PURPOSE: Develop a policy for the fire alarm operator (FAO) to effectively handle requests for open burning permits.

Request for Residential Burning Permits

Upon receiving request for a burn permit the FAO shall:

- Obtain the following:
  - Address of the property
  - Resident's contact information
    - Name
    - Telephone Number
- FAO shall advise individual(s) requesting the permit:
  - fire department representative will be dispatched to evaluate conditions,
  - to standby for fire department representative, and
  - not begin ***any*** burning until authorized by fire department representative.
- FAO shall assign a run number consistent with NKFD policy.
  - When possible, the FAO shall include the resident's contact information under incident remarks.

Following these steps, the FAO shall notify the district engine company via landline of the permit request. The FAO shall relay the address and contact information to the company officer and request the engine company visit the location to issue or deny a burning permit.

Upon receipt of this notification the engine officer shall respond (with normal traffic patterns - no lights or sirens) without delay to investigate the request. Every effort shall be made to respond in an expedient matter, however emergency operations may necessitate delayed response. In the event of a delayed response the engine officer may request the FAO follow-up with the party requesting the permit and advise him or her of the delay.