

	<h1 style="text-align: center;">Winsted Fire Department</h1> <h2 style="text-align: center;">Standard Operating Procedures</h2>
<p style="text-align: center;">Revised 07-01-2025 06-01-2014</p>	<p style="text-align: center;">SOP # I-211 Formerly SOP # 6-003</p>
<p style="text-align: center;">Page 1 of 2</p>	<p style="text-align: center;">Burn Official Responsibilities</p>

PURPOSE

To establish guidelines for the administration, response and enforcement of open burning fires.

POLICY

It shall be the policy of the Town of Winchester to administer open-burning permits to qualified individuals and to respond to complaints of unlawful or uncontained open-burning fires as provided for under Town Ordinance Section 203 entitled Open Burning.

The identified Open Burning Official(s) shall manage, oversee and enforce Open Burning laws, policy, procedures and regulations,

PROCEDURE

Upon receipt of an application for a permit to allow open burning, a burn official certified by the Commissioner of the Department of Environmental Protection shall:


- Instruct and provide the applicant with a copy of Town Ordinance Section 203 entitled Open Burning
- Inspect materials to be burned prior to issuance of the permit
- Issuing any further conditions to the permit that may be required

The Open Burn Official issuing an open-burn permit shall enter the permit information into a computerized database. Such database shall be maintained at Fire Headquarters for documentation and research purposes.

The Open Burn Official may make notifications concerning burn conditions, air quality, and if open burning is permitted or denied for that date.

The Open Burn Official will collect the required fee for each permit, in accordance with the Town of Winchester's Fee Schedule.

A triplicate receipt shall be completed when open-burn permit fees are collected. One (1) copy of the receipt shall be maintained at Fire Headquarters, one (1) copy of the receipt shall be transmitted to the Finance Director, and one (1) copy of the receipt shall be issued to the permit applicant.

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On a weekly basis, all funds collected for permits shall be submitted to the Finance Director of the Town of Winchester for their records and deposit.

When called upon by the officer-in-charge, the Open Burning Official will respond, investigate and enforce all applicable laws and regulations. The officer-in-charge or Open Burning Official may contact local law enforcement for assistance if necessary