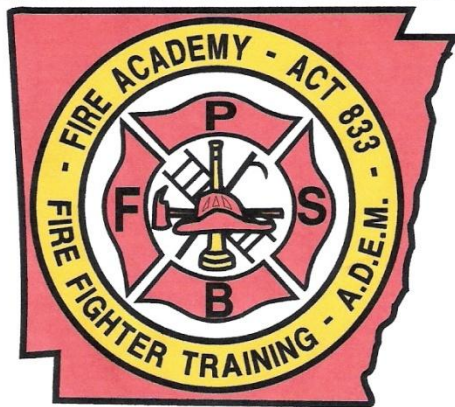


2012 ACT 833 Funding Guidance and Requirements

FIRE PROTECTION



SERVICES BOARD



Office of Fire Protection Services

C/O Arkansas Fire Protection Service Board &
Office of Fire Protection Services
ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT
Building #9501 - Camp Joseph T. Robinson
North Little Rock, Arkansas 72199-9600

Kendell Snyder – State Fire & Field Services Office
(501) 683-6781 Office - (501) 683-7890 Fax
Email kendell.snyder@adem.arkansas.gov

WEB SITE: www.adem.arkansas.gov



STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



MIKE BEEBE
GOVERNOR

DAVID MAXWELL
DIRECTOR

TO: Arkansas Fire Departments
FROM: Office of Fire Protection Services / Arkansas Department of Emergency Management
Kendell Snyder, State Fire & Field Services Office
DATE: 2012 Funding Period (Opens Jan. 1, 2012 – Closes Oct. 31, 2012)
SUBJECT: Application Certification Forms, Invoices, Training Requirements, & Audits

Application Forms:

Act 833 application forms can be downloaded through the ADEM web site (www.adem.arkansas.gov), under administration, then Fire Services section (Act 833) and are not available by mail or fax. Applications must be post marked no later than October 31 of each funding year. Any application received after the deadline date will not be funded. All applications returned for corrections after the closing date of the funding year will have fifteen (15) days or until November 15 of each year to get corrected application back to the ADEM to qualify for funds or application will not be funded.

Invoices:

The Department of Finance & Administration requires copies of invoices for all items listed on the Annual Expenditure Report (Form DFA-FP-7A). In addition to the completed expenditure form, please remit all invoices and pertinent documentation related to purchases made under the Act 833 of 1991 program. Submit only copies of invoices that are standard letter size (8.5" X 11"). **No** voided checks, bank statements, original copies, or invoices without vendor information **Will Not** be accepted.

(Please **Do Not Staple** invoices.)

Training Requirements:

Act 833 certified fire departments & active firefighters are required to train a minimum of sixteen (16) hours per year of certifiable training meeting the standards of the Arkansas Fire Training Academy. Departments must have a minimum of six (6) active firefighters that engage in firefighting capabilities (Act 808 of 2009) from January 1, 2011 – December 31, 2011 to qualify for 2011 funds.

Audits:

Act 833 funds are subject to audit; therefore, they must be used in accordance with Act 833 rules and random, on-site audits will be conducted on fire departments which receive or have received Act 833 funds. This action, approved by the Department of Finance and Administration and the Arkansas Fire Protection Services Board, will ensure funds are being used legally. Affected fire departments will be given notice to set up an appointment with the auditing agency if selected.

Please direct all questions to: Arkansas Fire Protection Services Board C/O
Kendell Snyder
Office of Fire Protection Services
Arkansas Department of Emergency Management
Building #9501 - Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

INSTRUCTIONS FOR COMPLETING CERTIFICATION APPLICATION FOR ACT 833 FUNDS (APPLICATION DEADLINE - OCTOBER 31, 2012)

DATE: Date of application. (Certification is an annual requirement for all fire departments)

NFIRS ID: National Fire Incident Reporting System ID numbers are assigned by the Arkansas Fire Training Academy. Please call 870-574-1521 for more information.

TYPE OF DEPARTMENT

1. Rural Non-Profit: formed as a non-profit corporation, AR Code Ann. 14-284-301 through 307 or Fire District: formed under AR Code Ann. 14-284-102 through 121 or 14-284-201 through 222.
2. Municipal: formed by municipality ordinance, AR Code Ann. 14-53-101. Please indicate municipality population from last census count.

Note: A Municipal Department is governed by a City Council and a Rural or Fire District Department is governed by a Board of Directors.

CLASSIFICATION OF DEPARTMENT

1. Volunteer: unpaid firefighters
2. Paid: salaried/hourly-wage firefighters
3. Paid on Call: Firefighters are paid per response or activity
4. Combination: mixture of volunteer and paid firefighters

CERTIFIED TRAINING OFFICER - applications and requirements for Certified Training Officers (CTO) are available from the Arkansas Fire Training Academy in Camden, (870) 574-1521.

Fire Protection Services Board requirements for CTOs

1. Successful completion of the following courses
 - a. Instructor I - Module 1 (min required... Modules 2 and 3 are optional)
 - b. Introduction to Fire Fighting
 - c. Protective Equipment
2. Department must report assignment of CTO position to the Arkansas Fire Academy

- a. A department may have more than one CTO
- b. If a department loses a CTO, they may use another qualified instructor from another department until one can be put in place

NUMBER OF PERSONNEL IN DEPARTMENT – number of personnel in department covered by Workers Compensation. These personnel should include firefighting personnel, staff personnel (secretary, treasurer, etc.) and support personnel (Board of Directors, etc.).

NUMBER OF ACTIVE, ACT 833 FIREFIGHTERS - number of department personnel responding to a fire scene wearing personal protective equipment (PPE), and actively taking part in firefighting operations. These personnel are required to have 16 hours of certifiable training annually

Assurances

Checking yes indicates that the listed equipment and records are present and available for inspection.

1. EQUIPMENT

- A. Every department must have at least two SCBA outfits, with one for each five firefighters.
- B. Must have one extra cylinder for each two SCBA units, with a minimum of two per department.
 - SCBA shall meet NFPA standards (1981-1987 editions).
 - SCBA cylinders are required to be hydrostatic tested by the Department of Transportation:
 - Five (5) years for steel & aluminum cylinders.
 - Three (3) years for composite cylinders.

NOTE: SCBA currently in use which does not meet NFPA standards may continue to be used, if they are positive pressure type.

- C. Hoses must be tested each calendar year and records kept on their use.

2. PERSONAL PROTECTIVE EQUIPMENT

Each certified, active firefighter is required to have a full set of PPE meeting NFPA standards, ref NFPA 1500.

NOTE: These numbers **must** be equal to or greater than the number of active firefighters reported.

#1971-2007 Editions for turnout coats and pants.	7-1.1
#1971-2007 Editions for helmets (including eye protection).	7-4.1
#1971-2007 Edition for gloves.	7-7.1
#1971-2007 Edition for boots.	7-10.1

NOTES:

- 1. PPE currently in use may continue to be used until it can be replaced with NFPA compliant equipment.

2. As NFPA updates the above standards, the Fire Protection Services Board (FPSB) will require the new equipment to meet the updated standards.
3. NFPA compliant equipment should have a label stating which NFPA standard the item meets.

NOTE: Firefighters that do not have a complete set of PPE will **not** be used on the fire ground of a structure fire except in exterior fire fighting operations & then only in areas where the incident commander deems appropriate for the PPE the firefighter is using.

3. TRAINING & TRAINING RECORDS

- Training Records - records of classes, drills and in-house training. Include subject, time in class, date of class/drill and instructor.

Act 833 certified fire departments & active firefighters are required to train a minimum of sixteen (16) hours per year. This training must fall within the standards & guidelines set & maintained by the Arkansas Fire Training Academy (Act 808 of 2009).

TRAINING & TRAINING RECORDS (cont.)

Firefighters shall complete the following courses during their first year of service:

- INTRODUCTION TO FIREFIGHTING – up to 16 hours in the Introduction to Firefighting course conducted by Arkansas Fire Academy (AFA). Other courses acceptable are: Basic FF Course conducted by (AFA), Firefighter I, II or III, including Minimum Standards Course conducted by (AFA).
- PROTECTIVE EQUIPMENT – up to 16 hours in the Personal Protective Equipment course conducted by Arkansas Fire Academy (AFA).
Exception: When a person has a doctor's statement on file (at the fire department) exempting them from the practical part of the course involving use of SCBA, this person may be used as support personnel (i.e. operating pump, directing traffic, etc.)

WILDLAND FIRE SUPPRESSION – up to eight hours in the Wild land Fires course conducted by Arkansas Forestry Commission (AFC). This can be coordinated through your county Fire Services Coordinator. **NOTE: 1. Firefighters' that have not completed the Wildland Fire Suppression course, the firefighter shall be under the direct supervision of an experienced firefighter or fire officer at a wild land fire.**

- Exception: Firefighters who are members of municipal departments in cities with a population of more than 10,000 or fully paid firefighters are not required to complete this course.
- CERTIFIABLE TRAINING – **all active firefighters** are required to complete sixteen (16) hrs of annual certified training approved by the Arkansas Fire Academy (AFA).

NOTE: Must have a minimum of six (6) trained firefighters for departments to qualify for Act 833 funds.

4. WORKMEN'S COMPENSATION (RURAL DEPARTMENTS ONLY)

Firefighter names & SSN's of all department members (Active and Non-Active) must be submitted to the county clerk's office, updated annually, and have completed the training requirements under (Act 808 of 2009) in order to qualify for coverage.

5. REQUEST FOR FUNDS (Rural Departments ONLY)

This section replaces Form DFA-FP-1A. Rural departments can receive no more than requested in this section. (Example: A department asks for \$5,000 but actually has \$5,500 available as their share of Act 833. The Department of Finance and Administration can only award the amount requested on the form.) A good guideline to use is to ask for more than received from the previous year. If no money was received from the previous year, check with the county fire coordinator to see how much was available.

Rural and Fire Protection Districts must have three (3) signatures (Fire Chief, County Fire Coordinator, and County Judge).

Municipal Departments must have signatures by Fire Chief and Mayor.

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FORM DFA-FP-7A – Expenditure Report – Must be submitted annually.

Contact person/daytime Phone number: This is the person who completes the expenditure report.

Clarification of Terms

Carry Forward:—will equal the “Unspent Allocation” from the previous year

Unspent Allocation: ---- This is the total amount of Act 833 funds received by your department that have not been spent and accounted for through invoices. This will be the “carry forward” for the next year.

Report funds received and spent during the period (Rural & Municipal reporting period is each calendar funding year). **Redistribution funds may arrive after the new calendar year begins, however they must be entered in the expenditure report for the previous year (reporting period).**

Total the “FUNDS RECEIVED” column, subtract the “FUNDS EXPENDED” total and the remainder, if any, goes in the “833 Funds to allocate” line. Individual items that you plan to purchase in the future should be listed in the “Items allocated to purchase in the future” column. The total of that column must equal or exceed the amount shown in the “833 Funds to allocate” line.

ATTENTION
SPENDING GUIDELINES

The State Fire Protection Services Program - Act 833 of 1991 is to provide funding to qualified fire departments and is not intended to fund the daily operational funding for fire departments. **All expenditures using Act 833 funds must be directly related to firefighting capabilities.** Any items purchased must be from the three (3) procurement categories established by the Department of Finance and Administration (see categories below).

Act 833 Procurement Categories:

- **Firefighting Training (approved courses only):**
 - Allowable training conducted through the Arkansas Fire Training Academy, National Fire Academy, Arkansas Department of Emergency Management courses (HAZMAT, ICS, NIMS, ECT) and/or fire training centers, colleges or universities (i.e., Texas A&M, University of Memphis, Oklahoma State University, ECT) & must be approved by the Arkansas Fire Protection Services Board.
 - Allowable items include (but not limited to) classes, training videos or CDs, projectors, internet service, computers or any justified expense under this section.
- **Procurement of new or modernization of current firefighting equipment:**
 - Preventive maintenance, maintenance and refurbishment items are permissible.
 - Allowable items include (but not limited to) batteries, filters, gas, oil, tires, parts, bunker gear, SCBA's, hose, appliances, tools or any justified expense under this section
 - Non-allowable items include uniforms, bank charges, insurance for buildings, utilities, professional or contractual services, etc.

- Capital expenditures and/or security pledges (ten (10) years or less) to be used in the financing of firefighting equipment, initial capital construction, or improvement of fire departments:
 - Allowable items include (but not limited to) purchase of property, construction of stations, firefighting apparatus or any justified expense under this section.

IMPORTANT NOTICE:

Report only expenditures made during the reporting period. Be sure to list the date purchase was made, the item/items purchased, and the amount of the invoice. If you order something, include the shipping charge in the cost of the item. DO NOT LIST SHIPPING CHARGES SEPARATELY!

**ACT 833 PROGRAM
EXPENDITURES EXAMPLE LIST**

FIRE PROTECTION SERVICES PROGRAM – ACT 833 OF 1991

From the inception of the Act 833 Program, the only items allowed as expended items were:

- | | |
|---|---|
| Fire Stations | Firefighting Vehicles |
| Training (Fire & EMT) | Communications Equipment (Radios and Pagers) |
| Fire Fighting Equipment | Refurbishing Newly Acquired Older Firefighting Vehicles |
| Personal Protective Equipment
(NO UNIFORMS, CAPS, PATCHES, BADGES, ETC.) | |

The following items were determined to be allowable expenditure items by the Arkansas Fire Protection Services Board on December 10, 2008:

ALLOWABLE EXPENDITURES (Lists are for guidance purposes only)
Procured equipment must meet current National Fire Protection Association (NFPA) standards.

AED (Defib.)
Arson Investigation
Audio Equipment
Batteries
Camera
Camcorders
Chargers
Computers
Copier
Equipment for the care of PPE & FF gear & Hose
Fax Machine
Fire Hose Washer
Fire Hydrants
Fire Prevention Materials
Fuel (Gasoline & Diesel)
Fuel Cans
Hazmat Equipment
Hepatitis Vaccination

Hose
Inspections
ISO
Safety
Insurance (Liability Fire Vehicles Only)
Internet Access (\$60 per month Limit)
Extrication Equipment
Fire Scene Equipment
First Aid Supplies
Land for new Fire Station
Matching Grants
Physical Fitness Equipment
Printers
Radio License
Radio Repair
Radio Upgrade

Repair to Fire Station
Salvage & Overhaul Equipment
Safety Vests
Software
Support Equipment
Tarps
Tires
Trailers
Vehicle Maintenance
Vehicle Repair
Video Equipment

The following items were determined to be unallowable expenditure items by the Arkansas Fire Protection Services Board on December 10, 2008:

UNALLOWABLE EXPENDITURES

Animals Appliances Bank Charges Cell Phones Checks Contractual or Professional Services
--

Furniture Interest Late Fees Lockers Office Supplies Station Maintenance

Storage Shed Uniforms Utilities Web Pages
--

This list does not include all allowable and unallowable expenditures for Act 833. It provides a general idea. If you have any questions, you may contact:

Larry Brewer	Arkansas Fire Protection Services Board	(501) 450-4935
Richard Drilling	DFA-Office of Administrative Services	(501) 324-9062
Kendell Snyder	ADEM-Office of Fire Services	(501) 683-6781

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Resource and Capability Survey

This is not required for certification; however we are asking that each department fill out this section in order to compile a working list of fire department current capabilities and resources. This information will be used in conjunction with local and state-wide mutual aid plans and in the event of state or federally declared disasters. **Completing this section does not obligate your department to respond to any state wide or area requests; it does provide a database to locate resources in the event of a disaster or other need. The decision to respond or commit resources will be made by the individual departments at the time of the request.**

Department Information

Please complete as much of this section as possible, **Fire Chief Contact number** should be a cell or other number at which the Chief can most likely be reached. It will not be released to the general public.

The **F.D. contact phone and email** should be the number / email account that can be used for general inquiries and non urgent contacts. It may be released to citizens who have interest in contacting a specific department.

Dispatch Center Contact number should be a non-emergency number to the entity that dispatches your department.

Apparatus

The Apparatus capacity section is based on FEMA resource typing and as such will probably not be a direct match for your apparatus. Choose the one that **most closely matches, but does not exceed in either capacity**, your apparatus. For example, a 750 GPM pumper with a 500 gallon tank will go in the second category. A brush rig with a 50 GPM pump and a 50 gallon tank will go in the Other category.

Both front line and reserve apparatus should be included, if reserve apparatus is equipped and functional.

Pumpers / Brush-Wildland Includes all pumping-attack apparatus. Indicate how many in each category.

Tankers / Water Tenders includes all apparatus equipped and used for water shuttle/ water tending operations.

Service / Rescue Vehicles includes any vehicles or vehicles with trailers that have SCBA tank fill capabilities or Auto Extrication equipment.

Class B Foam include total quantity on hand (in Gallons) of AFFF and Alcohol Resistant (AR) AFFF

**ADEM Office of Fire Services
Fire Department Resource/Capability Survey**

Fire Department Name _____ County _____
 Fire Chief Name _____ Chief Contact Number (____) _____
 F.D. Contact Phone (____) _____ F.D. Contact Email _____
 Dispatch Center _____ Dispatch Contact Number (____) _____
 Deployable AWIN Radios Yes () No () Quantity _____

Apparatus

Pumpers / Brush-Wildland

Minimum 1,000 GPM Pump / 400 Gallon Tank	Quantity _____
Minimum 500 GPM pump / 400 Gallon Tank	Quantity _____ 2 WD () 4 WD ()
Minimum 120 GPM Pump / 500 Gallon Tank	Quantity _____ 2 WD () 4 WD ()
Minimum 70 GPM Pump / 750 Gallon Tank	Quantity _____ 2 WD () 4 WD ()
Minimum 50 GPM Pump / 500 Gallon Tank	Quantity _____ 2 WD () 4 WD ()
Minimum 15 GPM Pump / 75 Gallon Tank	Quantity _____ 2 WD () 4 WD ()
Other ____ GPM Pump/ ____ Gallon Tank	Quantity _____ 2 WD () 4 WD ()

Tankers/ Water Tenders

Minimum 2,000 Gallon tank / 300 GPM Pump ()	No Pump ()	Quantity _____
Minimum 1,000 Gallon Tank / 120 GPM Pump ()	No Pump ()	Quantity _____
Minimum 1,000 Gallon Tank / 50 GPM Pump ()	No Pump ()	Quantity _____
Drop Tank () Capacity _____		

Aerial (Ladder or Platform)

Minimum 75 Ft. 500 GPM or Greater Pump ()	No Pump ()	Quantity _____
Minimum 50 Ft. / 500 GPM or Greater Pump ()	No Pump ()	Quantity _____
Snorkel ____ Ft. _____ GPM Pump	No Pump ()	Quantity _____

Service/rescue Vehicles (Check all that apply)

SCBA Tank Fill () Cascade () Compressor () PSI _____ Auto Extrication ()
 Class B Foam AFFF () Qnty _____ Alcohol Resistant AFFF () Qnty. _____
 Mobile Generator () Capacity _____ Kw Portable () Truck/Trailer Mounted ()
 Rescue Boat () Fire Boat () Trailer ()