



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

RICK SNYDER
GOVERNOR

SHELLY EDGERTON
DIRECTOR

Memorandum

DATE: September 6, 2018

TO: Michigan Fire Service

CC: Michigan Fire Fighters Training Council

FROM: Kevin J. Sehlmeier, State Fire Marshal/Director

SUBJECT: Clarification of Fee Formula for Michigan Fire Fighters Training Council Funded Courses

A memorandum was sent to the Michigan Fire Service on April 20, 2018 (attached), explaining the fee formula for non-fire department attendees of Michigan Fire Fighters Training Council approved courses. Several inquiries regarding the National Fire Incident Reporting System (NFIRS) requirements in [Public Act 291 of 1966](#), as amended, have been received by Bureau of Fire Services. The inquiries are specifically regarding this excerpt from the original memorandum:

Processing of non-fire department student fees collected:

The instructor/course manager will collect the per student fee from all non-fire department or non-reporting NFIRS fire department students attending a funded Michigan Fire Fighters Training Council course.

Public Act 291 specifically states:

29.374 Training expenditures; disbursement to county training committees; distribution.

Sec. 14.

(4) Money must be distributed under this section only to support training for personnel from an organized fire department or public safety department that has adhered to the standards established under this act for personnel recruited or trained by the organized fire department or public safety department during the current and prior fiscal years and that has complied with the incident reporting requirements under section 4 of the fire prevention code, [1941 PA 207](#), [MCL 29.4](#), during the 12 months preceding an application made under this act.

Fire Department Eligibility:

To clarify, August 1, 2018 through July 31, 2019 will be used as the reporting period for each fire department to be eligible to use fireworks training funds for FY20 (October 1, 2019 through September 30, 2020). Beginning October 1, 2019, fire departments that are not reporting in NFIRS for 12 consecutive months will not be allowed to use county training funds until they have 12 consecutive months of NFIRS reporting. After August 1, 2018, each Michigan fire department is required to report monthly for their fire department to receive fireworks training funding during FY20 (October 1, 2019 through September 30, 2020) per Public Act 291.

Before the start of FY20 the Bureau of Fire Services will use the August 1, 2018 through July 31, 2019 reporting period to validate that every fire department reported monthly in NFIRS prior to releasing the fireworks training funds to each county. Fire departments that do not meet the monthly NFIRS reporting requirement will be required to pay a per student fee for students to attend any Michigan Fire Fighters Training Council classes funded with fireworks safety fees during FY20 until the fire department has 12 consecutive months of NFIRS reporting.

Checking for Compliance:

Please take this opportunity to review your fire department's NFIRS reporting history to ensure that accurate, complete, and timely fire incident reporting is occurring each month. After the 20th day of each month, an updated report will be posted on the Bureau of Fire Services' website (www.michigan.gov/bfs) on the [NFIRS page](#) under the Compliance/Statistics section. There, fire departments can check their monthly reporting to confirm that their fire incident reports have been received by the National Fire Incident Reporting System.



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- [Tips for completing NFIRS 5.0 Modules](#)

Compliance/Statistics

- [2018 Michigan Fire Department Monthly Incident Reporting](#)
- [2017 Michigan Fire Department Monthly Incident Reporting](#)
- [2014 Summary by Incident Type](#)
- [2014 Fire Department Monthly Incident Count](#)
- [U.S. Fire Statistics](#)

Forms, Publications, Resources

- [Fire Service Directory Update Form](#)
- [Fatal Fire Report Form](#)

USFA - NFIRS Resources

- [National Fire Incident Reporting System](#)

If you have any questions about the requirements for fire departments to meet monthly NFIRS compliance to attend free fireworks funded training opportunities, please call your region coordinator.

Dan Hammerberg, Region 1 Coordinator

Email: hammerbergd@michigan.gov

Phone: 906-399-4399

TJ Richardson, Region 2 Coordinator

Email: richardson14@michigan.gov

Phone: 517-285-6803

If you have any questions on how to report in NFIRS, please contact Rhonda Howard by phone at 517-241-0691 or by email at nfirs@michigan.gov.

Attachment: Memo - Fee Formula for Michigan Fire Fighters Training Council Funded Courses Dated April 20, 2018



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TO: Michigan Fire Service
CC: Michigan Fire Fighters Training Council
FROM: Kevin J. Sehlmeier, State Fire Marshal/Director
SUBJECT: Fee Formula for Michigan Fire Fighters Training Council Funded Courses

This formula will be used to determine the cost for non-members of fire departments or for fire department students who are not reporting in NFIRS per Public Act 291 of 1966, as amended on January 31, 2018, to attend courses funded by the Michigan Fire Fighters Training Council.

The cost per student will be minimally calculated using a base number of 15 fire department students. The total amount to fund the course would be divided by the base number of 15 fire department students or the total number of fire department students on the final course roster, whichever is greater above the base of 15 fire department students.

Example: TIMS (roadway safety) course

Two (2) instructors teaching a four (4) hour course = $\$180 + \$180 = \$360$

$\$360$ divided by 15 fire department students = $\$24$ per student

$\$360$ divided by 30 fire department students = $\$12$ per student

Example: NIMS 300 course - one (1) instructor

One (1) instructor teaching a 24-hour course = $\$1,080$

$\$1,080$ divided by 15 fire department students = $\$72$ per student

$\$1,080$ divided by 24 fire department students = $\$45$ per student

Example: Firefighter I course - total cost for a funded Firefighter I course $\$10,800$

$\$10,800$ divided by a base of 15 fire department students = $\$720$ per student

Processing of non-fire department student fees collected:

- The instructor/course manager will collect the per student fee from all non-fire department or non-reporting NFIRS fire department students attending a funded Michigan Fire Fighters Training Council course.
- All non-fire department student fees will be collected and turned over to the host county fiduciary.
- All fees collected from non-fire department students will be deducted from the amount of funds that a county would receive in payment when completing the 250 in the SMOKE system to receive payment of firefighter training funds from the State of Michigan.
- The names of each non-fire department student and the total amount of fees collected will be included with the final course roster submitted for each course sent to the Bureau of Fire Services to close the course.