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## FIRE & RESCUE DEPARTMENT

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# BONFIRE INFORMATIONAL SHEET

### ROLES AND RESPONSIBILITIES

The Marshfield Fire and Rescue Department (MFRD) will maintain jurisdiction over all bonfires within the City Limits of Marshfield. The event sponsor (person responsible for requesting and hosting the bonfire) is responsible for properly scheduling and operating the bonfire.

#### 1. PROCESS

1.1 Prior to conducting a bonfire, the event sponsor shall have the following responsibilities;

1.2 Notify MFRD thirty (30) days in advance of the date of the bonfire, to include the date and time the bonfire is expected to take place. The MFRD will discuss locations that are available to host a bonfire at the time of delivery of the request;

1.3 Ensure the appropriate number of assistants is present at the bonfire, and that they have been trained to use fire extinguishers and are instructed on the requirements of the bonfire safety program. There shall be no less than two assistants per event and the sponsor or designated representative shall remain at the bonfire site for the duration of the bonfire;

1.4 Ensure that all assistants are properly trained in their respective duties and responsibilities. Open burning shall be constantly attended by the assistants until the fire is extinguished. At the conclusion of the bonfire they will assure that the fire is out and the embers are cold. A minimum of three (3) 2 ½ gallon water fire extinguishers (rated 2A) are required at the bonfire site, to be posted around the perimeter of the fire;

1.5 A minimum of two assistants are required to monitor the bonfire. They will be responsible for making certain that the rules and policies related to distance, type of fuel, and safety guidelines are adhered to at all times;

1.6 Ensure the completion and approval of the application for an open burning permit (Bonfire Request) through the MFRD;

1.7 Provide a person to act as the designated Safety Officer; the Safety Officer will be the supervisor to the assistants and will also be responsible for reviewing the rules and regulations with the assistants prior to the bonfire being ignited;

1.7.1 The Safety Officer shall have the following responsibilities:

1.7.1.1 The Safety Officer shall inspect the bonfire area with the sponsor or sponsor's representative prior to the event and remove any unauthorized combustible/flammable fuels found in the area. Ensure that the bonfire area is properly marked and that fire extinguishers are provided inside the fire perimeter;

1.7.1.2 Monitor crowd behavior in an effort to provide public safety for all members including visitors. Preventing destruction of property, reduce the potential for violence, and address "quality of life" issues;

1.7.1.3 Enforce rules and regulations and remain ready to address criminal violations through law enforcement measures.

## **2. General Guidelines**

2.1 Bonfires will not be permitted without approval of the Fire Chief or his/her designee;

2.2 At no time will any form of flammable liquids be allowed at a scheduled bonfire event. Any flammable liquid found will be confiscated and properly secured by Police and Public Safety;

2.3 At no time will unauthorized fuels be used/added to the bonfire (e.g., furniture, personal property, or any other material designated unsafe);

2.4 Bonfire Size and Duration. A bonfire shall not be more than 6 feet width by 6 feet depth by 5 feet in height;

2.5 Material. Fuel for a bonfire shall consist only of seasoned dry fire wood or clean dry wood and shall be ignited with a small quantity of paper. At no time will unauthorized fuels (pressure treated or painted wood) be used or added to the bonfire. No accelerants (i.e. gasoline, lighter fluid, etc.) can be used to ignite or sustain the fire;

2.6 Weather Conditions. In the event winds exceed 25 miles per hour the bonfire will be immediately extinguished. Open burning that is offensive or objectionable because of smoke or odor emissions when atmospheric or local circumstances make such fires hazardous shall be prohibited;

2.7 Location. The MFRD must approve the bonfire location. The location shall not be less than 100 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 100 feet of any structure;

2.8 Safety Zone. A perimeter not less than 10 feet on all sides shall be established around the bonfire that prohibits access to all spectators;

2.9 The sponsor and all assistants must wear appropriate clothing. Full length trousers (jeans are recommended, polyester is prohibited) and closed toed shoes (no open toed shoes, sandals, or flip-flops). Safety glasses are recommended;

2.10 Ash Disposal. The sponsor shall coordinate to provide a medium sized metal can with a lid filled with water to immerse the remaining burning embers after the initial extinguishment of the fire, and provide a metal shovel and stiff bristled broom to scoop up the ashes and place them into the metal can. Once the remaining embers and ashes have been placed into the metal can, the cover shall be placed on the can at the conclusion of the event.

## **3. BONFIRE PROCEDURE**

3.1 The following procedure should be followed and viewed as a checklist to assist in attaining the goal of a safe and successful bonfire event:

3.1.1 The bonfire sponsor organization should initiate contact with the Marshfield Fire and Rescue Department to inform of intent to host a bonfire;

3.1.2 Obtain "Bonfire Request" from the MFRD. Application must be submitted for approval at least 30 days prior to event;

3.1.3 Submit plan of action, site drawing, and copy of completed open burning application to MFRD for review/approval at least two (2) weeks prior to event;

3.1.4 Confirm ability to provide fuel (wood), set-up, and cleanup for the site on the planned date of the bonfire at least one (1) week prior to event;

3.1.5 Confirm Marshfield Fire and Rescue Department will be "on site" or "in service" at least one week prior to event. Costs for an engine and 2 personnel shall be associated with having the fire department on site. The agency requesting the bonfire event shall be responsible for payment of associated fire department resources on site during the event.

#### **4. GENERAL RULES FOR BONFIRES**

4.1 All requests for burning permits (bonfires) shall go through the MFRD Fire Chief or his/her designee;

4.2 All bonfires will be in locations approved by the MFRD Fire Chief or his/her designee;

4.3 All bonfires must be contained in an approved manner;

4.4 Extinguishment Authority. Extinguishment can be ordered by the MFRD, Police, or Safety Officer;

4.5 No fire shall be constructed during prolonged dry periods;

4.6 The sponsoring organization will be responsible for all incidents of damage or injuries related to the bonfire.