

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*** (10 V.S.A. § 2644). Takes personal charge of wildland fire fighting operations and ensures all fire suppression expenditures are necessary and reasonable. Manages fire department resources in unified command with that department's highest-ranking officer at an incident. 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 every wildland that occurs within the town, and submits reports to the Department of Forests, Parks and Recreation within 14 days of a fire's extinguishment. Keeps a record of "Permit to Kindle Fire" (burning permits) issued. Maintains Vermont Fire Prevention Ticket book and keeps all records in accordance with provided instructions.
- 3. *Enforcement of Forest Fire Open Burning Laws*** (10 V.S.A. § 2645; 10 V.S.A. § 2648; 10 V.S.A § 2672). Regulates open burning within the town by issuing burning permits, inspecting problem sites, and informing 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 their designee.
2. Maintains working relationship with town officials and fire departments who provide fire protection to any portion of the warden's town.

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 their office, which shall be paid by the town (10 V.S.A. §2642).

In addition:

1. The warden shall receive from the State a \$30 stipend for issuance and recordkeeping of open burning permits in their town.
2. The warden shall receive from the State a \$30 per diem for attendance at each training session called by the Commissioner or designee.
3. The warden shall receive from the State \$10 for each fire report submitted within 14 days of the fire's extinguishment.

Qualification for a New Town Forest Fire Warden or Deputy Warden:

1. Candidate must be 18 years or older.
2. Candidate must have a valid driver's license.
3. Candidate must have a valid working phone.
4. Candidate must be able to conduct the duties and responsibilities of the town forest fire warden as described above in major duties.
5. Candidates who are members of the local fire department are preferred.
6. Candidates who are in general good health are preferred.

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

From District Fire Supervisor:

1. Town Forest Fire Warden Handbook (Fire Warden Handbook is on the Fire Warden Website. Printed versions are available upon request)
2. Forest Fire Warden Identification Card
3. Ample Supply of Burning Permits
4. Fire Reporting System Username and Password
5. Certificate of Appointment
6. Two (2) Community Notice Posters
7. Fire Warden Hi-Visibility Vest
8. Fire Warden License Plate (If requested)
9. Vermont Fire Prevention Ticket-User Guide*
10. Vermont Fire Prevention Ticket Book*

** Ticket books and user guides will be issued upon request. Your District Fire Supervisor will meet with you to go over the process of issuing a ticket.*