



# Burlington Fire Department



136 South Winooski Avenue  
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

<b>Section: 07 - Prevention/Risk Reduction</b>	
<b>SOG Number: 07.3</b>	<b>Effective Date: Aug. 10, 2022</b>
<b>Subject: FM-1 Reporting</b>	
<b>By Order of Interm Chief Derek Libby</b>	

## **I. Purpose:**

The purpose of this guideline is to establish a process for the filing of an FM-1 with the Fire Marshals Office. This guideline also serves to establish a baseline of pertinent information that needs to be provided to the FMO when an FM-1 is filed.

## **II. Scope:**

This Policy shall apply to all uniformed members of the Burlington Fire Department (BFD). This SOG shall supersede any other previous Department Directives (DD) or SOG's. of the BFD.

## **III. Definitions:**

Assistant Fire Marshal: A representative of the Burlington Fire Department who assists the Fire Marshal in investigating fires and fire prevention activities.

After Hours: Any time outside of the FMO office hours of 07:30 to 15:30 hours

FMO: Fire Marshal's Office.

Fire Marshal: The Burlington Fire Department official heading the division for prevention and investigation of fires.

Fire Protection System: Includes a fire alarm system, sprinkler system, hood suppression system or specialty fire suppression system.

Responsible Party: The person responsible for the repair and maintenance of the building. This includes property owners, landlords or property maintenance companies.

Office Hours: 07:30 to 15:30- Monday through Friday

#### **IV. Guidelines:**

##### A). When to submit an FM-1

1. Entire fire protection system is not functional.
2. Responsible party will not respond to the scene.
3. Responsible party will not follow directions to correct the issue.
4. Incidents involving serious concerns regarding fire and life safety code compliance.
5. Two or more responses to the same property for the same issue.
  - (a) If the landlord has made provisions to fix the issues, but a second response occurred no FM-1 is needed.

##### B). Submitting an FM-1

1. An electronic form is stored in the following location
  - (a) Burlington Fire drive/ administration/ forms/incident management forms/fire
2. Fill in all boxes of the form.
3. Email to [bfdfiremarshal@burlingtonvt.gov](mailto:bfdfiremarshal@burlingtonvt.gov)
4. After hour forms need to be e-mailed prior to end of shift.

##### C). Consultations

1. The FMO can be called to the scene during office hours when a serious concern regarding fire and life safety issues occur.
2. After hours consultations will be done with a phone call.
  - (a) No FMO response will occur.

**V. Responsibility:**

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
08.10.2022		Initial release of document, no prior document existed.	Fire Marshal M. Stone