

CROOK COUNTY FIRE WARDEN JOB DESCRIPTION

JOB REQUIREMENTS:

Education: Graduation from a four-year high school or the equivalent.

Experience: Two years of full-time or equivalent part-time paid or voluntary experience in wildfire suppression and prevention, forestry, conservation or related field or Associate degree in a Forestry Technology program or Fire Science

Special Requirements: Must be licensed or eligible to be licensed to operate a motor vehicle and obtain and maintain a CDL within six months, have no felony convictions and be able to pass a background check.

Computer: Fire Warden must be computer literate and be able to file State reports, prepare a budget and prepare monthly reports for the Board of County Commissioners.

Supervision: Is an At-Will employee that serves at the pleasure of and is directly supervised by the Board of County Commissioners.

Performs work involving responsibility for wildfire prevention, control and suppression activities in a designated geographic project area. Will be responsible for establishing and maintaining a network of volunteers for emergencies. Will be required to assist regional personnel with other related work on private, state and federal owned properties. Recruits, trains and maintains a volunteer network of community firefighters and local fire departments, mobilizing and directing fire crews in response to wildfires under potentially hazardous conditions, over rugged terrain and often requiring extended periods of duty. Recruits, trains and supervises temporary employees during established fire seasons. May promote public awareness through speaking engagements, exhibits and displays of forest resource and protection programs. Evaluates request for and issues burning permits.

JOB DESCRIPTION:

By state statute the County Commissioners may appoint a County Fire Warden who shall act under the authority of W.S. 35-9-401 and the local governmental authority responsible for fire suppression and fire prevention within the county.

W.S. 35-9-402 Duties of Fire Wardens:

Fire wardens or their duly designated representative shall be responsible for management of fire suppression, fire prevention and related activities, except within any incorporated city, town or fire district, and responsible for coordinating fire suppression and fire prevention among all county fire agencies.

Crook County Fire Warden Responsibilities:

- A. Fire suppression, fire prevention and related activities may include, but are not limited to:
 - 1. Inquiring about and obtaining Federal Excess Personal Property
 - 2. Fire reporting coordination:

- a. Report all fires occurring within the county's jurisdiction. The report shall include all information required by the forms provided by the State. The reports shall be forwarded to the State monthly, before the 10th day of the month following the reporting period.
 - b. Fire, training and maintenance reporting on WFIRS/NFIRS/Wyoming State Forestry reports generate income to the county.
 3. Develop and maintain annual budget for fire suppression. Submit budget to commissioners at April meeting.
 4. Coordination with other agencies such as:
 - a. All fire service entities within the county
 - b. County Commissioners
 - c. Emergency Management Coordinator
 - d. Federal Agencies
 - e. State Agencies
- B. Fire Closures W.S. 35-9-301:
1. When, upon recommendation of the County Fire Warden, The Board of County Commissioners deems the fire danger in a given area of the county to be extreme, because of drought, the presence of an excessive amount of inflammable material or for any other sufficient reason, the Board of County Commissioners may close the area to any form of use by the public or may limit such uses upon recommendation of the County Fire Warden. This closing shall include prohibition of any type of open fire for such period of time as the Board of County Commissioners may deem necessary or proper. The County Fire Warden shall notify the Wyoming State Forestry of any type of fire closure or the lifting of any type of fire closure.
 2. Notify the County Commissioners when the County Fire Burn Restrictions need to be activated and when to be lifted.
- C. Suppression Account W.S. 36-1-401 through 404:
1. The County Fire Warden will have knowledge of how the Emergency Fire Suppression Account functions and will make recommendations to the Board of County Commissioners when such account shall be activated.
 2. Recognize when an event becomes too financially burdensome for the County, and open the Emergency Suppression Account with the State of Wyoming.
- D. Training for county firefighters:
1. County Fire Warden will coordinate annual training for county firefighters.
 2. Engine Boss and below will be signed off by the County Fire Warden.
 3. Training and Experience Record and Annual Refresher with fitness tests conducted as set by the County
- E. Representation of County
1. County Fire Warden will attend meetings of the Advisory Fire Board and county fire zone meetings as needed.

2. County Fire Warden will do a monthly report to the Board of County Commissioners.
3. Attend the Annual Operating Plan meeting with Wyoming State Forestry, BLM, National Park Service and Forest Service
4. Attend all Rural Firefighters Meetings including the annual meeting in February
5. Meet annually with Great Plains Dispatch center in Rapid City and report all county fires to Great Plains

F. Fire Suppression

1. County Fire Warden will help coordinate fire suppression on
 - a. Private lands
 - b. State lands
 - c. Federal lands
 - d. Multi-jurisdictional areas

G. Fire Investigations. W.S. 35-9-109.

1. County Fire Warden will conduct fire investigation outside incorporated cities, towns or fire districts as stated by the Fire Warden Responsibilities under Wyoming State Forestry
2. On occasion, investigations will be referred to the State Fire Marshal

H. Maintenance

1. Maintain all personnel records for certifications
2. Maintain records on Fire Units within county
3. Maintain a cache of PPE and equipment
4. Maintain a good working relationship and coordinate with the Forest Service, State Forestry, County Commissioners, Emergency Management, County Volunteers, and all fire service entities within the county
5. Maintain county fire vehicles including but not limited to: pump repairs, small engine repairs, routine maintenance – take vehicle to shop for larger repairs
6. *Maintain the Honesty and Integrity of the Crook County Volunteer Firefighters*

I. Grants and Billing

1. Check and prepare grants for VFA, SFA, and AFG for equipment and salaries and any other grants that are pertinent to fire
2. Fill billing paperwork to Wyoming State Forestry and in-state jurisdictions.
3. Authorize invoices and submit to the County Clerk by the last Tuesday of every month unless otherwise indicated.

J. Federal Excess Property

1. Acquire, maintain, inventory and dispose of this equipment

K. Inventory

1. Submit updated Volunteer Fire Inventory to County Clerk every June.
2. Keep inventory of and program radios.
3. Care for County property respectfully, and use as set forth in the Crook County Handbook.

L. Railroad

1. Inspect the Railroad Right of Way once yearly for fire protection along the Railroad within the County.

M. Incident Command and Operations Chief

1. IC the fire suppression activities on Private, State, Federal and Multi-Jurisdictional lands within the county.
2. Work as OC for the Homeland Security/Emergency Management Coordinator in the event of a natural or manmade disaster.

N. Certifications

1. Must have a valid driver's license and clean driving record.
2. Within 1 year of hire be at a minimum ICT4, Crew Boss, and Strike Team Leader trainee qualified and within six months obtain a CDL.
3. Within 3 years of hire obtain Division Leader and ICT3 trainee status

O. Other

1. This list does not entail all the duties of the Crook County Fire Warden, other duties will be added as deemed necessary.
2. Keep the County Website up to date
3. Comply with the requirements set forth in the By-Laws of the Crook County Firefighters Association