

# 2010 ACT 833 Program Guidance & Application

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

Jimmy Woods – State Fire & Field Services Office  
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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 Protection Services  
Jimmy Woods, State Fire & Field Services Coordinator

**DATE:** December 16, 2009

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

**Application Forms:**

For 2010, Act 833 application forms can be downloaded through the ADEM web site ([www.adem.arkansas.gov](http://www.adem.arkansas.gov)), under the Fire Services section (Act 833) and are not available by mail or fax. Applications must be post marked no later than October 31, 2010. Application received after the deadline date will not be funded for 2010 funds. All applications returned for corrections after the closing date of the funding year will have fifteen (15) days to get corrections back to the ADEM from the date mailed to applicant to qualify for 2010 funds. If not, application will not be funded.

**Invoices:** (Please **Do Not** staple invoices or send copies of **Voided Checks**)

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 & 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, 2009 – December 31, 2009 to qualify for 2010 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 C/O  
Office of Fire Protection Services  
Arkansas Department of Emergency Management  
Building #9501 - Camp Joseph T. Robinson  
North Little Rock, AR 72199-9600

# ATTENTION

The State Fire Protection Services Program - Act 833 of 1991 is to provide funding to qualified fire departments & is **not** intended to fund the daily operational funding for fire departments. It must be directly related to firefighting capabilities & can only be used for training, equipment procurement, & capitol expenditures (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.
- 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 That is currently 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.

Larry Brewer	Arkansas Fire Protection Services Board	(501) 450-4935
Richard Drilling	DFA-Office of Administrative Services	(501) 324-9062
Kay Fair	DFA-Office of Administrative Services	(501) 324-9144
David Kirkpatrick	Arkansas Fire Protection Services Board	(870) 234-3431
Jimmy Woods	ADEM-Office of Fire Protection Services	(501) 683-6781

# INSTRUCTIONS FOR COMPLETING CERTIFICATION APPLICATION FOR ACT 833 FUNDS (APPLICATION DEADLINE - OCTOBER 31, 2010)

**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. 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. 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.

## 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: 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. 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.

## 3. WORKMEN'S COMPENSATION (RURAL DEPARTMENTS ONLY)

Firefighter names & SSN's of all department members must be submitted to the county clerk's office and updated annually.

## 4. 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).

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. Firefighters' that 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 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.

## 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, & County Judge).**

**Municipal Departments must have signatures by Fire Chief & Mayor.**

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

**Report funds received and spent during the period (Rural & Municipal reporting period is each calendar funding year).**

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 2009 expenditure report, you must show them as being carried forward on your 2010 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	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)

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) 450-4935
Richard Drilling	DFA-Office of Administrative Services	(501) 324-9062
Kay Fair	DFA-Office of Administrative Services	(501) 324-9144
David Kirkpatrick	Arkansas Fire Protection Services Board	(870) 234-3431
Jimmy Woods	ADEM-Office of Fire Services	(501) 683-6781

# OFFICE OF FIRE PROTECTION SERVICES

## 2010 CERTIFICATION APPLICATION

DATE \_\_\_\_\_ NFIRS ID # \_\_\_\_\_

FD NAME \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_

COUNTY \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ FD PHONE \_\_\_\_\_

FD FAX \_\_\_\_\_ FD EMAIL \_\_\_\_\_ CTO NAME \_\_\_\_\_

TYPE OF DEPARTMENT: RURAL \_\_\_\_\_ FIRE DISTRICT \_\_\_\_\_ MUNICIPAL \_\_\_\_\_

CLASSIFICATION OF DEPARTMENT: VOLUNTEER \_\_\_\_\_ COMBINATION \_\_\_\_\_ 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 2010 Funds & completed training for the 2009 Calendar Year (Jan 1 – Dec 31, 2009)]. 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.

**DEPARTMENT OF FINANCE AND ADMINISTRATION - FIRE PROTECTION SERVICES PROGRAM  
ACT 833 OF 1991, AS AMENDED - FORM DFA-FP-7A - 2010 ANNUAL EXPENDITURE REPORT**

FIRE DEPARTMENT/DISTRICT: \_\_\_\_\_ COUNTY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ DAYTIME PHONE NUMBER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF DEPARTMENT/REPORT PERIOD: MUNICIPAL \_\_\_\_ / REPORT PERIOD: CALENDAR YEAR 2009

RURAL \_\_\_\_ / REPORT PERIOD: CALENDAR YEAR 2009

FUNDS RECEIVED DURING PERIOD:	<u>DATE</u>	<u>AMOUNT</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	<u>ACT 884 OF 2009</u>	<u>\$ _____</u>
TOTAL FUNDS RECEIVED DURING 2009 PERIOD		(Line 1) \$ _____
TOTAL FUNDS CARRIED FORWARD FROM PREVIOUS YEARS (Do not report bank balance – only unspent Act 833 funds)		(Line 2) \$ _____
TOTAL FUNDS RECEIVED AND CARRIED FORWARD (Add together from lines 1 & 2 for total & carry to bottom)		(Line 3) \$ _____

**ITEMS 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 FUNDS SPENT: \$ \_\_\_\_\_

UNSPENT FUNDS TO ALLOCATE: \$ \_\_\_\_\_

TOTAL 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