



Danville Public Safety Employee

Issue: should Danville have a paid employee to work on Public Safety issues, and if so, which issues and for how much time?

This briefing reviews and summarizes planning and coordination efforts and makes recommendations for the Town Services Committee to modify as needed to pass on to the Selectboard for potential (Town Meeting) action

November 12, 2025



Public Safety Employee Concept

- Issue:
 - Volunteers play a critical role in ensuring public safety for the Town of Danville, with relatively small budgetary support for fire, police, and health responders
 - As emergency call volumes, compliance requirements, and community expectations increase, the response and administrative workload has grown beyond what volunteers should be expected to sustain
- Solution:
 - Hire an employee to perform or support public safety roles and requirements
 - Include essential support for recordkeeping, compliance, financial tracking, and public communication as well as direct, if uncertified, response
- Roles and Time
 - Focus range: Fire Department to everything Public Safety related
 - Work hour range: minimal to full time

Note: the target employee is probably somebody retired or with a different main source of income. At least as currently envisioned, this is not a job that is likely to grow into a full-time position.



Role: Fire Department Administrator

This is probably the biggest current requirement. This work is currently done by firefighters, who get a stipend but are basically volunteers.

- Requirements
 - Ever Increasing: Administrative Demands (NFIRS/state reporting, grant management, financial tracking, and member certification compliance); Regulatory Compliance (timely and accurate recordkeeping for liability protection and funding eligibility); Operational Support (focus firefighters on training and emergency response, not paperwork); Community Engagement (Public safety messaging, community outreach, and transparency)
- Responsibilities
 - Maintain personnel, incident, training, and meeting records and reporting
 - Assist Treasurer with financial tracking, invoices, and grants
 - Track certifications, training hours, and probationary member progress
 - Coordinate community outreach (social media, website updates, public safety messages)
 - Maintain apparatus/equipment logs and inventory records
 - Support Fire Chief in preparing annual reports, budgets, and compliance filings
- Current Status: volunteer effort (with minimal stipend support)
- Potential Employee Workload: 10 to up to 40 hours/week

Could be chief, or work for chief



Role: Town Constable

This role could continue unfilled, if the main point is writing traffic tickets; the Selectboard can appoint any official to do that.

- Authority: [24 V.S.A. § 1936a, Constables; powers and qualifications](#)
- Responsibilities:
 - service of civil or criminal process
 - destruction of animals
 - killing of injured deer
 - provision of assistance to the health officer
 - service as a District Court officer
 - remove disorderly people from town meeting
 - collection of taxes, when no tax collector is elected
 - May exercise law enforcement authority **as certified** - unless prohibited by town meeting vote
 - *Issue parking tickets*
 - *Enforce Open Burn and other ordinances as needed*
- Current status: as of 2020 Town Meeting, Selectboard appoints (no longer elected); unfilled since then
- Potential employee workload: ~4-8 hours / week (~300 hours / year)

Almost definitely not certified, no vehicle / equipment, no traffic tickets



Role: Town Health Officer

This is an important role, but the need is sporadic.

- Authority: [18 V.S.A. § 601, Local health officials](#)
- Responsibilities ([18 V.S.A. § 602a](#))
 - conduct investigation regarding a condition that may be a public health hazard
 - enforce public health provisions, rules, and permits
 - prevent, remove, or destroy any public health hazard or mitigate any significant public health risk
 - take the steps necessary to enforce all public health orders
 - assist the Department of Public Safety in inspecting rental housing pursuant to [20 V.S.A. Chapter 172](#)
 - report public health violations, hazards, risk to the Division of Environmental Health
- Current status: volunteer Selectboard member
- Potential employee workload: ~60 hours / year (depending on issues)



Role: Highway (Auxiliary)

Recharacterizing an existing position could work well IF one of the existing workers is willing. Otherwise, the Highway Department really doesn't need another worker.

- Authority / Responsibilities:
 - Recharacterization of existing Highway Department position to add duties, OR
 - ~~Additional part-time member of the Highway Department, OR~~
 - ~~Augmentee who could support Highway Department during emergencies or as time allows~~
- Issues:
 - Chain of command; work for Selectboard or Road Foreman?
 - Training / certification - ability to work with highway equipment
- Current Status:
 - 7 full-time highway staff
 - little to no current urgent need with full staff
- Potential employee workload: as needed (especially to meet full time hours)

This role would mainly apply if Public Safety is part of a full-time position



Role: Emergency Management

This is an important role that could be included in another position pretty easily.

- Authority: [20 V.S.A. § 6, Local and regional organization for emergency management](#)
- Responsibilities
 - have direct responsibility for the organization, administration, and coordination of the local organization for emergency management
 - *Manage Emergency Volunteer Roster (EVR)*
 - *Staff / lead Emergency Operations Center (EOC) as needed*
 - develop and maintain an all-hazards emergency management plan (LEMP)
 - serve as [a] voting member of the [regional emergency management] committee
- Current appointment:
 - EM Director: Selectboard member appointed by chair
 - EM Coordinator: volunteer Selectboard member
- Potential employee workload: up to ~60 hours / year + disaster support

This role would mainly apply if Public Safety is part of a full-time position



Potential Roles and Working Hours

Roles

1. ~~Fire Department Assistant~~
 - ~~Serve as FD Admin~~
 - ~~Work for Fire Chief~~
 - ~~+ Focused role, relatively easy to fill, clear supervision~~
 - ~~- Doesn't address other needs~~
2. **Safety Focus**
 - Serve as FD Admin, Town Health Officer, and EMD
 - Work for Fire Chief (or Selectboard, if Chief)
 - + Covers primary unmet needs, public safety focus
 - - Doesn't address everything, admin and enforcement duties
3. ~~Jack of All Trades~~
 - ~~Serve as FD Admin, Constable, Health Officer, EMD, and Highway auxiliary~~
 - ~~Work for Selectboard or Road Foreman~~
 - ~~+ Fills all potential roles~~
 - ~~- Very wide focus, may be hard to fill~~

Working Hours

- A. **Sporadic Part Time**
 - Maximum of ~8 hours/week
 - Work on projects or response calls as needed additional up to 8 hours/week
 - + Easiest to start, easy to expand, minimal cost: up to \$10K/year
 - - Limited availability, limited capacity, may be hard to find candidates
- B. **Regular Part Time**
 - Minimum 4, maximum 16 hours/week
 - Work on projects or response as needed up to 10 hours/week
 - + Could merge with existing position
 - ↔ availability, capacity, and cost: \$5-20K/year
 - - May be hard to fill
- C. ~~Full Time~~
 - ~~Work 40 hours/week~~
 - ~~Earns health insurance and retirement benefits~~
 - ~~+ Maximal availability, easiest to fill~~
 - ~~- May not have that much work, significant cost: \$96K~~

Assumes ~\$25/hour pay, \$44K for full-time benefits



Potential Options

- Specific layout of roles and working hours
 - ~~Continue with volunteers - no change~~ Great, if a current highway worker is interested
 - Recharacterize existing Highway position to also cover FD Admin, Town Health Officer, and EMD/EMC roles: no extra time, may need to increase pay up to \$10,000
 - New sporadic (per diem) part-time position working as FD Admin, Town Health Officer, and EMD/EMC: up to 400 hours/year (~1 day/week) = \$10,000
 - New part-time position covering FD Admin, Town Health Officer, Town Health Officer, and Highway augmentee: 4-16 hours/week, up to 800 hours/year = \$20,000
 - ~~TWO new part-time positions: FD Admin (~1 day/week) and Town Health Officer / Constable (~1 day/week) = \$20,000 total~~
 - ~~New full-time position covering all roles: FD Admin, Town Health Officer, Constable, Highway, and EM: 5 days/week, 2000 hours/year = \$96,000 pay and benefits~~



Recommendation

- Focus: provide Selectboard with recommendation on roles
 - Recommend one focus for Town Meeting (**2, Safety Focus?**)
 - Bring available data for floor meeting discussion and potential amendments
- Work Hours: take to floor meeting for discussion
 - Recommend one approach in warning (**A or B, Part-Time?**)
 - Have data available for other options if floor wants to amend
- Recommending minimal/medium focus as part-time position is a good starting point to confirm or refute need for position