**Christian County Commission**
100 West Church St, Room 100
Ozark, MO 65721

**SCHEDULED**

**MEETING ATTACHMENTS (ID # 5665)**

Meeting: 10/19/26 10:00 AM
Department: County Clerk
Category: Meeting Items
Prepared By: Zoey Strong
Initiator: Zoey Strong
Sponsors:
Doc ID: 5665

# Meeting Attachments

**ATTACHMENTS:**

1 - 19 OCTOBER 2026 - DRAFT BURN BAN PROCEDURES AND CHECKLIST

# DRAFT Christian County Burn Ban Procedure and Checklist

**Purpose and Scope:** This procedure explains how Christian County agencies will work together to:

- Track drought and fire conditions.
- Decide whether to recommend a burn ban.
- Complete the required legal steps.
- Present a recommendation to the County Commission.
- Put an approved ban into effect.
- Review, change, or end the ban.

Dry grass and plants can catch fire easily. Dry weather, strong winds, and low water supplies can make fires harder to control. These conditions can put people, property, and firefighters at risk.

This procedure helps agencies act on time, share clear information, and work together.

**Triggers and Legal Requirements**: The U.S. Drought Monitor shows where drought is happening and how severe it is. Drought information is available at www.drought.gov and droughtmonitor.unl.edu. The map uses these labels:

- None – No drought or unusual dryness.
- D0 — Abnormally Dry: Conditions are unusually dry.
- D1 — Moderate Drought
- D2 — Severe Drought
- D3 — Extreme Drought
- D4 — Exceptional Drought

Under Section 49.266.3 of Missouri law, the County Commission may adopt a burn ban after the State Fire Marshal determines that a ban is appropriate because both conditions exist:

- A major natural disaster is happening or may soon happen in the county and threatens residents' safety and well-being.
- The U.S. Drought Monitor places the county in severe, extreme, or exceptional drought.

**Roles and Responsibilities**

Christian County Commission: Review the recommendation. Follow the required steps to approve, change, extend, or end a burn ban.

Christian County Emergency Services–911: Update instructions for dispatchers. Send calls to the proper agencies using agreed steps.

County Clerk: Help place the issue on the meeting agenda. Keep official records and make copies of approved orders available.

Emergency Management: Track drought and fire conditions. Gather local reports and ask partner agencies for input. Coordinate the request to the State Fire Marshal. Prepare updates for the Commission. Keep agency contact lists current and track notices and reviews.

Fire Departments: Report fire conditions, recent fires, water shortages, and concerns about staffing or equipment. Recommend action when needed. Put out fires, record what crews observe, and work with law enforcement.

Municipal Police and Sheriff's Department: Investigate possible violations within their legal authority. Gather evidence and issue citations or send cases to the proper office, as allowed by law and agency policy.

Prosecuting Attorney's Office: Review legal requirements, the area covered, exceptions, draft wording, and enforcement steps. Review possible violations and prosecute cases when appropriate.

State Fire Marshal: Determine whether a county burn ban is appropriate under Section 49.266.3 of Missouri law.

**Checklist**

1. Track and Record Conditions
   Lead: Emergency Management
   - ☐ Check the U.S. Drought Monitor each Thursday during dry weather. Save the dated map and county data.
   - ☐ Record the drought levels in Christian County and the areas affected.
   - ☐ Review forecasts, fire weather concerns, and recent rainfall.
   - ☐ Write a short summary of conditions when needed.
   - ☐ Contact partner agencies when conditions worsen or departments raise concerns. Start early so there is time to prepare.

2. Ask Partner Agencies for Input
   Lead: Emergency Management
   - ☐ Check that the contact list includes current primary and backup contacts.
   - ☐ Share the conditions summary with fire departments, municipal police, the Sheriff's Office, Prosecuting Attorney, Commission, 911, and State Fire Marshal's Office.
   - ☐ Work through questions about where the ban applies, who is exempt, how calls will be handled, and how the ban will be enforced.
   - ☐ Combine the information into one recommendation for the Commission.

3. Check Legal Requirements and Prepare the Order
   Leads: Emergency Management and County Legal Counsel
   - ☐ Check the current version of Section 49.266 and any other laws that apply.
   - ☐ Request the State Fire Marshal's determination. Keep a record before the Commission adopts a ban.
   - ☐ If only part of the county is in D2 or higher, confirm how that affects the proposed ban with the State Fire Marshal and legal counsel.

- ☐ Have county legal counsel review the proposed order as needed.

4. Take Commission Action
   Leads: County Commission and County Clerk
   - ☐ Present the conditions summary, agency comments, State Fire Marshal's determination, and proposed order.
   - ☐ Record the Commission's decision and the reasons supporting it.
   - ☐ If approved, obtain the signed order and record its order number.
   - ☐ Make sure all instructions and notices match the approved order.
   - ☐ If the Commission delays or declines the ban, record the next steps and review date.

5. Notify Agencies and the Public
   Leads: All Community Partners
   - ☐ Share the approved order with partner agencies.
   - ☐ Share the same clear message through county, city, fire department, police, and news outlets.
   - ☐ Include when the ban starts, where it applies, what it prohibits, any exceptions, and where people can get more information.

6. Review the Ban While It Is in Effect
   Leads: Emergency Management and Partner Agencies
   - ☐ Review conditions at least once a week and after major weather changes.
   - ☐ Work with partner agencies to resolve questions and explain the ban the same way.
   - ☐ Update the Commission on whether to keep, change, extend, or end the ban.
   - ☐ Track the end date so any needed action happens before the ban expires.

7. End the Ban and Review the Process
   Leads: County Commission, Emergency Management, County Clerk, and Agency Leaders
   - ☐ Gather current drought information and fire department recommendations.
   - ☐ Confirm what action is needed to end the ban under the approved order and applicable law.
   - ☐ Record when the ban ends and keep any required documents.
   - ☐ Notify all partner agencies. Confirm that dispatch and enforcement instructions are updated.
   - ☐ Announce the change through the same channels used to announce the ban.
   - ☐ Explain any other burning rules that still apply.
   - ☐ Meet briefly with partner agencies to discuss what worked and what needs to change.
   - ☐ Update this procedure and the agency contact list.

**Contact Information**

| | | |
|---|---|---|
| Jordan Williams | Billings Police Chief | jordanwilliams@billingsmo.com |
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| Jared Smith | Sparta Firefighter | |
| Rob Klick | Sparta Fire Captain | |
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