

# HOW TO PLACE AN ORDER ON THE NEW ONLINE FIRE GEAR ORDERING FORM!

- Follow the link to the form, the link can be found on our website here <https://fpr.vermont.gov/forest/wildland-fire/wildland-fire-equipment>
- Click on the “Sign in” or the “Begin Form Entry” Buttons
- When prompted to sign in you can sign in using your existing ANROnline account or create a new account if you don’t already have one
- Please note that Internet Explorer is not supported so please use a different web browser

VERMONT Agency of Natural Resources  
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VTANR Home Home Finder Help Sign In Register

### Fire Gear Order

VERSION 1.10

#### INSTRUCTIONS

Rural fire departments in Vermont can purchase wildland fire fighting equipment and PPE from the federal government supply through the Vermont Department of Forests, Parks and Recreation, Forestry Division. Annually the Forestry Division offers the wildland fire protective gear and equipment 50/50 purchasing program, which is funded by federal Volunteer Fire Assistance (VFA) funds.

This form is for both the annual 50/50 purchasing program and for regular price orders through out the year.

Follow this link for a copy of the Wildland Fire Equipment 2020 Catalog, because the prices change regularly they are no longer listed in the catalog but will be shown in the form as you are placing your order.

[Begin Form Entry](#)

#### CONTACT INFORMATION

**Contact**

Department of Forests, Parks & Rec  
111 West Street  
Essex Junction, VT 05452  
Phone: 802-879-6565

**Payment Remittance Address**

Department of Forests, Parks & Rec  
111 West Street  
Essex Junction, VT 05452

#### CONTACTS

Kim Partlow - for questions about ordering :  
Kim.Partlow@vermont.gov  
Dan Dillner - for questions about equipment :  
Dan.Dillner@vermont.gov

- After signing in you must enter your fire Department Identification Number (FDID) and select “Begin Form Entry” to begin placing an order.
- If you do not know your FDID please contact us at 802-879-6565 or [Kim.Partlow@vermont.gov](mailto:Kim.Partlow@vermont.gov)

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### Fire Gear Order

VERSION 1.10

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Fire Department ID  
\*

[Begin Form Entry](#)

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- The first section of the form contains the contact info for your department, this section has been pre-filled with the information we have from previous orders, but we ask that you edit any incorrect or missing information.

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**Fire Gear Order** | Calculated Fee Computed at Payment | Last saved 2 minutes ago | SAVE PROGRESS

**Fire Department/Town Information** [CLEAR SECTION]

This is the information that the Forestry Division has on file for your fire department or town. Please edit any incorrect or missing information so we can have a complete and correct record for your organization. If your organization name is incorrect, please contact Kim Partlow (kim.partlow@vermont.gov) to update it.

Town or Department Name (if this is incorrect, please contact Kim Partlow)  
FPR Test

Fire Department Chief

FIRST NAME	LAST NAME	EMAIL	IS WARDEN?
			No

Mailing Address

ADDRESS 1	ADDRESS 2	TOWN/CITY	ZIP CODE
111 West Street		Essex Junction	05452

Street Address (if different from mailing address)

ADDRESS 1	ADDRESS 2	TOWN/CITY

Navigation: Fire Department/Town Information (selected), Personal Protection and Equipment, Tools, Water Handling, Marking and Signs, Order Totals, Review, Certify & Submit

- Please note that the mailing address, primary contact phone number, and primary contact email address are required fields

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**Fire Gear Order** | Calculated Fee Computed at Payment | Last saved 3 minutes ago | SAVE PROGRESS

**Personal Protection and Equipment**

Mailing Address

ADDRESS 1	ADDRESS 2	TOWN/CITY	ZIP CODE
*		*	*

Street Address (if different from mailing address)

ADDRESS 1	ADDRESS 2	TOWN/CITY

Primary contact information for the fire department or town

PHONE	EMAIL
*	*

Additional Contacts

FIRST NAME	LAST NAME	EMAIL	PHONE

ADD ROW

**NEXT SECTION**  
Personal Protection and Equipment

Navigation: Fire Department/Town Information, Personal Protection and Equipment (selected), Tools, Water Handling, Marking and Signs, Order Totals, Review, Certify & Submit

- When you are finished updating/entering your departments contact info scroll to the bottom of the page and select the "next section" button.

- The next 4 pages of the form are where you add items to your order. It is broken up into categories including Personal Protection and equipment, Tools, Water Handling, and marking and signs
- It is important to note that even if you do not need an item from a specific category, you must still tab through each page of the form, or you will get an error message when placing your order
- At the top of each page there is a link to the catalog in case you need more information on specific items

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Fire Gear Order <sup>Ⓢ</sup> Calculated Fee Computed at Payment

FD FPR Test Submission HPC-YYD0-ATKFX Revision 1 Form Version 1.10 Last saved a minute ago SAVE PROGRESS

Fire Department/Town Information

PREVIOUS SECTION Fire Department/Town Information

Personal Protection and Equipment CLEAR SECTION

INSTRUCTIONS: To add an item to your order go to the appropriate section and select "Add Row", then click on the NSN drop down list and select the item you want, or you can type the NSN (13 digit national stock number without any dashes) you want to search the drop down list to find a specific item from the catalog. Enter the quantity you wish to order. EVEN IF YOU DO NOT NEED ANY ITEMS FROM A PARTICULAR PAGE PLEASE MAKE SURE TO TAB THROUGH EACH PAGE OR YOU WILL GET AN ERROR WHEN YOU GO TO SUBMIT YOUR ORDER.

click here for a link to the catalog

Personal Protection	NSN	QUANTITY	PRICE	COST

First Aid	NSN	QUANTITY	PRICE	COST

- To add an item to your order go to the appropriate section and select "Add Row", then click on the NSN drop down list and select the item you want, or you can type the NSN you want to search the drop down list to find a specific item from the catalog.
- Next enter the quantity you wish to order of each item.
- When you have added all the items you would like to order on each page scroll to the bottom of the page and select "Next Section"

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Fire Gear Order <sup>Ⓢ</sup> Calculated Fee Computed at Payment

FD FPR Test Submission HPC-YYD0-ATKFX Revision 1 Form Version 1.10 Last saved 3 minutes ago SAVE PROGRESS

Fire Department/Town Information

Personal Protection and Equipment

Tools

Water Handling

Marking and Signs

Order Totals

Review

Certify & Submit

Packs and Accessories

NSN	QUANTITY	PRICE	COST

Canteens, Water Bags, and Accessories

NSN	QUANTITY	PRICE	COST

Weather Gear

NSN	QUANTITY	PRICE	COST
		None Specified	None Specified
Sum: None Specified			

Section Subtotal NaN

NEXT SECTION Tools

- On the “Order Totals” page you will see the totals from each page of the form and your final order total
- If you are placing your order during our annual 50/50 offering you will see the order type will be “50/50Match” and the prices will automatically be adjusted
- When you have reviewed your totals scroll to the bottom of the page and select “Next Section”

The screenshot shows the 'Order Totals' section of the 'Fire Gear Order' form. The left sidebar contains a vertical navigation menu with the following items: Fire Department/Town Information, Personal Protection and Equipment, Tools, Water Handling, Marking and Signs, **Order Totals** (highlighted), Review, and Certify & Submit. The main content area is titled 'PREVIOUS SECTION Marking and Signs' and 'Order Totals'. It includes a 'CLEAR SECTION' button and a description: 'This section displays the total cost of all items ordered based on the type of order you're placing.' The summary table is as follows:

50/50 Match Availability	50/50 Match is available.
Order Type	50/50 Match
Personal Protection Subtotal	221.43
Tools Subtotal	0
Water Handling Subtotal	0
Markings Section Subtotal	0

- The “Review” section of the form gives you a snapshot of each section of the form so that you can confirm that all the information entered on each page is accurate
- If you wish to print a copy of your order you can select “Print Review” at the bottom of the page
- If everything looks good scroll to the bottom of the page and select “Next Section”
- If there is an error the section header on the left side of the page will be highlighted in red, you can go back to that section of the form to correct it by clicking on the section’s header on the left side of the screen

The screenshot shows the 'Review' section of the 'Fire Gear Order' form. The left sidebar navigation menu is the same as in the previous screenshot, but the 'Review' item is highlighted. The main content area is titled 'ORDER TOTALS' and contains a summary table with the following data:

This section displays the total cost of all items ordered based on the type of order you're placing.	
50/50 Match Availability	50/50 Match is available.
Order Type	50/50 Match
Personal Protection Subtotal	221.43
Tools Subtotal	0
Water Handling Subtotal	0
Markings Section Subtotal	0
Gross Order Total (pre-discount total)	221.43
Applied Discount	50/50 Federal Match Grant
Order Grand Total	110.72

At the bottom of the page, there are two buttons: 'NEXT SECTION Certify & Submit' and 'Print Review'.

- Once you have reviewed your order and everything is ready just select “Finalize Submission” to submit your order and start the payment process

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VTANR Home Home Finder My Submissions Help Kim Partlow Sign Out

Fire Gear Order ① Calculated Fee Computed at Payment Last saved a few seconds ago SAVE PROGRESS

Fire Department/Town Information  
Personal Protection and Equipment  
Tools  
Water Handling  
Marking and Signs  
Order Totals  
Review  
● Certify & Submit

PREVIOUS SECTION Review

### Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form for review and processing by ANR/NRB (Act 250).

Please note: Any work you perform filling out a form will not be accessible by ANR/NRB (Act 250) staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to ANR/NRB (Act 250) and it will become part of the public record, accessible per the Vermont Public Records Act.

Thank you for placing a fire gear order with the Forestry Division! Once you have finalized your order you will need to print your payment voucher and submit it along with your payment for you order to be completed.

Please allow 3 to 4 weeks for your order to process, we will contact you to coordinate delivery once your order arrives.

FINALIZE SUBMISSION Submit Form FINISH LATER Save and Exit

- Currently the only payment option is to pay via check in the mail. To start the payment process you need to click on the “pay by mail” button.

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Fire Gear Order ① Calculated Fee Computed at Payment Last saved 2 minutes ago SAVE PROGRESS

Fire Department/Town Information  
Personal Protection Equipment  
Tools  
Water Handling  
Marking and Signs  
Order Totals  
Review  
● Certify & Submit

### Submission Received

Print Confirmation

Fire Gear Order  
11/03/2021 FD FPR Test Submission HPC-YYDD-ATKFX Revision 1 Form Version 1.10 AWAITING PAYMENT

Your submission has been received. It is recommended to print and retain a copy of this confirmation.

**Payment Required to Complete Submission**

Payment must be received before your submission can be processed.

Submission Fees

Fire Gear Order Fee	\$110.72
<b>Total Due</b>	<b>\$110.72</b>

Pay by Mail  
No thanks, I'll pay later.

FINALIZE SUBMISSION Submit Form FINISH LATER Save and Exit

- Orders are not considered final until payment is received. Please mail your check along with a printout of the payment voucher. Once you have downloaded and printed your payment voucher you can select the “return to home” button

The screenshot displays the Vermont Agency of Natural Resources (ANR) online submission interface. The main window is titled "Submission Received" and contains the following information:

- Submission Title:** Fire Gear Order
- Date:** 11/03/2021
- Form ID:** FD FPR Test
- Submission ID:** Submission HPC-YY00-ATKFX
- Revision:** Revision 1
- Form Version:** Form Version 1.10
- Status:** AWAITING PAYMENT

Below the submission details, a message states: "Your submission has been received. It is recommended to print and retain a copy of this confirmation."

The "Pay By Mail — Instructions" section includes the following steps:

1. Download and print payment voucher. Please keep an additional copy for your records. A "Download Payment Voucher" button is provided.
2. Include payment of \$110.72
3. Send payment and printed payment voucher to the following address:

The mailing address is:

Standard Mail  
Department of Forests, Parks & Rec  
111 West Street  
Essex Junction, VT 05452

At the bottom of the instructions, there are two buttons: "View Submission" and "Return to Home". A note below the buttons reads: "I'd like to select a different payment method."

The background interface shows a progress bar on the left with steps: Fire Department/Information, Personal Protection Equipment, Tools, Water Handling, Marking and Signs, Order Totals, Review, and Certify & Submit. The top right corner includes a "Print Confirmation" button and a "SAVE PROGRESS" button.