2014 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: 2014 Funding Period (Opens Jan. 1, 2014 – Closes Oct. 31, 2014)

SUBJECT: Application Guidance, 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. Applications may be emailed or faxed, however must be in my inbox by midnight on October 31st. 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 to get the corrected application back to 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 or bank statements. Original copies, bid proposals, account statements 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 meet the training requirements (Act 808 of 2009) from January 1, 2013– December 31, 2013 to qualify for 2014 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, 2014)

DATE: Date of application. (Certification is an annual requirement for **all** fire departments to receive Act 833 funding)

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. **Fire District:** Either Fire Protection District, AR Code Ann 14-284-101 through 105, AR Code Ann 14-284-201 through 203—Or Subordinate Service District, AR Code Ann 14-14-708 through 711

2. **Municipal**: formed by municipality ordinance, AR Code Ann. 14-53-101.

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 (less than $5,000.00 annual compensation per Act 1452 of 2013,)

2. Paid: salaried/hourly-wage firefighters

3. Paid on Call: Firefighters are paid per response or activity (it is considered pay if it is $20.00 or more per call DFA GR 31.1 or more than $5,000.00 annually (Act 1452 of 2013))

4. Combination: mixture of volunteer and paid firefighters (Can still be considered volunteer for sales tax exemption if 75% or more of firefighters are volunteers)

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 a CTO 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 four (4)SCBA outfits.
B. Must have one extra cylinder for each SCBA units, with a minimum of four per department.
- SCBA shall meet NFPA standard 1500, 2007 edition 7.11.1.1 through 7.11.1.2
- SCBA cylinders are required to be hydrostatic tested as required by NFPA 1500, 2007 edition.7.14.1,7.14.2
  -Annually for aluminum cylinders made of aluminum alloy 6351-T6, all others according to manufacturers requirements.

NOTE: SCBA currently in use which does not meet NFPA standards may continue to be used, if they are positive pressure type, until it can be replaced with NFPA compliant units.

2. PERSONAL PROTECTIVE EQUIPMENT

Each certified, active firefighter is required to have a full set of PPE meeting NFPA standards, ref NFPA 1500, 2007 edition.7.19.1, 7.19.2

- PPE and SCBA purchased new must meet NFPA standards current at time of purchase. PPE and SCBA purchased used shall have met NFPA standards current at the time of manufacture. (SCBA must meet 1992 or newer standard)

- NFPA compliant equipment should have a label stating which NFPA standard the item meets.

NOTES:

1. 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.

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

3. NFPA compliant equipment should have a label stating which NFPA standard the item meets.

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 have a minimum of sixteen (16) hours of certified training per year. This training must fall within the standards & guidelines set & maintained by the Arkansas Fire Training Academy (Act 808 of 2009).

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.

- A firefighter who receives more certified hours than required in a year may carry over up to 16 additional certified hours to the next year only. (A.C.A. 20-22-806)

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

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.

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. **This is the amount of money that is available or "on hand" as of January 1 2013. (Or after receiving any redistribution payments, if applicable) Act 833 funds can be saved for up to 10 years, if allocated for a project(s).**

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 for improvements 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).

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. **No** voided checks or bank statements. Original copies, bid proposals, account statements or invoices without vendor information **Will Not** be accepted. Fuel invoices should have the unit number or other designation on it (Brush truck, tanker, etc)

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

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.

**** NEW****

- Training tuition, travel and lodging/meals are allowable expenses for certified training classes only. Tuition, travel and lodging will NOT be paid for out of state classes if those classes are available in-state.
- Classes must be approved by AFTA prior to enrollment/attendance.
- Travel and lodging meals will be paid at the federal per diem rate for the venue in which training is held
  - Federal rates can be found here: http://www.gsa.gov/portal/category/21287
  - Mileage reimbursement rates are 0.42 per mile, based on paper or electronic major route map mileage. Arkansas rules can be founds here http://www.dfa.arkansas.gov/offices/accounting/Documents/travelRegs.pdf
- **Meals and lodging expenses will require invoices.**
- **Mileage expenses will require written verification from the fire chief stating name dates of class, presenting institution, map mileage to and from class.**
- **Fuel invoices are not required for training travel.**

- 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 fuel, oil, tires, parts, bunker gear, SCBA's, hose, appliances, tools or any justified expense under this section.
  - Fuel expenses are allowed for fire apparatus only, and should have the vehicle/unit designator- members name on the invoice.
  - 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.
- Insurance for Buildings and Utility Costs.
  - Utilities are defined as : Electrical service, natural gas, propane or other heating fuel, heating fuel tank purchase, Note: Rental of heating fuel tank is not allowable. Water/sewer and telephone service is also allowable. Utility cost will only be allowed at the fire stations, which is defined as a building in which fire apparatus is housed.
  - Insurance costs will be allowed for buildings in which fire apparatus is housed. In shared buildings, utility and insurance costs <u>may</u> be pro-rated for the percentage of space utilized by the Fire Department.

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 June 28th, 2012:

ALLOWABLE EXPENDITURES (Lists are for guidance purposes only and are not all inclusive)
Procured equipment must meet current National Fire Protection Association (NFPA) standards.

Training	Firefighting Equipment	Capital Expenditures
Firefighting training, EMS (first responder, CPR, EMT, NIMS. Rescue and Haz-Mat classes approved by the AFA. Training must be certified training, approved by the AFA Training props Construction of training towers/burn buildings Books/CD's A/V equipment, cameras, camcorders. Computers Printers Fax machines Copiers Computer software Internet Access (60.00 monthly max) Fire Prevention Grant Match (for allowable items) Tables and chairs for training rooms Printing supplies (copier paper, Ink) Testing fees (IFSAC)- Certification Fees (EMS- Fire)-	Must be directly related to fire ground operations. PPE, fire attack, salvage and overhaul, forcible entry, search and rescue equipment Haz-Mat Equipment Hand Tools First aid equipment and supplies Scene safety Radio equipment, license, repair, upgrades. AED Arson Investigation equipment Equipment to maintain firefighting equipment Washer. Dryer, hose washer, hose tester, Liability insurance for firefighting vehicles Grant Match (for allowable items) Support equipment Batteries	Fire station construction. Architectural/engineering fees as part of an allowable construction project. Land purchase for fire station construction Fire Station remodeling or improvement Fire station repair Fire apparatus purchase or refurbishment. Fire apparatus repair Fire apparatus testing and maintenance. Fuel for firefighting apparatus Security Equipment for stations-Cameras. Alarms, lock/key changes Grant Match (for allowable items) Rescue trucks, service vehicles,

Background check (EMS) Tuition for classes not available through AFA, approved as certifiable by AFA Lodging at government rate Pay for Mileage rather than fuel costs. Will pay at government rate Meals at Federal per diem rate, meals with overnight stay only	chargers Hydrants	

UNALLOWABLE EXPENDITURES

The following items were determined to be unallowable expenditure items by the Arkansas Fire Protection Services Board on June 28th, 2012: This list is not all inclusive.

UNALLOWABLE EXPENDITURES

Animals Interest only payments Penalties Late Fees Bank Charges Cell Phones Checks	Contractual or Professional Services Office Supplies Station Maintenance Storage Sheds Uniforms	~~Utilities (Natural gas, Propane, Electricity, water)~~ Ambulances Web Pages Monthly rental fees on heating fuel storage tanks

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 12-20-2014

OFFICE OF FIRE PROTECTION SERVICES
2013 CERTIFICATION APPLICATION

DATE _____ NFIRS ID # _____

DEPARTMENT NAME _____ PHYSICAL ADDRESS _____

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

FD FAX (____) _____ EMAIL _____ CTO NAME _____

TYPE OF DEPARTMENT: RURAL Non-Profit ☐ Improvement District ☐ 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 Minimum 4 & spare SCBA Bottles (1 per SCBA – Minimum 4) 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: _____

E MAIL _____

TYPE OF DEPARTMENT/REPORT PERIOD: MUNICIPAL ☐ RURAL ☐ REPORTING PERIOD 2013 CALENDAR YEAR

FUNDS RECEIVED DURING PERIOD:

DATE	AMOUNT
	$
	$
	$
	$
Redistribution	$

FUNDS RECEIVED DURING 2013 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
(CALENDAR YEAR 2011)

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

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

SUPPLEMENT

MO/AY/YEAR	ITEM	COST

Page _____ of _____ **Total This Page_____**

Total all Pages_____

ADEM Office of Fire Services
Fire Department Response Capability Survey

Fire Department Name_____County_____

Fire Chief Name _____ Chief Contact Number (___)_____

Does your department have an active Smoke Detector Placement Program Yes ___ No ___

Installation ___ Hand Out ___ Both ___

Fire Department Funding Sources

Fire dues/ subscription fees ___ Property tax/ Millage ___ Dedicated sales tax ___

Appropriations from City/County Funds ___ Fund Raisers/Donations ___ Other ___

Response Types and Personnel

EMS--- First Responder Level (EMR) **Scene Response** ___

First Responder- All calls YES ___ NO ___

First Responder- Medical calls only YES ___ NO ___

First Responder MVA/ Rescue Calls Only YES ___ NO ___

Number of First Responders on department _____

First Responder (EMR) training from Arkansas Fire Academy ____ Number of Personnel

First Responder (EMR) training from other Sources ____ Number of Personnel

EMT Basic Level **Scene Response** ___ **Transport** ___

Number of EMT Basic's on department _____

Paramedic / ALS **Scene Response** ___ **Transport** ___

Number of Paramedic's on department _____

Specialty Rescue Equipment

Rope ___ Trench ___ Confined Space ___ Swift Water ___

Building Collapse ___ Wildland/ Lost person Search ___

Rescue Boat ___ Fire Boat ___ Boat Trailer ___

ADEM Office of Fire Services

Fire Station Location

Please list additional fire station locations (other than the station listed on Page 11)

Station Number /Name	Address or location description