

# **Fire Warden Policy and Procedure**

## **4-21-08**

Job description:

As described in Statutes 10 VSA Section 2641, the Fire Warden plays an important role in preventing forest fires, by patrolling areas that are particularly vulnerable to fire and issuing permits for open burning within Town. The Fire Warden is responsible for taking measures needed to bring forest fires under prompt control. He/ She may go on private property to investigate complaints or extinguish fires.

Salary:

Salary for Fire Warden set by the Selectboard as part of the annual budget process.

The Fire Warden shall be paid for burn permits as set in Statute: \$.15 permit.

The Fire Warden shall be paid for complaints: 1-hour minimum, thereafter for time worked in 15 minute blocks.

The Fire Warden may request mileage reimbursement at the Town of Georgia approved rate.

The Fire Warden shall submit a log of complaints and burn permits. Record-keeping data must be received to ensure payment. All record-keeping should be submitted quarterly to ensure payment in current fiscal period no later than the following:

April	15
July	15
October	15
December	15

See attached Fire Warden Summary from VLCT Handbook for Vermont Town Officers.