

Arkansas Department of Agriculture Forestry Division

Technical Services Guidelines



FORESTRY DIVISION

Revised March 2024

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TECHNICAL SERVICES

The Arkansas Department of Agriculture's Forestry Division, here after referred to as "Division", offers technical services in several areas in an effort to promote the accomplishment of sound forestry practices on the private and public forest lands of the State. The technical services of the Division are primarily offered to eligible applicants in an effort to provide those services not available due to the absence of vendors, professional forestry consultants, and/or reasonable rates. The Division's technical services are also offered as a complement to the technical assistance programs provided. The technical services offered by the Division involve service charges, and are not to be confused with technical assistance services, which are free.

The technical services are available in total or in part to all private landowners, both resident and non-resident; and other, to the extent that the Division purpose and efforts are accomplished and consistent with the best interests of private non-industrial landowners.

The Division has established certain constraints pertaining to technical services rendered which include applicant eligibility, amount of assistance time by Division personnel, and acreage limits. Any and all constraints listed are for the purpose of placing priority of assistance toward applicants having the greatest need and also to allow service to as many applicants as possible, within the limitations of Division personnel and fiscal resources.

All Division technical service programs are accompanied by service charges, as appropriate. All applicants are served in turn with respect to existing workload. Written application will suffice as an application request form, in all instances.

Forestry Division technical services are to be available not in conflict with any like commercial professional forestry consultant and/or vendor services. The Division desires to promote proper forest practices through demonstration and not to engage in larger scale production efforts available from the latter services. Should any applicant's technical service request indicate that production efforts prevail over demonstration aspects, professional forestry consultants and/or commercial vendors will be suggested for the work and a list of area vendors will be furnished. A statewide list of vendors are maintained on the Arkansas Department of Agriculture's website at www.agriculture.arkansas.gov/forestry/

COST INDEX

For Services Rendered

FIRE LANE CONSTRUCTION

Custom\$85.00 per Hour

PRESCRIBED BURNING PROGRAM

Prescribed Burn\$50.00 per Acre

(Minimum \$575.00 per contract)

ACTUAL EXPENDITURE COST RATE

For Technical Services

Forest Ranger I	\$20.45 per hour
Forest Ranger II	\$24.09 per hour
County Ranger	\$26.55 per hour
Forester	\$27.80 per hour
Auto (1/2 T trucks)	\$0.52 per mile
Truck (plow truck)	\$0.95 per mile
Plow (dozer)	\$ 85.00 per hour

(Rates updated March 2024)

FIRE LANE CONSTRUCTION

Provided upon request to private landowners, this service is offered primarily in an effort to protect the forest and non-forest watershed lands of the State from wildfire. This service should not be confused with, and is no way related to Prescribed Burning for silvicultural purposes. This service, as in the case of other Division technical services, is not designed for large scale production efforts available from commercial vendors, but is offered primarily for landowners who are unable to secure vendor prices and/or reasonable rates.

The Division may construct fire lanes or fire breaks on private lands with agency equipment and personnel when the landowner enters into agreement with the Division.

When in the best interests of the Forestry Division fire prevention efforts of the State, the Division may burn areas in conjunction with fire lane construction.

There are no constraints imposed on this service by the Division, either time or otherwise due to the importance of fire prevention and/or protection to the populace of the State.

Custom fire lane construction includes no burning and the charges will be an expressed amount per hour, per crew. A crew normally consists of a fire plow unit and two persons. The charge is computed on such a manner as not to exceed actual Division costs.

The Division, with discretion, may do a limited amount of fire lane construction for rural churches, cemeteries, etc., at no charge. These cases will be limited to no more than thirty (30) minutes actual work per applicant. In addition, this service, at the discretion of the Division, may be done without charge when done for demonstration purposes that ultimately will benefit the public, as regards sound forest protection principles. Services done without charge would involve selected private landowners, schools, cities, communities, private organizations, etc., and would require the approval of the State Forester or his designated representative.

The service categories and charges for this program shall be as determined by the Board of Forestry Commissioners and amended from time to time as necessary to be commensurate with a representative area sampling of reasonable vendor rates. Service categories available and current rates will be published and available in all Division offices.

The landowner will pay the Division within thirty (30) days of receipt of a statement for services rendered.

FIRE LANE CONSTRUCTION GUIDELINES

1. When a fire lane construction job is initiated, the fire lane work agreement will be completed, and must be signed by the landowner (agent) and the District Forester or designee. A copy of the [FIRE LANE CONSTRUCTION WORK AGREEMENT](#) may be sent to the landowner at this time, or retained and sent with the [Invoice](#) after completion of the work.
2. After completion of the fire lane, a [FIRE LANE CONSTRUCTION JOB RECORD](#) and Invoice needs to be completed by the County office. The FIRE LANE CONSTRUCTION JOB RECORD, Invoice, and FIRE LANE WORK AGREEMENT will be sent to the District Office. The original invoice is to be mailed to the landowner (agent) requesting payment by the District Office. (A copy of the FIRE LANE CONSTRUCTION WORK AGREEMENT may be sent to the landowner at this time with the Invoice.) The actual cost of the fire lane construction as figured on the FIRE LANE CONSTRUCTION JOB RECORD will not be entered on the original invoice. Actual cost will be entered on Division copies only.
3. When payment is received from the landowner, **the District** will immediately perform the following tasks:
 - a. Assign a number - District Number, FL(fire lane), Fiscal Year, separated by a dash and followed by two-digit number.
i.e. D5FL21-01 [District 5, Fireline, FY21, 01 (1st fire line payment of the FY)]
 - b. Execute a receipt and mail the yellow copy to the landowner.
 - c. The District will mail to the County: A copy of all forms pertaining to the fire lane construction job
 - FIRE LANE CONSTRUCTION WORK AGREEMENT,
 - FIRE LANE CONSTRUCTION JOB RECORD,
 - Invoice,
 - Copy of landowner's payment (be sure to black out acct number on check),
 - Xerox copy of receipt.
 - d. The District will keep a file.
 - e. The District will mail to Little Rock
 - Copy of the Invoice,
 - Copy of the FIRE LANE CONSTRUCTION JOB RECORD,
 - Check or money order from landowner, and
 - White copy of the receipt.



ARKANSAS DEPARTMENT OF AGRICULTURE FORESTRY DIVISION

FIRE LINE CONSTRUCTION AGREEMENT

District _____ Job _____

_____ (Landowner) and the Arkansas Department of Agriculture – Forestry Division (Department) hereby enter into this Agreement for work described below in Section(s) _____ Township _____ Range _____ in _____ County ("the Property").

GPS Location: Latitude _____ Longitude _____

WHEREFORE, in consideration of the promises contained herein, the Department and the Landowner hereby agree to the following:

1. **Scope of Work.** The Department agrees to establish/maintain (circle all that apply) _____ miles of fire line on the Property pursuant to the terms of this Agreement.
2. **Property Boundaries.** The Landowner shall be solely responsible for ensuring that all boundary lines are properly marked by the Landowner prior to commencement of work by the Department.
3. **Rate of Compensation.** The Department charges an hourly rate for each piece of heavy machinery (i.e. bulldozers) used to perform the work. Landowner shall compensate the Department for work performed at the rate of \$85.00 per hour per piece of heavy machinery assigned to the project. *Example: The Department has two (2) bulldozers deployed to construct a fire line on the Property. The work is completed in two (2) hours. Landowner will be charged a total of four (4) hours at a rate of \$85 per hour. In this example, total compensation owed by Landowner is \$340.00.*
4. **Minimum Hours Charged.** The Landowner shall be charged for a minimum of two (2) hours worked per job performed by the Department pursuant to this Agreement.
5. **Payment.** Payment for all work performed pursuant to this Agreement shall be made to the Department within thirty (30) days after the work is complete.
6. **Time of Performance.** The dates and times for work to be performed shall be determined at the sole discretion of the Department.
7. **No Exemption from State Law.** All fire lines are constructed primarily for protecting lands from wildfire. However, the Landowner and his/her authorized agents shall remain subject to all applicable laws of the State of Arkansas while performing any prescribed or controlled burning after fire lines are constructed by the Department.

In witness whereof, the Parties hereto have caused this agreement to be executed this _____ day of _____, 20____.

Landowner Address

Phone _____

Landowner or Authorized Agent

District Forester

FIRE LANE CONSTRUCTION JOB RECORD

DISTRICT _____ JOB NO. _____

LOCATION _____

COUNTY _____ SECTION _____ TOWNSHIP _____ RANGE _____

GPS LOCATION: LATITUDE _____ LONGITUDE _____

LANDOWNER _____

ADDRESS _____

RESPONSIBILITY FOR PAYMENT: (LANDOWNER)(AGENT) \$ _____

CONTRACT PRICE

JOB RECORD

PERSONNEL				EQUIPMENT							
NAME or TITLE	TOTAL HOURS	RATE	AMOUNT	VEHICLE (TYPE)	MILES	RATE	AMOUNT	TRACTORS (TYPE)	HOURS	RATE	AMOUNT

ACTUAL COST \$ _____

DATE ACCOMPLISHED _____

DATE SUBMITTED _____

COUNTY FORESTER _____

Original: Little Rock Office
1st Copy: District Office
2nd Copy: County Office

FIRE LANE CONSTRUCTION INVOICE

INVOICE DATE: _____

DISTRICT NO: _____ JOB NO: _____ RECEIPT NO: _____

REMIT PAYMENT TO: _____

BILLED TO: _____

DESCRIPTION OF SERVICE	UNIT COST	TOTAL HOURS	TOTAL COST
FIRE LANE NEW CONSTRUCTION	\$85.00/HR		
FIRE LANE MAINTENANCE	\$85.00/HR		
		TOTAL HOURS	
		TOTAL COST	\$
FIRE LANE CONSTRUCTION TOTAL MILES			
FIRE LANE MAINTENANCE TOTAL MILES			
TOTAL MILES			

NAME TITLE
NOTE: Mail check or money order for services rendered to the above Division address.

Agency Use: Actual Cost Constr. \$ _____
Agency Use: Actual Cost Maint. \$ _____

PRESCRIBED BURNING

Provided upon request to private non-industrial landowners. This service is offered primarily in an effort to provide this category of landowners with assistance in either accomplishing certain silvicultural objectives, providing protection from wildfire, and for the improvement of wildlife habitat. This service should not be confused with, and is in no way related to the Fire Lane Construction service. This service, as in the case of other Division technical services, is not designed to compete with any like services available from commercial vendors, but is offered primarily for landowners who are unable to secure vendor prices and/or reasonable rates.

The Forestry Division may perform prescribed burning services to private non-industrial landowners utilizing agency equipment and workforce, when the landowner enters into agreement with the Division.

Priority of type of prescribed burning services will be in the following order: site preparation for either natural or artificial pine regeneration, control of undesirable species, hazard reduction, and improvement of wildlife habitat. Priority will further be given to the federal cost share programs or planting site preparation.

There are no constraints imposed on this service by the Division, either time or otherwise, due to the importance of the program of assisting landowners in the accomplishment of their timber management objectives.

The Division Prescribed Burning Program will be conducted in such a manner that will ensure compliance with the Arkansas Air Pollution Code.

The service charges for this program shall be as determined by the Board of Forestry Commissioners and amended from time to time as necessary to be commensurate with a representative area sampling of reasonable vendor rates. Current rates will be published and available in all Division offices.

The landowner will pay the Division within thirty (30) days of receipt of a statement for services rendered.

PRESCRIBED BURNING GUIDELINES

Before Executing a Burn

1. County Forester will analyze risk and determine if the prescribed burn can be conducted safely.
2. County Forester will initiate the [**PRESCRIBED BURNING CONTRACT**](#), which must be signed by the landowner and the District Forester. The landowner is given a copy and the original is retained in the County in the landowner's file.
3. A [**BURN PLAN**](#) complete with **MAP** of the burn area will be prepared by the Burn Boss and will consider these factors:
 - a. Objective of the burn.
 - b. Season of year as it relates to objective.
 - c. Type of fire as it relates to objective.
 - d. Weather conditions as related to safety and the environment.
 - e. Review personnel burning assignments and equipment (PPE, dozers, ATV, etc.)
 - f. Security and safety regulations – fire lanes, smoke on highways, proximity to populated areas, and other hazards.
 - g. Voluntary Smoke Management Guidelines including preparing a smoke trajectory map.
 - h. Forestry Division Burn Day Checklist. Determine "Recommended Range" on Burn Day Checklist.
4. District Forester will review, approve, and sign the Burn Plan.
5. Fire lines will be constructed.
6. Adjoining landowners will be notified.
7. Coordinate date and time of burn with District Forester, dispatcher, pilots, and fire departments.

Executing the Burn

1. The Burn Boss will be in charge of the prescribed burn. The Burn Boss will be responsible for all operations and will consider the following:
 - a. The local weather forecast as it relates to fire behavior and environmental impact.
 - b. Notification of appropriate fire department and Forestry Division Dispatch.
 - c. Review personnel burning assignments and equipment (PPE, dozers, ATV, etc.)
 - d. Review Burn Day Checklist.
 - e. Setting and observing a test burn to determine expected fire behavior.
 - f. Execute burn to meet planned objectives.
 - g. Temperature, relative humidity, wind speed, and wind direction will be taken hourly with the belt weather kit during the prescribed burn.
 - h. The Burn Boss will ask the District Office for additional assistance if fire behavior conditions worsen.
 - i. Smoke Management Guidelines will be followed. See [Arkansas Voluntary Smoke Management Guidelines](#).

PRESCRIBED BURNING GUIDELINES

Executing the Burn (continued)

2. The District Forester will be apprised of all planned prescribed fires.
3. If a prescribed burn escapes, it is then an uncontrolled wildfire and should be contained quickly and efficiently. Additional suppression resources should be considered.
4. The minimum size burning crew, including the Burn Boss, will be three employees. A minimum of one fire plow unit will be on site. Radio contact with all personnel on the fire, dispatcher or district office will be maintained throughout the burn.

Upon Completion of Burn

1. Burns involving heavy fuels will be checked during the night, the following day and as often thereafter as is necessary to ensure the fire does not escape or smoke becomes a problem. Mop-up standards will equal or exceed those for wildfires.
2. The County Forester will evaluate the burn as soon after the fire as possible and will consider the following:
 - a. Objectives met
 - b. Mortality or damage of desirable trees
 - c. Any escape
 - d. Recommendations for improvements
3. The County Forester will evaluate the burn 3 to 6 months after burn and will consider:
 - a. Damage to desirable trees (crown scorch, bole damage, etc.)
 - b. Control of undesirable species
 - c. Soil movement or other adverse effects
 - d. Recommendations for improvements
4. Immediately after the burn, the County Forester will enter cost data on the Prescribed Burn Cost Data sheet.
5. The Burn Plan will remain in the County in the landowner's file.

Billing

1. After the burn, the County will submit to the District Office an [invoice](#) for the landowner and a copy of the invoice for Division records. The actual cost of the prescribed burn as calculated on page 6 of the Burn Plan will be entered only on the Division copy of the invoice.
2. The District will send the landowner a copy of the invoice for payment.
3. When payment is received from the landowner, the District will immediately perform the following tasks: [See #3 under Fire Lane Construction Guidelines](#)



ARKANSAS DEPARTMENT OF AGRICULTURE FORESTRY DIVISION

PRESCRIBED BURNING AGREEMENT

DISTRICT _____ JOB NO. _____

The Arkansas Department of Agriculture - Forestry Division and _____
(landowner or agent), agree that the Division shall conduct the work described below in
Section _____ Township _____ Range _____ in _____ County.

GPS Location: Latitude _____ Longitude _____

A. The Division agrees:

1. To establish fire lines as necessary to burn, by prescription, _____ acres at \$50.00 per acre with a \$575.00 minimum charge.
2. To relieve the landowner of liability for any loss or injury to Division personnel and equipment due to Division actions while carrying out the work covered by this agreement.

B. The landowner agrees:

1. To assume responsibility for boundary lines.
2. To relieve the Division and its personnel of liability from any accidental losses, injury or damages to the landowner's property and improvements while carrying out this agreement.
3. To pay the Division for all work covered by this agreement within thirty (30) days after receiving an invoice.

C. It is mutually agreed that the date and time of work will be at the discretion of the Division. In the event either party decides to cancel the agreement, the other party must be notified in writing.

The parties enter into this contract this _____ day of _____, 20_____
(Day) (Month) (Year)

Landowner's Name (print)

District Forester's Signature

Landowner's Address

Landowner's Signature

Landowner's Telephone Number

Date Signed

PRESCRIBED BURNING INVOICE

INVOICE DATE: _____

DISTRICT. NO: _____ JOB NO: _____ RECEIPT NO: _____

REMIT PAYMENT TO:

BILLED TO:

PRESCRIBED BURN SERVICES

\$50/acre (\$575 minimum)

TOTAL ACRES

TOTAL COST \$

Agency Use: Actual Cost \$

Original: Landowner (Agent)
1st Copy: Little Rock Office
2nd Copy: District Office
3rd Copy: County Office

PRESCRIBED BURN PLAN

1. UNIT INFORMATION

Landowner's name and phone#: _____
Tract size (acres): _____
Location (S/T/R): _____
County: _____ GPS Location: Latitude _____ Longitude _____

2. OFFICIAL NOTIFICATIONS BEFORE BURN

Forestry Division Dispatch: 1-800-830-8015
Sheriff's office (phone #): _____
Fire Dept. (name & phone #): _____

3. NEIGHBOR NOTIFICATIONS (within ¼ mile)

Name & Phone: _____
Name & Phone: _____
Name & Phone: _____
Name & Phone: _____
Name & Phone: _____

4. PRESCRIBED BURN OBJECTIVE

- ☐ Natural Regeneration site prep ☐ Artificial Regeneration site prep
- ☐ Windrows
- ☐ Slash
- ☐ Other (define) _____
- ☐ Undesirable Species
- ☐ Hazard Reduction
- ☐ Wildlife Habitat

Other burn objectives: _____

PREPARED

Burn Boss: _____

Date: _____

APPROVED

District Forester: _____

Date: _____

5. MANAGING THE BURN (Describe how each of the following will be addressed)

Fireline preparation:

Firing techniques:

Fire sensitive areas (adjacent young pine plantations, buildings, etc.):

Smoke sensitive areas (smoke screening map prepared on topographic and/or county road that will identify roads, drainages, and residences):

Contingencies (include safety zones, escape routes, escape response procedures):

BURNING ASSIGNMENTS

Burn Boss: _____

INSTRUCTIONS TO IGNITION PERSONNEL

<u>Ignition Person</u>	<u>Instructions</u>
1) _____	
2) _____	

DIVISION ASSIGNMENT

<u>Division A</u> Crew Member	Assignment
_____	_____
<u>Division B</u> Crew Member	Assignment
_____	_____
<u>Division C</u> Crew Member	Assignment
_____	_____
<u>Division D</u> Crew Member	Assignment
_____	_____
<u>Division E</u> Crew Member	Assignment
_____	_____

Burning Assignments (continued)

SPECIAL ASSIGNMENT

Crew Member

Division Location & Assignment

EQUIPMENT ASSIGNMENT BY DIVISION

	A	B	C	D	E	F	BB	IP	SA
PPE									
Plow									
Torch									
Rakes									
Fuel									
Water									
Food									
Radios									
Extra Radio Battery									
ATV									
Chainsaw									
First Aid Kit									
Other									

Provide for the prescribed burn crew a map with physical and topographic features and division assignment boundaries. Designate safety zones, drop points, and what equipment and materials are located at these drop points.

BURN DAY CHECKLIST

Date of Burn: _____

Parameters	Do Not Burn	Recommended Range	Forecasted Weather Conditions
Date of Burn			
Air Temp (°F)			
Relative Humidity (%)	< or = 25%		
Prob. Of Ignition	> or = 80%		
Mid Flame Windspeed			
Wind Direction			
Smoke Category Day	1 or 5		

CHECK (✓) AND BURN ONLY IF ALL ITEMS ARE ADDRESSED:

- ☐ Burning assignments
- ☐ Map for crew
- ☐ Extra precautions for fire sensitive areas
- ☐ Smoke sensitive areas not threatened
- ☐ Official notifications made
- ☐ Neighbor notifications made
- ☐ Personal Protective Equipment in use
- ☐ Equipment assigned to divisions on site and available
- ☐ Transport trucks(s) and other equipment in a safe area
- ☐ Fire line width adequate
- ☐ Hazards caused by snags that are within 60 feet of fire line (burn boundary)
- ☐ Forecasted temperature within recommended range
- ☐ Forecasted relative humidity > 25%
- ☐ Forecasted probability of ignition < 80%
- ☐ Forecasted mid flame wind speed within recommended range
- ☐ Forecasted wind direction as recommended
- ☐ Forecasted smoke Category day 2, 3, or 4

Hourly Belt Weather Recording During the Burn

	1	2	3	4	5	6	7	8
Temp								
RH								
Wind Speed								
Wind direction								

PREScribed BURN JOB RECORD

DISTRICT NO. _____ JOB NO. _____

Burning Fuel: _____ Gals. @ _____ = \$ _____

Tractor Hours: _____ @ \$85.00 per hour = \$ _____

_____ @ \$85.00 per hour = \$ _____

_____ @ \$85.00 per hour = \$ _____

_____ @ \$85.00 per hour = \$ _____

Man Hours by Job Title

Ranger I - hours: _____ @ \$20.45 per hour = \$ _____

Ranger II - hours: _____ @ \$24.09 per hour = \$ _____

Ranger III - hours: _____ @ \$26.55 per hour = \$ _____

Forester - hours: _____ @ \$27.80 per hour = \$ _____

Mileage

Auto Miles: _____ @ \$0.52 per mile = \$ _____

_____ @ \$0.52 per mile = \$ _____

_____ @ \$0.52 per mile = \$ _____

_____ @ \$0.52 per mile = \$ _____

Plow Truck Miles: _____ @ \$0.95 per mile = \$ _____

_____ @ \$0.95 per mile = \$ _____

_____ @ \$0.95 per mile = \$ _____

_____ @ \$0.95 per mile = \$ _____

Total Cost \$ _____

Cost Per Acre \$ _____

PREScribed BURN EVALUATION

INITIAL EVALUATION (immediately after burn)

1. Date evaluated:
2. Objective met: Y/N (if no explain) Yes No
3. Mortality or damage of desirable trees: Y/N (if yes explain) Yes No
4. Any escape: Y/N (if yes explain) Yes No
5. Recommendations for improvements (breakovers, smoke problems, etc.)

Evaluator: _____

Title: _____

FUTURE EVALUATION (within 3-6 months)

1. Date evaluated:
2. Damage to desirable trees (crown scorch, bole damage, etc.):
3. Control of undesirable vegetation:
4. Soil movement or other adverse effects:
5. Recommendations for improvements:

Evaluator: _____

Title: _____