



Burlington Fire Department



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Section: 01 - Suppression	
SOG Number: 01.95	Effective Date: Oct. 08, 2019
Subject: Fire Investigation Requests / Consultation	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

The purpose of this guideline is to establish a process for the request of fire investigator(s) to respond to an incident scene either during business or off-duty hours. This guideline also serves to establish a baseline of pertinent information that needs to be provided to the fire investigator(s) when placing a notification call.

II. Scope:

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

FMO: Fire Marshal's Office.

Fire Cause: The circumstances, conditions, or agencies that bring together a fuel, ignition source, and oxidizer (such as air or oxygen) resulting in a fire or combustion explosion.

Fire Investigator: A person working to conduct an investigation into the origin, cause, and development of a fire or explosion.

Fire Investigation: The process of determining the origin, cause, and development of a fire or explosion.

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

Incendiary Fire: A fire that is intentionally ignited in an area or under circumstances where and when there should not be a fire.

IV. Guidelines:

- A). Contacting an on or off-duty BFD Fire Investigator
 - a. A phone call directly from the the incident commander.
 - b. A phone call or MIR3 callback system notification from dispatch.

- B). Triggers for requesting an on or off-duty BFD Fire Investigator to respond to the scene:
 - a. Responding on-duty personnel are unable to determine origin and cause of a fire.
 - b. Fire involves human injury.
 - c. Fire involves human fatality.
 - d. Suspected intentional act of setting fire (incendiary fire classification).
 - e. High dollar loss fire.
 - f. Multiple-Alarm fire (callback through the MIR3 system).

- C). Phone Consultations
 - a. Review of the fire scene and is a BFD Fire Investigator needed.
 - b. Review and confirmation of an on-duty determination of fire origin and cause (if needed).

- D). No phone call placed to an on or off-duty BFD Fire Investigator
 - a. E-mail notifications to bfdfiremarshal@burlingtonvt.gov should be sent as a general notification of a fire occurring that does not require an investigator response or consultation (provide incident number and address).

E). Information necessary to provide to a BFD Fire Investigator when making a phone notification of an incident:

- a. Incident scene numerical address.
- b. Type of incident.
- c. Is the incident still in progress?
- d. Name of the incident commander (and cell number if requested).
- e. Nature of the request (consultation or response).
- f. Pertinent triggers (see section B above).

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
10.08.2019		Initial release of document, no prior document existed.	Fire Marshal B. Simays
06.13.2022		Update of reasons to call, separate investigation and FM-1 consulting	Fire Marshal M. Stone