2012 ACT 833 Funding Guidance and Requirements

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

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

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	Furniture	Storage Shed
Appliances	Interest	Uniforms
Bank Charges	Late Fees	Utilities
Cell Phones	Lockers	Web Pages
Checks	Office Supplies	
Contractual or Professional Services	Station Maintenance	

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

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.

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

Version 12-20-2012

OFFICE OF FIRE PROTECTION SERVICES
2012 CERTIFICATION APPLICATION

DATE _____ NFIRS ID # _____

DEPARTMENT NAME _____ MAILING ADDRESS _____

COUNTY _____ CITY _____ ZIP _____ FD PHONE (____) _____

FD FAX (____) _____ EMAIL _____ CTO NAME _____

TYPE OF DEPARTMENT: RURAL ☐ FIRE DISTRICT ☐ MUNICIPAL ☐

CLASSIFICATION OF DEPARTMENT: VOLUNTEER ☐ COMBINATION ☐ PAID ON CALL ☐ PAID ☐

TOTAL NUMBER OF PERSONNEL _____ TOTAL NUMBER OF ACTIVE FIREFIGHTING PERSONNEL (ACT 808 - 2009) _____

FIRE CHIEF NAME _____ MAILING ADDRESS _____

COUNTY _____ CITY _____ ZIP _____ HM PHONE (____) _____

WK PHONE (____) _____ CELL PHONE (____) _____ EMAIL _____

EQUIPMENT: SCBA Units (1 per 5 Firefighters – Minimum 2) & SCBA Bottles (1 per SCBA – Minimum 2) Meets NFPA 1500 #1971-2007. Yes ☐ No ☐
PERSONAL PROTECTIVE EQUIPMENT (PPE): Requires full set for all active personnel meeting NFPA 1500 #1971-2007. Yes ☐ No ☐
TRAINING & TRAINING RECORDS: Active Firefighters Completed (16) Hrs of Certified Training & Training Records Maintained for All Personnel. [Certified Training must meet (Act 808-2009) to qualify for 2011 Funds & completed training for the 2010 Calendar Year [Jan 1 – Dec 31, 2010]. Yes ☐ No ☐
WORKERS COMPENSATION: (Rural Departments Only) **Personnel List on file Current with County Clerk.** Yes ☐ No ☐

REQUEST FOR FUNDS (Rural Departments ONLY) Total Amount Requested: $_____

- Firefighting Training: _____
- Firefighting Equipment: _____
- Capital Expenditure: _____

_____ _____ _____
Fire Chief County Fire Service Coordinator County Judge or Mayor

IMPORTANT NOTICE: the entities involved above, certifies by signing this document that all Provisions of Act 833 as amended, including all implementation Procedures from Department of Finance and Administration, Office of Fire Protection Services, & the Arkansas Department of Emergency Management will be strictly followed.

Office of Fire Protection Services C/O Arkansas Department of Emergency Management
Building #9501 – Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

DEPARTMENT OF FINANCE AND ADMINISTRATION - FIRE PROTECTION SERVICES PROGRAM
ACT 833 OF 1991, AS AMENDED - FORM DFA-FP-7A
2012 ANNUAL EXPENDITURE REPORT

FIRE DEPARTMENT/DISTRICT: _____ COUNTY: _____

CONTACT PERSON: _____ DAYTIME PHONE NUMBER: _____

ADDRESS _____

TYPE OF DEPARTMENT/REPORT PERIOD: MUNICIPAL ☐ / REPORT PERIOD: CALENDAR YEAR 2011

RURAL ☐ / REPORT PERIOD: CALENDAR YEAR 2011

FUNDS RECEIVED DURING PERIOD:

DATE	AMOUNT
	$
	$
	$
	$
Redistribution	$

FUNDS RECEIVED DURING 2011 PERIOD $

FUNDS CARRIED FORWARD FROM PREVIOUS YEARS $
(Do not report bank balance – only unspent Act 833 funds)

TOTAL FUNDS RECEIVED AND CARRIED FORWARD(1) $

FUNDS EXPENDED DURING PERIOD
(SEE FILING PERIOD DATES ABOVE)

MO/DAY/YR	ITEM	COST
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$

ITEMS ALLOCATED TO PURCHASE IN THE FUTURE
(USE ONLY IF YOU HAVE UNSPENT ACT 833 FUNDS)

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL 833 FUNDS TO ALLOCATE:	$

(2) TOTAL FUNDS SPENT: $

SUBTRACT (2) FROM (1) FOR BAL OF 833 FUNDS TO ALLOCATE: $

Fire Department/District _____
Signature / Title Date

County Fire Service Coordinator
(Required for Rural Volunteer Fire Department _____
Signature / Title Date

Quorum Court/Chief Executive Officer
(County Judge/Mayor) _____
Signature / Title Date

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 ___