

# Smoky Hills Prescribed Burn Association Handbook



## Smoky Hills Prescribed Burn Association Guidelines

1. Property Rights. Landowners/operators have the right to manage their property however they deem to be appropriate. However, they have the responsibility to respect the rights of their neighbors.
2. Dues. Association dues will be used to support chapter activities and the purchase, repair and maintenance of association equipment.
3. Membership. A current membership is maintained by:
  1. Paying an annual membership fee.
  2. Attending one prescribed burn workshop endorsed by the PBA per year.
4. Fire training/ Education. Members should attend burn schools to learn the basics of prescribed fire, to further their knowledge of fire behavior, and to receive training on equipment operation.
5. Burn Plan. Prescribed fires must have written burn plans which specify the goals and objectives of the burn. Such plans shall be prepared by the landowner/operator, with assistance from NRCS or burn boss if necessary, and reviewed by the Smoky Hills Prescribed Burn Association. First time burners are encouraged to complete the NRCS prescription process or its equivalent. Proof of insurance will be provided to the Association with the burn plan.
6. Plan Review. There can be Spring burns and Growing Season burns. Burn plans must be submitted annually to the officers four (4) weeks prior to the date the burn will be conducted and 28 days prior to the planned date for growing season burns. Burn plans may be submitted after these dates, but plans submitted by these dates will receive first priority.
7. Field Review. Fire line preparation is the responsibility of the landowner/operator. To provide a critical review, all burn plans and preparations shall be reviewed by two (2) board member, or a person(s) directed by the BOD to assume such duties prior to the burn date.
8. Preparations. Landowner/operator is responsible for all burn preparations. Burn prep must be approved by an officer seven (7) days prior to potential burn date.

9. Personnel. To promote safety, a minimum number of experienced personnel should assist with each burn. The number of personnel required will depend on the size and complexity of the burn as determined by the burn plan and field review. While association members are not required to assist on all burns, members are encouraged to help on as many burns as possible. Participation provides members with fire line experience, helps them become acquainted with other members who have the same goals and objectives, and helps to build an experienced team.
10. Burn Boss. Each landowner/operator, or a designate, will be the burn boss of the prescribed burn. The burn boss should give the burn crew a pre-burn briefing to insure all know their assignments & safety concerns. The burn boss shall be responsible for oversight on all aspects of the burn until its completion, or until it is released back to the landowner/operator.
11. Equipment. The use of Smoky Hill Prescribed Burn Association equipment will be available to all association members. Care will be taken to ensure that those who are ready to burn and request the equipment first, have first access. Members are responsible for the care of equipment assigned to them. Landowner/operator will sign a checkout agreement and pay a rate of \$3 per acre for the use of equipment. Donations are not required, but highly encouraged. Money will be spent on upkeep of equipment and future purchases of equipment.
12. Alcohol. There will be no alcohol on the fire line until such time as the Fire Boss declares the prescribed burn is complete.
13. Lunch will be provided to the burn crew by landowner/operator at a designated location or on the upwind side of the burn at midday, or whenever it is possible to be served.
14. Notification. Courtesy calls to adjacent landowner/tenant and appropriate emergency personnel should be made prior to the burn. Additionally, the appropriate emergency personnel should be notified when the burn is complete. A list of emergency contact numbers and the person designated to make emergency calls (landowner/operator) should be specified prior to the burn.

15. Due Diligence. Post burn monitoring of the burn site is critical. The burn boss, or his designate, is responsible for ensuring that the burned area is monitored until everything is extinguished.
16. Post Burn Report. A post burn report should be completed shortly after the burn is concluded to document participants, water used, the activities associated with the burn and whether the burn met its objectives. This report can also serve as a resource when planning future burns.
17. Burn Assistance. To qualify for “association” assistance with a burn, the landowner(s), or their representative, must be a member in-good-standing of the Smoky Hill Prescribed Burn Association, must have assisted with a minimum of two (2) association burns, and attended a burn training course approved by the Smoky Hill PBA before an association sanctioned burn will be conducted on their property. Officers and board members may waive these requirements. Due to the demand, highest priority will go towards members that have helped on the most burns, order of request and site readiness.
18. Lining Up Crew. It is the landowner/operator responsibility to line up enough people to conduct the burn. The number of people needed will be stated in the burn plan. A call list will be provided to each landowner and it will be their responsibility to contact everyone on the list to provide a chance for everyone to get out on the required amount of burns. Contact the secretary if changes need to be made to the call list.
19. Insurance. Each landowner/operator will be liable for fires started on their property. They should review their insurance with their agent to determine the adequacy of coverage prior to any ignition of a prescribed burn. Proof of insurance will be provided to the Association with the burn plan.
20. Fire ignition. Each landowner/operator will be responsible for igniting the initial fire on their planned burn.