



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this procedure is to outline the rules and regulations for Open Burning in accordance with the Arkansas Fire Prevention Code and the City of Russellville.

POLICY

It is the responsibility of all Department members to be familiar with the rules and regulations as they apply to Open Burning.

1. One Residential Burn Permit allows for unlimited legal open burns at that permit location, for the current calendar year.
2. A separate location requires a separate permit.
3. Commercial Burn Permits shall be handled through the Fire Marshal. A commercial burn permit is good for single use only. This permit requires a site inspection from the Fire Marshal, prior to permit issuance.
4. Bonfires shall be handled through the Fire Marshal.
5. Recreational fires do not require a permit.
6. Open burning of any type, including the new annual permit, is prohibited during a burn ban.
7. There is no cost to obtain an open burn permit.

Burn permits can be obtained by using either of two options:

- Call 968-2332, M – F, 8a – 5p
- Online www.russellvillearkansas.org

All burn permits, including commercial and bonfires, can be viewed on the shared Google Doc. This spreadsheet can be viewed at this link:

<https://docs.google.com/a/rsvlar.org/spreadsheets/d/1dcXhG888givevoMXKS6bjofhm9au26s1cEgRtKcir48/edit?usp=sharing>

The Google Doc will be updated daily by the Administrative Assistant.

Current notifications regarding online or issued permits will be electronically sent via a new email address burnpermit@rsvlar.org.

The email burnpermit@rsvlar.org can be accessed by entering the password: burn permit

The spreadsheet and email notification can be viewed in the field via the iPad.

Approved

Fire Chief

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Issuance - Residential Burn Permits shall be valid for one calendar year starting on January 1st and expiring on December 31st. All Residential Burn Permits shall require renewal on January 1st regardless of date of permit issuance.

Permits may be revoked at any time by the fire official.

Commercial Burn Permits shall be valid for the time specified by the Fire Marshal.

Bonfire Permits shall be valid for the specified date of event only.

Attendance and Extinguishment - Opening burning, bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. Authorized opening burning shall be completely extinguished before sunset. Certain exceptions to extinguishment are allowed for Commercial Burn Permits and Bonfire Permits.

A minimum of one portable fire extinguisher with a minimum 4-A rating or other approved on-site extinguishing equipment, shall be available for immediate utilization. Alternative provisions for extinguishment may be accepted or required by the Fire Marshal for open burns that are located in agricultural or land development settings.

Adult Supervision - A burning activity must be continuously supervised by a responsible adult property owner or occupant of the property.

Yard Waste Only - Residential burning is limited to yard waste such as grass and hedge clippings, leaves, etc. The burning of trash and related refuse is strictly prohibited at all times.

Lot/Land Clearing - Commercial burning is limited to clearing of trees for the purpose of construction or cleaning of lots or land.

No Transfer of Materials - Transfer of residential or commercial burn materials from one location to a separate location for the purpose of burning shall be prohibited.

Size of Piles - To ensure control and safety, burn piles are to be kept to a size pending the permit user's extinguishment capabilities and available burning area, meeting the location requirements of Section 307.4. Commercial burn piles shall be approved by the Fire Marshal.

Minimize Smoke - To reduce smoke, burn pile dimensions should be kept to a minimum and the burning of wet material should be avoided.

Address - Permits shall be limited to the Burn Location address listed on the permit and shall not be transferred to another address.

Safe Distance - The location for opening burning from a structure shall be in accordance the Arkansas Fire Prevention Code.

Private Property - At no time shall burning occur within the public right-of-way and/or setbacks along city streets, street curbs or sidewalks.

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Ignition Material - Burn piles are to be ignited with dry material only; at no time shall gasoline or other flammable fuels be used as an ignition source. An exception may be allowed for commercial burning.

Windy Conditions - Burning shall be prohibited when the wind speed exceeds 20 miles per hour as reported by the Weather Service during the entire period of burning.

Burn Bans - All open burning shall cease immediately upon the order of the Fire Department or the issuance of a county-wide burn ban due to extreme dryness, drought, high winds or other hazardous conditions.

Extinguishment Authority - When open burning creates or adds to a hazardous situation, or a required permit for open burning has not been obtained, the fire code official is authorized to order the extinguishment of the open burning operation.

Burn Complaints - Occasionally, the Fire Department may be summoned to a complaint of burning. Based on the complaint, the Department shall respond to determine the nature of the call and ascertain if a Burn Permit has been issued to the address. In most cases, if a permit is issued to the address and provisions of the permit are met, the permit applicant will be allowed to continue to burn. However, if it is found there is no permit issued, or the permit application is not meeting the provisions of his permit, a burn may be extinguished at the discretion of the fire officer. Complainants will be asked to provide their name, address and telephone number as a part of the burn complaint report.

Citations - If an open burn is unauthorized or the individual responsible for conducting the burn is not meeting the provisions of open burning, a verbal warning requiring extinguishment shall be issued. A second offense shall require a written warning. In some cases, based on the severity of the offense or repeat offense(s), a citation, with a possible fine may be issued by the Fire Marshal or RPD officer.

Approved

Fire Chief

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