

**2016 INSTRUCTIONS FOR FIRE DEPARTMENT
VOLUNTEER FIRE ASSISTANCE (VFA) TIME SHEET
SOUTH CAROLINA FORESTRY COMMISSION**

1. Enter Firefighter's Name
2. Wildland Fire Training: Enter DATE, COURSE TITLE, and HOURS for each firefighter. Courses approved are:
 - I-100 Incident Command System (3 hours)
 - I-200 Incident Command System (14 hours)
 - S-190 Introduction to Wildland Fire Behavior (6 hours)
 - S-130 Wildland Firefighter Training (30 hours)
 - S-131 Advanced Wildland Firefighter Training (8 hours)
 - S-211 Portable Pumps and Water Use (18 hours)
 - S-212 Wildfire Power Saws (30 hours)
 - S-215 Fire Operations in the Wildland Urban Interface (24 hours)
 - Course 1181- Wildland Firefighting for the Structural Firefighter (16 hours)
 - Course 1182- WUI Operations for Structural Firefighters (8 hours)
3. Wildland Fire Equipment Construction: Enter DATE, EQUIPMENT TYPE, and HOURS worked for each firefighter. Construction of pumper unit for Brush Truck, repair, and modifications needed to convert a truck to a Brush Truck, installation of slip-in (skid) unit and connections to make it operational.
4. Dry Hydrant Installation/Maintenance: Enter DATE and HOURS for each firefighter spent on dry hydrant installation and/or dry hydrant maintenance.
5. Fire Department Official Approval: The Chief, or a designated Time Officer for the fire department, must sign off for each firefighter's time. The fire department can go back to **April 1, 2016 and go up through April 15, 2017**. This is to document time for Wildland Fire Training, Wildland Fire Equipment Construction, and/or Dry Hydrant Installation/Maintenance. Keep this Time Sheet on file at the fire department until it is asked for by the Forestry Commission. If a fire department receives a grant, a copy of the Time Sheet will have to be submitted to the Forestry Commission along with a Claim for Reimbursement for a Volunteer Fire Assistance NFP Grant. **A copy of the training certificate must also be turned in if the fire department is funded, and you decide to use this toward your 50/50 matching grant portion.**

