



# Scarborough Fire Department Scarborough, Maine



## Standard Operating Procedures

<b>Book:</b>	<b>Routine Operations</b>
<b>Chapter:</b>	<b>Station Operations</b>
<b>Subject:</b>	<b>2010 - Burning Permits</b>
<b>Revision Date:</b>	<b>10/02/2003</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

### PURPOSE

The purpose of this policy is to outline the proper procedures for issuing burning permits on behalf of the Maine Forest Service for open burning in the Town of Scarborough.

### POLICY

A written Maine Forest Service Open Burning Permit is required for all outside burning in the Town of Scarborough.

- A. Burning Permits must be issued daily according to the procedures listed below.
- B. Burning Permits shall be valid for a period of no longer than 24 hours.
- C. The Fire Chief may, at his discretion, issue a permit for multiple days to individuals who burn on a regular basis. All extended period permits will only be issued by the Fire Chief's office.
- D. The permit holder is required to be present and have a copy of the written permit in hand during the entire time of the burn.

### SCOPE

This policy applies to all outside burning in the Town of Scarborough.

## PROCEDURE

The following procedures will be used when issuing Burning Permits

- A. No burning is allowed on a Class 3 day or higher. Firefighters shall refrain from issuing burning permits until they have confirmed through dispatch that the Maine Forest Service has declared the Fire Class Day to be Class 1 or 2.
  - a. The Maine Forest Service has granted an exemption for the U. S. Park Service to conduct burning at the Rachel Carson National Wildlife Refuge near the Spurwink River on Class 3 days. The permit for them to do that will be handled by the Fire Chief's office.
- B. No burning is allowed when sustained winds exceed 15 mph regardless of class day.
- C. Permitted items to burn include: wood, brush, leaves, and grass only.
- D. There shall be no burning of plastics, rubber, Styrofoam, metals, food wastes, chemicals, tires, asphalt shingles, wire insulation, tar, paints, solvents, sludge, or other solid wastes including trash, paper, and cardboard.
- E. All permitted burns shall be attended by a responsible adult at all times.
- F. The individual signing the burning permit is the responsible party.
- G. Burn piles shall be small in size and there shall be adequate buffer space from any exposure.
- H. A hose or other means of water shall be available to control or extinguish the fire on-site.
- I. Permitted burns must not create a nuisance to neighbors. If neighbors complain of legitimate smoke concerns the permitted burn may be revoked, and the fire extinguished by the Fire Dept.
- J. Cooking fires in a grill or other container are permitted without a written fire permit.
- K. There is no open burning allowed on any beach at any time.
- L. There is no burning allowed in Prout's Neck at all from 6/15 – 9/15.
- M. Cooking fires in a contained appliance such as a grill are allowed on the beach without a burning permit.
  - a. The appliance must be located a safe distance away from any dune grass or other combustible material
  - b. The appliance must be designed such that any charcoal or other solid fuel is fully contained and removable from the beach when leaving.
  - c. Under no circumstances can waste materials of any kind be buried on the beach.
  - d. The cooking fire must be attended by a responsible adult at all times.
- N. Fire Dept. personnel shall inspect any location where a permit has been requested prior to issuing a burning permit if:
  - a. There is any question as to the size, scope, or materials being burned.
  - b. There are any exposure problems
  - c. There is any question as to the availability of an adequate water supply
- O. Fire Dept. personnel will be dispatched to check the status of burning permits in their area whenever:
  - a. A complaint is received
  - b. The class day is updated after a permit is issued
  - c. The wind conditions deteriorate to a point that safe burning is no longer possible.

- P. Fire Dept. personnel are to contact the duty Chief whenever they have a question regarding any burning permit in their district.
- Q. If a burning permit needs to be extinguished for failure to complying with this policy the duty Chief will be notified, photographs shall be taken, a run number shall be assigned, and a written fire report shall be written.
- R. Once Fire Dept. personnel issue a burning permit they will:
  - a. Have the applicant sign and give them the canary copy of the permit
  - b. Enter the information into the burning permit dispatch software (if possible)
  - c. Or call the information into the administrative assistants at the Chief's office who will enter the information into the computer system
  - d. Or if they aren't available call the information directly into dispatch.
  - e. Retain the white copy of the permit and send it to the Chief's office at the end of each week for proper filing.
- S. Failure of an applicant to adhere to all of these procedures may lead to a summons from the Maine Forest Service or Scarborough Police Dept.
  - a. Repeated violations may result in revocation of their right to obtain future permits.
  - b. Repeated violations may result in restitution bills for Fire Dept. response to extinguish the fire.

## **RESPONSIBILITIES**

- A. Fire Dept. personnel are responsible for issuing burning permits to the public at each of the fire stations whenever they are in the station and available.
- B. Fire Dept. personnel are responsible for issuing burning permits according to the procedures outlined in the policy
- C. Fire Dept. personnel are responsible to report to the Fire Chief any violations of this policy.
- D. Burning permit applicants are responsible to adhere to all rules for Open Burning.

## **REFERENCES**

- A. Maine State Law, Title 12, Section 9325