

2009 ACT 833 Program Guidelines & Application



Homeland Security Division

ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT
Office of Fire & EMS Services
Building #9501
Camp Joseph T. Robinson
North Little Rock, Arkansas 72199-9600

Jimmy Woods – State Fire & Field Services Coordinator (501) 683-6781
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WEB SITE: www.adem.arkansas.gov



STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



MIKE BEEBE
GOVERNOR

DAVID MAXWELL
DIRECTOR

TO: All Arkansas Fire Departments &
Act 833 Applicants

FROM: Arkansas Department of Emergency Management
Office of Fire & EMS Services
Jimmy Woods, State Fire & Field Services Coordinator

DATE: December 12, 2008

SUBJECT: Application Certification Forms, Invoices, Training Requirements, & Audits

Application Forms:

For 2009, Act 833 application forms can be downloaded through the ADEM web site (www.adem.arkansas.gov), under the Fire Services section and Act 833 subsection. Act 833 application forms are not available by mail or fax. Applications must be post marked no later than October 31, 2009. Application received after the deadline date will not be funded for 2009 funds. Any returned application for corrections at the end of the funding year October 31, 2009, will have fifteen (15) days to get corrections back to the ADEM from the date mailed to applicant to qualify for 2009 funds. If not, application will not be funded.

Invoices: (Please **Do Not** staple 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 application form, please remit all invoices and pertinent documentation related to purchases made under the Act 833 of 1991 program. Voided checks, bank statements, original copies or invoices with no vendor information **Will Not** be accepted and **Does Not** qualify.

Training Requirements:

Act 833 certified fire departments and representative firefighters are required to train a minimum of twenty-four (24) hours per year. This training must fall within the standards and guidelines set and maintained by the Arkansas Fire Training Academy (Act 362 of 2007) from July 1, 2007 – October 31, 2008 to qualify for 2009 funds.

Audits:

Act 833 funds are subject to audit; therefore, they must be used in accordance with Act 833 rules and regulations. Beginning in 2008, random, on-site audits will be conducted on fire departments which receive or have received Act 833 funds. This action, approved by 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.

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

ATTENTION

The intent of the Act 833 program is to provide additional funding to fire departments; i.e., supplement regular funding. It is **not** intended to provide operational money for fire departments. It can be used for training, equipment procurement, capitol expenditures, and miscellaneous services (see categories below).

Act 833 Procurement Categories:

- Firefighting training (approved courses only).
 - Allowable training conducted through the Arkansas Fire Training Academy, National Fire Academy, ADEM courses (HAZMAT, ICS, NIMS, ECT) and/or fire training centers and colleges (i.e., Texas A&M, University of Memphis, LSU) and certified 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.
- Capitol 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:

Procured equipment must meet current National Fire Protection Association (NFPA) standards.

If you have any questions on allowable items, refer to the Act 833 Program Expenditures Example List approved by the Arkansas Fire Protection Services Board. Please refer to this list when making procurements and before contacting the Department of Finance & Administration or the Arkansas Department of Emergency Management.

Kay Fair	DFA – Office of Administrative Services	(501) 324-9144
Richard Drilling	DFA – Office of Administrative Services	(501) 324-9062
Jimmy Woods	ADEM – Office of Fire & EMS Services	(501) 683-6781

**INSTRUCTIONS FOR COMPLETING CERTIFICATION APPLICATION FOR ACT 833 FUNDS
(APPLICATION DEADLINE - OCTOBER 31, 2009)**

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

NFIRS ID: National Fire Incident Reporting System ID. Assigned by the Arkansas Fire Training Academy.

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. 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 req... 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. [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.

1. 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: If a firefighter does not have a complete set of PPE, the firefighter 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. 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
 - every five years for steel and aluminum
 - every three years for composite

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.

3. WORKMEN'S COMPENSATION (RURAL DEPARTMENTS ONLY)

Names and SSN's of all department members must be turned in to the county clerk's office.

4. PERSONNEL, TRAINING, & EQUIPMENT RECORDS

- Other Emergency Information – contact information for emergencies
- Statement Of Physical Health – requirement per the Americans with Disabilities Act (a doctor's physical exam may be provided, but not required by the Fire Protection Services Board. A filed signed/dated statement will be sufficient.)

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

NOTE: Hose & Pump Records must be maintained under this section.

Act 833 certified fire departments and representative firefighters are required to train a minimum of twenty-four (24) hours per year. This training must fall within the standards and guidelines set and maintained by the Arkansas Fire Training Academy (Act 362 of 2007).

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 Wildland Fires course conducted by Arkansas Forestry Commission (AFC). This can be coordinated through your county Fire Services Coordinator. **NOTE: 1. If a firefighter has 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, Act 833 fire department firefighters** are required to complete 24 hours of annual certified training approved by the Arkansas Fire Academy (AFA).

NOTE: Must have a minimum of six (6) Act 833 Certified firefighters to qualify for 2009 Act 833 funds.

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 all 3 signatures (Fire Chief, Fire Coordinator, and County Judge).

Municipal Departments must have Fire Chief and Mayor signatures.

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

Report funds received and spent during the period (Rural reporting period is from Dec. 1 to Nov. 30 – Municipal reporting period is calendar year). Report only 2008 funds.

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 and DO NOT LIST VENDOR NAMES!

If you allocated funds on your 2008 expenditure report, you must show them as being carried forward on your 2009 report – this is standard procedure for any year.

Any unspent funds, must be listed in the “allocated for future purchase” column along with the items you plan to purchase – this is standard procedure for any year.

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	Fire Trucks and other Fire Fighting Vehicles
Training (Fire & EMT)	Communications Equipment (Radios and Pagers)
Fire Fighting Equipment	Refurbishing Newly Acquired Older Fire 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)

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
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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
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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) 450-4979
Richard Drilling	DFA-Office of Administrative Services	(501) 324-9062
Kay Fair	DFA-Office of Administrative Services	(501) 324-9144
Greg Gray	Arkansas Fire Protection Services Board	(870) 270-6610
Jimmy Woods	ADEM-Office of Fire Services	(501) 683-6781

**FIRE SERVICES/ACT 833
2009 CERTIFICATION APPLICATION**

DATE _____

NFIRS ID # _____

NAME OF DEPARTMENT _____

DEPARTMENT MAILING ADDRESS _____

COUNTY _____ CITY _____ ZIP _____

TYPE OF DEPARTMENT: (Check One) 1) Rural – Fire District 2) Municipal

CLASSIFICATION OF DEPARTMENT: (Check One) 1) Volunteer 2) Paid 3) Combination

FIRE CHIEF _____

ADDRESS _____ CITY _____ ZIP _____

CELL/WORK PHONE: () _____ HOME PHONE: () _____

E-MAIL: _____ FAX: () _____

CERTIFIED TRAINING OFFICER _____

NUMBER OF PERSONNEL IN DEPARTMENT _____

NUMBER OF ACTIVE, ACT 833 FIREFIGHTERS _____

1. **Personal protective Equipment (PPE):** full set required of all active members meeting NFPA 1500 #1971-2007
2. **Equipment:** SCBA Units (1 per 5 firefighters – minimum 2) & SCBA Bottles (1 per SCBA – Minimum 2)
3. **Workmen's Compensation (Rural Fire Departments only)**
4. **Personnel, Training, & Equipment Records:** Requirements for each member of the department (personal info, emergency contact, training records, statement of physical health & All active firefighters have completed 24 hrs of credited certified training(Act 362), Hose & Pump Records maintained and have firefighters Act 833 certified (Act 837 & 833) compliant, (6 minimum to qualify)

*** We certify this fire department has complied with items 1-4. (Check One) Yes No ***

5. **Request for Funds** (Rural Only) Total Amount Requested: \$ _____

These funds are requested to purchase the following equipment: _____

And/Or provide the following training for our firefighters: _____

And/Or pay on the following construction or long term loan: _____

Date that the above project(s) will be completed by: _____

Fire Chief

County Fire Service Coordinator

County Judge/Mayor

The entities involved above, certifies by signing this document that all Provisions of Act 833 as amended, including all implementation Procedures from DF&A & ADEM will be strictly followed.

ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT
State Fire & EMS Coordinator: Jimmy Woods
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
 2009 ANNUAL EXPENDITURE REPORT
 FORM DFA-FP-7A**

FIRE DEPARTMENT/DISTRICT: _____ COUNTY: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

ADDRESS _____

TYPE OF DEPARTMENT/REPORT PERIOD: MUNICIPAL ____ / REPORT PERIOD JANUARY 1, 2008 THROUGH DECEMBER 31, 2008

RURAL ____ / REPORT PERIOD DECEMBER 1, 2007 THROUGH NOVEMBER 30, 2008

FUNDS RECEIVED DURING PERIOD:	<u>DATE</u>	<u>AMOUNT</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

TOTAL FUNDS RECEIVED DURING 2008 PERIOD (Line 1) \$ _____

TOTAL FUNDS CARRIED FORWARD FROM PREVIOUS YEARS (Line 2) \$ _____

(Do not report bank balance – only unspent Act 833 funds)

TOTAL FUNDS RECEIVED AND CARRIED FORWARD (Line 3) \$ _____

ITEMS EXPENDED DURING PERIOD

(SEE FILING PERIOD DATES ABOVE)

MM/DD/YR	ITEM	COST
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

TOTAL FUNDS SPENT: \$ _____

ITEMS ALLOCATED TO PURCHASE IN THE FUTURE

(USE ONLY IF YOU HAVE UNSPENT ACT 833 FUNDS)

ITEM	COST
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

FUNDS TO BE ALLOCATED: \$ _____

FUNDS FROM (LINE 3) HERE: \$ _____

Fire Department/District

Signature / Title Date

County Fire Service Coordinator
(Required for Rural Volunteer Fire Department District only)

Signature / Title Date

Quorum Court/Chief Executive Officer
(County Judge/Mayor)

Signature / Title Date

