



Municipal and Community Affairs
Office of the Fire Marshal

April 24, 2008

To Whom It May Concern:

Re: Response by Volunteer Fire Fighters to Local Emergencies

Volunteer fire fighters perform countless hours of dedicated service to their communities. Local emergencies may happen at any time of the day or night and may inadvertently result in some degree of inconvenience and/or expense to the employer of volunteer fire fighters. In an effort to reduce the impact to employers when their employees volunteer their services to the community fire department, it is recommended that local Fire Chiefs ensure that employers are aware of and agree to the level of anticipated involvement of their employees as volunteer fire fighters.

Additionally, it is important for the Fire Chief to have a firm grasp of the number of volunteers that are available to attend emergency scenes in any given time period. Failure to maintain minimum staffing levels to respond to local emergencies may seriously undermine the level of service anticipated by citizens of the community.

I ask that you consider using a form, similar to the example attached, to effectively plan your human resource requirements to local emergencies. It is recommended that each volunteer fire fighter ask their employer to sign the form and return to the form to the Fire Chief to become part of the employee's record. By cooperating with local employers, the fire department can achieve an appropriate response to local emergencies and continue to build a strong community support system.

Thank you in advance for your attention to this matter. Feel free to contact me at (867) 873-7469 for further information or clarification.

Yours truly,

Stephen Moss
Fire Marshal