

State of Vermont
FOREST FIRE WARDEN
Job Description

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

Major Duties:

1. **Suppression of wildland fires within the town.** Takes personal charge of wildland fire fighting operations, and ensures all fire suppression expenditures are necessary and reasonable. Manages crews and equipment and anticipates need for outside assistance. Demonstrates up-to-date suppression knowledge.
2. **Maintains records and submits reports.** Completes an accurate and thorough fire report for every wildland fire 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" (burn 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 burn permits, inspecting problem sites, and educating townspeople in proper burning practices. Acts upon violations promptly. Makes initial contact with persons responsible for wildland fires and assists other authorities in fire investigations when requested. Knows and understands all forest fire laws and demonstrates active interest in fire prevention efforts within the town. Communicates with the public in a courteous manner.

Additional Responsibilities:

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

Salary and Compensation:

The salary of the fire warden shall be determined by the selectboard for time spent in the performance of the duties of his/her office, which shall be paid by the town (10 V.S.A. §2642).

In addition:

1. The warden shall receive from the State \$30 annually for properly making out and submitting reports.
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. Eligible to hold town office:
 - a. is a citizen of the United States
 - b. is a resident of the State of Vermont
 - c. has taken the Voter's Oath
 - d. is 18 years of age or older
2. Should be a member of the local fire department within the town that he/she will serve as warden, if a department exists.
3. Available to carry out the duties and responsibilities as listed in the job description.
4. Shall hold a valid Vermont driver's license.
5. Shall be able to read and write; a requirement necessary to fill out report forms and issue burning permits and fire prevention tickets.
6. Shall have a telephone with a listed or published telephone number.
7. Although not mandatory, general good health is necessary to carry out most duties of the position.

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

From District Fire Supervisor:

- Town Forest Fire Warden Handbook
- Forest Fire Warden Identification Card
- Vermont Fire Prevention Ticket-User Guide
- Vermont Fire Prevention Ticket Book
- Ample Supply of Burning Permits
- Ample Supply of Forest Fire Report Forms

From Forestry Headquarters:

- Certificate of Appointment
- Two (2) Community Notice Posters

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