


OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION and TOURISM

INTRAAGENCY CORRESPONDENCE

FIELD MEMORANDUM #2014-001

TO: All Site Managers

FROM: Dianne Mouton-Allen 
Deputy Assistant Secretary

RE: Burning on OSP property

DATE: March 26, 2014

Due to the danger of uncontrolled fires on OSP property and the ease in which fires can quickly get out of control, site managers are required to follow the instructions below before attempting **any** on site burning. This includes burning trash piles, brush, underbrush, or any other maintenance burning. The only exemptions are campfires in approved fire rings and campfires for approved programs.

- 1) Each site should have one 'dedicated' burn area located away from trails, cabins, or other public areas. If the site is divided by a public road, highway, or waterway, then two areas may be used.
- 2) The location of the designated burn area(s) should be approved by the District Manager and State Parks Forestry Program Director. The Deputy Assistant Secretary, Assistant Secretary, Regional Manager, and Resource Planner must be copied.
- 3) Once approved, Agriculture and or local fire department should visit site to make any recommendations or comments.
- 4) Before burning, park staff should call Ag and Forestry or local fire department to report the planned fire, give approximate duration of the burn, and check weather conditions. Do not burn unless approved by Ag and Forestry or local fire department. Follow all burn bans.
- 5) Once the fire has burned out, park staff should call previous agency to report results and that fire is out.
- 6) Burning any other areas (day-use, campgrounds, etc.) would require a different level of review and safety. Those burns would need to be approved by Assistant Secretary, Regional Manager, and State Parks Forester (with copies to the Deputy Assistant Secretary, District Manager, and Resource Planner) well in advance so that local fire departments or Ag and Forestry could be on site during the planned burn. This would add additional equipment and experience to the planned burn.



Assistant Secretary