

STATE OF VERMONT

**AGENCY OF NATURAL RESOURCES
DEPARTMENT OF FORESTS, PARKS & RECREATION**

Danielle Fitzko, Commissioner
Oliver Pierson, Director of Forests
Kathy Decker, Forest Protection Program Manager
Dan Dillner State Forest Fire Supervisor

TOWN FOREST FIRE WARDEN HANDBOOK



Your District Fire Supervisor is:

Prepared by:
Forest Resource Protection Section
2023 Edition

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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 information on the duties of a fire warden, the nature of wildland fires, preparing for fire season, forest fire laws, and working with the public to ensure 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 District Fire Supervisor if you have any questions.

STATE PERSONNEL LOCATOR

<p>Dan Dillner, <i>State Forest Fire Supervisor</i> 111 West Street Essex Junction, VT 05452-4695 Work Phone: 802-777-3079 dan.dillner@vermont.gov</p>	<p>Danielle Fitzko, <i>Commissioner/State Forester</i> 1 National Life Drive, Davis 2 Montpelier, VT 05620-3801 Work Phone: 802-598-9992 danielle.fitzko@vermont.gov</p>
<p>Kathy Decker, <i>Forest Protection Program Manager</i> 374 Emerson Falls Rd, Suite 4 St. Johnsbury, VT 05819-9083 Work Phone: 802-473-0007 kathy.decker@vermont.gov</p>	<p>Oliver Pierson, <i>Director of Forests</i> 1 National Life Drive, Davis 2 Montpelier, VT 05620-3801 Work Phone: 802-505-3563 Oliver.Pierson@vermont.gov</p>
District 1: Windham and Windsor Counties	
<p>Kelsey Zaengle, <i>Wildland Fire Specialist</i> 271 North Main Street, Suite 215 Rutland, VT 05701-2423 Work Phone: 802-917-2241 Kelsey.Zaengle@vermont.gov</p>	<p>Melissa Currier, <i>Administrative Assistant</i> 100 Mineral Street, Suite 304 Springfield, VT 05156-3168 Work Phone: 802-885-8845 melissa.currier@vermont.gov</p>
District 2: Bennington and Rutland Counties	
<p>Kelsey Zaengle, <i>Wildland Fire Specialist</i> 271 North Main Street, Suite 215 Rutland, VT 05701-2423 Work Phone: 802-917-2241 Kelsey.Zaengle@vermont.gov</p>	<p>Lesley Porter, <i>Program Technician II</i> 271 North Main Street, Suite 215 Rutland, VT 05701-2423 Work Phone: 802-786-0060 lesley.porter@vermont.gov</p>
District 3: Addison, Chittenden, Franklin, and Grand Isle Counties	
<p>Dan Dillner, <i>State Forest Fire Supervisor</i> 111 West Street Essex Junction, VT 05452-4695 Work Phone: 802-777-3079 Dan.Dillner@vermont.gov</p>	<p>Catherine Todd, <i>Admin Services Coordinator</i> 111 West Street Essex Junction, VT 05452-4695 Work Phone: 802-879-6565 Catherine.Todd@vermont.gov</p>
District 4: Lamoille, Orange, and Washington Counties	
<p>Devin Healy, <i>Wildland Fire Specialist</i> 111 West Street Essex Junction, VT 05452-4695 Work Phone: 802-917-2555 Devin.Healy@vermont.gov</p>	<p>Lisa Wright, <i>Administrative Assistant</i> 5 Perry Street, Suite 20 Barre, VT 05641-4265 Work Phone: 802-476-0170 lisa.wright@vermont.gov</p>
District 5: Caledonia, Essex, and Orleans Counties	
<p>Devin Healy, <i>Wildland Fire Specialist</i> 111 West Street Essex Junction, VT 05452-4695 Work Phone: 802-917-2555 Devin.Healy@vermont.gov</p>	<p>Ellen Hinman, <i>Administrative Assistant</i> 374 Emerson Falls Rd, Suite 4 St. Johnsbury, VT 05819-9083 Work Phone: 802-751-0123 ellen.hinman@vermont.gov</p>

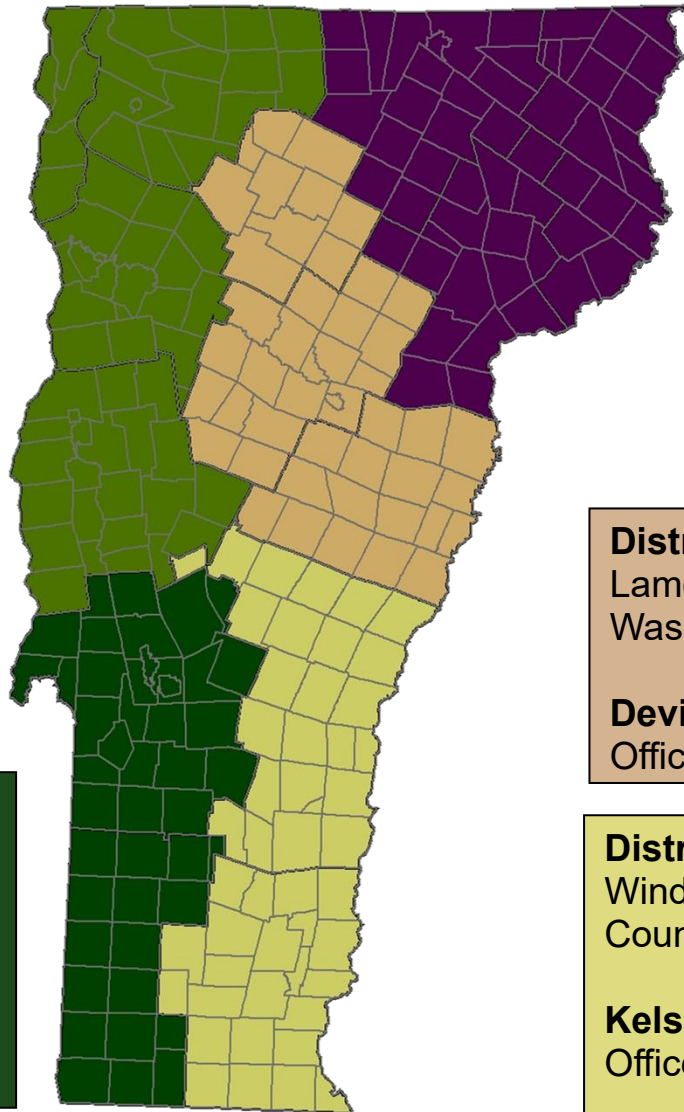
PERSONNEL LOCATOR AND DISTRICT BOUNDARIES

**REQUEST STATE FORESTRY ASSISTANCE, CALL:
Vermont Emergency Management (VEM)**

1-800-347-0488

District 3:
Addison,
Chittenden,
Franklin, and
Grand Isle
Counties

Dan Dillner
Office: Essex



District 5:
Caledonia,
Essex, and
Orleans
Counties

Devin Healy
Office: Essex

District 4:
Lamoille, Orange, and
Washington Counties

Devin Healy
Office: Essex

District 2:
Rutland and
Bennington
Counties

Kelsey Zaengle
Office: Rutland

District 1:
Windham and Windsor
Counties

Kelsey Zaengle
Office: Rutland

ADMINISTRATIVE INFORMATION



FIRE WARDEN APPOINTMENT INFORMATION

Forest Fire Warden Appointment

Warden, Deputy Warden appointments and reappointments are done electronically through the Fire Warden Appointment Form through the [ANRonline](#) portal. Utilize this document (instruction manual) for instructions on how to access and utilize the portal. Possible candidates for town forest fire wardens are selected by the Selectboard with input from the town/local fire department. Utilizing the job description and the qualifications below. Ensure that the candidate meets these requirements. Once the online information is completed, it will be reviewed by the District Fire Supervisor who will contact the town and the candidate once it has been approved.

The new appointment is for 5-years or for the balance of the former warden's term. Wardens are reappointed every 5-years unless they choose to resign, or the town or state agree to not reappoint.

Deputy Wardens:

When the Commissioner, or designee deems it difficult in any municipality for one warden to take charge of protecting the entire municipality from forest fires, they may appoint one or more deputy forest fire wardens within the town. Such wardens, under the direction of the fire warden, shall have the same powers, duties, and compensation and make the same reports through the fire warden to the Commissioner as forest fire wardens.

Deputy Forest Fire Wardens are appointed to assist the fire warden only in cases where workload exceeds the capacity of the fire warden. Their authority is the same as the warden, but they are working under the direction of fire warden. Deputy wardens have the same job duties and expectations as the fire warden.

Personnel Records

The State maintains information for every appointed town forest fire warden and deputy warden. This information is used to verify the warden's qualifications, to be able to contact the warden, and to maintain mailing lists. If your contact information changes, please utilize the Fire Warden Portal to keep your information updated. If you need login information please contact your District Fire Supervisor. <https://anrweb.vt.gov/FPR/FireWarden/Login.aspx>

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.

Contact your District Fire Supervisor if you have not received these supplies or need additional amounts.

Fire Warden and Key Person Identification Cards

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. If a card needs to be replaced, contact your District Fire Supervisor.

Key Person:

The Warden may choose to use a Key Person. A Key Person is **designated to issue burn permits on behalf of and under the direction of the town forest fire warden**. A Key Person is determined by the warden and is not subject to the fire warden appointment process. The fire warden must identify and designate a Key Person(s) each year. Key Person cards are available from your District Fire Supervisor.

THIS IS TO CERTIFY THAT:

has been approved by me as a **KEY PERSON**
and is hereby empowered to act for me
in the issuance of "Permits to Kindle Fire"

name **Town Forest Fire Warden** *town*

Signature of Bearer - TERM EXPIRES DECEMBER 31, 20__

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 fire years as listed below. Wardens may be reappointed for an unlimited number of terms provided they meet the reappointment qualifications.

2022	2023	2024	2025	2026
		Addison		
Ferrisburg	Addison	Bridport	Bristol	Cornwall
Lincoln	Goshen	Granville	Hancock	Leicester
Panton	Middlebury	Monkton	New Haven	Orwell
Waltham	Ripton	Salisbury	Shoreham	Starksboro
	Weybridge	Whiting		
		Bennington		
Landgrove	Arlington	Bennington	Dorset	Glastenbury
Rupert	Manchester	Peru	Pownal	Readsboro
Sunderland	Sandgate	Searsburg	Shaftsbury	Stamford
	Winhall	Woodford		
		Caledonia		
Hardwick	Barnet	Burke	Danville	Groton
Ryegate	Kirby	Lyndon	Newark	Peacham
Walden	St. Johnsbury	Sheffield	Stannard	Sutton
		Wheelock		
		Chittenden		
Essex	Bolton	Buel's Gore	Charlotte	Colchester
Richmond	Hinesburg	Huntington	Jericho	Milton
Williston	St. George	Shelburne	Underhill	Westford
		Essex		
Brunswick	Averill	Concord	Bloomfield	Brighton
Guildhall	Avery's Gore	Lunenburg	East Haven	Granby Norton
Victory	Canaan		Maidstone	
	Lemington			
	Ferdinand			
	Lewis			
	Warren's Gore			
	Warner's Grant			

		Franklin		
Fairfield	Bakersfield	Berkshire	Enosburg	Fairfax
Montgomery	Fletcher	Franklin	Georgia	Highgate
	Richford	St. Albans	Sheldon	Swanton
		Grand Isle		
South Hero	Alburg	Grand Isle	Isle La Motte	North Hero
		Lamoille		
Hyde Park	Belvidere	Cambridge	Eden	Elmore
Wolcott	Johnson	Morristown	Stowe	Waterville
		Orange		
Corinth	Bradford	Braintree	Brookfield	Chelsea
Strafford	Fairlee	Newbury	Orange	Randolph
Washington	Thetford	Topsham	Tunbridge	Vershire
	West Fairlee	Williamstown		
		Orleans		
Coventry	Albany	Barton	Brownington	Charleston
Holland	Craftsbury	Derby	Glover	Greensboro
Newport	Irasburg	Jay	Lowell	Morgan
	Troy	Westfield	Westmore	
		Rutland		
Clarendon	Benson	Brandon	Castleton	Chittenden
Mendon	Danby	Fair Haven	Hubbardton	Ira
Pittsfield	Middletown	Mount Holly	Mount Tabor	Pawlet
Killington	Springs	Poultney	Proctor	Rutland
Wells	Pittsford	Sudbury	Tinmouth	Wallingford
	West Haven	West Rutland		
		Washington		
Duxbury	Barre	Berlin	Cabot	Calais
Moretown	East Montpelier	Fayston	Marshfield	Middlesex
Warren	Northfield	Plainfield	Roxbury	Waitsfield
	Waterbury	Woodbury	Worcester	
		Windham		
Dummerston	Athens	Brattleboro	Brookline	Dover
Londonderry	Grafton	Guilford	Halifax	Jamaica
Somerset	Marlboro	Newfane	Putney	Rockingham
Westminster	Stratton	Townshend	Vernon	Wardsboro
	Whitingham	Wilmington	Windham	

		Windsor		
Bridgewater	Andover	Baltimore	Barnard	Bethel
Ludlow	Cavendish	Chester	Hartford	Hartland
Rochester	Norwich	Plymouth	Pomfret	Reading
Weathersfield	Royalton	Sharon	Springfield	Stockbridge
	Weston	West Windsor	Windsor	Woodstock

PRE-SUPPRESSION INFORMATION



Training Opportunities

Upon initial appointment, town forest fire wardens and deputy wardens will receive basic orientation training from their District Fire Supervisor with 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 equipment order forms. In addition, each warden will receive training on how to use fire prevention tickets relating to enforcement of forest fire laws.

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 before spring fire season at convenient locations throughout the state. Annual warden trainings feature current wildland fire topics and themes, as well as updates on fire warden activities. Your attendance and participation at these meetings will keep you current on your duties and responsibilities as town forest fire warden.

The Vermont Fire Academy, in cooperation with local fire departments, offers basic and advanced fire training and certifications, throughout the state. District Fire Supervisors instruct “Wildland Fire Control” as part of the Academy’s Firefighter 1 Certification. District Fire Supervisors are also available by request from you or your local fire department for wildland fire training.

For more information on these training opportunities, contact your District Fire Supervisor.

Fire Season Information

Spring Fire Season

Spring fire season generally begins shortly after snow melt, when weather conditions are favorable for drying wildland fuels. These consist of fine dead fuels, such as grass and light brush. Clean up after a long winter season increases debris burning activity statewide. Most of Vermont's wildland fires occur from the end of March to the beginning of June.

Valley locations generally experience dry conditions earlier in the spring, and higher elevation areas will have dry conditions later in the season. During this time of year, access into fire areas may be difficult due to mud conditions.

In the spring, weather patterns change frequently. Watch for high winds, combined with dry fuel conditions and tough terrain that can make wildland fire control 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 have low smoke output and minimal convective lift and often escape detection in remote areas. Wildland fires spread at a slower rate during this time of year except for fires in softwood areas.

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

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 fuels creating problems similar to the summer season. Careless hunters in the fall can create fire starts in remote areas.

Forest Fire Danger Ratings

From one season to the next, it is important to know 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 daily. 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 5 remote automated weather stations (RAWS) located throughout Vermont. These readings are uploaded to WIMS (Weather Information Management System) a national internet-based processor that houses the data needed to calculate daily fire danger adjective ratings. This system also generates outputs such as the burning index (BI), a measure of the likelihood of a fire start, energy release component (ERC), a measure of fire intensity, and KBDI, a measure of drought. These measurements consider each day's weather observations, cumulative observations from the previous day, week, 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 detail how these ratings apply to your work as Town Forest Fire Warden.

Uses for Fire Danger Ratings

- Informing the public of daily fire risks
- Making decisions on issuing burning permits
- Being prepared to suppress wildland fires
- Historical information on the nature of our fire seasons

ADJECTIVE VS. CLASS DAY	
LOW	Class 1
MODERATE	Class 2
HIGH	Class 3
VERY HIGH	Class 4
EXTREME	Class 5



Low Fire Danger

- Chances of accidental fires occurring are minimal.
- With care, the chance of permitted fires escaping is low.
- Best weather 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.
- Fires may escape if not properly attended.
- **These may be acceptable conditions to issue burning permits if the permittee attends the fire and has the proper equipment to handle any problems.**
- Fires in open cured grasslands will burn briskly and spread rapidly on windy days. Timber fires spread slowly to moderately fast. The average fire is of moderate intensity, although heavy concentrations of fuel may burn hot.
- Slight increase in manpower and equipment should be considered.



High Fire Danger

- Potential for accidental fires occurring increases significantly.
- **Consider not issuing a permit until conditions become more favorable. Issue permits only if special precautions and equipment will assure safe control.** All fine dead fuels ignite readily and fires start easily from most causes.
- Unattended brush and campfires are likely to escape. Fires spread rapidly and short-distance spotting is common.
- High-intensity burning may develop on slopes or in concentrations of fine fuels.
- Fires may become serious and difficult to control unless they are successfully attacked while small.



Very High Fire Danger

- Potential for accidental fires occurring is extremely high.
- Fires will be very difficult to keep under control.
- **Do not issue burning permits under these conditions. You would be justified in denying requests for burning 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 rapid 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

- Extreme fire danger exists after several consecutive days of very high fire danger.
- Fires start quickly, spread furiously, and burn intensely. All fires are potentially serious.
- Development into high intensity burning will usually be faster and occur from smaller fires than in the very high fire danger class. Direct attack is rarely possible and may be dangerous except immediately after ignition.
- Fires that develop headway in heavy slash or in conifer stands may be unmanageable while the extreme burning condition lasts. Under these conditions the only effective and safe control action is on the flanks until the weather changes or the fuel supply lessens.

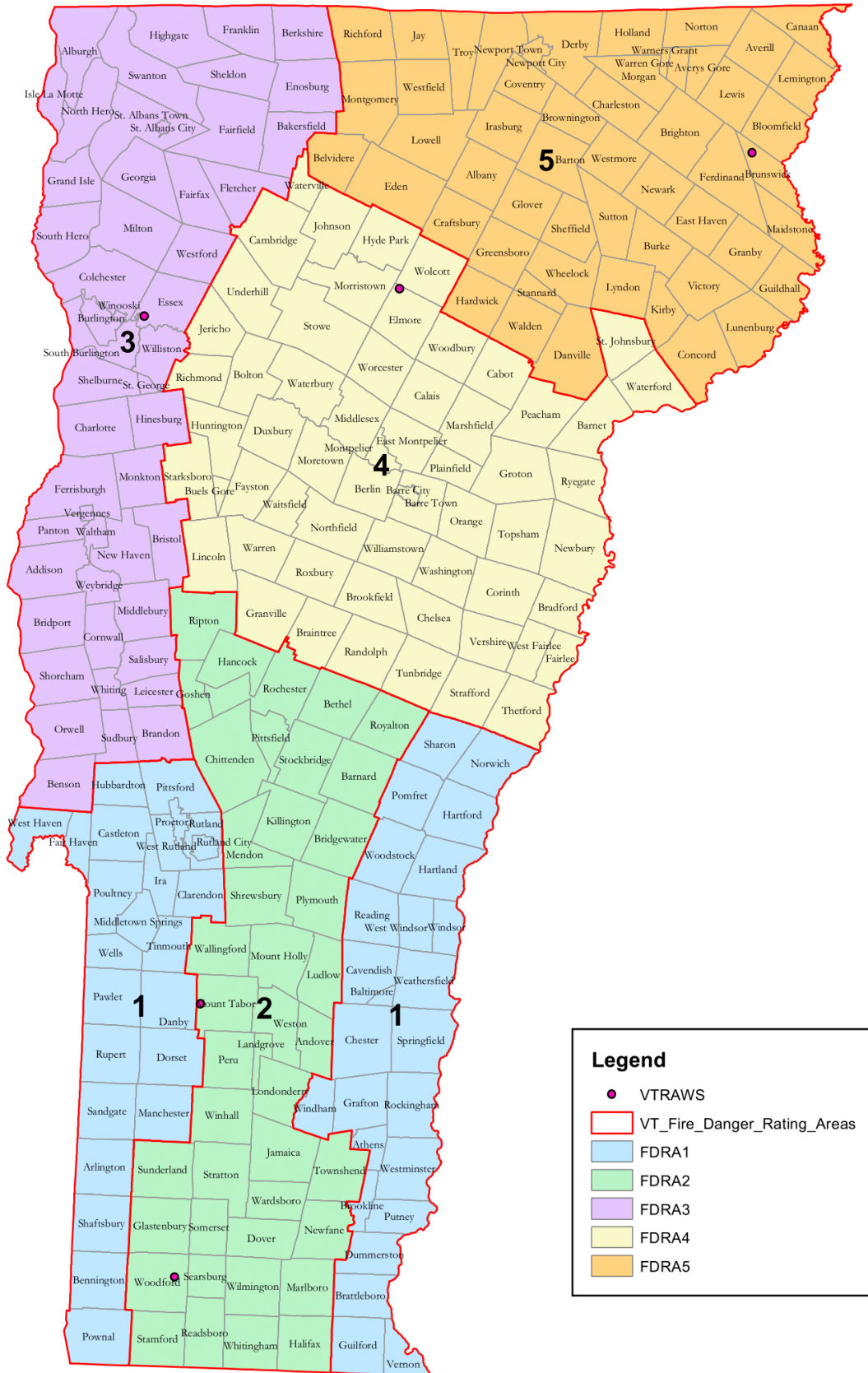
In most cases, your knowledge and observations of burning conditions in your town is enough to determine the general forest fire danger rating. If you are uncertain as to what the fire danger rating is, especially if you think it may be increasing or decreasing, you should contact your District Fire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

State of Vermont Fire Danger Rating Areas

From March 20th through November 30th, the Vermont Department of Forests, Parks & Recreation publishes a daily Vermont Fire Danger Forecast. This release includes a map of Vermont town boundaries and their associated fire danger ratings for the day. These fire danger ratings are determined by five Remote Automated Weather Stations (RAWS) that collect weather conditions at their fixed locations across the state.

The Vermont Department of Forests, Parks & Recreation has established five Fire Danger Rating Areas (FDRAs). Instead of assuming fire conditions are strictly tied to sensor proximity, these FDRAs seek to match town fire conditions to their respective RAWS. This association groups fire weather data collected at a RAWS to nearby towns that have similar geography, fuels, and topography. The FDRA boundaries were determined in collaboration with neighboring states, the National Weather Service, the USDA Forest Service, National Fire Danger Rating System experts, local fire personnel, and by referring to historical fire patterns in Vermont. The FDRA boundaries also closely match the boundaries of New Hampshire FDRAs, allowing for further fire weather collaboration across state lines. No towns are split between Fire Danger Rating Areas.

Vermont Fire Danger Rating Areas



Legend

- VTRAWS
- ▭ VT_Fire_Danger_Rating_Areas
- ▭ FDRA1
- ▭ FDRA2
- ▭ FDRA3
- ▭ FDRA4
- ▭ FDRA5

National Weather Service Products

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 ongoing fires
- Special Weather Statements
- Fire Weather Watches and Red flag warnings (See [Red Flag Poster](#) in the Appendix).

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 temperature, relative humidity, morning and afternoon wind speed and direction, probability of precipitation, etc. (See [Example Fire Weather Forecast](#) in the Appendix).

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 the specific fire 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 such as passages of dry, cold fronts with associated increases in wind speed, changes in wind direction, and decreases in relative humidity. The NWS needs specific information from you to make this forecast, such as latitude/longitude, elevation, terrain type and aspect, fuels and accurate weather observations at or near the incident. Contact the National Weather Service for a spot forecast or your District Fire Supervisor for assistance in requesting a spot forecast.

A **Red Flag Warning** 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 and will precede a **Red Flag Warning**. Red Flag Warnings are issued by the National Weather Service.

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

In spring/fall when fuels are cured:

- Winds, sustained or with frequent gusts above 25 mph for at least 2 hours **AND**
- Relative humidity at or below 30% for at least 2 hours **AND**
- Dry/receptive fuels
- 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 ignite, while fire danger specifically relates to the likelihood of fire development.

The Red Flag warning is a significant safety warning 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 warning, we will make this information available to you.

Where to Find Fire Weather and Fire Danger Information

Daily fire weather and fire danger rating information are available through fire season from March to November from the following sources:

- Visit the **Vermont Department of Forests, Parks & Recreation Monitoring Fire Danger** webpage at: <https://fpr.vermont.gov/forest/wildland-fire/monitoring-fire-danger>
- Follow [@VTFireDanger](#) on Twitter
- Visit the **National Weather Service Fire Weather Pages**
 - Burlington, VT at <http://www.weather.gov/btv/firewx> (802-658-0207)
 - Albany, NY at <http://www.weather.gov/aly/fire> (518-435-9575) for Bennington and Windham Counties
- Visit the **Vermont Emergency Management daily situation report** at: <http://demhs.vermont.gov/contact-us/daily>
- In the event of a Red Flag Warning, an announcement will be made to all fire departments by **VT-ALERT** (to receive emergency alerts, create an account at this link: <https://member.everbridge.net/index/453003085617457#/signup>) and will be headlined in the Vermont Fire Weather/Danger Forecast.
- Other links for additional sources for fire weather and fire danger information:
 - **NWS – Boise** (for national fire weather forecasts): <https://www.weather.gov/fire/>
 - **Eastern Area Coordination Center Predictive Services**: <http://gacc.nifc.gov/eacc/>
 - **National Wildland Fire Assessment System (WFAS)**: <http://www.wfas.net/>
- 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 Climatic Data Center**: <http://www.ncdc.noaa.gov/>
 - **NWS Climate Prediction Center**: <http://www.cpc.ncep.noaa.gov>
 - **NOAA’s Homepage**: <https://www.noaa.gov/>

Wildland Fire Detection

Most wildland fires are reported by the public through the 911 dispatchers who in return dispatch local fire departments. During periods of high fire danger, the State may 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.

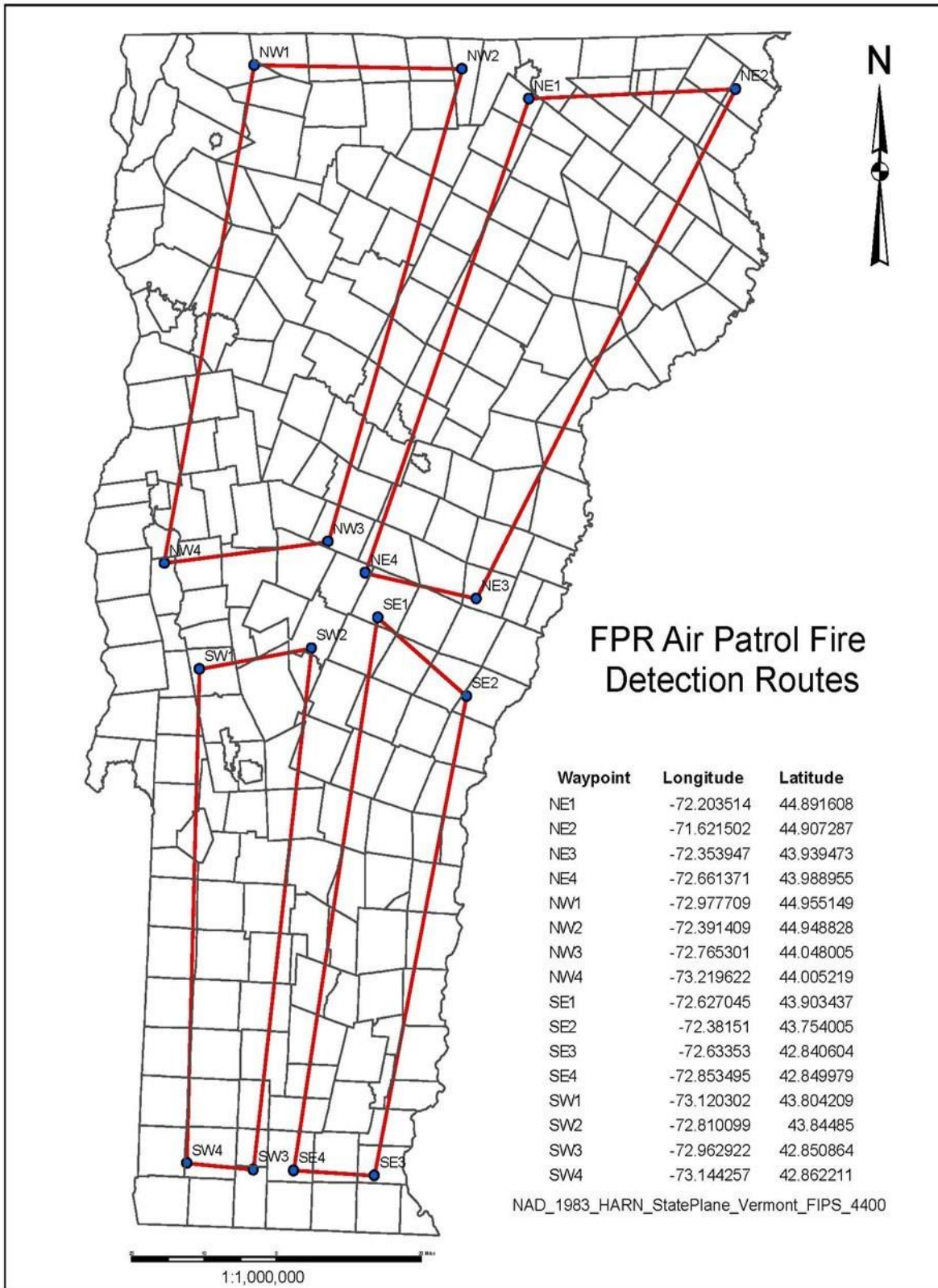
The map on the following page indicates the detection routes of FPR aerial patrols. When a fire is detected by a patrol plane, it is reported to one of our FPR Fire Response Coordinators along with general information on its location, type of forest, size, etc. The FPR FRC, in turn, contacts local fire dispatch, town volunteer fire department, and if needed, Vermont Emergency Management.

During major suppression operations, fire patrol planes may be used to observe the progress of control efforts. **The FPR State Forest Fire Supervisor and the Green Mountain National Forest will determine the necessity and use of fire patrol flights. Prompt fire reports help track fire occurrence and the need for flights.**

Detection flights may be authorized by the Department of Forests, Parks and Recreation fire staff at its discretion. Information on current and local fire danger ratings are used to determine if flights are necessary. Most flights are scheduled based on current and predicted fire weather and are tempered by Vermont experience.

Fire detected on US Forest Service (USFS) or US Fish & Wildlife Service land by the flight will be reported to a State Dispatcher who will then notify the Northeastern Interagency Coordination Center (NECC).

Air Patrol Fire Detection Routes



Radio Communications

The Vermont State Forestry Division maintains a conservation radio frequency. This frequency is car to car only. Fire Chiefs in Vermont can request to program this frequency into their department radios. The Forest Resource Protection section uses programmable portable radios as well as mobile radios mounted in both Fire Response Vehicles. The Fire Response Vehicles (FPR1 and FPR2) have radios programmed with the majority the local fire-ground frequencies in Vermont, as well as Fire/EMS Dispatch Centers, State Fish & Wildlife, State Police, State Agency of Transportation, Green Mountain National Forest, and National Interoperability channels (VTAC). The FRVs also have on board VHF radios that can be field programmed on an incident. When state forestry personnel arrive to assist on a fire, they will request permission to operate on the local incident frequency.

Fire Response Coordinators (FRC) have assigned State CAD (Computer Aided Dispatch) system radio call numbers that are identifiable in the State PSAPs (Public Safety Answering Points. i.e. Dispatch Centers).

FRC-South: Lars Lund (2275); FRC-North: Dan Dillner (2276).

CHANNEL	FREQUENCY	DESCRIPTION
Forestry Conservation	Rx 151.1600 Rx Code 156.7 Tx 151.1600 Tx Code 156.7	Forests & Parks Fire-ground / car to car
VTAC11	Rx 151.1375 Code 156.7 Tx 151.1375 Code 156.7	Non-Federal VHF National Interoperability Channels
VTAC12	Rx 154.425 Code 156.7 Tx 154.425 Code 156.7	Non-Federal VHF National Interoperability Channels
VTAC13	Rx 158.7375 Code 156.7 Tx 158.7375 Code 156.7	Non-Federal VHF National Interoperability Channels
VTAC14	Rx 159.475 Code 156.7 Tx 159.475 Code 156.7	Non-Federal VHF National Interoperability Channels
	Rx 162.4000 No Tx	National Weather Service Mount Mansfield
	Rx 162.4750 No Tx	National Weather Service Mount Ascutney

SUPPRESSION INFORMATION



ONLY YOU CAN PREVENT WILDFIRES.

Wildland Fire Reporting Procedures

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

Forest fire reporting is not difficult or time consuming **if done promptly**. Coordination with your fire department is essential in having all wildland fires to you **immediately**. If possible, Forest Fire Wardens should be present at all ongoing wildland fires. All details will be clearer and more accurate if you are there. **FPR will pay the fire warden \$10.00 per report for reports received within 2 weeks after a fire is extinguished.**

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 and you can edit or update information as needed. Both methods are described below.

Forest Fire Report Card:

1. Check fire for cause, size, location (latitude/longitude), damages, injuries, estimate cost, and violations. Size and location can be determined by you or your District Fire Supervisor with a handheld GPS unit or smartphone app.
2. Fill out the **Forest Fire Report card** immediately and **with as much information as possible**. At a minimum, the upper section labeled “Required Information” must be completed. The “Additional Fire Information” contains fire scene information needed fire reporting by the Department of Forests, Parks and Recreation.
3. **Don’t forget a good map**; the sketch map should include:
 - location of fire—include coordinates if possible
 - where fire started
 - area burned
 - type of wildland burned or endangered (grass, brush, woodland)
 - north arrow
 - wind direction
 - 911 addresses, road names and any other distinguishing landmarks to assist in locating fire
4. Immediately send this report to your **District Fire Supervisor**.

Online Wildland Fire Reporting System:

1. Check fire for cause, size, location, damages, estimate cost, and violations. Size and location can be determined by you or your District Fire Supervisor with a handheld GPS unit.
2. From your computer or smart phone, go to <https://anrweb.vt.gov/FPR/FireWarden/Login.aspx> to access the log in screen. Type in your username and password and click submit. *A username and password will be assigned to you as part of the fire warden appointment process.*
3. Submit a New Fire Report - From the menu page, select **Report a Fire**. Complete as much of the form as possible. *All fields with a red asterisk* must be filled in to submit a report.*
4. Complete the additional details section with as much information as you have. The comments 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 requests. Add as much detail as possible. *Note: If you have a .jpg or .pdf map of the fire, it can be emailed to your District Fire Supervisor.*
5. Click the **Submit** button to complete the online report.
6. Once you have entered or edited your report, Log Out of the system.

For more detailed information go to the Vermont Agency of Natural Resources Department of Forests, Parks and Recreation's Forest Fire Wardens Page at <https://fpr.vermont.gov/forest/wildland-fire/forest-fire-warden>, or if you have any problems, contact your District Fire Supervisor for assistance.

IMPORTANT

If the wildland fire report is not received by your District Fire Supervisor within two weeks (14 days) after the extinguishment of the fire, **YOU WILL NOT BE ELIGIBLE FOR PAYMENT FOR THE FIRE REPORT.** (10 V.S.A. §2642 and §2644).

Examples of both reporting methods are shown in the appendix.

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. Wardens may 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. It is also recognized that town fire wardens delegate their authority to fire department chiefs to make fire suppression efforts more responsive.

When initial attempts to control wildland fires become too difficult or risky, the responding fire department requests additional assistance. Fire departments calling for assistance contact fire dispatch center for mutual aid. Firefighters 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 dispatching and mutual aid activation procedures with neighboring fire officials periodically. This will make mutual aid assistance more effective.

If a wildland fire requires specialized assistance or equipment, or the response from local fire departments does not meet your needs, you may request assistance from Forests, Parks and Recreation by contacting Vermont Emergency Management (VEM). VEM will dispatch the Fire Response Coordinator for your area.

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

- **Forest Fire Handtools** delivered to your fire scene by state forestry personnel in quantities you request.
- **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.
- **Fire Behavior** – The Wildland Fire Control staff 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.
- **Fire Suppression Strategies** – Wildland fires are dynamic, and controlling them can be difficult. Wildland Fire Control staff can assist you in developing control strategies to minimize cost and effort and maximize safety and effectiveness.
- **Specialized Firefighting Crews** – If circumstances warrant specially-trained wildland fire crews or teams the Fire Response Coordinator can request these resources for you.
- **Fire Critique and Training** – If desired, the Fire Response Coordinator or your District Fire Supervisor can help you review a fire after it is over to examine effectiveness, cost, safety, and training needs.

- **Wildland Fire Reconnaissance** – Upon request, your District Fire Supervisor will assist you in a fire reconnaissance for purposes of: mapping, education, fire behavior. Fire investigations should be directed to the State Police and [Division of Fire Safety fire investigators](#).
- **Application for Fire Cost Reimbursement ([Example-Appendix A19](#)) and Wildland Fire Suppression Expense Forms ([Example-Appendix A20](#))**– Your District Fire Supervisor will assist you in completing these forms. Only fires burning on or threatening Agency of Natural Resource owned lands are eligible for reimbursement. These forms require the signature of the District Fire Supervisor.

These are a few of the resources and services available to you through your District Fire Supervisor. *(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.

Forest Fire Suppression Reimbursement Policy

Forest Fire Reimbursement for fires on or threatening Agency of Natural Resource (ANR) owned lands

I. General Eligibility Requirements for Reimbursement of Fire Suppression Costs on All Lands

- A. To be eligible for reimbursement of forest fire suppression costs, the Town in which the fire occurred must have actually paid for such forest fire suppression costs and must provide documentation of the payment of such costs to the Commissioner; and
- B. The fire department charged with fire protection in the town in which the fire occurs must supply a minimum of one fire department truck and two fire department personnel. The equipment and personnel must be actively engaged in forest fire suppression activities for the entire time requested or required for suppression of the forest fire; and
- C. The Town Forest Fire Warden must comply with the requirements of 10 V.S.A. § 2643 of the Vermont Statutes Annotated: and
- D. The reimbursement rate shall be determined by the Commissioner of the Department of Forests, Parks and Recreation (“FPR” or “Department”) and shall be reviewed annually and adjusted as appropriate. The reimbursement rate will be provided to Town Forest Fire Wardens and posted on the FPR website.

II. Lands Owned by the Agency of Natural Resources

- A. The general eligibility requirements set forth in **Section I.** above must be satisfied; and
- B. “Lands owned by the Agency of Natural Resources” shall be defined as lands owned in fee simple by the Departments of Forests, Parks and Recreation, Fish and Wildlife and Environmental Conservation. “Lands owned by the Agency of Natural Resources” shall not include easement interests or other partial interests in lands held by the Agency of Natural Resources, The Department of Forests, Parks and Recreation, the Department of Fish and Wildlife, or the Department of Environmental Conservation; and
- C. The State will reimburse 100% of approved costs of the town in which the fire occurred at the reimbursement rate determined by the Commissioner, that are paid by the town in which the fire occurred and reported and submitted to the Department by the Town Forest Fire Warden in accordance with 10 V.S.A. § 2643 of the Vermont Statutes Annotated.

III. Lands Not Owned by the Agency of Natural Resources

- A. The only fires that will be considered for reimbursement on lands not owned by the Agency of Natural Resources (ANR) are those fires that threaten ANR owned lands, as determined by the Commissioner; and
- B. The general eligibility requirements set forth in **Section I.** above must be satisfied; and
- C. The Town Forest Fire Warden shall comply with the requirements of 10 V.S.A. §2643(c) for fires on lands not owned by ANR for which the town seeks reimbursement of fire suppression costs; and
- D. The State will reimburse 100% of approved costs of the town in which the fire occurred at the reimbursement rate determined by the Commissioner, that are paid by the town in which the fire occurred, and reported and submitted to the Department by the Town Forest Fire Warden in accordance with Chapter 83, subchapter 4 of Title 10 of the Vermont Statutes Annotated; and
- E. The Commissioner of FPR shall determine if the eligibility requirements are satisfied and whether reimbursement is appropriate for any given forest fire.

Wildland Fire Equipment Purchases

Annually, the Department of Forests, Parks, and Recreation offers a Wildland Gear Purchase Program to Vermont Volunteer Fire Departments (VFDs) providing fire protection to communities with populations of 10,000 or less. Eligible fire departments pay 50% of the listed prices for wildland gear. The other 50% is funded by the federal Volunteer Fire Assistance (VFA) program. This purchase program includes items from the Wildland Fire Equipment catalog. This purchase program is offered in early fall, with all equipment delivered to fire departments prior to the spring fire season. Visit the FPR website for more information: <https://fpr.vermont.gov/forest/wildland-fire/wildland-fire-equipment>.

At any time, fire departments in Vermont can purchase wildland firefighting equipment and personal protective equipment (PPE) from the federal government supply through the Department of Forests, Parks and Recreation at federal list prices. Orders for all fire equipment are placed through the FPR Fire Gear Order online system found on the FPR fire equipment website: <https://fpr.vermont.gov/forest/wildland-fire/wildland-fire-equipment> Some examples of tools and equipment available from FPR are:

- Forest fire shovels, Fire rakes, Pulaskis
- Fire Brooms
- Nomex Protective Clothing – pants and shirts only (sizes required)
- Five gallon backpack pumps
- Hard hats
- Forestry Hose
- High Pressure Pump

PREVENTION INFORMATION



Prevention Education

The easiest wildland fire to deal with is the one that never gets started. Most of your prevention efforts as town forest fire warden will be through issuing burn permits, which gives you the opportunity to inform the public on how to burn safely and keep fires from escaping.

Your District Fire Supervisor 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 District Fire Supervisor for price lists and ordering information.

Smokey Bear costumes are available for use during fire prevention activities. Contact your District Fire Supervisor for availability of these costumes. Be aware that when the costume is in use, Smokey Bear must “always be accompanied by an appropriately uniformed escort.”

Please check over the Smokey Bear Costume Do’s and Don’ts when planning to use the costume:
<https://www.fs.usda.gov/sites/default/files/finalsmokeyhandoutsaccessibleforweb.pdf>

Forest Fire Laws

Enclosed you will find detailed information on the Vermont Forest Fire Laws, including Title 10, chapter 83, subchapters 4 and 7.

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

Any changes and updates to this section will be provided to you by your District Fire Supervisor.

Key Points to remember as an appointed fire warden:

- Record all ‘Permits to Kindle Fire’ that you issue in your permit book. This includes permits issued verbally (over the phone or in person) where the permittee does not receive a permit in hand. Per statute, a “Permit to Kindle Fire” must be recorded within 12 hours of being issued if was done in person or verbally.
- Submit Forest Fire Reports within 14 days of the fire’s extinguishment.

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

FOREST FIRE LAWS

Subchapter 4: Forest Fires & Fire Prevention

§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 3 V.S.A. § 2851. In addition to the duties and powers provided under this chapter, the Commissioner shall have the powers and duties specified in 3 V.S.A. § 2852 and such additional duties as may be assigned to the Commissioner by the Secretary under 3 V.S.A. § 2853. The Commissioner 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 purposes 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 interest. The Commissioner may sell forest products and other resources on public lands and shall administer the State park system 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)(1) The Commissioner, subject to the direction and approval of the Secretary, shall adopt and publish rules 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, notwithstanding 32 V.S.A. § 603.

(2) The Commissioner of Forests, Parks and Recreation shall be permitted to temporarily (not to exceed one season per project) adjust fees and charges at any area for the purpose of bona fide scientific research.

(3) Notwithstanding subdivision (1) of this subsection, the Commissioner of Forests, Parks and Recreation shall be permitted to develop State park services, promotional programs, and vacation or special event packages and adjust rates and fees for those services and packages to promote the park system or increase campground occupancy.

(4) Fees charged under this section shall be reported in accordance with 32 V.S.A. § 605.

(d) The Commissioner or 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.

(e) The provisions of this section shall not be construed to allow the Commissioner to grant oil and gas leases.

(f) Associations of amateur radio operators licensed as such by the U.S. Federal Communications Commission shall not be required to pay a fee or other charge as provided by subsection (c) of this section, as a condition of either a lease or a sublease of State property executed under this title, for

access to mountaintop electronic sites designated as such in conformance with policy of the Secretary of Natural Resources, except that each such association shall by January 1 annually pay a \$ 25.00 access fee and submit to the Commissioner at that time a list of the association's current membership.

(g) The Commissioner shall consult with and receive approval from the Commissioner of Buildings and General Services concerning proposed construction or renovation of individual projects involving capital improvements which are expected, either in phases or in total, to cost more than \$200,000.00. The Department of Environmental Conservation shall manage all contracts for engineering services for capital improvements made by the Department of Forests, Parks and Recreation.

(h) All interest accrued from bonds deposited in the Agency Fund and forfeited bonds in the Agency Fund for the Department of Forests, Parks and Recreation's timber management program may be transferred annually by the Commissioner, with the approval of the Commissioner of Finance and Management, to the Natural Resources Management Fund. (Added 1977, No. 253 (Adj. Sess.), § 1; amended 1981, No. 240 (Adj. Sess.), § 3, eff. April 28, 1982; 1991, No. 83; 1999, No. 49, § 157; 2001, No. 149 (Adj. Sess.), § 89, eff. June 27, 2002; 2009, No. 146 (Adj. Sess.), § B14; 2011, No. 63, § E.704.1; 2015, No. 23, § 99.)

§ 2641. Town forest 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. A town forest fire warden may be reappointed for successive five-year terms by the Commissioner or until a successor is approved by the selectboard and appointed by the Commissioner. 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.

(b) The Commissioner may appoint a forest fire warden for an unorganized town or gore, who shall serve for a term of five years or until a successor is appointed. An appointed forest fire warden for an unorganized town or gore may be reappointed for successive five-year terms by the Commissioner until the Commissioner appoints and the unorganized town or gore approves a successor. The warden may be removed for cause at any time by the Commissioner with the approval of the unorganized town or gore. The forest fire warden of an unorganized town or gore shall have the same powers and duties as town forest fire wardens and shall be subject to the requirements of this subchapter.

(c) When there are woodlands within the limits of a city, the chief of the fire department of such city shall act as the city forest 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 or she 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 pleasure 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. (Added 1977, No. 253 (Adj. Sess.), § 1; amended 1987, No. 107, § 1; 2015, No. 171 (Adj. Sess.), § 11.)

§ 2642. Salary and compensation of town forest fire wardens

(a) The salary of a town forest fire warden shall be determined by the selectboard members for time spent in the performance of the duties of his or her office, which shall be paid by the town. In addition thereto, he or she shall receive from the Commissioner \$30.00 annually for fulfilling the requirements of section 2645 of this title and keeping the required State records. He or she shall also receive from the Commissioner \$30.00 per diem for attendance at each training required by the Commissioner. He or she shall also receive annually an amount of \$10.00 for each fire report that is submitted by the forest fire warden under section 2644 of this title.

(b) [Repealed.]

(c) [Repealed.] (Added 1977, No. 253 (Adj. Sess.), § 1; amended 1983, No. 195 (Adj. Sess.), § 5(b); 2015, No. 171 (Adj. Sess.), § 11.)

§ 2643. Town's liability for suppression of forest fires; State aid

(a) A municipality in which a forest fire occurs shall pay the cost to suppress a forest fire that occurs on land that is not owned by the Agency of Natural Resources, including the costs of personnel and equipment. The Commissioner may, according to the Department fire suppression reimbursement policy, reimburse a municipality for all or a portion of the costs of suppressing a forest fire on land that is not owned by the Agency of Natural Resources.

(b) For the purpose of suppressing forest fires on lands owned by the Agency of Natural Resources, the State shall reimburse a town for all its forest fire suppression costs at a rate determined by the Commissioner according to the Department fire suppression reimbursement policy. If the total acreage of a forest fire is determined to be partially on land owned by the Agency of Natural Resources and partially on land owned by another party, the Commissioner shall, at a minimum, reimburse the town at a rate determined by the Commissioner according to the Department fire suppression reimbursement policy for costs incurred by the municipality on land owned by the Agency of Natural Resources.

(c) For any forest fire on lands owned by the Agency of Natural Resources to be considered eligible for reimbursement from the State, a town forest fire warden shall have reported the forest fire to the Commissioner within 14 days of extinguishment of the fire as required under section 2644 of this title. For reimbursement of fire suppression costs for forest fires on land owned by the Agency of Natural Resources, the town forest fire warden and the Commissioner or designee shall approve the costs before submission to the municipality for payment. The town forest fire warden may submit to the State on an annual basis a request for reimbursement of fire suppression costs on lands owned by the Agency of Natural Resources. The State shall reimburse a town for all applicable forest fire suppression costs when the reimbursement request is presented in a form approved by the Commissioner to the Commissioner by December 31 of each year. (Added 1977, No. 253 (Adj. Sess.), § 1; amended 2015, No. 171 (Adj. Sess.), § 11.)

§ 2644. Duties and powers of fire warden

(a) When a forest fire or fire threatening a forest is discovered in his or her town, the town forest fire warden shall enter upon any premises and take measures for its prompt control, suppression, and extinguishment. The town forest fire warden may call upon any person for assistance. The town forest fire warden may choose to share or delegate command authority to a chief engineer of a responding fire department or, in the chief's absence, the highest-ranking assistant firefighter present during the fire.

(b) A town forest fire warden shall keep a record of his or her acts, the number of fires and causes, the areas burned over, and the character and amount of damages done in the warden's jurisdiction. Within two weeks after the extinguishment of a fire, the town forest fire warden shall report the fire to the Commissioner, but the making of a report under this subsection shall not be a charge against the town.

(c) [Repealed.] (Added 1977, No. 253 (Adj. Sess.), § 1; amended 2015, No. 171 (Adj. Sess.), § 11.)

§ 2645. Open burning; permits

(a) Except as otherwise provided in this section, a person shall not kindle or authorize another person to kindle a fire in the open air for the purpose of burning natural wood, brush, weeds, or grass without first obtaining permission from the town forest fire warden or deputy forest fire warden, stating when and where such fire may be kindled. Wood, brush, weeds, or grass may not be burned if they have been altered in any way by surface applications or injection of paints, stains, preservatives, oils, glues, or pesticides. Whenever such permission is granted, the fire warden, within 12 hours, shall issue a written "Permit to Kindle" for record purposes stating when and where such fire may be kindled.

(b) [Repealed.]

(c) The provisions of this section will not apply to:

(1) the kindling of a fire in a location where there is snow surrounding the open burning site;

(2) fires built in stone arches, outdoor fireplaces, or existing fire rings at State recreational areas or fires built in stone arches, outdoor fireplaces, or fire rings on private property that are not located within woodland, timberland, or a field containing dry grass or other flammable plant material contiguous to woodland;

(3) the kindling of a fire in a location that is 200 feet or more from: any woodland, timberland, or field containing dry grass or other flammable plant material contiguous to woodland; or

(4) areas within cities maintaining a fire department.

(d)(1) As used in this section, "natural wood" means:

(A) trees, including logs, boles, trunks, branches, limbs, and stumps;

(B) lumber, including timber, logs, or wood slabs, especially when dressed for use;
and

(C) pallets that are used for the shipment of various materials, so long as such pallets
are not

chemically treated with any preservative, paint, or oil.

(2) "Natural wood" shall not mean other wood products such as sawdust, plywood, particle board, or press board.

(e) Nothing in this section shall be construed to limit the authority of the air pollution control officer to prohibit open burning in accordance with the rules adopted under chapter 23 of this title. (Added 1977, No. 253 (Adj. Sess.), § 1; amended 2015, No. 171 (Adj. Sess.), § 11.)

§ 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 or she may prohibit by proclamation the kindling of a fire in or adjoining forest land or close any or all sections of woodland, or brushland, in any town for such time as the governor may designate, to all persons except the owner and his or her household, his or her 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. (Added 1977, No. 253 (Adj. Sess.), § 1.)

§ 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 or her 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. (Added 1977, No. 253 (Adj. Sess.), § 1.)

§ 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) [Repealed.]

(c) If in the opinion of the town forest fire warden there is no fire hazard as a result of a cutting, the warden may issue, upon request, a statement relieving the operator of the conditions required in this section. (Added 1977, No. 253 (Adj. Sess.), § 1; amended 1987, No. 107, § 2; 2015, No. 171 (Adj. Sess.), § 11.)

Subchapter 7: Uniform Fire Prevention Ticket

§ 2671. Jurisdiction

The criminal division of the superior court shall have exclusive jurisdiction over uniform fire prevention tickets issued under this subchapter. (Added 1987, No. 107, § 3; amended 2009, No. 154 (Adj. Sess.), § 238.)

§ 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 Prevention 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 signatures 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 sheets 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) or 2648(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. (Added 1987, No. 107, § 3.)

§ 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. (Added 1987, No. 107, § 3.)

§ 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, receipted 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 criminal division of the superior court judge, or fails to pay the fine imposed after judgment, the court may issue an appropriate order. (Added 1987, No. 107, § 3; amended 2009, No. 154 (Adj. Sess.), § 238.)

§ 2675. Penalties

A person who commits a violation under subsection 2645(a) or 2648(a) of this title shall be subject to a fine of not more than \$75.00 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. (Added 1987, No. 107, § 3; amended 2011, No. 155 (Adj. Sess.), § 1.)

§ 2676. Supreme court rules

The supreme court is empowered to prescribe and amend rules governing this subchapter in accordance with 12 V.S.A. § 1. (Added 1987, No. 107, § 3.)

Vermont Fire Prevention Ticket

Key Points Regarding the Fire Prevention Ticket:

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.

The Uniform Fire Prevention Ticket User Guide has been developed on how to use the tickets. Review this guide often, especially before spring fire season or before issuing a Vermont Fire Prevention Ticket.

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 the violator entering a plea that could involve court action with possible prosecution and a fine. If a violator challenges your ticket, you will have to appear in court to testify.
4. Fire Prevention Tickets are handled by the States Attorney for the county in which the ticket was issued and the District Courts of the Criminal Division of Vermont.
5. You may only enforce the “permission to burn” (10 VSA § 2645) and “slash control” (10 VSA § 2648) provisions of the forest fire laws.
6. Any Warden or Deputy Warden may issue a WARNING in lieu of a ticket on any violation.
7. 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.
8. There are two styles of envelopes that accompany the ticket books. One style is for you to send copies to the Forests, Parks & Recreation District Office and the other is a court envelope for the violator. DO NOT confuse the two envelopes or serious delays may occur.
9. If you have any questions or problems concerning the use of a Fire Prevention Ticket, call your District Fire Supervisor immediately.

Burn Permits

Key Points Regarding Burn Permits:

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

Permission to burn is granted only when the town fire warden issues a "Permit to Kindle Fire". When a statewide ban on issuing permits is in effect, no permits may be issued. It is recommended to restrict or prohibit burning during times of elevated fire danger. See [forest fire danger rating section \(Page 23\)](#).

Permission to burn from a town fire warden may be in written or verbal form. It is recommended that fire wardens opt to give permission by written permit as this will avoid misunderstandings on the instructions to the permittee, but remember verbal permission is better than burning without any permission. If verbal permission is used, a written permit must be completed for record keeping purposes within 12 hours after the verbal permission was given. If enforcement action involving a person having received permission to burn from you, as fire warden, then a written copy of a permit will better support and justify your actions.

It is recommended that if you are not familiar with the person requesting a burn permit or the location where the burn will occur, you should visit the person at the burn site. If a large amount of burning in one location is being requested, you should also 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 "special written conditions" are written on the permit, they become part of the permit and are enforceable. If an individual violates the conditions of burn permits, especially if the violations are habitual, you may choose to refuse issuing any future permits to him/her. 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, including those you issued verbally and then recorded in your permit book. Your District Fire Supervisor will need to know the number of burning permits issued in your town for that current year, including permits issued by Key Persons.

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 your town's fire dispatch center or "911" where indicated on the permit and be sure to have the permittee sign it as well as yourself. Advise the permittee to keep the written permit in their possession while burning. Advise the permittee that all the conditions of the "Permit to Kindle Fire" must be followed and failure to do so will render the burn permit invalid and their fire will be an unpermitted burn.

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 your town has a Fire Department Service Reimbursement Ordinance that covers non-permitted burns, the town can invoice the violator using rates listed in ordinance.

A "Permit to Kindle Fire" 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.

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

Brush Fires

A "Permit to Kindle Fire" is required from the Town Forest Fire Warden for burning untreated wood, brush, weeds, or grass, unless there is 200 feet of separation from the burn site and any flammable materials or there is snow on the site. Some towns have municipal ordinances that require burn permits whether snow is present or not.

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 on their own land provided that the fire is contained in a fire ring and not located within woodland, timberland, or a field containing dry grass or other flammable plant material contiguous to woodland. During a statewide burn ban issued by FPR, these fires are allowed since they do not require a burn permit.

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 create 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.

Issuing a “Permit to Kindle Fire”

Each burn permit must have a separate number. For record-keeping, it is advisable to include the year as part of the “Permit No.” and to number each year’s permits sequentially. The burning permit automatically makes a press-through copy as you fill it out. When issuing a “Permit to Kindle Fire” in person, give the permittee the white copy and keep the yellow copy for your records. When recording a permit that you issued verbally, write “verbal permission” for the permittee’s signature.

Remember: Insert page divider behind the yellow copy when writing a permit.

Example of a Burn Permit

FRONT

STATE OF VERMONT
Department of Forests, Parks and Recreation
PERMIT TO KINDLE FIRE

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

READ CONDITIONS ON REVERSE SIDE OF THIS PERMIT BEFORE BURNING

BACK

This Permit is granted under the following conditions:

<ol style="list-style-type: none"> 1. This permit is valid 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. 	<ol style="list-style-type: none"> 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 condition is not followed, then the permit 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 cancelled for cause at any time.
--	---

IMPORTANT

If your fire escapes!

Call: _____ Warden’s Telephone Number _____

Camping and Campfires

As a Town Forest Fire Warden or Deputy Fire Warden, your responsibility for issuing “Permits to Kindle Fire” is primarily intended for prevention of forest fires. The material to be burned must comply with the definition of Natural Wood found in § 2645 (d) (1). Your judgement and common sense will be the best means to determine whether an open burn should have a “Permit to Kindle Fire.”

On State Owned Land

The Agency of Natural Resources has the following policy with respect 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.

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.

On All Private Land

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 Fire

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

Prescribed fire should only be used 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 District Fire Supervisor.

Air Pollution Control Regulations

AGENCY OF NATURAL RESOURCES MONTPELIER, 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 5201, 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.

Source: VT ANR DEC Air Quality and Climate Division

<https://dec.vermont.gov/sites/dec/files/2022-09-29%20APCR%20and%20SWMR%20Open%20Burn%20Regs%20for%20Website.pdf>

Air Pollution Control Regulations (Continued)

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.

6-304 PROHIBITIONS

The following activities are prohibited under these Rules:

- a. Open burning of solid waste except as may be allowed in accordance with the Vermont Air Pollution Control Regulations, as amended, and/or as may be approved by the Secretary pursuant to §6-505b (Insignificant Waste Management Event Approvals) of these Rules.
- b. Combustion of solid waste in an incinerator unless the incinerator meets all requirements of the Air Pollution Control Regulations and these Rules.

5-203 Procedures for Local Authorities to Burn Wood

The legislative branch of a municipality (selectmen or city council) may authorize the burning of *natural wood* and chemically untreated wood at a place within the municipality. The burning of such wood shall be conducted under the direction of and at such times as the fire warden for that municipality determines. If the selectmen or city council intends to exercise this option to burn *natural wood*, the selectmen or city council shall notify the *Secretary* of the location of the site to be utilized for the public disposal of *natural wood* by *open burning*. Prior to burning of any material at this site, the *Secretary* shall certify in writing that this site is the one place within the municipality that will be used for the *open burning of natural wood*.

Checklists for Town Forest Fire Wardens

Based on Sections 5-201, 202 and 203 of the [Vermont Air Pollution Control Regulations](#); pages 16-17

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
- plywood
- waste oil or solvents
- garbage
- asphalt shingles or tar paper
- asbestos
- 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:

- burning of natural wood construction or demolition debris (ex: framing materials such as rafters or wall studs)
- burning of natural wood waste from an industry or business (ex: pallets and sawmill slabs)
- burning of explosive or dangerous materials

Please advise the burner to contact Air Quality & Climate Division (AQCD) to obtain a permit before burning, and before you can issue a permit to kindle fire. A note to contact air quality and climate before burning written on your permit to kindle a fire would be appropriate.

For More Information: If you have questions or problems with burn permits, contact the Air Quality and Climate Division at: **802-828-1288**

Or visit their website at <https://dec.vermont.gov/air-quality>

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:

- Fire training drills (see below).
- Burning on-site for weed abatement; disease, forest fire and pest prevention; and agricultural, forest or wildlife habitat management.
- Normal property clean-up: leaves, brush, deadwood or tree cuttings from normal property clean-up may be burned on site.
- Brush, cuttings and slash from logging or site clearing operations may be burned in forest land areas.
- Campfires, outdoor grills or outdoor fireplaces.
- 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, but must adhere to the following provisions:

- The drill is for purposes of training municipal, volunteer or industrial firefighters.
- 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).
- The firefighters are Vermont residents or part of Vermont mutual aid system.
- Fourteen days prior written notice is given to the Air Pollution Control office (forms are provided - see attached example).
- No nuisance is caused for neighbors.
- Note also that the Vermont Department of Health requires the filing of a demolition notice for their program

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. These sites are approved in accordance with Act 244. Refer to the list of towns with approve sites on page 54.
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 ([10 VSA 565](#)), this natural wood burning must be done **under the direction of the local fire warden**, regardless of whether a permit to kindle fire is needed.

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 Montpelier. Any help you can give to resolve problems locally will be greatly appreciated.

DEALING WITH OPEN BURNING VIOLATIONS OF THE AIR POLLUTION CONTROL REGULATIONS

All fire wardens see and deal with violations of the air pollution control regulations. The 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 your local Environmental Enforcement Officer for follow up or investigation. A map of Environmental Enforcement Officers, their phone numbers and coverage areas is on [page 54 of this document](#). 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 Air Quality and Climate or DEC Enforcement Division receive a report that someone has open burned illegal materials, they may deal with the situation in a variety of ways, depending upon the types and amounts of materials involved. They 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. Refer the complaint to the local solid waste management district if appropriate.

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

1. Provide a verbal warning with directives for proper disposal.
2. Issue a Notice of Alleged Violation.
3. Issue an Environmental Citation.
4. Issue an Agency enforcement order for serious violations or for repeated violations. Order may involve the payment of penalties.
5. Refer the situation to the State's Attorney or the Attorney General for prosecution.

Copies of any notices of violation, citations 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 quality and climate office. They 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 they 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), they 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.

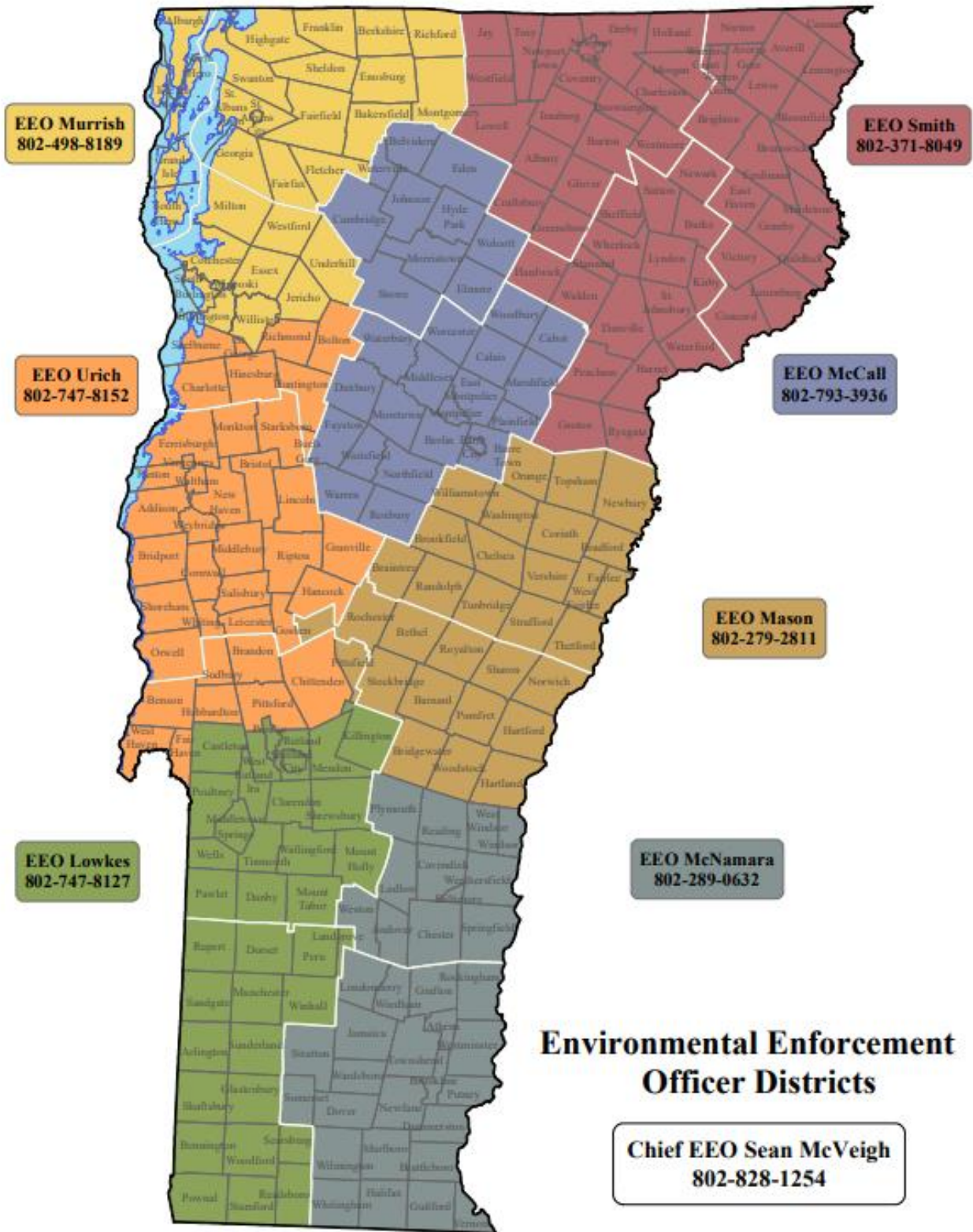
Municipalities with Act 244 Certification

Approved Natural Wood Burning Sites

Municipality	Date of Approval
Alburg	12/12/1973
Barton	10/2/1973
Belvidere	8/24/1973
Bennington	7/24/1978
Bethel/Royalton	12/12/1972
Brandon	6/20/1978
Brattleboro	5/8/1973
Bridgewater	9/6/1978
Bridport	2/15/1974
Brighton	10/15/1973
Bristol	7/11/1975
Castleton	5/2/1973
Cavendish	11/12/1973
Charlotte	6/20/1974
Chelsea	4/24/1973
Chittenden	6/25/1981
Concord	7/19/1979
Danville	9/5/1973
Dover	8/10/1984
Eden	10/1/1982
Essex Town	1/6/1981
Fair Haven	8/30/1983
Fairlee	10/7/1974
Grand Isle	6/16/1980
Groton	4/26/1974
Hancock	4/24/1973
Hinesburg	5/21/1973
Isle LaMotte	5/25/1982
Jamaica	6/7/1990
Johnson	9/6/1988

Municipality	Date of Approval
Lincoln	1/6/1981
Londonderry	8/20/1974
Manchester	6/30/1999
Morgan	4/10/1973
Mount Holly	10/4/1978
North Hero	7/18/1973
Peacham	1/3/1984
Pittsford	9/19/1984
Poultney	1/7/1974
Pownal	2/8/1983
Proctor	4/12/1973
Richford	10/22/2013
Rutland Town	7/11/1979
Salisbury	9/2/1975
Shaftsbury	11/7/1974
Sheffield/Wheelock	1/25/2019
Shrewsbury	1/7/1974
South Hero	9/10/1974
Springfield	12/29/2016
Stowe	9/9/1974
Thetford	2/6/1975
Vernon	10/19/1973
Underhill	9/12/1986
Vergennes	1/8/2019
Weathersfield	9/27/1973
Westmore	11/17/1992
Whitingham	10/19/1983
Williston	7/22/1980
Wilmington	7/22/2016
Winhall	8/23/2019
Wolcott	4/23/1973

State of Vermont Environmental Enforcement Officer Districts



Date: 4/25/2019

Fireworks and Sparklers

In Vermont, all fireworks (not including sparklers and other novelty smoke devices) are illegal except for permitted, supervised public fireworks displays. Fireworks are dangerous and unpredictable, especially in the hands of amateurs. All too often fireworks result in serious burns, hearing loss and other injuries due to misuse. Public firework displays conducted by trained professionals and supervised by local fire departments are a good alternative to personal fireworks use. These displays are the smartest and safest way to enjoy fireworks.

As a Town Forest Fire Warden, you **do not** have a role in permitting a fireworks display. A permit for display is required by the local chief of police and fire departments of the municipality in which the display is to be held. The use, possession, sale and distribution of fireworks is legal only after the permit is granted. Applications for a permit must be made at least 15 days in advance of the fireworks display.

Sparklers less than 14 inches long with no more than 20 grams of pyrotechnic mixture and novelty sparking items limited to snakes, party poppers, glow worms, smoke devices, string poppers, snappers, or drop pops with no more than 0.25 grains of explosive mixture, that are in compliance with United States Consumer Product Safety Commission regulations, are legal for sale and use in Vermont. However, even sparklers and smoke devices can be harmful if not used properly always make sure that everyone uses sparklers in a safe and responsible manner.

Laws, Rules, and Requirements

[Vermont Sparklers and Fireworks Law Title 20 chapter 177 § 3061- 3136.](#)

Information and Resources

[Public Fireworks Display Checklist](#)

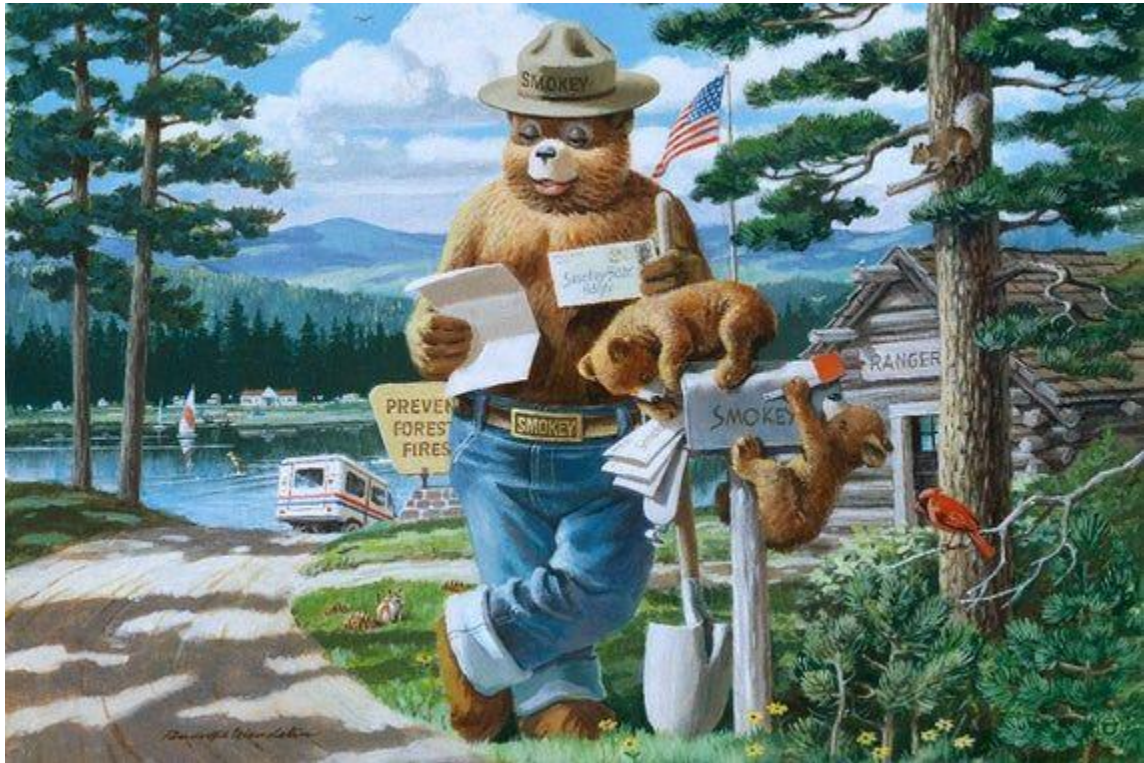
[Sample Municipal Fireworks Display Permit](#)

For additional information:

Contact the Department of Public Safety, Division of Fire Safety, by phone:802-479-7561 or 1-800-640-2106 or online at <http://firesafety.vermont.gov/pubed/media/sparklers>

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APPENDIX



APPENDIX ITEMS

Fire Warden Resignation Form	1
Example: Fire Weather Forecast	2
Example: Vermont Fire Danger Forecast.....	3
Red Flag Warning Poster	5
Example of a Forest Fire Report.....	6
Example Application for Fire Cost Reimbursement	8
Example Wildland Fire Suppression Expense Form	9
Example Vermont Fire Prevention Ticket.....	10
Fire Training Notification Form.....	11

Fire Warden Resignation Form

Date: _____

I hereby submit my resignation as the Forest Fire Warden or Deputy Warden for the town of
_____ in _____ County,
effective _____.
(date)

Thank you,

Signature of fire warden

Printed full name

Example: Fire Weather Forecast

568

FNUS51 KBTW 120727

FWFBTV

Fire Weather Planning Forecast for Central/Northern Vermont and
Northern New York

National Weather Service Burlington VT

327 AM EDT Thu May 12 2022

...Unseasonably Warm with Dry Conditions Continue through Friday...

.DISCUSSION...

Temperatures will climb to near or above record values today and Friday with very low dewpoints expected as well. This, combined with very dry fuel moisture and minimum afternoon relative humidity values as low as 15% today and 25% on Friday will contribute to fire spread and growth were something to ignite. While fuel and RH components will be notable for the next two days, winds are expected to remain light out of the south today and only become slightly gusty on Friday. Moisture begins to increase this weekend with chances for showers and thunderstorms, especially on Sunday.

VTZ030-122115-

Champlain Valley-

Including the cities of Burlington, Shelburne, Middlebury,
Vergennes, St. Albans, Swanton, Enosburg Falls, and Bristol

327 AM EDT Thu May 12 2022

	Today	Tonight	Fri
Cloud cover	Mclear	Pcldy	Pcldy
Chance precip (%)	0	0	0
Precip type	None	None	None
Max/Min Temp	85	60	85
20ftWnd AM(mph)	Lgt/Var		S 9 G18
20ftWnd PM(mph)	S 7	S 6 G19	S 10
Precip amount	0.00	0.00	0.00
Precip duration			
Precip begin			
Precip end			
Humidity (%)	16	95	27
Haines Index	6	5	4
LAL	1	1	1
Mixing hgt	6470		4770
Transport wnd (mph)	SE 8		S 13
Ventilation rate	51760		62010
KBDI	<=200	<=200	<=200
Remarks...None.			

Example: Vermont Fire Danger Forecast

**This is the daily predicted fire danger for Vermont
Thursday, May 12, 2022**

Vermont's Fire Danger Forecast by Rating Area		
Rating Area:	FIRE DANGER:	SPECIAL NOTES:
1	High	The National Weather Service has issued a special weather statement today for low humidity and warm temperatures. Fine fuels are very dry and fires could easily get out of control. Open burning is not advised.
2	Very High	The National Weather Service has issued a special weather statement today for low humidity and warm temperatures. Fine fuels are very dry and fires could easily get out of control. Open burning is not advised.
3	High	The National Weather Service has issued a special weather statement today for low humidity and warm temperatures. Fine fuels are very dry and fires could easily get out of control. Open burning is not advised.
4	High	The National Weather Service has issued a special weather statement today for low humidity and warm temperatures. Fine fuels are very dry and fires could easily get out of control. Open burning is not advised.
5	Very High	The National Weather Service has issued a special weather statement today for low humidity and warm temperatures. Fine fuels are very dry and fires could easily get out of control. Open burning is not advised.

Today's fire weather forecast from the National Weather Service is available at this link: [Fire Weather Forecast](#).

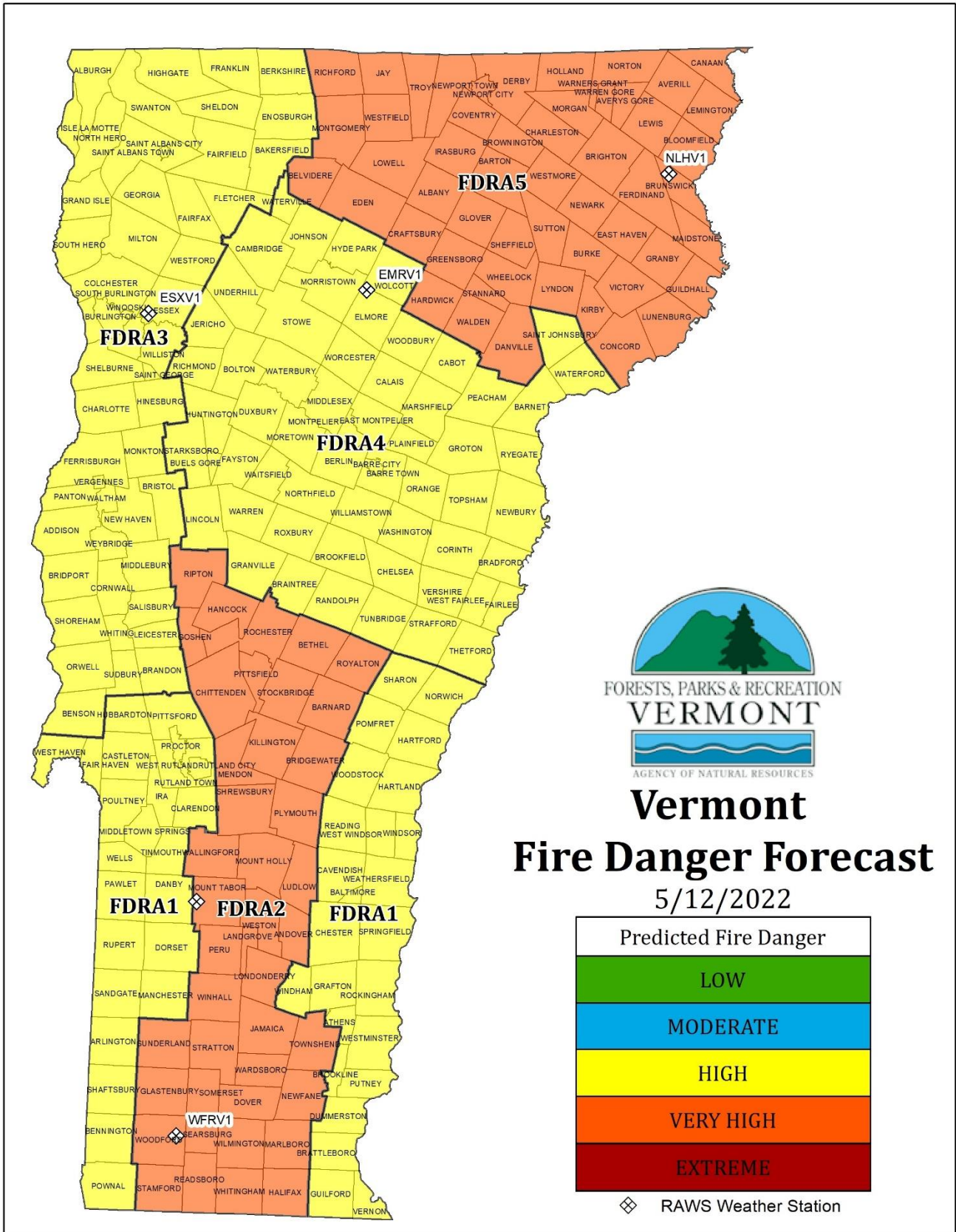
Note: This link includes the forecast for Bennington and Windham counties (scroll down the page to view).

Forecasts are also available from these resources:

[National Weather Service, Burlington VT](#)

[National Weather Service, Albany NY](#)

This is the Vermont Fire Danger Forecast Map for today:



For more information on fire danger and current conditions contact:
[Dan Dillner](#) with the Vermont Department of Forests, Parks & Recreation.

Red Flag Warning Poster



The poster features a red background with a yellow flag on the right containing a flame and a tree. The text is in bold, black, and white fonts. Three photographs on the left show forest fires in progress. The bottom of the poster is decorated with a horizontal strip of fire.

What Firefighters Need to Know About

RED FLAG

Warnings

INDICATE ERRATIC, UNUSUAL FIRE BEHAVIOR:

- Faster rates of spread**
- Higher flame lengths**
- Greater intensity fires**

CONDITIONS DANGEROUS TO FIREFIGHTERS!

Red Flag Warnings are:

- ✓ Issued by the National Weather Service for a specific time period.
- ✓ Warning of a hazardous combination of fuel & weather conditions that adversely affect fire behavior.
- ✓ NOT a burn ban.
- ✓ NOT conditions safe for open burning.
- ✓ Issued when pre-set criteria are met:
 - ✓ Wind speeds greater than 25 MPH
 - ✓ Relative Humidity of less than 30%
 - ✓ Significantly dry fuels

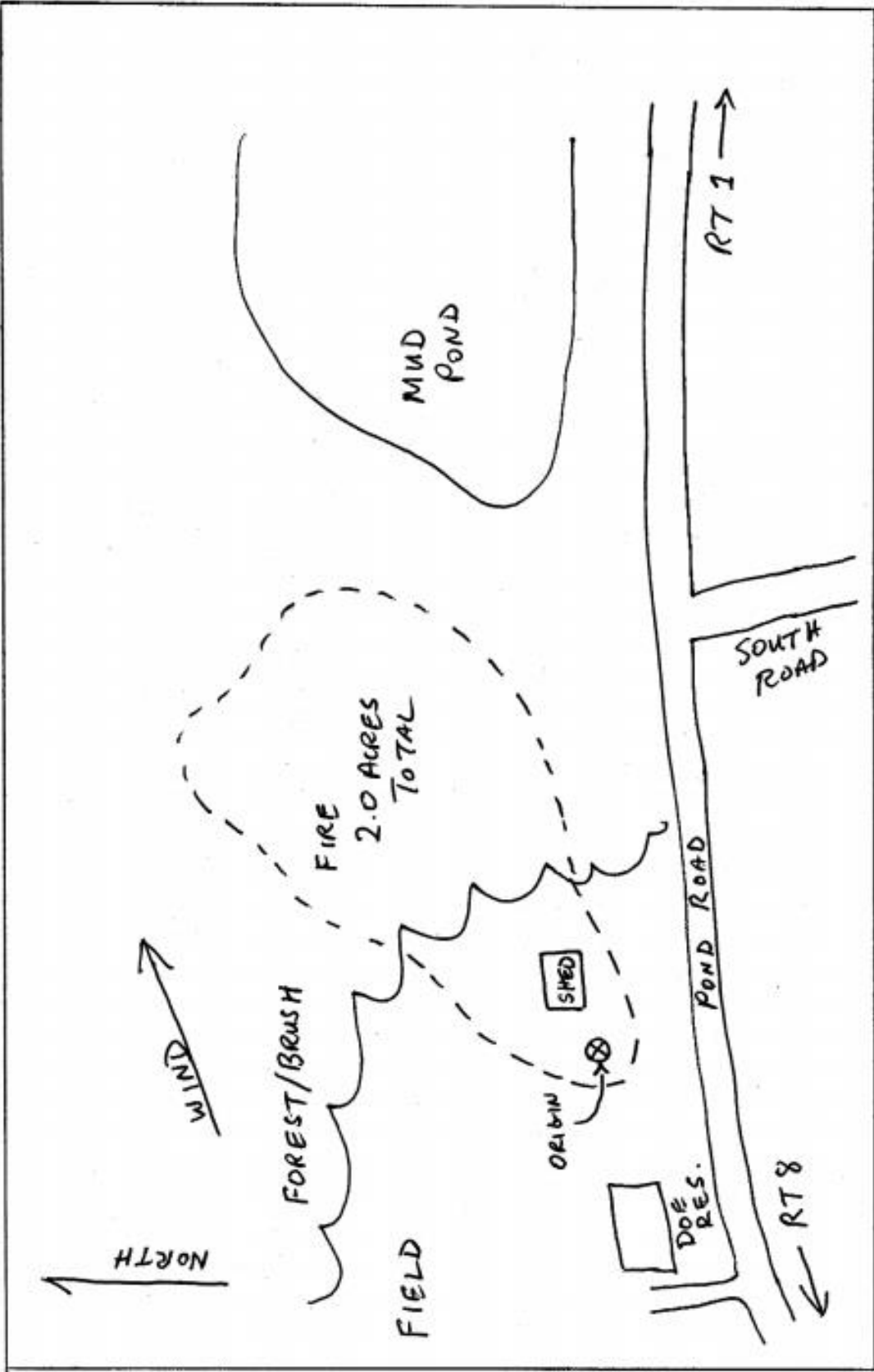
Watches often precede a warning to alert you to the likelihood of Red Flag conditions.

Notification of Red Flag Watches and Warnings can be found at weather.gov (click in Vermont), over NOAA weather radio or via email Fire Danger Forecast.

Example of a Forest Fire Report

FPR	Fire #	State of Vermont Department of Forests, Parks and Recreation Forest Fire Report		
	Date Received:	Approved by:		
	Date Entered:			
REQUIRED INFORMATION	Date of Fire: <u>4-10-2017</u>		Town: <u>FORESTVILLE</u>	
	Fire Name: <u>POND ROAD FIRE</u>			
	Fire Cause: <u>DEBRIS BURNING</u>			
	Latitude: <u>44.06175</u>	Was a permit issued?	Was the fire a violation?	
	Longitude: <u>72.51130</u>	Yes <input type="radio"/> No <input checked="" type="radio"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	
	NUMBER OF ACRES BURNED		DATE/TIME LOG	
	Grass <u>0.5</u>	Time Fire Reported <u>1:30</u> am <input checked="" type="radio"/>		
	Brush <u>1.5</u>	Arrival on Scene <u>1:45</u> am <input checked="" type="radio"/>		
	Woodland/Forest _____	Fire Controlled <u>3:45</u> am <input checked="" type="radio"/>		
	Total Acres <u>2.0</u>	Fire Extinguished <u>5:15</u> am <input checked="" type="radio"/>		
		<u>4-10-17</u> Date		
<u>Tom Smith</u>		<u>4-15-2017</u>		
Town Forest Fire Warden Signature Date				
IMPORTANT: Please include a map on the back of this report showing fire location with landmarks, fire origin (if known), wind direction and North arrow				
ADDITIONAL FIRE INFORMATION	Wind Direction from: <input checked="" type="radio"/> NW <input type="radio"/> N <input type="radio"/> NE <input type="radio"/> E <input type="radio"/> SE <input type="radio"/> S <input type="radio"/> SW <input type="radio"/> W		Wind Speed (mph): <u>20</u>	Temperature (F): <u>60</u>
	INCIDENT INJURIES/DAMAGES		# Residences	# Other Structures
	# Injuries <u>0</u>	Property Threatened	<u>1</u>	
	# Fatalities <u>0</u>	Property Damaged		
		Property Destroyed		<u>1 Shed</u>
	Person(s) Responsible: <u>John Doe</u>			Approx. Age: <u>52</u>
	Who Reported the Fire: <u>Mary Doe</u>			
	FIRE SUPPRESSION RESOURCES ON SCENE		Number of Personnel or Apparatus Identification	Total Hours
	Town Forest Fire Wardens		<u>1</u>	<u>3.5</u>
	In-town Firefighters		<u>3</u>	<u>3.5</u>
Mutual Aid Firefighters		<u>4</u>	<u>3.0</u>	
Brush Trucks		<u>2</u>	<u>3.5</u>	
Engines/ETA's		<u>1</u>	<u>3.5</u>	
Tankers		<u>1</u>	<u>3.5</u>	
Other: ATV / UTV / Chainsaw /		<u>1 ATV</u>	<u>3.0</u>	
Other: ATV / UTV / Chainsaw /				

Example of a Forest Fire Report- Back



Example Application for Fire Cost Reimbursement

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: FORESTVILLE Treasurer's Name: CATHY JONES
 Address: 123 MAIN STREET Office Hours: from 9:00 to 3:00
FORESTVILLE, VT 05600 Office Phone: 802-123-4567

The town of FORESTVILLE has initially paid for the cost of suppressing the wildland fire in the amount of \$ 2000 by town check numbers from 12345 to 12345, inclusive.

Under provisions of Title 10 V.S.A., §2643, and the Forest Fire Reimbursement Policy, the Town Selectboard requests reimbursement based upon this cost.

Signed: James Smith David Smith Mary Smith
Chair Member Member
4 / 30 / 2017 Joe Smith Jane Smith
Date Member Member

PART B – District Information (to be completed by the District Fire Supervisor)

State Fire Report Number: _____ Fire Report Received On: ___/___/___
 Type of Fire: Grass Brush Woods Expense Form Received On: ___/___/___
 Fire Occurred: From ___/___/___ to ___/___/___ Size of Fire: ___ acres Class: _____

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

Signed: _____ Date: ___/___/___
District Fire Supervisor
 Forwarded to Headquarter's Office On: ___/___/___

Comments:

PART C – Headquarter's Office (to be completed by the main office of the Dept. of FP&R)

VISION Accounting Codes: 520590, 22005, 6130020000, 52224, SFA____, 70066

Approval:

Steven Sinclair, Director of Forests
 Date: ___/___/___

PAY TO: (Treasurer Town of):

 Comments:

Example Wildland Fire Suppression Expense Form

Wildland Fire Suppression Expense Form

Submit this Expense Form(s), proof of payment, and Application for Fire Cost Reimbursement to your District Fire Supervisor by December 31st.

Page 1 of 1

FORESTVILLE
Town

POND ROAD FIRE
Name of Fire

POND ROAD STATE FOREST
Agency of Natural Resources Land Parcel

TOM SMITH
Town Forest Fire Warden

Town Forest Fire Warden Use only:

<u>FORESTVILLE VOLUNTEER FIRE DEPARTMENT</u>						
Name of Fire Department (Charged with fire protection for the Town listed above).						
Date	Time: Respond from Station	Time: Back in Service	# Responding Firefighters	# Responding Dept. Trucks	Reimbursable Hours	Reimbursable Expenses
4-10-17	1:40	5:40	8	4	4.0	\$ 2,000
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
TOTAL						\$ 2,000

We certify that the above expenses are correct and are payable for the purpose of suppressing forest fires on or threatening Agency of Natural Resources owned lands and that a record of such is kept in the town files.

Tom Smith 4-30-2017
Town Forest Fire Warden Date

FPR District Fire Supervisor Date

Town Treasurer Use only:

Check Number	Check Payable to:	Date Shown on Check	Total Amount Paid
12345	FORESTVILLE VFD	4-30-17	\$ 2,000

Cathy Jones 4-30-17
Town Treasurer Date

Department of Forests, Parks and Recreation Use Only: Date Fire Report Rec'd by FPR: _____
State Fire Number: _____ Date Expense Report Rec'd by FPR: _____

Example Vermont Fire Prevention Ticket

Form No. 463 Rev. 7/15 SML		VERMONT FIRE PREVENTION TICKET		A 015751	
COURT ADDRESS		Criminal Division of Vermont		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
Representing: <input type="checkbox"/> Self <input type="checkbox"/> Employer/Co.		Employer/Co.			
On	Day of Week	Date		Time	
At	Location				
In	Town				
committed the following offense (describe the offense):					
IN VIOLATION OF	State Statute Citation 10 V.S.A. <input type="checkbox"/> § 2645 (a) (Permit) <input type="checkbox"/> § 2648 (a) (Slash)		against the peace and dignity of the State.		Waiver Fine & Surcharge \$
Officer's Title		Phone No.	Town/Dept.		
I further state that I have just and reasonable grounds to believe that the person named above committed this 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.			Supervisor's Signature		
Date:					
FOR PROSECUTOR'S USE ONLY					
<input type="checkbox"/> I hereby enter and prosecute		<input type="checkbox"/> I hereby dismiss the above complaint.			
<input type="checkbox"/> 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			

Date Ticket Issued
Last Name
First
Middle
A 015751

Fire Training Notification Form

FIRE TRAINING NOTIFICATION FORM

SEND COMPLETED FORM TO: Department of Environmental Conservation
Air Quality and Climate Division
Davis Building – 2nd Floor
One National Life Drive
Montpelier, VT 05620-3802 Telephone: (802) 338-2047
email: brian.monroe@vermont.gov

THIS NOTIFICATION MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO THE TRAINING. PLEASE NOTIFY ALL NEIGHBORS WITHIN HALF A MILE OF THE PROPOSED TRAINING AT THE TIME OF THIS NOTICE. **PROPER PROCEDURES FOR DEMOLITION NOTIFICATION AND ASBESTOS IDENTIFICATION/REMOVAL MUST BE FOLLOWED – CALL (802) 863-7382 OR EMAIL CHRISTOPHER.KINNICK@VERMONT.GOV.**

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 _____

ADDRESS OF PROPOSED TRAINING: _____

PROPERTY OWNER: _____ PHONE: _____ EMAIL: _____

DEMOLITION NOTIFICATION SUBMITTED? _____

PARTICIPATING FIRE DEPARTMENTS _____

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

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.

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.

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 INSTRUCTOR(S) IN CHARGE: _____

PHONE: _____ EMAIL: _____

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.

Updated September 2016