



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) between the City of Sequim, WA, hereafter referred to as "City", and Clallam County Fire District # 3, (also referred to as Sequim Fire Department) hereafter referred to as the "District", identifies that it is to the benefit of both agencies and the community to work cooperatively on providing burn permitting services to the citizens of Sequim and District #3 Fire Department service area. To coordinate and improve the Permitting process and open communications between the permitting agencies and our customers.

WHEREAS, the City and District recognize that burning impacts are a local and regional issue; and

WHEREAS, a good information and permitting program is essential to the health and well being of a community; and

WHEREAS, both recognize that there are burning needs within the Sequim/Dungeness Valley that are directly impacted by development and home-owners; and

WHEREAS, it is in the best interest of both agencies to coordinate burn permitting process so that it is beneficial to and protects the environment and our customers; and

WHEREAS, through better partnership, and communication with our customers a permitting program will benefit all;

WHEREAS, it is the intent of this agreement to permit the City and the District to make the most efficient use of their resources.

NOW THEREFORE, the City of Sequim and the Clallam County Fire District #3 will enter into this Memorandum of Understanding to strive to improve burning, permitting process and communication in our community through the following means:

1. Work cooperatively on process and communication with the public (customers).
2. Communicate with each other and the community on future burning regulations, user needs, and notify users of any changes in the permitting process.
3. Provide safety and protection of everyone.
4. Promote safety through training and removal of potential hazards.
5. Provide handouts and customer education.
6. Clallam County Fire District #3 will issue all burn permits for the residents of the City of Sequim.

This Memorandum of Understanding is entered into:

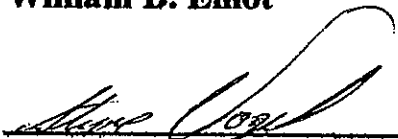
by the City of Sequim, and Clallam County Fire District #3.

Sequim City Manager:



William B. Elliot

Date: 6/26/01



**Clallam County Fire District #3
Fire Chief
Steve Vogel**

Date: 7/03/2001

**Clallam County Fire District #3
Outdoor Burning/Permits**

SUBJECT: Outdoor Burning Regulations

POLICY: It is the policy of the District Board of Fire Commissioners to control and regulate the outdoor burning of natural vegetation by the use of a burn permit system in accordance with Resolution _____

SCOPE: All lands within the boundaries of Clallam County Fire District #3, excluding those lands where the Washington State Department of Natural Resources has jurisdiction and fire protection responsibilities. .

PROCEDURE:

1. The Assistant Chief in charge of the Fire Prevention Division shall be responsible for the overall administration of this program.
2. All outdoor burning shall require a written burn permit from the District 3 Headquarters Station at 323 North 5th Avenue, Sequim, WA
 - A. **EXCEPTIONS: "Recreational Fires"** conducted in accordance with the Uniform Fire Code shall not require a permit.
 - a. "Recreational Fires" means cooking fires, campfires, and bonfires 3 feet or less in diameter using charcoal or firewood, that occur in designated areas or on private property for cooking, pleasure, or ceremonial fires.
3. Permits will be issued Monday through Friday between the hours of 08:30 a.m. and 4:30 p.m. for "residential fires" and "land clearing fires."
4. "Residential burning" means the outdoor burning of leaves, clippings, prunings, and other yard and garden refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by property owner or his or her designee.
5. "Land clearing burning" means outdoor burning of trees, stumps, shrubbery, or other natural vegetation from land clearing projects (i.e. projects that clear land surface so it can be developed, used for a different purpose, or left unused).

PERMIT INSPECTIONS AND FEES:

1. "Residential burning" permits are free to the citizens of Fire District 3 and are issued for one calendar year. Citizens requesting to conduct such a burn shall sign to obtain a residential burn permit of the Outdoor Burning Regulations (Form # ?) at the District's Headquarters Station.
2. "Land clearing" burning permits for locations with populations Less than 1000 persons per square mile are \$50 NonRefundable to citizens of Clallam County Fire District 3, following a site inspection by a District officer.
3. "Land clearing" burning permits in locations with populations greater than 1000 persons per square mile are also \$50 Non Refundable, but require a site inspection by a District officer to determine if burning can be conducted that will not create a nuisance. A minimum of 48 hours notice is required (Monday through Friday) to arrange an appointment for either type site inspection. All appointments shall be made through the District's administrative office. If a permit can be issued, it will be for a sixty (60) day period. A new permit will be required for burning beyond the first (60) day limit. No more than one (1) 25'X 25'x 15' high pile of consumable material shall be allowed to be burned at any one time.
4. Residential burning and land clearing burning permits (form ?) will be printed in duplicate and copies shall be retained at the following locations for reference:

4.1 (White Copy) with owner/occupant

4.2 (Color Copy) In District Headquarters

5. REFERENCES:

- 4.1 Revised Code of Washington 52.12.104, and 52.12.108
- 4.2 Washington Administrative Code Chapter 173-425 Outdoor Burning
- 4.3 CCFD#3 Resolution (?) Burn Permits

RESIDENTIAL BURNING
(KEEP THESE REGULATIONS ON SITE)

“Residential burning” means the outdoor burning of leaves, clippings, prunings and other yard and garden refuse originated on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee. Fires shall be allowed, subject to the best available burning practices, which include but are not limited to the following:

It is the policy of Clallam County Fire District #3 to issue burning permits for the outdoor burning of natural vegetation in a safe manner that is consistent with state law.

It is also the policy of Clallam County Fire District #3 to minimize air contaminant emissions, to prevent injury to human health, plant or animal life, or property, and to prevent unreasonable interference with enjoyment of life and property.

Only **NATURAL VEGETATION** may be burned

PROHIBITED OUTDOOR FIRES

It shall be unlawful for any person to cause or allow any outdoor fire:

1. That contains any of the following:
 - a. Household garbage or trash (including paper and cardboard)
 - b. Dead animals
 - c. Asphalt
 - d. Petroleum products
 - e. Paints
 - f. Rubber products
 - g. Plastics
 - h. Treated wood
 - i. Construction/demolition debris
 - j. Metal
 - k. Any other substance, which normally emits dense smoke or noxious odors when burned.
2. During any stage of an air pollution episode or during any period of impaired air quality.
3. For the purpose of demolition, salvage, or reclamation of materials.
4. During extreme fire danger due to dry weather conditions.
5. In burn barrels.
6. That includes material hauled from another property.
7. If any emission from the fire is detrimental to the health, safety, or welfare of any person, causes damage to property or business, or causes a nuisance. The fire must be extinguished immediately.

RECREATIONAL FIRES

“Recreational fire” means cooking fires, camp fires, and bon fires 3 feet or less in diameter using charcoal or fire wood that occur in designated areas or on private property for cooking, pleasure, or ceremonial purposes. Fires used for debris disposal are not considered recreational fires. Clallam County Fire District #3 does not require a written burn permit for recreational fires less than three (3) feet in diameter. Fires under three (3) feet in diameter shall have a shovel, connected water hose or five (5) gallons of water in a bucket on site, and a responsible person shall be in attendance at the fire until it is extinguished.

CLALLAM COUNTY FIRE DISTRICT #3

323 NORTH FIFTH AVENUE

SEQUIM, WA 98382

Emergency - 911 Business (360) 683-4242

CITY OF SEQUIM

RESIDENTIAL BURNING PERMIT # _____

DATE ISSUED _____, EXPIRATION DATE SUMMER REGULATION SEPT. 30TH
 WINTER REGULATIONS MARCH 30TH

BURNING LOCATION _____

CROSS STREET _____

The responsible person shall apply for a permit, sign for the printed burning regulations, then the Fire District will issue a permit number. These are available at 323 North Fifth Avenue, Sequim, WA between 8:30 a.m. and 4:30 p.m. weekdays. These regulations are valid for the calendar year in which they were issued (January 1 through December 31).

1. Summer burn regulations, in effect from April 1 thru September 30, limit a residential burn pile may to no larger than 4' x 4' x 3'.
2. Winter burn regulations, in effect from October 1 thru March 30, allow a residential burn pile up to 10' x 10' x 5'.
3. Burning is not allowed if wind is blowing from any direction is more than (5) five miles per hour.
4. The burn pile must be located a minimum of fifty (50) feet from any structure.
5. The burn pile must be a minimum of five hundred (500) feet from any forest slash.
6. No residential fire shall be commenced before 6:00 a.m., and no material shall be added to any residential fire after 6:00 p.m.
7. A responsible person shall remain with the fire until the fire is extinguished.
8. Only one (1) residential fire is allowed to be burned at any one time.
9. A shovel and connected water hose shall be on site and immediately available.
10. If the fire creates a nuisance from smoke or from flying ash it must be extinguished.
11. Clallam County Fire District #3 must be notified at the start of every burn day before the fire is ignited. Please call 683-4242 and inform us of the following information: Permit number, owner's name, physical address of burn, telephone and /or cell phone number.
12. No fires shall be conducted during burn bans. Please call 683-4242 and/or 1-800-595-4341 to check on burning bans.
13. If an outdoor container is used for burning, it must be constructed of concrete or masonry with a completely enclosed combustion chamber and equipped with a permanently attached spark arrester constructed of iron, heavy wire mesh or other noncombustible material with openings not larger than one half inch.
14. Metal burn barrels are not permitted.

PENALTIES

Penalties may be assessed for violations of these rules. In addition, the Fire District may recover costs incurred during response, control, or extinguishments of an unlawful or out-of-control fire. Property owner/contractor assumes responsibilities for damage to any structure, utility line/pole, tree/shrub, fence, road/right of way or other public/private edifice by smoke, flying ash or flame, and accepts responsibility for any claimed adverse affects to the health of any person or persons in the path of said smoke/flying ash.

I acknowledge that I have read and understood the above rules and I will agree to abide by these regulations set forth.

Issued to: _____ Telephone # _____ Cell # _____

Owner's Name _____ Telephone # _____ Cell # _____

Signature: _____ Title: _____ Date: _____

Address: _____

Issued By: _____ Note: This permit must be on site while burning.

CLALLAM COUNTY FIRE DISTRICT #3
323 NORTH FIFTH AVENUE
SEQUIM, WA 98382
Emergency - 911 Business (360) 683-4242

RESIDENTIAL BURNING PERMIT # _____

DATE ISSUED _____, EXPIRATION DATE NEW CALENDAR YEAR _____

BURNING LOCATION _____

CROSS STREET _____

The responsible person shall apply for a permit, sign for the printed burning regulations, then the Fire District will issue a permit number. These are available at 323 North Fifth Avenue, Sequim, WA between 8:30 a.m. and 4:30 p.m. weekdays. These regulations are valid for the calendar year in which they were issued (January 1 through December 31).

1. Summer burn regulations, in effect from April 1 thru September 30, limit a residential burn pile may to no larger than 4' x 4' x 3'.
2. Winter burn regulations, in effect from October 1 thru March 30, allow a residential burn pile up to 10' x 10' x 5'.
3. Burning is not allowed if wind is blowing from any direction is more than (5) five miles per hour.
4. The burn pile must be located a minimum of sixty (60) feet from any structure.
5. The burn pile must be a minimum of five hundred (500) feet from any forest slash.
6. No residential fire shall be commenced before 6:00 a.m., and no material shall be added to any residential fire after 6:00 p.m.
7. A responsible person shall remain with the fire until the fire is extinguished.
8. Only one (1) residential fire is allowed to be burned at any one time.
9. A shovel and connected water hose shall be on site and immediately available.
10. If the fire creates a nuisance from smoke or from flying ash it must be extinguished.
11. Clallam County Fire District #3 must be notified at the start of every burn day before the fire is ignited. Please call 683-4242 and inform us of the following information: Permit number, owner's name, physical address of burn, telephone and/or cell phone number.
12. No fires shall be conducted during burn bans. Please call 683-4242 and/or 1-800-595-4341 to check on burning bans.
13. If an outdoor container is used for burning, it must be constructed of concrete or masonry with a completely enclosed combustion chamber and equipped with a permanently attached spark arrester constructed of iron, heavy wire mesh or other noncombustible material with openings not larger than one half inch.
14. Metal burn barrels are not permitted.

PENALTIES

Penalties may be assessed for violations of these rules. In addition, the Fire District may recover costs incurred during response, control, or extinguishments of an unlawful or out-of-control fire. Property owner/contractor assumes responsibilities for damage to any structure, utility line/pole, tree/shrub, fence, road/right of way or other public/private edifice by smoke, flying ash or flame, and accepts responsibility for any claimed adverse affects to the health of any person or persons in the path of said smoke/flying ash.

I acknowledge that I have read and understood the above rules and I will agree to abide by these regulations set forth.

Issued to: _____ Telephone # _____ Cell # _____

Owner's Name _____ Telephone # _____ Cell # _____

Signature: _____ Title: _____ Date: _____

Address: _____

Issued By: _____ Note: This permit must be on site while burning.

CLALLAM COUNTY FIRE DISTRICT #3
323 NORTH FIFTH AVENUE
SEQUIM, WA 98382
Emergency -- 911 Business (360) 683-4242
LAND CLEARING BURNING PERMIT # _____

DATE ISSUED _____, EXPIRATION DATE _____

BURNING LOCATION _____

CROSS STREET _____

BURNING IS AUTHORIZED SUBJECT TO THE FOLLOWING CONDITIONS:

1. Clallam County Fire District #3 must be notified at the start of every burn day before the fire is ignited. Please call 683-4242 and inform us of the following information: Permit number, and Owner's name.
2. The fire may contain only natural vegetation in piles not to exceed (25) twenty-five feet in diameter and 15' high.
3. Burn no more than (1) one _____ pile(s) at any one time. No fire shall be commenced before 6:a.m., and no material shall be added to fire after 6:00 p.m.
4. Construct a firebreak (15) fifteen feet wide to mineral earth around pile to be burned before lighting fire.
5. Fires are not permitted within 100 feet of any structure or 150 feet from a wood shake roof.
6. Fires are not permitted within 50 feet of standing timber, and within 500 feet of forest slash.
7. Do not burn if the wind is blowing more than (5) five miles per hour from any direction.
8. Material for a fire over ten (10) feet in diameter shall be free of excess dirt, and be machine stacked by an excavator or equivalent machine which shall remain on site until the fire is extinguished, NOTE: Burying burn piles with dirt does not constitute extinguishment!
9. Provide a minimum of (1) one excavator and/or dozer on site with a qualified operator until the fire is extinguished.
10. Provide a minimum of (1) one watch person in attendance at the fire while burning. The fire shall not be left unattended until it is extinguished and cold to touch. Your equipment operator may be this person.
11. Provide on site water acceptable to issuing Fire District 3 Officer.
12. Provide (2) two shovels that can be used to extinguish flying brands.
13. Provide at least one fan, rated and operable at 6,000 cfm, at site to facilitate clean burning.
14. Other requirements _____
15. This permit may be canceled and/or the fire extinguished by this Fire District when deemed to be a nuisance and/or necessary for the protection of life or property, pursuant to RCW 52.12.104
16. The permittee agrees to furnish sufficient personnel and equipment at his/her expense to suppress the fire if it escapes from any cause and to pay this Fire District, or other approved fire fighting agencies, for all reasonable expenses incurred in such suppression, pursuant to RCW 52.12.108
17. The permittee shall not burn during any burn bans. To determine if any burn bans are in effect call (360) 683-4242 or (800) 595-4341

I acknowledge that I have read and understand the above rules, and that I will abide by the regulations set forth.

Issued to: _____ Telephone # _____ Cell # _____

Owner's Name _____ Telephone # _____ Cell # _____

Signature: _____ Title: _____ Date: _____

Address: _____

Issued By: _____ Note: This permit must be on site while burning.

LAND CLEARING BURNING
(LAND CLEARING PERMIT REQUIRED)

"Land clearing burning" means outdoor burning of trees, stumps, shrubbery, or other natural vegetation from land clearing projects (i.e. projects that clear land surface so it can be developed, used for a different purpose, or left unused). A minimum of 48 hours notice is required (Monday through Friday) to arrange for a site inspection appointment. All appointments shall be made through the District's administrative office. If a permit can be issued, it will be for a sixty (60) day period. A new permit will be required for burning beyond the first (60) day limit. No more than one (1) 25'X 25'x 15' high pile of consumable material shall be allowed to be burned at any one time.

"Land clearing" burning permits for locations with populations Less than 1000 persons per square mile are \$50 Non Refundable to citizens of Clallam County Fire District 3, following a site inspection by a District officer.

"Land clearing" burning permits in locations with populations greater than 1000 persons per square mile are also \$50 Non Refundable, but require a site inspection by a District officer to determine if burning can be conducted that will not create a nuisance.

Silvicultural permits will be issued through DNR, Fire district 3 will not issue these permits.

PENALTIES

Penalties may be assessed for violations of these rules. In addition, the Fire District may recover costs incurred during response, control, or extinguishment of an unlawful or out of control fire.

Property owner/contractor assumes responsibilities for damage to any structure, utility line/pole, tree/shrub, fence, road/right of way or other public/private edifice by smoke, flying ash or flame, and accepts responsibility for any claimed adverse affects to the health of any person or persons in the path of said smoke/flying ash.

It is the policy of Clallam County Fire District #3 to issue burning permits for the outdoor burning of natural vegetation in a safe manner that is consistent with state law.

It is also the policy of Clallam County Fire District #3 to minimize air contaminant emissions, to prevent injury to human health, plant or animal life, or property, and to prevent unreasonable interference with enjoyment of life and property.

Only NATURAL VEGETATION may be burned

PROHIBITED OUTDOOR FIRES

It shall be unlawful for any person to cause or allow any outdoor fire:

8. That contains any of the following:
 - a. Household garbage or trash (including paper and cardboard)
 - b. Dead animals
 - c. Asphalt
 - d. Petroleum products
 - e. Paints
 - f. Rubber products
 - g. Plastics
 - h. Treated wood
 - i. Construction/demolition debris
 - j. Metal
 - k. Any other substance, which normally emits dense smoke or noxious odors when burned.
9. During any stage of an air pollution episode or during any period of impaired air quality.
10. For the purpose of demolition, salvage, or reclamation of materials.
11. During extreme fire danger due to dry weather conditions.
12. In burn barrels.
13. That includes material hauled from another property.
14. If any emission from the fire is detrimental to the health, safety, or welfare of any person, causes damage to property or business, or causes a nuisance. The fire must be extinguished immediately.

TO REPORT AN EMERGENCY DIAL 911
TO DETERMINE IF ANY BURN BANS ARE IN EFFECT CALL 683-4242 & 1(800) 595-4342
TO CONTACT THE DNR OLYMPIC PENINSULA
CALL 1(800) 527-3305 EXT 114