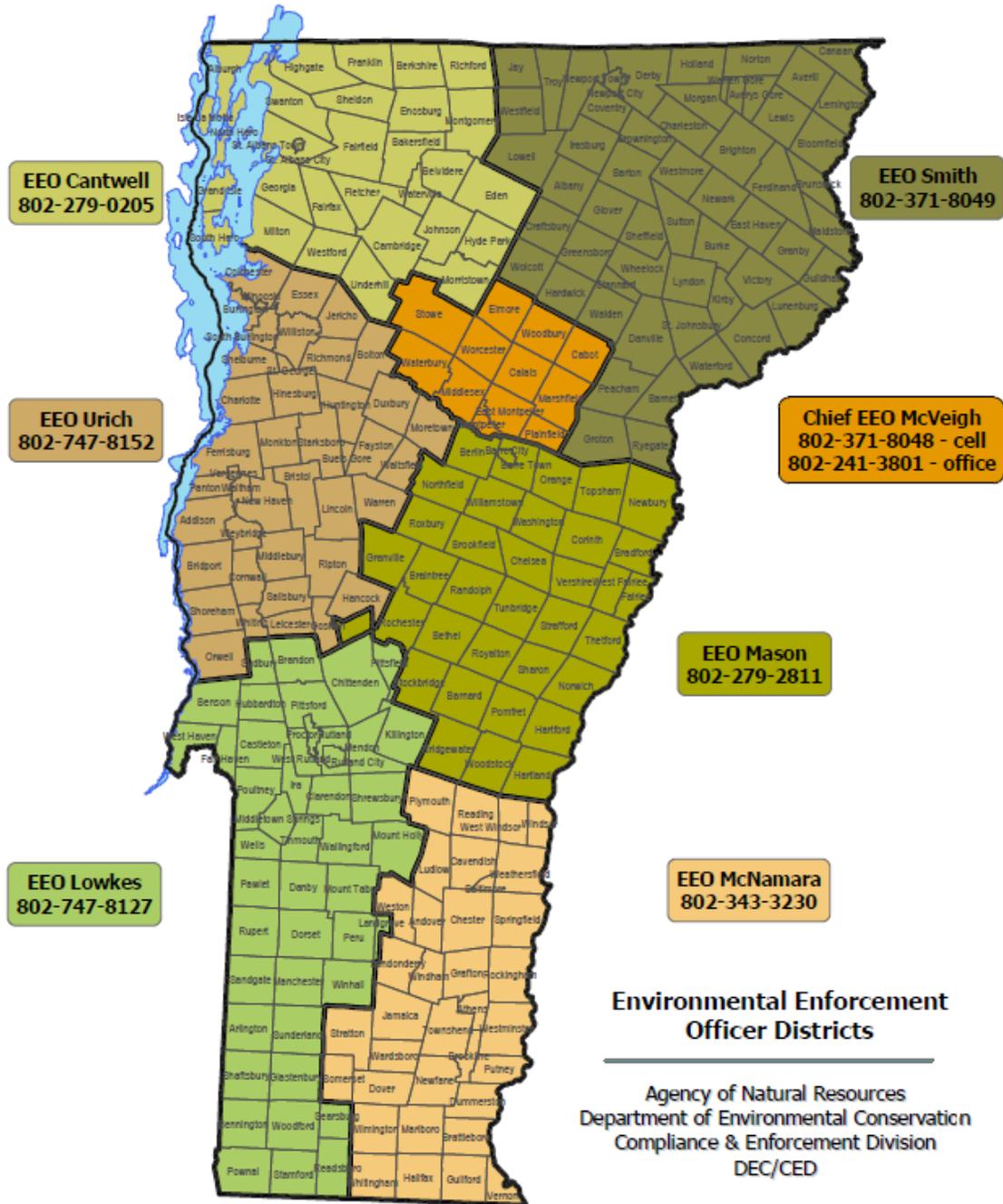
SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS NOTIFICATION DOES NOT WAIVE THE REQUIREMENT FOR A LOCAL BURNING PERMIT. PLEASE CHECK WITH YOUR TOWN FIRE WARDEN BEFORE YOUR TRAINING SESSION.

# STATE OF VERMONT

## ENVIRONMENTAL ENFORCEMENT DISTRICTS

To enforce air pollution and solid waste violations, Town Forest Fire Wardens should contact the Environmental Enforcement Officer nearest you. The following map lists enforcement officers by district.



Effective 05/01/11