NC DIVISION OF PARKS AND RECREATION

**Revised June 7th, 2021**

**MEMORANDUM**

TO: Division Field Staff

Division Natural Resources Section

FROM: Keith Nealson, Parks Chief Ranger

SUBJECT: Wildland Fire Boot Purchase Policy (PPE)

Per Division requirements and National Fire Protection Association (NFPA) Standards, Division staff who are required and/or routinely work on prescribed burns, wildland fire suppression activities or use chainsaws in their job duties are approved to purchase from Park / Division Section’s Personal Protective Equipment (PPE) funds a pair of Wildland Firefighting Boots meeting NFPA 1977 standards for those activities.

All uniformed employees must receive approval via the Division’s *‘Wildland Fire Boot Purchase Request & Approval Form’* before purchasing the footwear. Once approved, the Park / Division Section may purchase via Procurement Card or direct invoice one pair of boots as PPE provided they meet current budget guidelines, the Division’s approved standards and adhere to the following;

* The employee can purchase (1) pair of Wildland Fire Boots up to $375.00 every two years unless the employee’s supervisor requests an exception based on the condition of the employee’s boots.

The approval for replacement pairs of Wildland Fire Boots will be determined by the date of the employee’s previous purchase unless a supervisor requests an exception because of wear or unserviceable condition of the employee’s boots.

The following Wildland Fire Boot Boot requirements must be met for purchasing these boots;

* All leather
* All or mostly black in color
* Minimum 8” uppers
* Rounded toe with laced up with fire resistant laces and stitching design (no zippers)
* Boots must meet the NFPA 1977 standards for wildland fire boots/foot protection.
* Soles should be a lug sole for outdoor use.
* No or minimal writing or logos should be visible on the outside of the boot and below the trouser hem.

**\*As of June 2017**, Grainger Industrial Supply on State Contract has an approved boot *(Thorogood Firestalker Wildland Fire Boot)* meeting these standards. Parks / Division Sections should check for current State Contract pricing before purchasing from outside vendors.

Please let me know if you have any questions.

Attachment: Wildland Fire Boot Purchase Request / Approval Form

Cc: Kathy Capps, Deputy Director of Operations

Tammy Dodd, Division Budget Officer

**North Carolina Division of Parks and Recreation**

**Wildland Fire Boot Request and Approval Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: Keith Nealson, Parks Chief Ranger

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Superintendent / Section Supervisor)*

PARK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to request that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(employee name),* be allowed to purchase Wildland Fire Boots per the Division’s *“Wildland Fire Boot as Personal Protective Equipment (PPE) Policy”* to comply with OSHA and NFPA 1977 mandates.

This employee is requesting approval for the following Wildland Fire Boot purchase:

\_\_\_\_\_\_ Two Year Plan – $375.00

Procurement card / direct invoice purchasing to the park for the above person & amount is **approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Superintendent / Section Supervisor Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parks Chief Ranger / designee Date*

Approval must be obtained before safety-toe boots are purchased by the park or Division section following review of the employee’s last boot purchase date. *\*Exceptions may be granted for worn out, unsafe or unserviceable boots if requested by the supervisor.*  Completed forms should be sent to the attention of Parks Chief Ranger, Keith Nealson via fax (919) 715-5160 or emailed to [keith.nealson@ncparks.gov](mailto:keith.nealson@ncparks.gov) for approval and following their receipt of the purchased boots.

This form will be kept on file at the Parks Chief Ranger’s office / or in the Division’s Safety files.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Employee Date*

*(Print and Sign Name to acknowledge receiving safety boots and return to the above.)*