AML Loss Control
Resources for Cities and Towns
Thursday, May 9, 2019
Arkansas Municipal League (AML) Headquarters
North Little Rock, AR

9:00 a.m. – 9:05 a.m. Welcome and Opening Remarks
Mayor Joe Smith, League President
North Little Rock
Whitnee V. Bullerwell, Deputy Director
Arkansas Municipal League

9:05 a.m. – 9:30 a.m. Loss Control Services of the Arkansas Municipal League
Mark R. Hayes, Executive Director
Arkansas Municipal League

9:30 a.m. – 10:30 a.m. What are Rule 31 and Rule 32?
Paul Hansen, Division Head of Health and Safety
Arkansas Workers’ Compensation Commission (AWCC)

10:30 a.m. – 10:45 a.m. Break

10:45 a.m. – 11:15 a.m. The Adjudication Process for Workers’ Compensation Claims
Honorable Chandra Black, Administrative Law Judge
Arkansas Workers’ Compensation Commission (AWCC)

11:15 a.m. – Noon Differences Between AOSH and OSHA
Mike Watson, Supervisor of Arkansas Occupational Safety and Health (AOSH)
Department of Labor

12:00 p.m. – 12:45 p.m. Lunch

12:45 p.m. – 1:15 p.m. Municipal League Workers’ Compensation Program (MLWCP) and Ways You Can Reduce Claims
Glenda Robinson, General Manager, MLWCP
Arkansas Municipal League
Demie Miller, Administrative Assistant, MLWCP
Arkansas Municipal League
Bryan Lamb, Loss Control Manager
Arkansas Municipal League
1:45 p.m. – 2:00 p.m.  Break

2:00 p.m. – 2:30 p.m.  *Loss Control Tips and Success Stories*
Bryan Lamb, Loss Control Manager
Arkansas Municipal League

2:30 p.m. – 3:00 p.m.  *Municipal Property and Vehicle Programs (MVP/MPP) and Ways You Can Reduce Claims*
John G. Wells, General Manager, MPP/MVP
Arkansas Municipal League

3:00 p.m. – 3:15 p.m.  *Loss Control for Cities and Towns: Claims Reduction with Training*
David Baxter, General Manager, Health/Safety/Operations
Arkansas Municipal League

3:15 p.m. – 3:30 p.m.  *Question & Answer Session*
Mark R. Hayes, Executive Director
Arkansas Municipal League

Paul Hansen, Division Head of Health & Safety
Arkansas Workers’ Compensation Commission

Honorable Chandra Black, Administrative Law Judge
Arkansas Workers’ Compensation Commission (AWCC)

Mike Watson, Supervisor of Arkansas Occupational Safety and Health (AOSH)
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Bryan Lamb, Loss Control Manager
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John G. Wells, General Manager, MPP/MVP
Arkansas Municipal League

David Baxter, General Manager, Health/Safety/Operations
Arkansas Municipal League

3:30 p.m.  *Concluding Remarks*
Mark R. Hayes, Executive Director
Arkansas Municipal League
Arkansas Workers’ Compensation Commission
Rule 32: Hazardous Employer Program

- Compliance Program
- Indemnity Claims
- On-Site Safety Assistance (APSS)
- Health & Safety Plan
Rule 32 Program

Identification Based On:

- Number of Compensable Claims
- Number of Employees
- Type of Business
Rule 32 Identification Formula

\[
\text{No. Indemnity Claims} \times 100 \quad \frac{\text{Incidence Rate}}{\text{No. Employees}} = \text{Incidence Rate}
\]

= Hazard Index

\[
\frac{\text{Incidence Rate}}{\text{Industry BLS Incidence Rate}} = \text{Hazard Index}
\]
Rule 32 Identification Formula

Hazard Index Less than 1 = Not Identified

Hazard Index 1 or Greater = Identified
The Numbers are WRONG!!!
The Numbers Are Wrong!!

• Number of Employees
  – Based on Site Specific Data if Possible
  – Number of Employees NOT Number of W2’s
  – Contact Arkansas Dept. of Workforce Services for Correction

• NAICS/BLS Incident Rate
  – NAICS Based on How Enterprise Makes the Most of It’s Money
  – Contact Arkansas Dept. of Workforce Services for Correction
The Numbers Are Wrong!!

• Accidents
  – Shouldn’t Count
    • Not at This Location
    • Not My Employee
    • Wasn’t Compensable
What Happens Now?
What Are Employers Required to Do?

- On-Site Workplace Evaluation by APSS
- Work with APSS to Develop a Health & Safety Plan
- Submit Plan to AWCC for Approval
- Implement Health & Safety Plan
- Participate in On-Site Inspections
Health & Safety Plan:

• 7 Components
• How You Will Manage Health and Safety
• NOT Your OSHA Compliance Manual!
Components of the Health & Safety Plan:

1. Management
2. Analysis
3. Record Keeping
4. Education & Training
5. Audit & Inspection
6. Accident Investigation
7. Review & Revision

I’ve Got All That
Rule 32 Schedule

• June: Warning Letters Mailed
  – Notice Employer May Be Placed in Program Over Next 12 Months (July-June)
  – Packet Includes Identification Data
  – Notification of Data Error Worksheet
  – Opportunity to Contest Data

• July: First Group Placed in Rule 32  Program

• August-June: 30-40 Additional Employers Placed in Program Each Month
Typical Rule 32 Timeline

• **30 Days:** APSS Conducts On-Site Visit
  - Walk-Through to Determine Site Issues; Complete HS-32-A
  - Assess Existing Health and Safety Plan; Complete HS-32-B

• **60 Days:** Health and Safety Plan Submitted to AWCC

• **270 Days:** Onsite Visit by AWCC to Assess Effectiveness of Health and Safety Plan

• **Continuation:** 6-Month Follow-Up Visits Until Compliance Achieved.

• **Failure to Comply:** Administrative Action/Penalties
What If I Don’t Want To?
Penalties

Ark. Code Ann. § 11-9-409(c)

“The commission may access a civil penalty against an employer who, at any time in the process, fails or refuses to implement the recommended health and safety plan or other suitable abatement procedures, in an amount up to one thousand dollars ($1,000.00) per day of violation....”
PUBLIC SECTOR

PRIVATE SECTOR
AOSH WEARS MANY HATS

COMPLIANCE:

CONSULTATION:
The Reasons For What We Do...

AOSH

VS.

OSHA

CODES & STANDARDS!!
MIKE WATSON
AOSH Supervisor

Arkansas Department of Labor
10421 West Markham Street
Little Rock, AR. 72205
501-690-5271
mike.watson@arkansas.gov
Filing a First Report of Injury

ARKANSAS MUNICIPAL LEAGUE WORKERS’ COMPENSATION PROGRAM

BY DEMIE MILLER
Open an Internet browser session. Type www.arml.org
Welcome

Within the Arkansas Municipal League website, you will find resources that will assist you in providing leadership to your city. The dedicated staff of the League continues to work for cities and towns across our great state. “Great Cities Make A Great State” is more than just a motto, it is the spirit of this organization.

News Feed
- News headlines (OR list to bar/honorary status)
- News headlines (ился) for your use
- News headlines (泣れた声) for your use
- News headlines (泣れた声) for your use
- News headlines (泣れた声) for your use

Calendar
- Meeting and Zoning Certification Council
- Wed., April 17, 2019
- Wed., April 17, 2019
- Wed., April 17, 2019

Meeting Registrations
- AME, 89th Annual Convention
- Wed., June 12-15, 2019
- Hshot, Mount Hotel/Grand Convention Center.
- Register online with a credit card. Light is fast.
- You can download a PDF registration form here.
- Planning & Zoning Workshop
- Wed., April 17, 2019
- Wed., April 17, 2019

ARL Municipal League Headquarters
Select “Municipal League Workers’ Compensation Program”
Benefit Program

Municipal League Workers’ Compensation Program

The Municipal League Workers’ Compensation Program (MLWCP) was established in 1993 to help cities and towns meet their statutory responsibilities for on-the-job employee injuries and loss-of-time claims.

Arkansas Municipal League also offers a valuable program to protect the earnings of volunteer firefighters while they are executing their firefighting duties. Volunteer firefighters who are not covered by the supplemental program only receive $20.00 a week for a compensable injury. Premiums are billed annually at reasonable rates. Processing is done in-house. The services of experienced adjusters are used, and the Trust is fully protected in accordance with state law.

Phone Number

- 501-978-6127

MLWCT Information Center

- Submit First Report of Injury Online
- Submit Payroll Reporting Online

Downloadable Forms (Please download and open in Adobe Reader for best results.)

- Form IA-1 First Report of Injury - PDF
- Form W - PDF
- Income Proximate Plan for Vol. Firefighters Form - PDF
- Form S - PDF
- Form N - PDF
Submit First Report of Injury Online
Logon
User ID: greatcities501
Password: makeagr8st8

USE LOWERCASE LETTERS AND NO SPACES.
Step 1
Step 4
PLEASE BE SURE TO CHECK FOR ANY ERRORS BEFORE SUBMITTING. THIS COULD DELAY THE PROCESS.
Additional Forms

Click Form N

Frontside
Employee Signature and Date

Backside
Municipal Employee Report Accident Form

TO BE COMPLETED BY THE EMPLOYEE
SAFETY BRIEFING

Your safety is our priority, so it is essential that you are familiar with our procedures in order to respond appropriately in the event of an emergency.

Please silence your mobile devices and sign the attendance sheet. It will be collected by Bryan Lamb.
EVACUATION

- If an evacuation is necessary, please stand, push in your chairs to eliminate any possible trip hazards, and proceed calmly toward the double doors through which you entered. Once everyone is clear of the building, we will conduct a roll call.
SHELTER IN PLACE

• Shelter in place for this area is the Simulator Room, from here follow the corridor to the stairwell. Please follow the instructions of the Safety Officer.
• If we must contact emergency services, David Baxter will activate the RAVE PANIC BUTTON mobile application. The additional 911 volunteer will be John Wells.
• The nearest Fire extinguishers are in the kitchen / break area and across the hall in the Workers Comp Division Office. Our Fire extinguisher volunteer is Bryan Lamb. The additional Fire Extinguisher Volunteer is David Baxter.
The AED and First Aid Kit is located outside of this room on the southeast wall. Our First Aid / CPR volunteer is Tracey Pew. The additional First Aid / CPR volunteer is Jill Sloan.
Does everyone understand this safety briefing?

Are there any questions?
LOSS CONTROL STRATEGIES

Bryan Lamb
BIOGRAPHY

• Bryan Trenton Lamb, APSS, ASP, CHMM, OHST
  
  • B.Sc. Chemical Engineering
  • B.Sc. Chemistry
  • MBA – Management
  • M.Sc. Industrial Hygiene
  • Ph.D. Industrial Hygiene (August 2019)*
    Advanced Industrial Health and Safety Applications in Process Control and Design

My industrial experience includes oil and gas, emergency response, incident command, industrial hygiene, environmental science, and military training ops
TRENDS IN MUNICIPALITIES

- Fire Department Injuries associated with support of ambulance ops
- Law Enforcement / Fire Department Exercise Injuries
- Return to Work / Light Duty Programs
- Experience Modification Rating/Factor (eMOD)
FIRE DEPARTMENTS

• Increase in injuries associated with fire department personnel working in support of ambulance services

• Back and shoulder injuries have increased due to improper lifting of patients

• Thoughts and Ideas to mitigate this risk?
  Elimination (Substitution)
  Engineering Controls
  Administrative Controls
  Personal Protective Equipment (PPE)
EXERCISE INJURIES

- Exercise – related injuries are on the rise!
- Fire Department; DOI 8-23-18
- Slipped and fell playing basketball injured wrist

- Total paid to date $38,350.41
- Total paid in indemnity $20,190.00
- Total paid in medical tx $17,970.41

- Not yet at MMI, still treating – cost will increase
EXERCISE INJURIES

Police Department; DOI 11-10-16

Lifting free weights off duty felt pain in back. He was a heavy lifter as a hobby per voc assessment.

Total paid to date $83,272.05

Total paid in indemnity $8,756.72

Total paid in medical tx $70,102.13

At MMI w/ 9% IR, can no longer be a police officer – career ending
Police department; DOI 7-26-14

doing WAYMO (crossfit)
doing box jumps and injured knee

Total paid to date $124,036.03

Total paid in indemnity $18,397.98

Total paid in medical $100,066.98

Total paid in atty fees $5,571.07

22% IR to that knee, clmt is back at work but continues to treat w/ injections, possible TKR in future – cost will increase
EXERCISE INJURIES

Police Department; DOI 2-21-18

Working out at gym off duty, bench pressing 235# injured shoulder (clmt weighs 225#)

Total paid to date $20,727.93

Not yet at MMI w/ IR so no indemnity paid yet, still treating – cost will increase
EXERCISE INJURIES

- Fire Department; DOI 10-23-18
- Playing Hakki Sac injured knee
- Total paid to date $5,781.05
- Total paid in indemnity $2,799.6
- Total paid in medical $2981.09
- Released to full duty
EXERCISE INJURIES

- Fire Department; DOI 8-25-16
- Lifting Weights, incline bench pressing
- Total paid to date $9668.98
- Total paid in indemnity $3988.84
- Total paid in medical $5585.14
- Released back to work, claim closed
EXERCISE INJURIES

Fire Department; DOI 10-4-13
Playing basketball and fell injuring elbow
Total paid to date $70,093.61

Total paid in indemnity $12,843.47
Total paid in medical $57,132.55
7% IR, back at work, claim closed
EXERCISE INJURIES

Total Costs

For the seven (7) claims:
• Total paid to date $351,930.04

Reaction?

Ideas?
RETURN-TO-WORK / LIGHT-DUTY PROGRAMS

• The most effective Return to Work (RTW) program will be one element of a comprehensive injury prevention and claims management strategy that involves: a strong safety program, immediate claim reporting and accident investigation protocols, a strong occupational clinic relationship, a formal first aid program, and regular claims progress benchmarking.

• Organizations that excel in Medical Case Management and RTW will typically see 20-60% reductions in the direct costs associated with lost-time cases.
THE CHALLENGE

The key to success is getting the incentives aligned across all stakeholders. Unfortunately, the goals of the involved parties are often varied:

The **doctor** hopes to provide more revenue-generating treatment.

The **employee** hopes to stay home and collect wage replacement.

The **supervisor** hopes to keep impaired workers out of the workplace.

The **attorney** hopes to file a legal action and take a cut of the settlement.

The **RTW coordinator** hopes to get the employee back to work.
Experience Modification Index (Rating)

Proportional relationship to premium: LOWER mod = LOWER premium

January 1, 2019 eMOD is based on claims from 1/1/2015 – 12/31/2017.
EXAMPLE MOD ANALYSIS

• Arkansas Municipal League

  Our 2019 eMOD is 1.49
  Average eMOD is 1.00
  Lowest possible eMOD is 0.84
  Controllable Mod is 0.65
EMOD CALCULATION

• How is the eMOD calculated?
\[ i\hbar \frac{\partial}{\partial t} \Psi(r, t) = \left[ \frac{-\hbar^2}{2m} \nabla^2 + V(r, t) \right] \Psi(r, t) \]
JUST KIDDING!

• That is the **Time-dependent Schrödinger equation in position basis** (single **nonrelativistic** particle). It is the analog of Newton’s second law $F=ma$

• It is NOT USED to calculate your mod!!!

• This is the real mod equation…
• Your eMOD is calculated using the ModMaster solution (Zywave).

• Actual primary and excesses losses, as well as expected excess losses are entered into the algorithm.

\[
\text{Actual Primary Losses + Ballast Value} + \text{Weighting Value} \times \text{Actual Excess Losses} + 1 - \text{WV} \times \text{Expected Excess Losses} \\
\text{Expected Primary Losses + Ballast Value} + \text{Weighting Value} \times \text{Expected Excess Losses} + 1 - \text{WV} \times \text{Expected Excess Losses}
\]

The resulting eMOD is the ratio of actual and expected losses. All eMODs are controllable!
MODMASTER REPORT

- This is the eMOD Snapshot.
- Impact of Losses on eMOD
- Populates formula with loss data

### Impact of Top Itemized Losses

<table>
<thead>
<tr>
<th>State</th>
<th>Injury Date</th>
<th>Incurred Loss</th>
<th>Impact on Mod</th>
<th>Mod w/o Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>1/1/2017</td>
<td>$35,022</td>
<td>0.647%</td>
<td>0.8403</td>
</tr>
<tr>
<td>AR</td>
<td>9/1/2016</td>
<td>$0</td>
<td>0.0000</td>
<td>1.4878</td>
</tr>
<tr>
<td>AR</td>
<td>7/30/2015</td>
<td>$0</td>
<td>0.0000</td>
<td>1.4878</td>
</tr>
</tbody>
</table>

### The Mod Formula

\[
\text{Current mod} = \left( \frac{\text{Expected primary losses} + \text{Ballast value} + \text{Weighting value} \times \text{Expected excess losses} + \left(1 - \text{Weighting value}\right) \times \text{Expected excess losses}}{\left(1 - \text{Expected primary losses} + \text{Ballast value} + \text{Weighting value} \times \text{Expected excess losses} + \left(1 - \text{Weighting value}\right) \times \text{Expected excess losses}\right)} \right)
\]

- Expected primary losses: $16,500
- Ballast value: 18,375
- Weighting value: 0.06
  - Expected excess losses: $18,522
  - Expected excess losses: $4,703
  - Current mod: 1.49
Mod Analysis and Strategy Proposal

What Your Mod is Costing You
Mod value: 1.49
Mod effective date: 1/1/2019

- Your minimum, or best possible mod, for the policy period included in this calculation was 0.84.
- Your controllable mod, or the amount of mod points that could have been avoided if you had no losses, was 0.65.

How Your Company Compares to Industry Standards
- Your company's total losses were $35,022. The industry average, as measured by payroll, for a company of your size was $8. Your losses were 397% of expected.
- Your company's primary losses, which are a measure of loss frequency, were $16,500. The industry average for a company of your size is $4,057. Your primary losses were 407% of expected.
- Your company's excess losses, which are a measure of loss severity, were $18,522. The industry average for a company of your size is $4,763. Your excess losses were 389% of expected.
MODMASTER REPORT

• Strategy for Potential Savings

  • “…minimum mod...is a real and attainable score…”
  • “…direct result of the losses your [city] has incurred…”

By implementing good loss control practices, you can, over time, move your controllable mod to zero – and save the related premium costs!

<table>
<thead>
<tr>
<th>Mod Type</th>
<th>Mod Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>1.49</td>
<td>Your actual mod.</td>
</tr>
<tr>
<td>Average</td>
<td>1.00</td>
<td>The average mod is always 1.00.</td>
</tr>
<tr>
<td>Minimum</td>
<td>0.84</td>
<td>The lowest mod you could achieve if you had zero losses in the experience rating period.</td>
</tr>
<tr>
<td>Controllable</td>
<td>0.65</td>
<td>The mod points you could have saved if you had zero losses in the experience rating period.</td>
</tr>
</tbody>
</table>

Compared to your average competitor, your company is at a: 0.49 disadvantage.

More About the Minimum and Controllable Mod

The minimum mod is your mod and premium value if your company has zero losses; it is a real and attainable score. This value is unique to your company and may vary each year due to your unique payroll and industry.

The controllable mod is the difference between your current mod and the minimum mod. This value is a direct result of the losses your company has incurred during the experience period. By implementing good loss control practices, you can, over time, move your controllable mod to zero - and save the related premium costs.

* To view the premium calculations and potential premium savings, you must enter an estimated manual premium for this mod.
TEN ESSENTIAL LOSS CONTROL TIPS

• What is Loss Control?

• ALL METHODS TAKEN TO REDUCE THE FREQUENCY AND/OR SEVERITY OF LOSSES INCLUDING EXPOSURE AVOIDANCE, LOSS PREVENTION, LOSS REDUCTION, SEGREGATION OF EXPOSURE UNITS – Glossary of Insurance Terms

• The goal: evaluate mitigation tactics to improve the safety of our respective workplaces
TIP 1

• Hazard Identification and Mitigation

  • Identify and list potential hazards found in your work environment.
  • Once identified, they need to be widely recognized throughout the organization.
  • Every effort should be made to actively mitigate and manage risk.

Begins AT THE TOP
• Job Hazard Analysis (JHA)

Consider creating a JHA for specific tasks:

• Analyze the steps to perform a function
• Visualize each step to determine the obvious and hidden hazards
• Look for direct and/or indirect exposure potential
• Evaluate possible environmental impacts
• Identify if skill-specific personnel are required for high risk functions
• Hand/Finger Safety Programs

• This is the part of the body most likely to be injured at work.
• According to the CDC, hand injuries account for 1,080,000 ER visits.
• Eye Safety Programs

• Most injured body part after hands/fingers

• Many of these injuries are EASILY PREVENTABLE!
  • Choose proper PPE for heat, chemicals, dust, airborne particles, radiation and impact areas.
  • Consider useful life of equipment, required maintenance.
  • Environmental factors - lighting
TIP 5

• Slips, Trips, and Falls
  • Difficult to foresee, so awareness and planning is critical
  • Most common cause of fatality in the home (can happen anywhere, anytime!)
TIP 6

• Hazard Awareness

  • Safety programs need to change as conditions in our facilities vary.

    • Hazard Communication is essential.
      • Post clear signs and symbols – SITE SPECIFIC

    • From best practice to PROVEN practice
TIP 7

• Emergency Action Plans

  • Clearly defines the roles during an emergency
  
  • Site orientation maps (evacuation routes, emergency equipment)
  
  • Incorporate contingency planning for guests and visitors.
• Leverage Leading Indicators

• Leading vs Lagging Indicators

• Preventative Maintenance Programs
  • Pre-use Inspections
  • Pre-shift job-site inspections
TIP 9

• Effective Communication
  • Implement regular “tailgate/toolbox” meetings
  • Review JHAs and past incidents
  • Regularly revise and train on SOPs
• Effective Screening

• Pre-qualify not disqualify

• Ask appropriate questions to help you gauge their level of safety and sustainability awareness and target training/orientation to ensure their success.
SUCCESS!!!

- Jonesboro

- “We are not in Rule 32, but let’s just proceed as though we are…”
- Proactive audits, inspections
- Formation of Safety Committee
- Implementation of RTW Program
SUCCESS!!!

• Mountain Home
  • Quarterly Inspections
  • Quarterly Training for all employees
SUCCESS!!!

• Arkansas City

• Mayor Hales requested training in Hazard Recognition
• Prepared and Implemented a city-wide Health and Safety Plan
THANK YOU!

- Cities and towns requesting the services of the Loss Control Program may contact the Arkansas Municipal League at 501-537-3796.
Municipal Vehicle and Property Programs
Overview of Programs and Services
2019

Property Rating System

- Members will be placed in one of four rating tables
  - ISO Ratings of 1 – 3 = Class 1
  - ISO Rating of 4 – 6 = Class 2
  - ISO Rating of 7 – 9 = Class 3
  - ISO Rating of 10 = Class 4

*We are also implementing a 3% increase in Total Insured Value (TIV) at renewal for property values one year old or older. This is an industrywide standard practice that we must adopt to keep property values from falling behind and becoming undervalued.*

Class Rating w/new deductibles

Premium is calculated by multiplying total TIV by Class Rate

- Class 1 = .001485 - $10,000.00 Deductible
- Class 2 = .001815 - $7,500.00 Deductible
- Class 3 = .002145 - $5,000.00 Deductible
- Class 4 = .002475 - $5,000.00 Deductible
### Municipal Vehicle Program

#### Part I

<table>
<thead>
<tr>
<th>Class</th>
<th>Standard Vehicle</th>
<th>Ambulances</th>
<th>Bus</th>
<th>Class</th>
<th>Standard Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$100</td>
<td>$200</td>
<td>$800</td>
<td>1</td>
<td>0.0055</td>
</tr>
<tr>
<td>2</td>
<td>$300</td>
<td>$400</td>
<td>$1,000</td>
<td>2</td>
<td>0.0066</td>
</tr>
</tbody>
</table>

#### Part II

<table>
<thead>
<tr>
<th>Class</th>
<th>15+ Pts Van &amp; Ambulances</th>
<th>15+ Pts Van &amp; Buses &amp; LSM's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under</td>
<td>100%</td>
<td>0.0011</td>
</tr>
<tr>
<td>21</td>
<td>100 - 120%</td>
<td>0.0012</td>
</tr>
<tr>
<td>22</td>
<td>121 - 140%</td>
<td>0.0013</td>
</tr>
<tr>
<td>23</td>
<td>141 - 160%</td>
<td>0.0014</td>
</tr>
<tr>
<td>24</td>
<td>161 - 180%</td>
<td>0.0015</td>
</tr>
<tr>
<td>25</td>
<td>181 - 200%</td>
<td>0.0016</td>
</tr>
<tr>
<td>26</td>
<td>Over 200%</td>
<td>0.0017</td>
</tr>
</tbody>
</table>

#### Surcharge Application

*Part I (Liability) has been reset for all members to Class 1. Members with a current loss ratio over 100% for the last two years cumulative, plus a current 100% Cumulative Loss Ratio, plus an aggregate loss to the pool of $700,000 or higher, will be surcharged and the maximum Class 2 Rates would apply.*

*The Part II Premium would also incur a 10% surcharge. Our hope is that the surcharge will encourage municipalities to take the necessary steps to mitigate their losses. The League has extensive resources available, at no charge to you, to accomplish this.*

Please contact John Wells, General Manager of the Municipal Vehicle and Property Programs, at 501-978-6123, if you have any questions regarding the Municipal Vehicle Program rates.
Vehicle and Property Staff

Phone (501) 978-6123 Ext. 272
Fax (501) 978-6562
agarrett@arml.org

ASHLEY GARRETT
Administrative Assistant
Municipal Vehicle & Property Programs

P.O. BOX 38
301 W. 2nd ST
NORTH LITTLE ROCK
ARKANSAS 72115

ARKANSAS MUNICIPAL LEAGUE
KAYLA FISHER
Program Adjuster
Municipal Vehicle & Property Programs

P.O. BOX 38
301 WEST SECOND ST
NORTH LITTLE ROCK
ARKANSAS 72115

Phone (501) 978-6123 EXT. 273
Fax (501) 978-6562
e-mail: kfisher@arml.org

ARKANSAS MUNICIPAL LEAGUE
Property and Vehicle Claims

Rebecca Williamson
Program Adjuster
Municipal Vehicle & Property Programs

Phone (501) 978-6123 Ext 271
Fax (501) 978-6562
e-mail: rwilliamson@arml.org

Arkansas Municipal League
P.O. BOX 38
2nd & Willow
North Little Rock
Arkansas 72115
27-22-104. Insurance required -- Minimum coverage.

(a) (1) It is unlawful for a person to operate a motor vehicle within this state unless the motor vehicle and the person's operation of the motor vehicle are each covered by:

(A) A certificate of self-insurance under § 27-19-102; or

(B) An insurance policy issued by an insurance company authorized to do business in this state.

(2) (a) Failure to present proof of insurance coverage at the time of a traffic stop or arrest or a failure of the Vehicle Insurance Database or proof of an insurance card issued under § 23-89-213 to show current insurance coverage at the time of the traffic stop creates a rebuttable presumption that the motor vehicle or the person's operation of the motor vehicle is uninsured.

(b) (1) (a) A proof-of-insurance card or any temporary proof of insurance issued by the insurance company that meets the requirements of § 23-89-213 may be presented in either paper form or electronic form.

(b) As used in subsection (a)(2)(B)(i)(a) of this section, "electronic form" means the display of electronic images on a cellular phone or any other type of portable electronic device if the device has sufficient functionality and display capability to enable the user to display the information required under § 23-89-213 as clearly as a paper proof-of-insurance card or other paper temporary proof of insurance issued by the insurance company.

(b) The presentment of proof of insurance in electronic form does not:

(a) Authorize a search of any other content of an electronic device without a search warrant or probable cause; or

(b) Expand or restrict the authority of a law enforcement officer to conduct a search or investigation.

(b) The policy shall provide at a minimum the following coverage:

(1) Not less than twenty-five thousand dollars ($25,000) for bodily injury or death of one (1) person in any one (1) accident;

(2) Not less than fifty thousand dollars ($50,000) for bodily injury or death of two (2) or more persons in any one (1) accident; and

(3) If the accident results in damage to or destruction of property, not less than twenty-five thousand dollars ($25,000) for the damage to or destruction of property of others in any one (1) accident.
Claim Portal

Accessing the portal and submitting a claim
Arkansas Municipal League - Great Cities Make a Great State

Benefit Programs

Municipal Health Benefit Program
The League’s Municipal Health Benefit Program provides medical, dental and vision benefits to employees and officials. The advantage of... Read More

Municipal League Workers’ Compensation Trust
The Municipal League Workers’ Compensation Trust (MLWCT) was established in 1965 to help cities and towns meet their statutory... Read More

Municipal Property Program
The MPP is an optional program whereby participating municipalities can pool their resources and provide all risks protection for their... Read More

Municipal Vehicle Program
The MVP is an optional program whereby participating municipalities can pool their resources and provide liability protection... Read More

Arkansas Local Government Pension Management Trust (PMT)
The PMT is an optional program available to local municipalities Pension Plans (Fire & Police “paid plans” Local Non-Uniform Plans)... Read More

MPP & MVP access
Claim

Account: XXX Mayberry User: Aunt Bea
Claim #: 1900272 Phone: 1
Unit: 08071 Vin: 27946 Year-Make: 2013 FORD INTERCEPTOR TAURUS

Accident Date: 2019-03-22 Full VIN: 1FAHP2M83DG127046

Accident Location: Elm Drive & Spruce Drive

Driver Name and Phone: Officer Fife, bernardmfife@gmail.com, what about a phone number?

Accident Description: On March 22, 2019 at approximately 3:15 AM, Officer Fife was on his way to work. He learned of an incident regarding a truck that had crashed into a gas station in town. Officer Fife spotted the vehicle and a pursuit ensued. Once officers were able to block the suspect in, the suspect rammed two police cars.

Is the vehicle drivable? Y

Vehicle Damage: Hood, front bumper, grille, push guard.

Location of Vehicle: The vehicle is still drivable and in the possession of Officer Fife. (Fife's information above or you can contact Chief Andy Taylor at 870-123-4567)

Was another party involved? N 0

Property Damage: N/A

Law needed? Y

Law respond? Y Multiple Agencies

Additional Notes: Please call Chief Andy Taylor for any additional information that is needed. 870-123-4567.
Other Party Information

190430115614861

Account XXXX

Claim# 1900272

Date of Loss 2019-03-22

Unit: 0071 Vin: 27046 Year-Make: 2013 Ford Interceptor Taurus

---------------------------------------------------------------

Other Party Name and Phone
Earnest T. Bass, 870-234-5678

Contact Information
32 Mockingbird Lane, AR 71900

Other Party Vehicle
1965 Ford Truck 4T1CA30P97U114280 LPN: 332YAU

Damage Description
Damage to right side panel

Drivable?: Y
Risk Management
Loss Prevention and Mitigation

• Property: Protect from further damage
• Report timely
• Property Inspections
• General Maintenance

• Vehicle: David Baxter
Professional Development Classes Offered by the League

✓ Defensive Driving for Municipal police officers & non-police employees
✓ Respect and Understanding in the Arkansas Municipal Workplace
✓ Providing Exceptional Customer Service in the Arkansas Municipal Workplace
✓ Workplace Violence Prevention
✓ Health and Wellness
Contact me for your training needs:

David S. Baxter
Arkansas Municipal League
501-374-3484 Ext. 110
FAX: 501-374-0541
dbaxter@arml.org
www.arml.org
www.greatcitiesgreatstate.com
Defensive Driving for Municipal Police Officers

* For municipalities who are members of the AML Vehicle Program
  * Utilizes the Doron Police Defensive Driving Simulator.
Defensive Driving for Municipal Police Officers

1. Presented @ AML headquarters
2. Certified through CLEST
3. Over 2000 police officers from 100 departments have been trained since 2009
4. I can train 2-5 officers at a time, usually less than 3 hours
5. Some cities have made this training a part of their new hire process and redial training program

- Objectives:
  - Facilitate situational awareness
  - State law and policy review
  - Speed control
  - Increased awareness of intersections
  - Proper passing
Defensive Driving for Non-Police Municipal Employees

For municipalities who are members of the AML Vehicle Program

1. Presented onsite at the city
2. Certified through the National Safety Council (NSC)
3. Over 2000 municipal employees have become certified since 2014
4. I can train up to 30 at a time, about 2 hours long
5. NSC recommends retraining every 3 or 4 years

• Objectives:
  • Facilitate situational awareness
  • Eliminate distracted driving
  • Reinforce positive driving habits

6. What is the number one cause of driving fatalities?
Respect and Understanding in the Arkansas Municipal Workplace:

This is about 3-4 hours long

- Objectives:
  - Leadership Class
  - Develop cultural awareness of yourself and others
  - Help create inclusive work environment and provide bias-free service in your municipality
  - Help your employees develop better communication and conflict management skills
Providing Exceptional Customer Service in the Arkansas Municipal Workplace

1. Presented onsite at your city
2. This is about 2 hours long
   - **Objectives**:
     - Leadership class
     - Improve listening skills to facilitate greater understanding, communication, and customer service
     - Understanding the importance of first impressions
     - Identify strategies to effectively and respectively handle and meet the needs of customers even in difficult situations
1. This is about 2 hours long
2. Presented onsite at the city

• Objectives:
  • Impact of Workplace Violence
  • What is Workplace Violence?
  • Why Does Workplace Violence Happen?
  • What Can I Do to Help Prevent Violence in My Municipal Workplace?
  • Addresses Active Shooter situations
Helping Prevent Violence in the Arkansas Municipal Workplace

Does your city need this training?

1. Are there workplace policy and procedures that address violence in your workplace?
2. Is a municipal culture of open communication promoted in your workplace?
3. Is a municipal culture of “zero-tolerance” regarding violent, aggressive, bullying, harassing, and general disruptive behavior that causes fear promoted in your workplace?
4. Are grievances and complaints promptly addressed?
5. Is there a culture of fairness, with no double standards, when applying policy, procedures, and discipline within your workplace?
6. Does your city provide training to promote respect, understanding, and acceptance of co-workers and citizens from different, races, sexes, religions, abilities, ethnic backgrounds, and sexual orientations?
Arkansas Municipal League’s Wellness Program
#AMLMoves
Arkansas Municipal League’s Wellness Program
#AMLMoves

For municipalities who are members of the AML Health Benefit Fund

1. Presented onsite at the city
2. Provides access to health coaching and an AML nurse
3. Many cities like to have this presented during a lunch and learn session
4. Usually last about a hour
   • Objectives:
     • Help make employees aware of lifestyle risk factors
     • Improve overall health and wellness with healthier eating habits and exercise
     • Explain the MHBF wellness and preventative benefits
Did you know that 70% of healthcare spending is driven by five unhealthy lifestyle behaviors?

- Stress
- Tobacco Use
- Poor Diet
- Inactivity
- Alcohol and Drug Use
Contact Information

David S. Baxter
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501-374-3484 Ext. 110
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dbaxter@arml.org
www.arml.org
www.greatcitiesgreatstate.com
Motor vehicle accidents are the No. 1 cause of occupational fatalities, and most employees never receive any type of defensive driving training.

The Arkansas Municipal League recognizes the importance of driver safety training and has collaborated with the National Safety Council (NSC) to help member municipalities that participate in the Municipal Vehicle Program reduce the chance of injury and death.

**Program Highlights**

- The Arkansas Municipal League is an NSC-certified training center.
- The program facilitator, David Baxter, is a former Arkansas law enforcement officer, experienced in vehicle crash investigation, state vehicle laws, and policy development.
- The course takes less than a half-day.
- The facilitator can present training at League headquarters or travel to your city.

To utilize the League’s new NSC Defensive Driving Program for municipal employees, contact David Baxter at 501-374-3484 Ext. 110, or email dbaxter@arml.org.
Every day, police officers across Arkansas face a variety of personal risks to help keep their communities safe. One of the most hazardous activities is the operation of a police vehicle. Driving situations that put police and citizens in harms way include excessive speed, not clearing intersections during pursuit operations, and distracted driving.

The Arkansas Municipal League recognizes the importance of police officer driver safety training and has implemented a program to help member municipalities that participate in the Municipal Vehicle Program reduce the chance of injury and death. More than 1,500 Arkansas police officers have already benefitted from this training, and participating police departments have seen up to a 20 percent reduction in police vehicle accidents.

**Program Highlights**

- The program facilitator, David Baxter, is a former Arkansas law enforcement officer, experienced in officer training, crash investigation, and policy development.
- The facilitator is an Arkansas Commission on Law Enforcement Standards and Training-certified instructor.
- Training takes less than a half-day.
- The hands-on training incorporates the state-of-the-art 550LE driving simulator. The 550LE is a single-operator unit with a three-screen configuration producing a realistic 190-degree field of view. Simulator offers the ability to replay police vehicle accidents.

To utilize the League’s new NSC Defensive Driving Program for municipal employees, contact David Baxter at 501-374-3484 Ext. 110, or email dbaxter@arml.org.
Health and Safety Tool Kit

May 2019

Presented in conjunction with the Arkansas Workers’ Compensation Commission Health & Safety Division
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The ABC’s & K of Fire Extinguishers

Just as there is a right tool for every job, there is a right extinguisher for every fire. The class of an extinguisher, identified on its nameplate, corresponds to the class or classes of fire the extinguisher controls. On most construction jobs, we are concerned with Class A, B, and C fires. Consequently, the best extinguisher to have on a job is a multi-purpose Class ABC extinguisher, which contains a dry, powdered chemical under pressure. In food service you will find cooking oils used in high temperature frying, and there should be a Class K (for kitchen) extinguisher. The following describes the classes of fire and the kind of extinguisher that can be used on each. NFPA added Class K to the Portable Extinguisher Standard 10 in 1998.

Class A fires

Wood, paper, trash, and other materials with glowing embers when they burn.

Extinguisher to use: For Class A fires, use a Class A or Class ABC extinguisher. Always remember that a Class A extinguisher contains water and should be used only on a Class A fire. Used on gasoline, it can spread the fire. Used on electrical fires, it can cause you to be electrocuted.

Class B fires

These are fires involving flammable liquids and gases, such as gasoline, solvents, paint thinners, grease, LPG, and acetylene.

Extinguisher to use: Use Class B or Class ABC extinguishers.

Class C fires

These are fires in energized electrical equipment.

Extinguisher to use: Use a Class BC or Class ABC extinguisher.

Class K fires

These are kitchen fires. These fires would generally involve vegetable oils, animal oils, or fats in cooking appliances. Class K extinguishers should be used in commercial kitchens, including those found in restaurants, cafeterias, and caterers.

Extinguisher to use: Use a Class K.

Using Fire Extinguishers

Just as important as knowing what type of fire extinguisher to use is knowing how to properly use the extinguisher. The acronym P.A.S.S. can help you remember.

P: Pull the pin
A: Aim the nozzle at the base of the fire
S: Squeeze the trigger
S: Sweep with nozzle until the fire is extinguished

In addition, stand about eight feet from the fire and have a clear path to the exit.

Some other important points to remember:

- Know where extinguishers are located and how to use them. Follow the directions printed on the label.
- Keep the area around the fire extinguisher clear for easy access.
- Don’t hide the extinguisher by hanging coats, rope, or other materials on it.
- Take care of the extinguishers just as you do your tools.
- Never remove tags from extinguishers. They indicate the last time the extinguisher was serviced and inspected.
- Report defective or suspect extinguishers to your supervisor so that they can be replaced or repaired.
- When inspecting extinguishers, look for cracked hoses, plugged nozzles, and corrosion. Also look for damage that may have been done by equipment running into the extinguishers.
- Don’t use extinguishers for purposes other than fighting fires.
- Nobody wants a fire. But if one starts, know what extinguishers to use and how to use them.
Accident Investigations

Don’t Wait Until an Accident Happens!
Too often hazardous conditions come to our attention only after someone is hurt or seriously injured. If you see an unsafe act or unsafe condition, don’t ignore it and gamble on you or a friend not getting hurt.

If you notice someone working in an unsafe manner, let that person know. You could be preventing a serious injury. Wouldn’t you expect someone to have the same consideration for you? Or, if you see an unsafe condition, correct it. If you can’t, report it to your supervisor.

After an accident happens, there usually is a lot of talk and excitement. Then it is written up, becomes a statistic, and is too soon forgotten.

Accident Investigation
Fortunately, some good can come out of every accident. Investigations can produce information we can use to prevent a similar mishap from occurring in the future. Some persons, however, mistakenly believe that accident investigation is used to put the blame on someone. And so they refuse to cooperate.

If you see an accident…
Make a mental note of everything that occurred and the condition that existed before the accident. Ask yourself the following questions:

1. Where was I when the accident happened?
2. What was I doing?
3. What equipment was involved?
4. Where was the injured person and what work was being done?
5. What was the sequence of events?

Imprint these things on your memory. Remember that others were in a different position and may not have seen things as you did.

Cooperate in the investigation
When the investigator asks questions about the accident, give the facts as you saw them. If you omit or change information to protect someone, how can we accurately determine the causes and help prevent the same thing from happening again? Next time you may be the victim.
Bloodborne Pathogens

Goal
This program is designed to ensure the health and safety of workers with occupational exposure to bloodborne pathogens.

Objective
This information will assist employers in developing an Exposure Control Plan specific to their facility.

Background
In the mid 1980’s, workers from the healthcare field petitioned OSHA for a standard to protect those at risk of contracting Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens. OSHA responded to this concern by developing the Bloodborne Pathogens Standard, 29 CFR 1910.1030.

When the standard came into effect on June 4, 1992, the public thought of it as solely regulating the healthcare industry. However, the standard also applies to any employer whose employee's duty is to work with blood, body fluids, or other potentially infectious materials. This includes first aid responders, medical researchers, teachers, school nurses, and others who may be required to offer assistance to an injured person.

The standard is based on universal precautions. Universal precautions were developed in 1987 when the Centers for Disease Control published guidelines with instructions to treat all people as if they are infected with a bloodborne pathogen. These precautions are intended to protect workers at risk of exposure.

Definitions
The standard lists definitions for terminology associated with bloodborne pathogens. Some of the more critical definitions are:

**Other Potentially Infectious Material**: any human body fluids (semen, vaginal secretions, cerebrospinal, synovial pleural, pericardial, peritoneal, amniotic fluids, saliva; any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ from a human [living or dead]; HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV).

**Contaminated**: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Parenteral**: piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

**Occupational Exposure**: reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

**Engineering Controls**: controls (e.g., containers for disposing sharp objects, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

**Work Practice Controls**: controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles using a two-handed technique).

Exposure Control Plan
The standard requires employers to develop a written **Exposure Control Plan**. This plan is divided into three sections:

1. Exposure determination,
2. Schedule for methods of implementing sections of the standard, and
3. Procedures for evaluating an exposure incident as described under the section “Evaluation Of An Exposure.”

The plan must be reviewed and updated at least annually or whenever new personnel, tasks, or procedures effect occupational exposure. It must be available to all employees upon request.
Exposure Determination

The exposure determination is made by reviewing job classifications within the work environment without regard to the use of personal protective equipment. The job classifications are then listed into two types.

**Type I:** Includes job classifications in which all employees have occupational exposure, such as operating room scrub nurses.

**Type II:** Includes those classifications in which some employees have occupational exposure. Specific tasks and procedures causing occupational exposure must be listed for Type II employees. For instance, some workers might be assigned the task of handling contaminated laundry in a hospital laundry room while other laundry personnel would not. Once employees with occupational exposure have been identified, the hazards must be communicated to these employees.

Schedule & Implementation

This portion addresses the schedule and method for implementing sections of the bloodborne pathogens rule. These sections cover compliance; hepatitis B vaccination and post-exposure evaluations and follow-up; hazard communication (labels and information training); and required recordkeeping.

**Methods of compliance:** Compliance to the bloodborne pathogens standard involves three facets: engineering and work practice controls, personal protective equipment, and housekeeping.

Engineering and work practice controls are the primary methods used to eliminate or minimize occupational transmission of HBV and HIV. Personal protective equipment and clothing are also necessary when occupational exposure to bloodborne pathogens remains even after instituting these controls.

**Engineering controls:** Reduce employee exposure by either removing or isolating the hazard, or isolating the worker from exposure. Self-sheathing needles, puncture-resistant disposal containers for contaminated sharp instruments, hand washing facilities, resuscitation bags, and ventilation devices are examples of engineering controls. Engineering controls must be examined and maintained or replaced on a scheduled basis to ensure effectiveness.

**Work practice controls:** Alter the manner in which a task is performed. In work areas where a reasonable likelihood of occupational exposure exists, work practice controls required include:

- Restricting eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses;
- Prohibiting mouth pipetting (apparatus whereby fluid is drawn by suction and retained by closing the upper end);
- Preventing the storage of food and/or drink in refrigerators or other locations where blood or other potentially infectious materials are kept;
- Requiring the use of hand washing facilities; routinely checking equipment and decontaminating it prior to servicing and shipping.

Other work practice requirements include:

- Washing hands when gloves are removed and as soon as possible after skin contact with blood or other potentially infectious materials occurs.
- Recapping, removing, or bending needles is prohibited unless the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical procedure.
- When recapping, bending or removing contaminated needles is required by a medical procedure, this must be done by mechanical means, such as the use of forceps, or a one-handed technique.
- Shearing or breaking contaminated needles is not permitted.

**Personal protective equipment:** helps reduce occupational exposure to infectious materials. Such equipment includes: gloves, gowns, laboratory coats, face shields or masks, eye protection, etc. Personal protective equipment must also be used if occupational exposure remains after instituting engineering and work practice controls, or if those controls are not feasible.

Personal protective equipment is considered appropriate only if it prevents direct contact of blood or other potentially infectious materials with clothes, skin, eyes, mouth, or other mucous membranes. This equipment should protect the worker under normal conditions of use and for the duration of time which the protective equipment is used.

Under the standard, employers must provide, make accessible, and require the use of personal protective equipment at no cost to the employee. Personal protective equipment also must be provided in appropriate sizes. Hypoallergenic gloves
or other similar alternatives must be made available to employees who have an allergic sensitivity to gloves. Employers also must ensure that protective equipment is properly used, cleaned, laundered, repaired, or replaced as needed.

The employer must also ensure that employees observe the following precautions for safe handling and using personal protective equipment:

- Remove protective equipment before leaving the work area and after a garment becomes contaminated.
- Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.
- Wear appropriate gloves when it can be reasonably anticipated that the employee may have contact with blood or other potentially infectious materials, when performing vascular access procedures, and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or their ability to function as a barrier is compromised. Never wash or decontaminate disposable gloves for reuse.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised. Discard utility gloves when they show signs of cracking, peeling, tearing, puncturing, or deteriorating.
- Wear appropriate face and eye protection such as a mask with glasses with solid side shields or a chin-length face shield when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.
- Wear appropriate protective body covering such as gowns, aprons, caps, and boots when occupational exposure is anticipated. The type and characteristics will depend upon the task and degree of exposure anticipated.

Under the standard, clean and sanitary housekeeping must be kept for each place of employment. The employer must develop and implement a cleaning schedule that includes appropriate methods of decontamination and tasks or procedures to be performed. This written schedule must be based on the location within the facility, the type of surfaces to be cleaned, the type of contamination present, the tasks or procedures to be performed, and their location within the facility.

The employer must also ensure the following housekeeping procedures are followed:

- Clean and decontaminate all equipment and environmental and work surfaces that have been contaminated with blood or other potentially infectious materials.
- Decontaminate work surfaces with an appropriate disinfectant after completion of procedures; immediately when overtly contaminated; after any spill of blood or other potentially infectious materials; and at the end of the work shift when surfaces have become contaminated since the last cleaning.
- Remove and replace protective coverings such as plastic wrap and aluminum foil when contaminated.
- Inspect and decontaminate on a regular basis reusable receptacles such as bins, pails, and cans that have a likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately or as soon as feasible.
- Always use mechanical means such as tongs, forceps, or a brush and a dust pan to pick up contaminated broken glassware; never pick up with hands even if gloves are worn.
- Store or process reusable sharp objects in a way that ensures safe handling.
- Place other regulated waste (liquid, liquid-blood, items contaminated with blood or other potentially infectious materials, contaminated sharps, etc.) in closable and labeled or color-coded containers. When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage.
- Discard contaminated sharp objects, place them in containers that are closable, puncture resistant, appropriately labeled or color-coded, and leakproof on sides and bottom.
- Ensure that containers for sharp objects (sharps) are easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. Sharps containers must also be kept upright throughout use, replaced routinely, closed when moved, and not allowed to overfill.
- Never manually open, empty, or clean reusable containers where sharp objects are stored.
- Discard all regulated waste according to federal, state, and local regulations.
• Bag contaminated laundry at its location after use. Never sort or rinse contaminated laundry in areas of its use. Laundry should be handled as little as possible using appropriate personal protective equipment. Wet contaminated laundry must be placed in leakproof, labeled or color-coded containers before transporting.

**Hepatitis B vaccination**: Employers are required to make the Hepatitis B vaccine and vaccination series available to all employees who have occupational exposure, as well as post-exposure evaluation and follow-up to all employees who experience an exposure incident. The vaccine and vaccination must be made available at no cost to the employee, provided at a reasonable time and place, and performed by or under the supervision of a licensed physician or another licensed health care provider.

Employees who decline the vaccination must sign a declination form. Employees reserve the right to request and obtain the vaccination at a later date and at no cost if the employee continues to be exposed.

The vaccine and vaccination series must be offered within 10 working days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

1. The employee has already received the complete Hepatitis B vaccination series,
2. Antibody test reveals that the employee is immune, or
3. Medical reasons prevent taking the vaccinations.

**Evaluation of an exposure**: Once a report of an exposure has been documented, the standard requires the post-exposure medical evaluation and follow-up be made available immediately for employees who have had an exposure incident. At a minimum, the evaluation and follow-up must include the following elements:

• Document the routes and circumstances of exposure.
• Identify and obtain consent for testing of the source individual to determine HIV and HBV infectivity and document the source's blood test results.
• Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status. Collect and test exposed employee's blood as soon as feasible for HBV and HIV serological status after obtaining consent.
• If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.
• Provide HBV and HIV serological testing, counseling, and safe and effective post-exposure prophylaxis following the current recommendations of the U.S. Public Health Service.
• If consent is not obtained, the employer must show that legally required consent could not be obtained. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.

The health care provider responsible for the employee's Hepatitis B vaccination and post-exposure evaluation and follow-up must be given a copy of the 29 CFR 1910.1030 standard. The provider must also receive a description of the employee's job duties, results of the incident investigation including the source individual's blood test results if available, and all relevant employee medical records.

When the evaluation is completed, the employee must receive a copy of the health care provider's written opinion within 15 days. The written opinion must state if the HBV vaccination is indicated and if the vaccination has been received. The written opinion for post-exposure evaluation must document that the employee has been informed of the results of the medical evaluation and of any medical conditions resulting from the exposure incident that may require further evaluation or treatment. All medical records must be kept in accordance with 29 CFR 1910.20.

**Hazard communication**: Communicating hazards of occupational exposure to bloodborne pathogens is accomplished through labels, information, and training.

The colors and symbols are a large part of the universal precautions system. Warning labels for bloodborne pathogens are required to be fluorescent orange or orange-red with the word “BIOHAZARD” and the biohazard symbol in a contrasting color.

These labels must be attached (by means to prevent loss or unintentional removal) to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.
The labels are not required when red bags or red containers are used; when containers of blood, blood components, or blood products are labeled as to their contents and have been released for transfusion or other clinical use and when individual containers of blood or other potentially infectious materials are placed in a labeled container during storage, transport shipment or disposal. The following table provides guidelines on the labeling requirements of the standard:

### Labeling Requirements

<table>
<thead>
<tr>
<th>ITEM</th>
<th>BIOHAZARD LABEL</th>
<th>RED CONTAINER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulated waste container (contaminated sharps containers)</td>
<td>X or X</td>
<td>X</td>
</tr>
<tr>
<td>Reusable contaminated sharps containers (surgical instruments soaking in a tray)</td>
<td>X or X</td>
<td>X</td>
</tr>
<tr>
<td>Refrigerator/freezer holding blood or other potentially infectious materials</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Containers used for storage, transport or shipping of blood</td>
<td>X or X</td>
<td>X</td>
</tr>
<tr>
<td>Blood/blood products for clinical use</td>
<td>No labels required</td>
<td></td>
</tr>
<tr>
<td>*Individual specimen containers of blood or other potentially infectious materials remaining in facility</td>
<td>X or X</td>
<td>X</td>
</tr>
<tr>
<td>**Contaminated equipment needing service (dialysis equipment, suction apparatus)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Specimens and regulated waste shipped from the primary facility to another for service or disposal</td>
<td>X or X</td>
<td>X</td>
</tr>
<tr>
<td>***Contaminated laundry</td>
<td>X or X</td>
<td>X</td>
</tr>
<tr>
<td>Contaminated laundry sent to another facility that does not use Universal Precautions</td>
<td>X or X</td>
<td>X</td>
</tr>
</tbody>
</table>

*No label is needed if Universal Precautions are used and specific use of container or item is known to all employees or
**Include a label specifying where the contamination exists.
***Alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.

**Information and training** must be provided at no charge to occupationally exposed employees at the time of initial assignment and on a yearly basis thereafter. Additional training is needed when existing tasks are modified or new tasks involving occupational exposure to bloodborne pathogens affect the employee's exposure. Training must be conducted by a person knowledgeable about the subject matter. The information provided must be appropriate in content and vocabulary to educational level, literacy and language of the audience. Training must contain the following:

- Information on obtaining a copy of the standard and an explanation of its contents;
- Information on the epidemiology, symptoms, and transmission of bloodborne diseases;
- Information on recognizing tasks that might result in occupational exposure;
- Explanation of the Exposure Control Plan and the means by which an employee can obtain a copy;
- Explanation of the use and limitations of work practice and engineering controls, and personal protective equipment;
- Information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- Information on Hepatitis B vaccination such as safety benefits, efficacy, methods of administration, and availability;
- Information on who to contact and what to do in an emergency to include reporting an exposure incident;
- Information on the post-exposure evaluation and medical follow-up;
• Information on warning labels, signs, and color-coding; and

• Question-and-answer session on any aspect of training.

**Recordkeeping requirements**: Medical and training records must be maintained under the standard. Medical records must be kept according to 29 CFR 1910.20 and include specific bloodborne pathogens requirements. These records must be kept confidential and maintained for at least the duration of employment plus 30 years. The medical records must contain:

  • Employee’s name and social security number;
  • HBV status including dates and any records related to employee’s ability to receive vaccinations;
  • Results of examinations, medical testing, and post-exposure evaluation and follow-up procedures;
  • Health care provider’s written opinion; and
  • A copy of the information provided to the healthcare provider.

Training records must be maintained for three years and include training dates, content/summary of training, names and qualifications of trainers, and names and job titles of training attendees. These records must be available to employees or their representatives upon request.

Employers must also comply with the Arkansas Workers’ Compensation Law regarding work-related injuries or illnesses. Once an employer becomes aware that an employee has become infected through occupational exposure, the employer is required to complete the Arkansas Workers’ Compensation First Report of Injury or Illness (Form 1A-1).

**References**

Videos pertinent to this subject may be obtained from the Arkansas Department of Labor/Arkansas Workers’ Compensation Commission’s Health and Safety Resource Center at (501) 682-9090.
Chemical Safety

Different kinds of chemicals can be found in every worksite. Some workplaces may limit the chemicals to those found in cleaning agents, while other workplaces deal with hazardous chemicals that can be life-threatening if mishandled. It is important to identify what chemicals are used in your worksite.

Chemical manufacturers have to determine the physical and health hazards of each product they make. Then they have to let users know about those hazards by using container labels and by supplying Material Safety Data Sheets (MSDS). This information will let you know what steps to take when handling hazardous chemicals.

Hazardous chemicals can be handled safely if you learn what the hazards are for each chemical you work with, which chemicals should not be mixed together because they are incompatible, and what protective measures you should take (personal protective equipment, work practices, etc.) when working with chemicals.

Chemicals are considered “hazardous” if they can cause any degree of harm to people or the environment. Chemicals are considered hazardous if they are:

- **Corrosive**: may cause irritation or burns to the skin or eyes on contact.
- **Reactive**: may react violently, even explode, under certain conditions.
- **Flammable**: will catch fire easily.
- **Radioactive B**: emits radiation in the form of particles or electromagnetic waves.
- **Toxic**: may cause illness or in some cases death.

Chemicals that can cause health problems may either cause effects immediately (like a chemical burn) or over a long time (like smoking cigarettes). There are four ways chemicals can enter your body to cause harm:

- Skin or eye contact
- Inhalation or breathing
- Swallowing or eating (may happen if food, beverages or smoking materials are used where chemicals are present)
- Injected (may happen if you cut or stick yourself with a contaminated tool)

One of the best ways to protect yourself from chemicals is to know the hazards of the chemicals you use and take proper precautions. Two sources of information are the MSDS and the label. You may also have operating procedures that tell you of special precautions such as personal protective equipment, ventilation or special operating procedures that you must use. In addition to knowing the hazards and the precautions to take, the following are some basic rules for working around hazardous chemicals:

- Remove objects or chemicals that could burn or react dangerously with nearby materials.
- Remove food, cigarettes, and street clothing from the work area so they don't get contaminated.
- Know where emergency showers and eyewashes are located.
- Make sure the correct type of fire safety equipment is nearby and ready for use.
- Check for adequate ventilation.
- Know what to do in an emergency.
- Have someone who knows where you are and what you are doing at all times.
- Assemble the protective clothing and equipment you’ll need for the job.
- Get checked out by your supervisor.
- If you have an upset or spill, clean it up quickly.
- Wear proper personal protective equipment (PPE) during the clean-up and disposal of all contaminated materials properly.
- If you are overexposed to a chemical, inform your supervisor and get medical attention. If you have a skin exposure, wash the area with water for at least 15 minutes.
- If you have a breathing exposure, get into fresh air.

**Remember**: Hazardous chemicals don’t have to be dangerous if you handle them with respect.
Eye and Face Protection

Are you in danger of becoming a statistic?

Thousands of people are blinded each year from work-related eye injuries that could have been prevented with the proper selection and use of personal protective equipment (PPE) for eye and face protection. Eye injuries alone cost more than $3 million per year in lost production time, medical expenses and worker compensation.

OSHA requires employers to ensure the safety of all employees in the work environment. Eye and face protection must be provided whenever necessary to protect against chemical, environmental, and radiological hazards or mechanical irritants. Ensuring worker safety includes conducting a workplace hazard assessment and providing adequate training for all workers who require eye and face protection.

Selecting the Proper Eye and Face PPE for the Workplace

A hazard assessment should be conducted, and certified, to determine the risk of exposure to eye and face hazards, including those hazards that may be encountered in an emergency situation. The following chart is an example of a Hazard Assessment.

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Examples of Hazard</th>
<th>Common Related Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>Flying objects such as large chips, fragments, particles, sand, and dirt</td>
<td>Chipping, grinding, machining, metal work, wood working, chiseling, riveting, sanding</td>
</tr>
<tr>
<td>Heat</td>
<td>Any process emitting extreme heat</td>
<td>Furnace operations, pouring, dipping, welding</td>
</tr>
<tr>
<td>Chemicals</td>
<td>Splash, fumes, vapors, and irritating mists</td>
<td>Acid and chemical handling, decorative plating, and working with blood</td>
</tr>
<tr>
<td>Dust</td>
<td>Harmful dusts</td>
<td>Woodworking, buffing, and general dusty conditions</td>
</tr>
<tr>
<td>Optical Radiation</td>
<td>Radiant energy, glare, and intense light</td>
<td>Welding, torch-cutting, brazing, and laser work</td>
</tr>
</tbody>
</table>

Criteria for Eye and Face PPE

PPE must comply with ANSI Z87.1-1989 standard. The PPE should:

- Provide adequate protection against the hazards for which they are designed;
- Fit snugly and not interfere with movements of the worker;
- Be capable of being disinfected; and
- Be distinctly marked to facilitate identification of the manufacturer.
Training on Use of Eye and Face PPE

Eye and face protection is PPE such as spectacles, goggles, face shields, or welding shields that are designed to protect the user against a variety of hazards. Each worker must be trained to know at least the following:

- When PPE is necessary;
- Limitations of the PPE;
- What PPE is necessary;
- How to properly don, doff, adjust and wear PPE; and
- Proper care, maintenance, useful life, and disposal of the PPE.

Training should be conducted by a knowledgeable designated person and presented in a manner that all employees can understand. Employees must demonstrate an understanding of the training and the ability to use the PPE properly.

Maintenance and Care of Eye and Face PPE

PPE must be used, maintained, and stored in a sanitary and reliable condition.

Handling Emergencies

Emergency eyewash stations should be placed in all hazardous areas and the path to them should be kept free and unobstructed.

First-aid instruction should be posted close to potential danger spots.

When employees are trained to work safely and follow the requirements of eye and face protection, they should be able to anticipate and avoid injury from job-related eye and face hazards.
Fire Safety

Every year in our state, people are hurt by fires in the workplace. All too often some of these people die. The best way to keep this from happening is to practice active fire prevention. Know what to do—and what not to do—in case of a fire.

What Causes Fires?

Fire happens when the right combination of fuel, oxygen, and heat are brought together and combustion is created. Oxygen is normally present in the air. Sources of fuel and heat include:

<table>
<thead>
<tr>
<th>Fuel</th>
<th>Heat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>Friction</td>
</tr>
<tr>
<td>Wood</td>
<td>Electricity</td>
</tr>
<tr>
<td>Gasoline &amp; other flammable material</td>
<td>Sparks and open flames</td>
</tr>
</tbody>
</table>

The best way to prevent fires is to make sure that all three of these things—fuel, heat, and oxygen—do not come together.

Fire Prevention

There are lots of things each of us can do every day to make sure that fires don't happen in our workplace:

**Housekeeping**
- Dispose of waste promptly and properly.
- Keep work areas free of dust, lint, wood chips and other combustible trash.
- Keep combustible materials away from lights, machinery, and electrical sources.

**Handling Flammable Substances**
- Know what is flammable; check MSDSs and labels.
- Store flammables in approved containers.
- Never store combustible materials with oxidizers.
- Clean up spills promptly and properly.
- Dispose of clean-up materials (rags, sand, etc.) promptly and properly.
- Ground containers when transferring flammable materials so you don't generate static electricity.
- Use only approved tools and equipment when working around flammable materials.
- Don't use flammables around open flames.
- Use flammables in well-ventilated areas.
- Don't cut on or heat a container that held flammable material until you know it is safe.

**Electrical Equipment**
- Electrical equipment failures or misuse of electrical equipment is the number one cause of industrial fires.
- Make electrical inspections routine practice.
- Replace cords and wires that are frayed or have worn insulation.
- Don't overload circuits, motors, fuses, or outlets.
- Make sure you have good ground connections.
Equipment

- Make sure debris and grease are kept clear of machinery.
- Lubricate bearings and gears so they don't get hot.

Personal

- Smoke only in designated areas.
- Make sure smoking material and matches are put out and placed in proper containers.
- Use space heaters only in approved areas; make sure cords and safety shut-offs are working properly.

It's a good idea to look around your workplace every day to see if any fire hazards are there. Sometimes, because we see the same thing day after day, we forget that it could cause a problem.

FIRE! What to Do if a Fire Occurs

We hope a fire never happens here. But in case a fire should start, it is important that you know immediately what you should do. Know how to report a fire and how to get out of the building. If you don't know what to do in case of a fire, ask your supervisor now. It's too late when the fire starts.

A mistake people often make that can have tragic results is thinking that the fire is small enough to handle alone. The first thing you should always do when you see a fire is to make the proper notification. Even a small fire can get out of hand in a hurry. In some cases, it may be necessary to leave the building if a fire occurs. It is important to know where you are expected to go in the event that happens. Everyone needs to be accounted for.

If you have fire extinguishers, you should make sure you have the right extinguisher for the type of fire:

- **Class A**: Ordinary combustibles such as paper, cloth, trash, and wood.
- **Class B**: Gases and flammable liquids such as grease, oil, paint, or solvents.
- **Class C**: Electrical equipment. Never use water on fires involving electrical equipment.
- **Class D**: Combustible metals.
- **Classes ABD and BC**: Use on combination fires.

Just as important as using the right type of fire extinguisher is knowing how to use it properly:

$$\text{P: Pull the pin}$$
$$\text{A: Aim the nozzle at the base of the fire}$$
$$\text{S: Squeeze the trigger}$$
$$\text{S: Sweep with nozzle until the fire is extinguished}$$

or

1. Pull the pin
2. Stand about 8 feet from the fire.
3. Aim at the base of the fire.
4. Squeeze the trigger. Be careful not to blow burnables and create a larger fire.
5. If the fire seems too big, get out and leave it to the firefighters.
Hearing Conservation

In every worksite there is some level of noise. Whether it be the monotonous hum of the mainframe or the incessant clatter of heavy industrial machinery, repeated exposure to noise levels above 85 dBA may lead to noise-induced hearing loss. Noise, or undesired sound, is one of the most widespread occupational health problems.

Hearing loss can occur as a result of exposure to noise, both loud and soft, and can affect hearing temporarily or can result in permanent hearing damage. Hearing loss that is temporary, which results from short-term exposures to noise, will diminish after a period of rest. However, permanent hearing loss can result due to long-term exposure to noise, with normal hearing to be impaired indefinitely.

In order to prevent hearing loss, hearing protectors must be made available to all workers exposed to noise levels over the permissible limit. Hearing protectors must adequately reduce the severity of the noise level for each employee's work environment. The protectors should be comfortable to wear and offer a sufficient decrease in noise levels to prevent hearing loss. Thus, employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the employer. The employer shall also provide training in the use and care of all hearing protectors provided to employees.

The first step in controlling noise levels is to identify the sources of noise in our worksite. Each of us can think of at least one source of noise that will affect our hearing. Once the sources have been identified, we can determine what interventions can be utilized to reduce the risk of noise-induced hearing loss. There are a number of hearing protectors to choose from. Each of the protectors are beneficial in reducing the level of noise, and are designed to meet the needs of all degrees of noise. Therefore, we must take the initiative to determine which protector best suits the needs of this worksite.

According to OSHA regulations, engineering controls must first be attempted to decrease the noise levels. If the engineering controls cannot be utilized in the work environment, other precautions will have to be made. There are many times when both engineering controls and hearing protection must be implemented to ensure the proper protection against noise-induced hearing loss.

The employer must also reevaluate the suitability of the employee's present protector whenever there is a change in working conditions that may cause the hearing protector being used to be inadequate. The noise measurement records of audiometric tests must be maintained for the duration of employment of the affected employee. These last two requirements are necessary for effective recordkeeping of hearing conservation programs in any worksite.

Because our hearing is so important, we must recognize the hazards in our worksite that will affect our listening skills. Creating awareness among all of the employees will decrease the likelihood of any type of hearing loss. Intervention strategies can then be implemented to reduce noise levels and to reduce hearing loss to our employees.
Keeping Your Cool When It’s Hot!

Summer in Arkansas means high temperatures and high humidity. We can’t do anything about the weather, but we can work and play smarter when it’s hot to avoid getting sick.

First, let’s review the types of heat-related illnesses:

**Sunburn:** Not only are sunburns painful at the time, but exposure to too much sun could lead to skin cancer.

**Heat Rash:** Sometimes called prickly heat, the best way to avoid this is to bathe regularly and keep your skin clean and dry.

**Heat Cramps:** Painful cramps, often in the legs, arms or stomach, heat cramps can happen when you are sweating heavily but are not getting enough of the minerals your body needs to replace the minerals lost in sweat. The symptoms of heat cramps may not show up until after work. Avoid heat cramps by drinking plenty of fluids and eating a balanced diet.

**Heat Exhaustion:** Symptoms include heavy sweating, thirst, clammy and pale skin, fatigue, weakness, and loss of coordination. A person with heat exhaustion may also be anxious, faint, confused, have a headache, nausea or vomiting, and loss of appetite. Heat exhaustion can be serious. Move the person to a cool area and encourage them to drink water to prevent dehydration. They may also need medical attention. Someone with heat exhaustion should not operate machinery, drive, or do anything strenuous until they have recovered.

**Heat Stroke:** Heat stroke is the most serious heat-related illness. The body has lost its ability to cool itself. Death can quickly result if not treated promptly. Usually the most striking symptom of heat stroke is the absence of sweating. The skin is red, dry, and hot. The pulse is rapid. The person may complain of headaches, dizziness, or nausea and may appear confused or delirious. Fainting, seizures, or collapse may occur. A person in heat stroke needs immediate medical attention at an emergency room or hospital. While help is on the way, move the person to the coolest spot nearby and try to cool their body. They can be immersed in water, but don’t place them in ice water. Don’t give them anything to drink since they may lose consciousness.

We can’t do much about the weather in Arkansas except wait for fall, but there are some things you can do to help reduce the likelihood that you will have a heat-related illness:

1. Gradually get used to working in the heat. It takes about two weeks for your body to adapt to hot conditions. If you are away for as little as a week (on vacation, for example) your body loses this ability; you will have to get used to the heat again.

2. Dress for the heat. Light colored, loose clothing (that won't get caught in machinery) is better than going bare skinned.

3. If you will be outside wear a hat; use sunscreen to prevent sunburn.

4. Drink plenty of fluids throughout the day. Make sure you have ample cool, clean water on the job. Your body needs water before you feel thirsty. Water, fruit juice, or sports drinks are best. Sodas, coffee, and tea all contain caffeine and should not be your main source of fluids.

5. Limit your intake of alcohol. Alcohol causes dehydration and can be a big contributor to the more serious heat-related illnesses.

6. Eat well-balanced meals. You need to make sure your body’s stores of vitamins and minerals don’t get depleted. Fresh fruits and vegetables contain needed nutrients plus water.

7. Get plenty of rest. We all have lots of things going on during the summer, but when we don’t get enough rest that puts additional stress on our bodies.

8. Take frequent breaks in the shade or a cooler area. These breaks help reduce the heat load on your body.

9. Plan your work to take advantage of cooler morning hours. Move work to shaded areas when possible.

10. Keep an eye on new hands who aren’t used to the heat and co-workers who have health conditions that may make them more susceptible to heat-related illnesses. If someone looks like they are having heat exhaustion or a heat stroke take action fast to get them to a cool area and get medical attention.

Take care of yourself and your co-workers this summer and you’ll have it “Made in the Shade!”
Personal Protective Equipment

Personal protective equipment, or PPE, is defined as “all clothing and other work accessories designed to create a barrier against workplace hazards.” PPE should not be used as a substitute for engineering, work practice, and/or administrative controls. Personal protective equipment should be used in conjunction with these controls to provide for employee safety and health in the workplace. This equipment must be properly fitted and maintained in a clean and serviceable manner.

Personal protective equipment must not be altered or not worn, even though an employee may find it uncomfortable. Because PPE is so important, it should be as comfortable as possible. Offering different types of PPE can also encourage employees to use the proper PPE. It is management’s responsibility to determine the types of PPE to be used on the job at a particular worksite, but it is everyone’s responsibility to see that it used properly.

Some necessary PPE includes the following:

- **Ear plugs and muffs** will help protect against hearing loss. The type selected and worn must be appropriate to protect against the hazards of the job.

- **Gloves** can protect the hands from extreme temperatures, chemicals, sharp objects, and other workplace hazards. The type of glove must be appropriate for the hazard. For example, glove materials offer different amounts of protection against different chemicals. This information is available from the glove manufacturer.

- **Respirators** can protect you from hazardous fumes, vapors, dusts, and particulates. A respirator should fit snugly around the face. As with gloves, the respirator should be appropriate to protect against the hazards of the job.

- **Safety glasses and goggles** can protect the eyes from flying debris, chemicals and other hazards.

- **Hard hats** can protect from low-hanging, falling and flying objects.

- **Coveralls** are usually used to prevent contamination of personal clothing and to prevent transfer of materials to your vehicle and home. Some coveralls are made of materials that will protect against other hazards, such as chemicals and temperature extremes.

- **Safety boots and shoes** protect the feet and toes against being struck by sharp or falling objects. Some jobs may require metatarsal guards in addition to the steel-toed protection. Safety boots and shoes may also provide protection against slipping hazards on wet or slippery surfaces.

While PPE does not eliminate hazards, it can protect employees against those hazards. Employees must be trained in the use, limitations, care, and maintenance of all PPE to be used on the job. Only then can it provide the protection for which it is designed to do.
Respiratory Protection

Sometimes the air we breathe may not be free of harmful substances that can cause cancer, lung impairment, other diseases, or even death. Wearing the proper respirator, properly, can protect workers from insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors, and sprays.

Respiratory Protection Program

A written respiratory program is required:

- When respirator use is required by the employer and/or
- When half-mask respirators are worn voluntarily by employees (partial program).

Elements of a Written Respirator Program

- A medical evaluation must be done to make sure employee can safely wear respirator.
- Worker must be fit-tested to determine type and size needed.
- Worker must be trained how to test, use, clean, and store respirator.
- Voluntary respirator usage:
  * Medical evaluation, training as to use, cleaning, storage, copy of App D
  * If dust masks only, only need to provide copy of App D

Types of Respirators

- Air purifying respirators filter the air being breathed to remove contaminants.
- Supplied air respirators provide clean air from another source.
Back Safety Tips

- If an object is too big to lift, and weight is not a factor, push the object instead of pulling it. Lean into the object and let your body weight and thigh muscles do the work. Pushing out is less strain on the back.

- Keep loads out of the danger zone by keeping the load between shoulder and knuckle height. Working in the danger zone increase the chance of injury.

- Plan rest stops along your route. Muscle fatigue increase the risk of injury.

- Keep loads out of the danger zone by keeping the load between shoulder and knuckle height. Working in the danger zone increase the chance of injury.

- Lower the load slowly, by bending your knees and hips. After releasing the load straighten up using your legs. Remember, you can injure yourself putting a load down as well as picking it up.

- Choose the safest and quickest route to your destination. Avoid stairs and other areas that provide poor footing if at all possible. If you must use stairways, get help and use equipment designed for moving up and down stairways when possible.

- Don't reach over a surface to pick up an object. If you can't get closer to the object, slide it toward you.

- Tighten the abdominal muscles (stomach) to give added support to the spine. This will help you offset the force of the load.

- Don't obstruct your view by stacking objects too high. This is of the quickest routes to an injury.

- Keep the worksite clean in order to avoid slipping or tripping hazards. Good housekeeping eliminates a lot of unnecessary injuries.

- Don't twist. Twisting is one of the most damaging movements for the back. When bending is added, the two multiply the risk of a back injury substantially.

- Move the load in a smooth motion. Don't use jerky movement. Jerky movements not only increase the chance of strain or sprain, but also may throw you off balance.

- Walk using short steps with your feet far enough apart to maintain a good balance.

- Break large loads into smaller loads whenever possible.

- Use assistive devices such as dollies, winches, pulleys or forklifts when at all possible. These devices will help reduce the possibility of back injuries.

    and

    **THINK before you lift !!!!**

References

Videos pertinent to this subject may be obtained from the Arkansas Department of Labor/Arkansas Workers' Compensation Commission's Health and Safety Resource Center at (501) 682-9090.
Slips, Trips, and Falls

The primary cause of injuries in the workplace is falls. Slips and trips are the major contributors to falls. Approximately 20 percent of fall injuries result in death. At the same time, the hazards of slips, trips, and falls are some of the easiest hazards to reduce or eliminate.

Let's look at some of the more common causes of slips, trips, and falls.

- Slippery floors created by water, oil, grease, food, or ice.
- Aisles, passageways, or stairs that are partially blocked by boxes, tools, scrap material.
- Climbing on unstable materials.
- Unguarded floor edges, openings or holes, or scaffolds.
- Using boxes, chairs, tables, etc. for climbing instead of ladders.
- Not using ladders properly or safely or using defective ladders.
- Carrying loads that block vision.
- Poor lighting on stairs or other walkways.
- Improper clothing, including pant cuffs too long, or improper footwear.

Now, let's look at how to avoid those hazards.

- Clean up spills, scrap material, or other items that may cause slips, trips, or falls.
- Use only ladders and scaffolds that are safe and use them properly.
- Guard open-sided floors, floor openings, or floor holes.
- Make sure walkways and rooms have adequate lighting.
- Wear proper clothing, including clothes that fit, non-slip footwear, etc.

Slips, trips and falls occur every day. Their occurrence, and the extent of the injuries they cause can be eliminated by using safe equipment and by practicing safe work procedures. Don't be a statistic—watch your step and practice safety.
# Meeting Attendance Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Meeting Location</th>
<th>Person Conducting Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Items Discussed:**

- 
- 
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**Problem Areas or Concerns:**

- 
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**Attendees:**

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- 

**Comments:**

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# Job Safety Analysis

<table>
<thead>
<tr>
<th>Job Title (and number if applicable)</th>
<th>Page of JSA No.</th>
<th>Date</th>
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<th>Revised: ☐</th>
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<tr>
<td>Title of Person Who Does Job:</td>
<td>Supervisor:</td>
<td>Analysis By:</td>
<td></td>
<td></td>
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<tr>
<td>Company/Organization:</td>
<td>Plant/Location:</td>
<td>Dept.</td>
<td>Reviewed By:</td>
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<td>Required and/or Recommended Personal Protective Equipment:</td>
<td>Approved By:</td>
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</table>

<table>
<thead>
<tr>
<th>Sequence of Basic Job Steps</th>
<th>Potential Hazards</th>
<th>Recommended Action or Procedure</th>
</tr>
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<tbody>
<tr>
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Arkansas Municipal League Loss Control Program

A program to reduce risks and contain costs for your Arkansas Municipal League-sponsored Workers’ Compensation Trust and the Municipal Vehicle and Property Programs.

P.O. Box 38 North Little Rock, AR 72115
501-374-3484
www.arml.org

May 2019
The Arkansas Municipal League developed its Loss Control and Emergency Preparedness Programs to help member cities and towns lower their losses from employee accidents and to help members plan for natural and human-caused disasters. Preventing accidents is less costly than paying for them in lost employee work hours, medical claims, property damage, and higher premiums for coverage. The AML Loss Control Program can assist members in developing safety-related cost-avoidance practices. Loss control services that are available to participating program members include:

♦ Providing on-site workplace, vehicle, property, and equipment inspections.

♦ Recommending guidelines for accident prevention to employees, vehicles, and loss of property.

♦ Conducting on-site PowerPoint seminars and training for employee safety in these categories:

1. **Personal Protective Equipment** (PPE)—Why PPE should be used, types of PPE available, correct selection, proper use and care of equipment.

2. **Trench Safety**—Hazards of trenching and the importance of soil type and classification; the necessity of pre-inspection of the job site; what comprises a competent person; the responsibilities of a competent person; the criteria to determine safety measures; explanations of shoring, shielding, and sloping and guidelines for cave-in emergencies.

3. **Confined Space**—Defining a confined space and why some confined spaces require an entry permit and others may not; the hazards and safety equipment needed; working in a restricted area and the emergency procedures for evacuation.

4. **Blood-borne Pathogens**—Training employees to be aware of the hazards of coming in contact with blood and other body fluids, managing contaminated waste and employee rights to medical evaluation.

5. **Hazard-Communications (Hazcom)**—Class instruction and discussion includes chemicals in the workplace, detecting the presence or release of hazardous chemicals, the health hazards of chemicals and their physical effects, selecting and wearing personal protective equipment while working with hazardous chemicals, and understanding the importance of Safety Data Sheets (SDS) and the requirements of the supplier for SDS information.

6. **Back Safety**—How the back supports the body, the components of the back, the forces of the environment that place constraints on the back, avoiding back injuries, using safe lifting techniques, and why back belts may not be the best safety equipment.

7. **Lockout/tagout (LOTO)**—What it is, when LOTO should be used, LOTO procedures, equipment requiring LOTO, LOTO devices, and employer and employee responsibilities.

8. **Safety Awareness**—Know your environment, learn where hazards lie, job hazard analysis, using the three A’s of safety (attitude, attention, and action) to keep yourself and fellow employees safe.
9. **Safety Programs**—How to develop a citywide safety program that meets the requirements of the Workers’ Compensation Commission. The class studies establishing safe work policies and procedures, a safety committee, an accident investigation committee, determining the need for safety training and developing a return to work program and disciplinary action.

10. **Workplace Emergency and Disaster Plan**—Successful disaster recovery requires assessing how a possible natural or human-made disaster could affect municipal operations; preparing and implementing a comprehensive recovery plan to minimize the effects of a disaster. The Municipal League Loss Control Program has the materials and experience to assist municipalities in preparing for emergencies.

Cities and towns requesting the services of the Loss Control Program may contact the Arkansas Municipal League at 501-537-3796.
Foreword

The Arkansas Legislature enacted the Fire Protection Services Program Act of Arkansas with Act 833 of 1991, as amended during subsequent legislative sessions.

The Fire Protection Services Program increased fire insurance premiums for revenues that may be used to defray training expenses of firefighters and to purchase, improve, or buy firefighting equipment in compliance with the National Fire Protection Association standards. The program revenues also enable initial capital construction and improvements of fire departments.

This booklet shows how municipalities and communities and their fire departments may apply for the money made available under the Fire Protection Services Program to meet their firefighting needs.

The Arkansas Municipal League hopes this information is helpful in reaching your firefighting goals.

Arkansas Municipal League
P.O. Box 38
North Little Rock, AR 72115
501-374-3483
www.arml.org
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General Procedures

The following procedures have been established by the Department of Finance and Administration, Office of Administrative Services (DFA-OAS) to implement the Fire Protection Services Program Act of Arkansas, Act 833 of 1991, as amended during subsequent legislative sessions.

The procedures are divided into three sections:

A. General procedures applying to all Fire Departments/Districts
B. Rural Volunteer Fire Departments/Districts
C. Certified Municipal Fire Departments

A. Premium Taxes

A1. Beginning Jan. 1, 1992, a premium tax of 1/2 of 1% on fire insurance will be collected by the Arkansas Insurance Commissioner from insurers.

A2. The insurers will estimate their net direct written premiums and remit premium taxes quarterly based on these estimates to the Arkansas Insurance Commissioner. The first quarter’s collections should be available for distribution by DFA-OAS to Fire Departments in July. The other quarterly collections should be available in October, January, and April. The final collection will be an adjusted collection to reflect the actual net direct premiums written for the previous year.

A3. The collections will be deposited into the Fire Protection Premium Tax Fund quarterly and will be divided by county using the following percentages as stated in the Act:

<table>
<thead>
<tr>
<th>County</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas</td>
<td>0.78%</td>
</tr>
<tr>
<td>Benton</td>
<td>3.86%</td>
</tr>
<tr>
<td>Calhoun</td>
<td>0.51%</td>
</tr>
<tr>
<td>Clark</td>
<td>1.13%</td>
</tr>
<tr>
<td>Cleveland</td>
<td>0.66%</td>
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<tr>
<td>Craighead</td>
<td>2.91%</td>
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<tr>
<td>Cross</td>
<td>0.84%</td>
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<tr>
<td>Drew</td>
<td>0.80%</td>
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<tr>
<td>Fulton</td>
<td>0.84%</td>
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<tr>
<td>Greene</td>
<td>1.39%</td>
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<tr>
<td>Howard</td>
<td>0.75%</td>
</tr>
<tr>
<td>Jackson</td>
<td>0.95%</td>
</tr>
<tr>
<td>Lafayette</td>
<td>0.71%</td>
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<tr>
<td>Lincoln</td>
<td>1.12%</td>
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<tr>
<td>Lonoke</td>
<td>1.70%</td>
</tr>
<tr>
<td>Miller</td>
<td>1.44%</td>
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<tr>
<td>Montgomery</td>
<td>0.66%</td>
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<tr>
<td>Ouachita</td>
<td>1.37%</td>
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<tr>
<td>Pike</td>
<td>0.87%</td>
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<tr>
<td>Pope</td>
<td>1.73%</td>
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<tr>
<td>Randolph</td>
<td>0.96%</td>
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<tr>
<td>Scott</td>
<td>0.59%</td>
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<tr>
<td>Sevier</td>
<td>0.82%</td>
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<tr>
<td>Union</td>
<td>2.01%</td>
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<tr>
<td>White</td>
<td>2.71%</td>
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<tr>
<td>Ashley</td>
<td>1.39%</td>
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<tr>
<td>Boone</td>
<td>1.46%</td>
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<tr>
<td>Carroll</td>
<td>0.97%</td>
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<tr>
<td>Clay</td>
<td>1.10%</td>
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<tr>
<td>Columbia</td>
<td>1.24%</td>
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<tr>
<td>Crawford</td>
<td>1.98%</td>
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<tr>
<td>Dallas</td>
<td>0.45%</td>
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<tr>
<td>Faulkner</td>
<td>2.30%</td>
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<td>Garland</td>
<td>3.12%</td>
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<tr>
<td>Hempstead</td>
<td>1.89%</td>
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<tr>
<td>Independence</td>
<td>1.90%</td>
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<tr>
<td>Jefferson</td>
<td>2.32%</td>
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<tr>
<td>Lawrence</td>
<td>0.96%</td>
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<tr>
<td>Little River</td>
<td>0.77%</td>
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<td>Madison</td>
<td>0.95%</td>
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<tr>
<td>Mississippi</td>
<td>1.77%</td>
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<td>Nevada</td>
<td>0.58%</td>
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<td>Perry</td>
<td>0.62%</td>
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<td>Poinsett</td>
<td>1.14%</td>
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<td>Prairie</td>
<td>0.83%</td>
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<td>St. Francis</td>
<td>1.45%</td>
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<tr>
<td>Searcy</td>
<td>0.73%</td>
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<td>Sharp</td>
<td>1.30%</td>
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<tr>
<td>Van Buren</td>
<td>1.18%</td>
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<tr>
<td>St. Francis</td>
<td>1.45%</td>
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<tr>
<td>Searcy</td>
<td>0.73%</td>
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<tr>
<td>Sharp</td>
<td>1.30%</td>
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<tr>
<td>Van Buren</td>
<td>1.18%</td>
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<tr>
<td>Woodruff</td>
<td>0.47%</td>
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<td>Yell</td>
<td>1.11%</td>
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Arkansas 0.78%   Ashley 1.39%   Baxter 1.78%
Benton 3.86%   Boone 1.46%   Bradley 0.52%
Calhoun 0.51%   Carroll 0.97%   Chicot 0.51%
Clark 1.13%   Clay 1.10%   Cleburne 1.11%
Cleveland 0.66%   Columbia 1.24%   Conway 1.04%
Craighead 2.91%   Crawford 1.98%   Crittenden 1.32%
Cross 0.84%   Dallas 0.45%   Desha 0.71%
Drew 0.80%   Faulkner 2.30%   Franklin 0.97%
Fulton 0.84%   Garland 3.12%   Grant 1.13%
Greene 1.39%   Hempstead 1.89%   Hot Spring 1.46%
Howard 0.75%   Independence 1.90%   Izard 0.91%
Jackson 0.95%   Jefferson 2.32%   Johnson 1.05%
Lafayette 0.71%   Lawrence 0.96%   Lee 0.73%
Lincoln 1.12%   Little River 0.77%   Logan 1.06%
Lonoke 1.70%   Madison 0.95%   Marion 1.00%
Miller 1.44%   Mississippi 1.77%   Monroe 0.53%
Montgomery 0.66%   Nevada 0.58%   Newton 0.67%
Ouachita 1.37%   Perry 0.62%   Phillips 1.12%
Pike 0.87%   Poinsett 1.14%   Polk 1.01%
Pope 1.73%   Prairie 0.83%   Pulaski 5.99%
Randolph 0.96%   St. Francis 1.45%   Saline 3.00%
Scott 0.59%   Searcy 0.73%   Sebastian 2.06%
Sevier 0.82%   Sharp 1.30%   Stone 0.77%
Union 2.01%   Van Buren 1.18%   Washington 3.46%
White 2.71%   Woodruff 0.47%   Yell 1.11%
A4. The population of each county and incorporated city and town within the county will be determined using the latest U. S. Census. All special census information will be input at the beginning of each program year. DFA-OAS will use this information to determine the percentage population of each incorporated city and town and the remaining unincorporated percentage population of the county.

A5. Funds distributed under this program shall only be spent on the following three items:

1. Training of fire fighters at the Arkansas Fire Training Academy and/or fire training centers certified by the AFPSB.
2. Purchase and improvement of fire fighting equipment or improvements of fire departments.
3. Pledging as security for a period of not more than ten years in the financing of the purchase of fire fighting equipment and initial capital construction or improvement of fire departments. All equipment purchased must comply with National Fire Protection Association (NFTA) standards.

A6. The funds for each county shall be apportioned to the districts and municipalities within the county based on population unless the County Intergovernmental Cooperation Council (CICC) notifies the quorum court of the fire protection needs of the districts and municipalities, in which case the monies will be apportioned by the quorum court based on those needs.

A7. Each County Quorum Court should notify DFA-OAS through Arkansas Department of Emergency Management, Office of Fire Services (ADEM-OFS) by November 30 of each calendar year of the fire protection needs of the districts and municipalities of their county as determined by the CICC. If no notification is received, the distribution within the county will be based on the population as determined by the latest U.S. Census of the incorporated municipalities and on a first come, first served basis for the unincorporated areas. Counties that have previously notified DFA-OAS through ADEM-OFS, of their fire protection needs of the districts and municipalities, will have their apportionment’s carried forward to the new program year, from the previous year, unless DFA-OAS through ADEM-OFS is notified of any changes no later than November 30 each calendar year.

A8. As soon as ADEM-OFS has reviewed and approved the apportionment and/or changes, the transactions will be routed to DFA-OAS to adjust the distribution of each county as noted and approved.

A9. As funds are received from Premium Tax collections, DFA-OAS will allocate them to each county using the percentages stated in A3 of the General Procedures. Each county’s funds will then be allocated based on the county’s population percentage distribution or Quorum Court’s designated fire protection needs as apportioned.

See page 10 for an example of a County Needs Assessment.

B. Rural Volunteer Fire Departments/Districts Procedures

B1. No rural volunteer fire department/district will receive payments from this program unless the County Quorum Court and the Board of Commissioners of the Fire Protection District designate a County Fire Service Coordinator who will be responsible for seeing that standard guidelines established by the Arkansas Fire Protection Services Board pursuant to Ark. Code Ann. §20-22-801 et seq., are followed.

B2. Rural volunteer fire departments/districts which are in compliance with these procedures and A.C.A. §§ 20-22-801 - 20-22-809 will be eligible for funds under this program.

B3. No rural volunteer fire department/district shall receive funds under this program after January 1, 1998, unless the fire department/district is certified by the Arkansas Fire Protection Services Board (Act 1112 of 1995). Until that time, ADEM-OFS shall approve only requests for upgrading, which will move the department/district towards meeting the minimum certification standards. All monies received from this program are to be spent directly on equipment, training, capital improvements, or other expenditures necessary for upgrading the service provided by the department/district. (Act 10-First Extraordinary Session of 1992)
B4. Rural volunteer fire departments/districts should complete a Certification Application Form. This form must be completed at the beginning of every program year. After the Certification Application is approved by the rural fire department/district it is then submitted to the County Fire Service Coordinator for review and approval. The County Fire Service Coordinator then submits the form to the County Quorum Court for review and approval.

B5. After approval and signatures, the Certification Application should be sent to ADEM-OFS for review and approval at the following address:

Arkansas Dept Of Emergency Management Office Of Fire Services
Camp Joseph T. Robinson Bldg. 9501
North Little Rock, AR 72199

B6. After approval by ADEM-OFS the Certification Application will be sent to DFA-OAS for processing of payment.

B7. The payment will be sent by ADEM-OFS to the County Judge with a return receipt enclosed.

B8. The County Treasurer will receive and deposit these funds in a Special County Revenue Fund designated specifically for fire protection. The funds will then be disbursed to the rural volunteer fire department/district who requested them.

B9. The Board of Commissioners of any FIRE PROTECTION DISTRICT receiving funds under this program shall make no contract for the purchase of material or equipment costing five hundred ($500) or more except upon sealed bids opened in public, and it shall be the duty of the secretary of the district to call on the telephone or notify in person no less than ten (10) property holders, not less than forty-eight (48) hours or more than one (1) week before the time of receiving the bids. The secretary shall also deliver to the daily papers in the county and at least one (1) weekly paper a news item notice of the intention to receive bids on certain equipment. (Act 10-First Extraordinary Session of 1992)

B10. All funds received under this program must be EXPENDED or ALLOCATED for expenditure on or before the expiration of twelve (12) months from the date of receipt. Any excess or surplus funds which are not expended or allocated for expenditure within such twelve (12) month period shall be returned to the DFA-oas no later than sixty (60) days following the expiration of such twelve (12) month period. The returned funds will be deposited to the Fire Protection Premium Tax Fund and will be reallocated as described in Section A9 of the General Procedures.

B11. Each rural volunteer fire department/district which receives funds under this program shall file reports on December 1 annually with Quorum Court through the County Clerk’s Office or other office designated by the Quorum Court stating how such funds were expended during the preceding twelve (12) months.

B12. The Quorum Court of each county through their County Clerk’s Office shall file reports on January 15 annually with the State Auditor and Department of Emergency Management stating how such funds were expended during the preceding twelve (12) months. Send the reports to the following addresses:

Auditor Of State
State Capitol Room 230
Little Rock, AR 72201

Arkansas Department Of Emergency Management
Office of Fire Services
Camp Joseph T. Robinson Bldg. 9501
North Little Rock, AR 72199

B13. If any Quorum Court or rural volunteer fire department/district fails to make the reports as stated in B11 and B12, the fire department/district shall not be eligible for new or additional funds until the reports are filed.

B14. Any fire department/district which fails to expend funds in due compliance with the program until the department/district reimburses the exact amount of those monies improperly retained or expended.
C. Certified Municipal Fire Department Procedures

C1. Municipal fire departments which are in compliance with these procedures and A.C.A. §§ 20-22-801 through 809 shall be eligible for funds under this program.

C2. Municipal fire departments must be willing to provide fire protection through mutual aid agreements in areas within five (5) miles of its corporate limits. Municipal fire departments shall not be required to respond when, in the opinion of proper municipal authorities, municipal property or fire classification rating would be jeopardized. Municipal fire departments must furnish an official municipal resolution signed by the Chief Executive Officer of that municipality stating their willingness to provide fire protection through mutual aid agreements. Copies of the mutual aid agreements should be sent to OES-OFS.

C3. Certified municipal fire departments must complete a Certification Application Form. It must have the signature/approval of the Fire Department and Chief Executive Officer- Municipality.

C4. After approval and signatures, the Certification Application should be sent to ADEM-OFS for review and approval at the following address:

Arkansas Dept Of Emergency Management Office Of Fire Services
Camp Joseph T. Robinson Bldg. 9501
North Little Rock, AR 72199

C5. After approval by ADEM-OFS, the Certification Application will be sent to DFA-OAS for processing. Payments will be sent as funds become available each quarter.

C6. The payments will be sent by ADEM-OFS to the municipality with a return receipt enclosed.

C7. The City Treasurer will receive and deposit these funds as special revenue.

C8. All funds received under this program must be expended or allocated for expenditure on or before the expiration of twelve (12) months from the date of receipt. Any excess or surplus funds which are not expended or allocated for expenditure within such twelve (12) month period shall be returned to the DFA-OAS no later than sixty (60) days following the expiration of such twelve (12) month period. The returned funds will be deposited to the Fire Protection Premium Tax Fund and will be reallocated as described in Section A9 of the General Procedures.

C9. Each municipal fire department which receives such funds shall file reports on January 15 annually with ADEM-OFS stating how such funds were expended during the preceding twelve (12) months.

C10. If any municipal fire department fails to make the report as stated in C10, the fire department shall not be eligible for new or additional funds until the report is filed.

C11. Any municipal fire department which fails to expend funds in due compliance with the provisions of these procedures shall not be eligible for new or additional funds under this program until the department reimburses the exact amount of those monies improperly retained or expended.
Example County Needs Assessments

County XYZ has four incorporated cities. Without any notification of the fire protection needs of the county, DFA-OAS would distribute funds through OES-OFS as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POPULATION</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Total</td>
<td>20,000</td>
<td>100%</td>
</tr>
<tr>
<td>City A</td>
<td>10,000</td>
<td>50%</td>
</tr>
<tr>
<td>City B</td>
<td>1,000</td>
<td>5%</td>
</tr>
<tr>
<td>City C</td>
<td>1,000</td>
<td>5%</td>
</tr>
<tr>
<td>City D</td>
<td>200</td>
<td>1%</td>
</tr>
<tr>
<td>Unincorporated Area</td>
<td>7,800</td>
<td>39% first come, first served basis</td>
</tr>
</tbody>
</table>

County XYZ’s County Intergovernmental Cooperation Council meets and reviews the fire protection needs of the county. It finds that there are three rural fire departments serving the unincorporated areas of the county, one of which is twice as big as the other two. Also, City D does not have a fire department and its fire needs are met by City C. The County Intergovernmental Cooperation Council makes the following needs assessment to the County Quorum Court:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POPULATION</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Total</td>
<td>20,000</td>
<td>100%</td>
</tr>
<tr>
<td>City A</td>
<td>10,000</td>
<td>50%</td>
</tr>
<tr>
<td>City B</td>
<td>1,000</td>
<td>5%</td>
</tr>
<tr>
<td>City C</td>
<td>1,000</td>
<td>6%</td>
</tr>
<tr>
<td>City D</td>
<td>200</td>
<td>0%</td>
</tr>
<tr>
<td>Rural Department E</td>
<td></td>
<td>19%</td>
</tr>
<tr>
<td>Rural Department F</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Rural Department G</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Unincorporated Area</td>
<td>7,800</td>
<td></td>
</tr>
</tbody>
</table>

Since the county has determined its needs of both the incorporated and unincorporated areas, the funds will be distributed using the new percentage distribution. The incorporated municipalities will receive their funds quarterly as it is received. The unincorporated rural fire department/districts must apply for the funds. However, since the unincorporated areas have designated needs, these funds will be reserved for them until requested.
If the needs for Year B are the same as previous Year A then nothing needs to be submitted, Year A’s percentage distribution will carry over to Year B. However, if City A is going to assume the fire protection services of Rural Fire Department E a new percentage distribution based on needs must be submitted by November 30. The distribution would then be as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POPULATION</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Total</td>
<td>20,000</td>
<td>100%</td>
</tr>
<tr>
<td>City A</td>
<td>10,000</td>
<td>59%</td>
</tr>
<tr>
<td>City B</td>
<td>1,000</td>
<td>5%</td>
</tr>
<tr>
<td>City C</td>
<td>1,000</td>
<td>6%</td>
</tr>
<tr>
<td>City D</td>
<td>200</td>
<td>0%</td>
</tr>
<tr>
<td>Rural Department E</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Rural Department F</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Rural Department G</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Unincorporated Area</td>
<td>7,800</td>
<td></td>
</tr>
</tbody>
</table>

The above needs distribution will carry over to Year C unless DFA-OAS through OES is otherwise notified.

**Act 833 Certification Application**

The Arkansas Department of Emergency Management Office of Fire Services has available online the current Act 833 Certification Application, including application deadlines, guidelines, and reporting requirements.

To access a downloadable PDF of the latest Act 833 application form, go to the front page of ADEM’s website, www.adem.arkansas.gov, click on Administration and choose Fire Services. Then choose Act 833 and a link to an application package will be available. You may also type the direct link to the page into your browser: www.adem.arkansas.gov/ADEM/Divisions/Admin/FS/act833.aspx.

For further guidance, contact Kendell Snyder, Arkansas Department of Emergency Management Office of Fire Services, Camp Joseph T. Robinson, Building 9501, North Little Rock, AR 72199; fax (501) 683-7891; or email kendell.snyder@adem.arkansas.gov.
Fire Protection Services

A.C.A. § 20-22-801. General Assembly--Findings and determinations

It is found and determined by the General Assembly that a system of certification and classification of fire departments should be established to encourage the improvement of the fire protection services in this state and to provide the people of this state with information about the level of service they are receiving. It is further found and determined that the public policy of this state should be to encourage individuals and organizations to provide fire protection services and that, to further this policy, workers’ compensation coverage should be extended to volunteer firefighters of rural fire departments and that the civil liability of certified fire departments and their firefighters should be limited.

History

A.C.A. § 20-22-802. Definitions

As used in this subchapter:

(1) “Board” means the Arkansas Fire Protection Services Board;

(2) “Certified fire department” means any fire department certified by the Director of the Office of Fire Protection Services as meeting minimum standards prescribed by the Arkansas Fire Protection Services Board;

(3) “Director” means the Director of the Office of Fire Protection Services;

(4) “Fire department” means any organization established for the prevention or extinguishment of fires, including, but not limited to, fire departments organized under municipal or county ordinances, improvement districts, membership fee-based private fire departments, and volunteer fire departments; and

(5) “Firefighter” means any paid or volunteer member of a fire department who engages in fire suppressions, rescue, pump operations, or other fire-ground activities.

History


(a) (1) There is created the Arkansas Fire Protection Services Board.

(2) The board shall be composed of fifteen (15) members to be appointed by the Governor subject to confirmation by the Senate as follows:
(A) (i) Four (4) members shall be fire chiefs appointed by the Governor after consulting the Arkansas Association of Fire Chiefs.

   (ii) Two (2) of the fire chiefs under this subdivision (a)(2)(A) shall be full paid fire chiefs, one (1) shall be a volunteer fire chief, and one (1) shall be a retired fire chief or a volunteer fire chief;

(B) Two (2) members shall be appointed after consulting the Arkansas Rural and Volunteer Firefighters Association;

(C) Four (4) members shall be appointed after consulting the Arkansas State Firefighters Association, all of whom shall be volunteer firefighters;

(D) Four (4) members shall be appointed by the Governor after consulting the Arkansas Professional Fire Fighters Association; and

(E) The State Forester of the Arkansas Forestry Commission or his or her designee.

(3) The Director of the Arkansas Fire Training Academy, the Director of the Arkansas Department of Emergency Management or his or her designee, and the State Fire Marshal or his or her designee shall be ex officio members.

(4) Members shall serve three-year terms.

(5) Each member shall hold office until his or her successor is appointed and qualified.

(b) (1) The board shall elect annually a chair, vice chair, and secretary.

   (2) The board shall meet at the call of the chair or a majority of the members.

   (3) A majority of the members constitutes a quorum.

(c) The Governor shall fill vacancies occurring on the board with appointments for the duration of the unexpired terms.

(d) The members shall serve without pay but may receive expense reimbursement in accordance with § 25-16-901 et seq.

History

A.C.A. § 20-22-804. Arkansas Fire Protection Services Board--Duties and powers

(a) The Arkansas Fire Protection Services Board shall:

   (1) Prescribe by regulation minimum standards for the certification of fire departments and standards for the classification of fire departments as to their level of service, including, but not limited to, standards for training levels for firefighters of fire departments, minimum levels of equipment, and minimum performance standards;

   (2) Establish a system of identification for firefighters of certified fire departments for the purpose of assisting firefighters to carry out their duties;

   (3) Assist fire departments with training programs and assist with the establishment and upgrading of fire departments;

   (4) Promote the exchange of information among fire departments and state agencies;

   (5) Serve in an advisory capacity to the Director of the Arkansas Department of Emergency Management with respect to the operation of fire services and the matters concerning certification and standards related to fire services in the state;

   (6) Periodically review and evaluate current and proposed national and international activities related to the improvement and upgrading of fire services to ensure that the state maintains acceptable standards of fire protection for its citizens and standards for training its firefighters;
(7) Advise the Director of the Arkansas Fire Training Academy in matters related to the training and certification of fire services personnel in Arkansas and curriculum and instructional content of the curriculum offered by the Arkansas Fire Training Academy;

(8) (A) Advise the President of Southern Arkansas University in matters regarding the appointment and retention of the director of the academy.

(B) The board shall review the applications for the position of director of the academy submitted to the President of Southern Arkansas University and recommend three (3) candidates for the position to the President.

(C) The President shall appoint the director of the academy from the three (3) recommended candidates; and

(9) Establish other reasonable rules and regulations as may be necessary for the purposes of this subchapter.

(b) As of March 1, 2003, the Arkansas Fire Training Academy Board created by § 12-13-202 and the Arkansas Fire Advisory Board created by § 20-22-1005 are transferred by a Type 3 transfer under § 25-2-106 to the Arkansas Fire Protection Services Board created by § 20-22-803.

History

A.C.A. § 20-22-805. Office of Fire Protection Services--Creation

(a) There is created the Office of Fire Protection Services which shall be under the supervision and direction of the Director of the Arkansas Department of Emergency Management.

(b) The Director of the Office of Fire Protection Services, who shall be employed by the Director of the Arkansas Department of Emergency Management, shall have the responsibility to carry out the administrative functions and directives of the Arkansas Fire Protection Services Board.

(c) The Director of the Office of Fire Protection Services may employ personnel as may be authorized by law to carry out the duties of the office.

History

A.C.A. § 20-22-806. Certification and classification of fire departments

(a) Fire departments in this state may apply for annual certification and classification by the Director of the Office of Fire Protection Services. Each fire department applying for certification shall submit such information as may be required by the director to determine whether the fire department meets minimum certification standards and to classify the department as to its level of service.

(b) (1) Certification standards for fire departments shall not be changed unless the changes are approved by the Arkansas Fire Protection Services Board.

(2) Any change to the certification standards under this subsection shall not be effective until twelve (12) months after the adoption of the published change.

(c) (1) Firefighters shall maintain a minimum of sixteen (16) hours per year of certifiable training meeting the standards of the Arkansas Fire Training Academy.

(2) A firefighter who receives more certified hours than required in subdivision (c)(1) of this section in a year may carry over the additional certified hours to the next year only.

(d) Firefighters shall also receive within the first year of service as a firefighter:

(1) Up to sixteen (16) hours in the Introduction to Firefighting course;
(2) Up to sixteen (16) hours in the Personal Protective Equipment course; and
(3) Up to eight (8) hours in the Wildland Fire Suppression course.

(e) (1) A member of a fire department who does not engage in firefighting is exempt from the requirements of this section.

(2) A member under subdivision (e)(1) of this section shall be eligible for workers’ compensation coverage under § 20-22-809.

(3) A member under subdivision (e)(1) of this section is considered a firefighter for the purpose of number of members of the fire department.

(f) A fire department that complies with this section is eligible for insurance premium tax moneys under § 14-284-401 et seq.

History

A.C.A. § 20-22-807. Certified fire departments--Powers
Certified fire departments and their firefighters shall have the authority to do all acts reasonably necessary to extinguish fires and protect life and property from fire.

History

A.C.A. § 20-22-808. Certified fire departments--Liability
(a) Any certified fire department that does not have tort immunity as provided by state law shall be subject to limited liability as provided in this section.

(b) Certified fire departments entitled to limited immunity under this section shall not be liable for damages to persons or property resulting from an act or omission of the fire department or the firefighter occurring at the scene of a reported fire and related to the suppression of the reported fire if the act or omission did not constitute gross negligence, wanton conduct, or intentional wrongdoing.

History

A.C.A. § 20-22-809. Workers’ compensation
(a) For the purpose of workers’ compensation coverage in cases of injury to or death of an individual, volunteer firefighters of certified fire departments, other than municipal fire departments, who meet the requirements of this section are county employees and shall receive minimum compensation. Their survivors shall receive death benefits in the same manner as regular county employees for injury or death arising out of and in the course of their activities as firefighters.

(b) Volunteer firefighters requesting workers’ compensation coverage shall annually file with the county clerk evidence that:

(1) The firefighter has met the minimum training standards recommended by the Arkansas Fire Protection Services Board; and

(2) The volunteer firefighter is a member of a certified fire department other than a municipal fire department.

(c) A member of a fire department under § 20-22-806 who does not engage in firefighting is eligible for workers’ compensation under this section.
A.C.A. § 20-22-810. Legislative purpose and intent

(a) The General Assembly finds that:

(1) The specialized and hazardous nature of firefighting requires that firefighters possess the requisite knowledge and demonstrate the ability to perform certain skills to carry out their responsibilities; and

(2) The activities of firefighters are important to the health, safety, and welfare of the people of this state.

(b) It is the intent of the General Assembly to require minimum standards for training for entry level, full-time firefighters.

History

A.C.A. § 20-22-811. Training requirements

(a) (1) After January 1, 2004, no person shall be hired as a full-time firefighter by any local government firefighting unit for a period exceeding one (1) year or for a cumulative time exceeding two thousand nine hundred twelve (2,912) compensated hours unless that person is certified as having completed the mandatory training requirements in subsection (c) of this section.

(2) Any state agency or political subdivision that employs a person as a firefighter for a period exceeding one (1) year or for a cumulative time exceeding two thousand nine hundred twelve (2,912) compensated hours who does not meet the requirements of subsection (c) of this section is prohibited from performing the duties of fire suppression, rescue, pump operations, or other fire ground activities as described in § 20-22-802(5).

(3) The Arkansas Fire Advisory Board may grant an extension to individuals employed within the guidelines as established by the board.

(b) Firefighters serving as full-time employees before January 1, 2004, in a local firefighting unit shall not be required to meet the minimum requirements in subsection (c) of this section.

(c) (1) The uniform training standards for entry level, full-time firefighters shall consist of satisfactory completion of a training program administered by the Arkansas Fire Training Academy which shall utilize the “National Fire Protection Association 1001: Standard for Fire Service Professional Qualifications”.

(2) The academy shall be the certifying agency for fire service personnel.

(3) Any person seeking employment from another state shall submit his or her certification to the academy for review and approval.

History
County Intergovernmental Cooperation Councils

A.C.A. § 14-27-101. Purpose of chapter

(a) It is the purpose of this chapter to require the executives of all political subdivisions of each county to meet on a regular basis for the purpose of encouraging cooperation by the various local government jurisdictions within each county in the most efficient use of their mutual resources and in the providing of services to their local communities in the most efficient and mutually advantageous manner possible.

(b) It is expected that regular dialogue between the executives of the various local government subdivisions within each county will encourage these governmental units to:

   (1) Share facilities, equipment, employees, and services to provide each with a mutual benefit to the advantage of all governments within the county;

   (2) Explore the use of joint purchasing and buying agreements to purchase goods and services in an effort to achieve economies of scale that would not be possible without mutual cooperation; and

   (3) Identify the areas of duplication of services so they may be eliminated to the maximum extent possible.

History

A.C.A. § 14-27-102. Establishment

(a) There is established within each county of this state a county intergovernmental cooperation council to facilitate cooperation among all the local government subdivisions of each county, to encourage the efficient use of local government resources, and to eliminate the duplication of services by local governments.

(b) The membership of each cooperation council shall consist of the county judge, the county clerk, and the mayor of each city and incorporated town within each county.

   (1) (A) The county judge of each county shall serve as chairman of the cooperation council.

       (B) The county judge shall have full voting power and shall have veto power over any action taken by the council.

       (C) It shall require a two-thirds (⅔) majority vote of all council members to override a veto.

       (2) The county clerk of each county shall serve as the secretary of the cooperation council, shall preside over cooperation council meetings in the absence of the council chairman, and shall be responsible for writing and submitting all reports of the cooperation council.

(c) Each member of the council shall have one (1) vote for the local government jurisdiction he represents on the cooperation council.

(d) The members of the cooperation council shall serve without compensation for their services.

(e) A quorum shall consist of a majority of the council’s membership and shall be necessary to conduct its business.

History
A.C.A. § 14-27-103. Meetings; requirements
(a) Each county intergovernmental cooperation council shall meet at least one (1) time annually.
(b) All meetings of the council shall be open to the public and shall be held in a public meeting room.
(c) All meetings of the cooperation council shall be at the call of the chair unless a majority of the council’s membership shall petition for a meeting to be held.
(d) The secretary of each council shall notify the public and the press of council meetings no later than ten (10) days prior to the date of such meetings.

History

A.C.A. § 14-27-104. Review of public services
(a) At least one (1) time annually, the county intergovernmental cooperation council shall review the delivery of services by the various local government subdivisions within the county in the following areas:
   (1) Law enforcement services;
   (2) Fire protection services;
   (3) Jail facilities and correctional services;
   (4) Ambulance and emergency medical services;
   (5) Library services;
   (6) Motor vehicle liability insurance;
   (7) Workers’ compensation coverage;
   (8) Solid waste management services;
   (9) Street, road, and highway repair and construction;
   (10) Parks and recreation facilities and services;
   (11) Planning and zoning services;
   (12) Health and sanitation services;
   (13) Public transit and transportation services; and
   (14) Any other service area of local government.
(b) (1) The annual review of various services can occur at any or all meetings of the council during the year.
   (2) Each service area shall be examined to determine whether or not the employees, equipment, or facilities of service areas could be shared to reduce cost or eliminated to avoid the duplication of services and whether or not the goods and services purchased individually in each of these areas could be purchased jointly or cooperatively to reduce the unit cost to all local governments within the county.
   (3) If it is determined by the cooperation council that duplicative services exist and can be eliminated or that joint purchases could be made at reduced costs, this determination shall be reported to the governing body of the local government jurisdictions involved along with any recommendations for consolidation of services or purchases.

History
A.C.A. § 14-284-401. General Assembly; findings and determinations

It is hereby found and determined by the General Assembly of the State of Arkansas that additional funding is needed to improve the fire protection services in this state. It is further found and determined that the public policy of this state is to provide adequate fire protection services for property of citizens through the use of properly trained and equipped fire fighters, and that the provisions of § 26-57-614 and this subchapter, are necessary in furtherance of the public health and safety.

History

A.C.A. § 14-284-402. Interpretation of provisions

The provisions of § 26-57-614 and this subchapter are intended to be supplemental to current provisions of Arkansas law, and shall not be construed as repealing or superseding any other laws applicable thereto.

History


(a) (1) These premium tax moneys are assessed for disbursement from the Fire Protection Premium Tax Fund, § 19-6-468, by the Department of Finance and Administration to the counties in the following percentages: Arkansas County—0.78%, Ashley County—1.39%, Baxter County—1.78%, Benton County—3.86%, Boone County—1.46%, Bradley County—0.52%, Calhoun County—0.51%, Carroll County—0.97%, Chicot County—0.51%, Clark County—1.13%, Clay County—1.10%, Cleburne County—1.11%, Cleveland County—0.66%, Columbia County—1.24%, Conway County—1.04%, Craighead County—2.91%, Crawford County—1.98%, Crittenden County—1.32%, Cross County—0.84%, Dallas County—0.45%, Desha County—0.71%, Drew County—0.80%, Faulkner County—2.30%, Franklin County—0.97%, Fulton County—0.84%, Garland County—3.12%, Grant County—1.13%, Greene County—1.39%, Hempstead County—1.89%, Hot Spring County—1.46%, Howard County—0.75%, Independence County—1.90%, Izard County—0.91%, Jackson County—0.95%, Jefferson County—2.32%, Johnson County—1.05%, Lafayette County—0.71%, Lawrence County—0.96%, Lee County—0.73%, Lincoln County—1.12%, Little River County—0.77%, Logan County—1.06%, Lonoke County—1.70%, Madison County—0.95%, Marion County—1.00%, Miller County—1.44%, Mississippi County—1.77%, Monroe County—0.53%, Montgomery County—0.66%, Nevada County—0.58%, Newton County—0.67%, Ouachita County—1.37%, Perry County—0.62%, Phillips County—1.12%, Pike County—0.87%, Poinsett County—1.14%, Polk County—1.01%, Pope County—1.73%, Prairie County—0.83%, Pulaski County—5.99%, Randolph County—0.96%, St. Francis County—1.45%, Saline County—3.00%, Scott County—0.59%, Searcy County—0.73%, Sebastian County—2.06%, Sevier County—0.82%, Sharp County—1.30%, Stone County—0.77%, Union County—2.01%, Van Buren County—1.18%, Washington County—3.46%, White County—2.71%, Woodruff County—0.47%, and Yell County—1.11%.

(2) (A) The moneys shall be apportioned by each quorum court to the districts and municipalities within the county based upon population unless the county intergovernmental cooperation council notifies the quorum court of the fire protection needs of the districts and municipalities, in which case the moneys shall be apportioned by the quorum court based on those needs.

(B) The moneys shall be distributed to municipalities and those certified departments in districts that are in compliance with this subchapter, § 20-22-801 et seq., and § 6-21-106.

(C) Fire departments that are not certified by the Office of Fire Protection Services under § 20-22-801 et seq. shall also be eligible to receive moneys disbursed under this section so long as all moneys received are
spent directly on equipment, training, capital improvements, insurance for buildings, utility costs, or other
expenditures necessary for upgrading the service provided by the department.

(D)(i) An inactive fire department, as determined by the county judge, is not eligible to receive moneys
disbursed under this section.

(ii) Any moneys allocated by the county intergovernmental cooperation council and any moneys
that would have been apportioned to an inactive fire department based upon population shall be disbursed by
the quorum court to the active departments based upon fire protection needs.

(iii) If a quorum court has passed a resolution that reallocates the moneys remaining after the
disbursement of moneys under this section, then the moneys shall be reallocated based upon the quorum court
resolution.

(b) Disbursements shall be made on forms prescribed by the Department of Finance and Administration.

(c) A county treasurer shall not collect the treasurer’s commission provided in § 21-6-302 on any of the pre-
mium tax moneys disbursed from the Fire Protection Premium Tax Fund.

(d) Premium tax moneys are state moneys and are only pass-through moneys for county government not sub-
ject to county appropriation or county claims processes.

(e) (1) There is created in each county a fund in the office of the county treasurer to be known as the «county
fire protection premium tax fund».

(2) Premium tax moneys received by the county treasurer shall be credited to the county fire protection
premium tax fund and disbursed by the county treasurer to the appropriate fire department based on the
apportionment by the quorum court under subdivision (a)(2)(A) of this section.

History
1; 2013, No. 91, § 1; 2015, No. 79, § 1.

A.C.A. § 14-284-404. Use of funds

(a) (1) The funds shall be used:

(A) To defray training expenses of fire fighters at the Arkansas Fire Training Academy and fire training
centers certified by the Arkansas Fire Protection Services Board;

(B) For the purchase and improvement of, or for pledging as security for a period of not more than
ten (10) years in the financing of the purchase and improvement of, fire fighting equipment and initial capital
construction or improvements of fire departments;

(C) For insurance for buildings; or

(D) For utility costs.

(2) Municipalities, fire departments, and districts must expend or allocate for expenditure all funds received
under this subchapter on or before the expiration of twelve (12) months from the date of receipt.

(3) Any excess or surplus funds which are not expended or allocated for expenditure within each twelve-
month period shall be remitted to the fund no later than sixty (60) days following the expiration of each twelve-
month period.

(b) Equipment funded under this section shall be used by the municipalities and departments located in fire
protection districts which have been duly formed or established under the provisions of § 14-284-201 et seq.

History
A.C.A. § 14-284-405. Payment to rural volunteer fire departments.

(a) No rural volunteer fire department or district shall receive payments or disbursements from the Fire Protection Premium Tax Fund unless the county quorum court and the board of commissioners of the fire protection district designate the current county fire service coordinator or designate a county fire service coordinator who shall be responsible for seeing that standard guidelines established by the Arkansas Fire Protection Services Board pursuant to § 20-22-801 et seq., are followed.

(b) No funds shall be paid to any certified rural volunteer fire department or fire protection district until a written proposal stating the following information has been approved by the quorum court and the Arkansas Fire Protection Services Board:

   (1) Amount of funds requested;
   (2) Purpose for which funds will be expended;
   (3) Plans for training of fire fighters; and
   (4) Anticipated time of completion of project.

(c) (1) Rural volunteer fire departments and fire protection districts shall supply such statistical and operational information to the Arkansas Fire Protection Services Board and quorum court as required.

   (2) The quorum court of each county shall file reports on January 15 annually with the State Auditor and Department of Finance and Administration stating how such funds were expended during the preceding twelve (12) months.

   (3) Each rural volunteer fire department and fire protection district which receives such funds shall file reports on December 1 annually with the quorum court stating how such funds were expended during the preceding twelve (12) months.

   (4) If any quorum court, rural volunteer fire department, or fire protection district fails to make such reports, the fire department or district shall not be eligible for new or additional funds until the reports are filed.

   (5) Any rural fire department or district which fails to expend funds in due compliance with the provisions of this subchapter shall not be eligible for new or additional funds from the Fire Protection Premium Tax Fund until the department or district reimburses the fund in the exact amount of those moneys improperly retained or expended.

History
A.C.A. § 14-284-406. Areas with no rural volunteer fire department or fire protection district-
-Areas in two (2) or more counties

(a) (1) Pursuant to § 14-284-201(a)(2), in any area in any county in which there is no rural volunteer fire
department or fire protection district which qualifies for funds under the provisions of this subchapter, the
quorum court is authorized, in its discretion and with the approval of the Arkansas Fire Protection Services
Board, to designate any unincorporated area of the county to be served by a municipal fire department, if
approved by the governing authorities of the municipality.

(2) (A) In addition to funds the municipality is otherwise entitled to under this subchapter, the municipal-
ity serving any such designated area shall receive the funds that the rural volunteer fire department or fire
protection district would have been eligible to receive.

(B) The funds shall be used by the municipality to provide training, to purchase equipment necessary to
provide fire protection in the designated unincorporated area in compliance with this subchapter, to purchase
insurance for buildings, or to pay utility costs.

(b) (1) No municipality shall receive funds under this subchapter unless it is willing to provide fire protection
through mutual aid agreements in areas within five (5) miles of its corporate limits.

(2) A municipality shall not be required to respond when, in the opinion of proper municipal authorities,
its municipal property or fire classification rating would be jeopardized.

(c) (1) A rural volunteer fire department or fire protection district that qualifies for funds under this subchap-
ter and that provides fire protection services in two (2) or more counties shall be eligible to receive moneys
from each of the counties under § 14-284-403(a)(2).

(2) The county quorum court of each county shall apportion the funds to the fire departments or districts
eligible under this subsection in accordance with § 14-284-403(a)(2).

History
2013.

A.C.A. § 14-284-407. Volunteer fire department; organization

Nothing in this subchapter shall be construed to prevent the organization of a volunteer fire department or
district pursuant to the provisions of Arkansas law. If such a volunteer fire department or district is organized
after January 1, 1992, the Department of Finance and Administration shall distribute funds provided by §
26-57-614 and this subchapter upon due compliance by the volunteer fire department and district with the
eligibility requirements of this subchapter and §§ 20-22-801—20-22-809.

History
A.C.A. § 14-284-408. Contributions; funds; water

(a) Nothing in this subchapter shall be construed to prevent quorum courts and governing bodies of municipalities from contributing funds directly to any volunteer fire department or district serving such county or municipality.

(b) Nothing in this subchapter shall be construed to prevent county, municipal, or local water utilities or associations from contributing water free of charge for fire fighting and training activities to volunteer fire departments and districts.

History

A.C.A. § 14-284-409. Maintenance of real property of rural volunteer fire department

The county judge of any county is hereby authorized and empowered, in his or her discretion, to grade, gravel, pave, and maintain real property of a rural volunteer fire department, including roads or driveways, as necessary for the effective and safe operation of the rural volunteer fire department.

History

A.C.A. § 14-284-410. Certification

No fire department shall receive funds under this subchapter after January 1, 1998, unless the fire department is certified by the Arkansas Fire Protection Services Board.

History

A.C.A. § 14-284-411. County Intergovernmental Cooperation Council membership

For the purposes of this subchapter, the mayor of any city or incorporated town whose fire protection district extends into an adjoining county shall be a member of the County Intergovernmental Cooperation Council of the adjoining county.

History
Sample Resolution

RESOLUTION NO. _________

WHEREAS, Act 833 of 1991 provides for municipalities to be willing to provide fire protection through mutual aid agreements within five miles of the municipalities’ corporate limits,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE (CITY OR TOWN) OF ARKANSAS:

SECTION 1: That the (city or town) of is expressly willing to enter into mutual aid agreements with fire departments serving areas within five miles of its corporate limits. The municipality shall not be required to respond when, in the opinion of proper municipal authorities, municipal property or fire classification rating would be jeopardized. The mutual aid agreements shall be written to comply with Act 833 of 1991 as amended.

SECTION 2: The City Clerk (or Recorder) is directed to send a copy of this Resolution to each fire department operating within five miles of the corporate limits.

APPROVED: ________________________________

Mayor

ATTEST: ________________________________

City Clerk (or Recorder)

DATE PASSED: ____________________________

(Seal)
Sample Mutual Aid Agreement

MUTUAL AID FIRE SERVICES AGREEMENT BETWEEN THE CITY OF ______________________ AND ______________________ RURAL VOLUNTEER FIRE DEPARTMENT AND/OR DISTRICT

This agreement made and entered into on this day of 20__, by and between the city of Arkansas, a municipal corporation (hereinafter referred to as city) and rural volunteer fire department and/or district (hereinafter referred to as department or district).

The parties hereto mutually agree as follows:

(1) City agrees to respond to all fire calls and operate equipment within rural volunteer fire service areas and districts whenever such fires shall be reported to the city fire department in accordance with this agreement.

(2) City agrees to respond to fire calls within fire districts and rural volunteer service areas whenever the person turning in the alarm for such fire shall give accurate information concerning the location of the fire, his or her name, and from what station the call is made. The municipality shall not be required to respond when, in the opinion of proper municipal authorities, municipal property or fire classification rating would be jeopardized.

(3) If the fire is in a position not adjacent to a highway, the person reporting the fire shall furnish, if possible, someone at the highway to lead the firefighters to the fire.

(4) City, rural departments and fire districts agree to use equipment as is required to cover all fires to which the city, department or district responds. It shall be the duty of the officers of the departments or districts to keep city informed as to the boundaries of said fire districts and volunteer fire service areas and the amount of territory therein at all times.

(5) Any calls concerning territory outside rural volunteer service areas and fire districts may be answered at the discretion of city or its designated official giving due consideration as to whether such call would be practicable and whether the area could be reached within a reasonable time to abate the hazard.

(6) City shall have complete control of equipment and firefighters in going to, during and returning from fires, and shall use such equipment and firefighters as in its discretion, the circumstances would necessitate.

(7) The department or district agrees to respond to fires within the city, under like terms as above, when requested by proper municipal authorities.

(8) This agreement may be terminated by either party hereto, without cause, only on July 1st of any year during the existence of this agreement; provided however, that in the event of termination, the terminating party shall give to the other party, written notice of its intention to terminate at least thirty days prior to July 1st of the year in which termination is desired.

In witness whereof, the parties hereto have caused this agreement to be executed by their respective property officers duly authorized by respective resolutions of the governing bodies, the day and year first above mentioned.

City of ______________________ Fire District or Dept. ______________________

By: ________________________ By: ________________________
Mayor

Date: ________________________ Date: ________________________
ARKANSAS MUNICIPAL LEAGUE

Firefighters Supplemental Income Protection and Death Benefit Program

For more information contact:
501-978-6127
www.arml.org
November 2016
Without a special program of the Arkansas Municipal League, volunteer firefighters who are injured in the scope of their duties as a firefighter receive only $20 a week for a compensable injury. Paid firefighters may also lose income due to their work-related injury.

The Arkansas Municipal League offers a valuable program to protect the earnings of volunteer firefighters while they are executing their firefighting duties as well as benefits to assist both part-time and full-time firefighters for lost earnings.

**Coverage for firefighters includes:**

- A weekly benefit to compensate the injured firefighter for earnings lost due to a compensable injury and not otherwise provided for by Arkansas Workers’ Compensation law.
- The program shall pay a sum so that, when combined with temporary total disability benefits provided by Arkansas law, the firefighter shall receive a total weekly indemnity payment up to the statutory maximum benefit for temporary total disability benefit allowed by Arkansas Workers’ Compensation Law.
- The sum paid by the program is based upon the volunteer or part-time firefighter’s loss of earnings due to the inability to receive earnings from work done in addition to work as a firefighter. In the case of a full-time firefighter, the program shall pay a sum so that, when combined with payable workers’ compensation benefits for temporary total disability benefits, the firefighter shall receive a total weekly indemnity payment equal to the statutory maximum temporary total disability benefit allowed by Arkansas Workers’ Compensation Law.
- The program benefit shall be payable for 52 weeks or such periods that the firefighter is eligible to receive worker’s compensation benefits for temporary total disability whichever is shorter.
- $10,000 death benefit payable to eligible dependent if death occurs as a result of a compensable workers’ compensation claim. The death benefit is in addition to funeral expenses covered under Arkansas Workers’ Compensation Law.

**Qualifications**

Cities and towns must cover their firefighters under the Municipal League Workers’ Compensation Trust to be eligible for this program. Only municipal departments are eligible. The fire station, fire trucks, and equipment must be municipally owned and operated.

**Costs**

The cost of this coverage is only $20 a firefighter a year. All firefighters in the department may be covered. The minimum premium for each city or town is $240. All new firefighters must be enrolled upon becoming a firefighter. Coverage will cease for each covered firefighter when he or she leaves the fire department.

To enroll or re-enroll, please send to the League a list of all firefighters and whether they are a volunteer, part-paid, or full-time firefighter and a check to cover all personnel at $20 each; the minimum is $240 for each department. Coverage is effective upon receipt of payment. The list of names of firefighters may be emailed to mlwct@arml.org. New firefighters may be added monthly. The $20 fee is a calendar year payment and is not prorated for partial year coverage.