



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: October 23, 2019
TO: County Training Committee Chairpersons
CC: Michigan Fire Fighters Training Council
FROM: Kevin J. Sehlmeier, State Fire Marshal/Director
SUBJECT: Fiscal Year 2020

Please see below for information regarding firefighter training and county funding in Fiscal Year 2020 (FY20).

County Training Allocations:

The Bureau of Fire Services, Fire Fighter Training Division county funding budget for FY20, or October 1, 2019 through September 30, 2020, has been approved for \$2,300,000. Out of the total \$2,300,000 budgeted for FY20, the Michigan Fire Fighters Training Council approved \$50,000 to be used for 20 National Fire Academy hand-off train-the-trainer courses conducted by authorized National Fire Academy instructors (motion #19-8-08). The remaining \$2,250,000 budgeted for FY20 will be distributed to all 83 counties using the funding formula. See the attached list for all FY20 county training allocations. Please also note:

- All county funds must be approved by the county training committee chairperson through the System Maintenance of Knowledge and Education (SMOKE) system.
- County training allocations **must** be encumbered (committed for a specific course) by December 31, 2019.
- All courses must be completed with an invoice and scanned copies of the course sign in sheets submitted to the Bureau of Fire Services, Fire Fighter Training Division within 30 days of the completion date of the course. All September 2020 courses must be submitted by September 30, 2020.
- All county funding that is not allocated to a course by January 1, 2020 will be

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transferred back to the Fireworks Safety Fund to be distributed by the Michigan Fire Fighters Training Council and may be redistributed through a grant application process.

- All county funding that is allocated to a specific course and cancelled after January 1, 2020 will be returned to the Michigan Fire Fighters Training Council and may be redistributed through a grant application process.

Course Requirements:

- **Curriculum:** The approved textbooks for all Fire Fighter I, Fire Fighter II, Fire Fighter I and II, and Hazmat Operations courses in FY20 are IFSTA Essentials of Fire Fighting 7th Edition and Jones and Bartlett Fundamentals of Fire Fighter Skills 4th Edition.

Course managers must ensure that instructors of all Michigan Fire Fighters Training Council courses are using the approved curriculum. This includes providing an electronic or paper copy of the publisher, National Fire Academy, or third-party (i.e. VFIS, NFFF, etc.) curriculum to each student attending the training.

- **Hazmat Operations Course:** The Hazmat Operations course is included in the Fire Fighter I and the Fire Fighter I and II objectives and must be conducted within the last 45-days prior to the state exam. If you fund your Fire Fighter I or Fire Fighter I and II course using county funds, the funding includes the Hazmat Operations portion of the course since it is part of the NFPA 1001 fire fighter curriculum in both approved textbooks and does not need to be funded separately. Stand-alone Hazmat Operations courses, however, are registered under a separate course number for personnel not enrolled in a firefighter course. If the decision is made to allow outside students (if seats are available) in a Hazmat Operations course running in conjunction with a Fire Fighter I or Fire Fighter I and II course, the course will not be eligible for stand-alone course funding as the funding is fully covered by the Fire Fighter I or Fire Fighter I and II course funding.
- **Training Flyer:** All courses funded with Fireworks Safety Funds must forward a flyer four (4) weeks prior to the start date of the course to be distributed state-wide on GovDelivery and posted on the Bureau of Fire Services' website for notification of training opportunities state-wide.
- **NEW Firefighter Course Schedule Forms:** The Bureau of Fire Services continues to transform our processes to meet both audit requirements and the current minimum NFPA standards for job classifications/certifications. As such, the Fire Fighter Training Division staff have developed two new firefighter course schedule forms for both the IFSTA and Jones and Bartlett curriculums (IFSTA BFS-203B or Jones and Bartlett BFS-203C) that must be completed for all Fire

Fighter I, Fire Fighter II, and Fire Fighter I and II courses prior to the course being approved. This form will ensure that the course meets the minimum number of hours required to meet the NFPA 1001 standard.

The course manager of a Fire Fighter I, Fire Fighter II, and Fire Fighter I and II course must submit the appropriate firefighter course schedule form (BFS-203B or BFS-203C depending on the curriculum used) by email to LARA-BFS-SMOKE@michigan.gov before the course can be approved by a region coordinator. Please include the **full course number as the subject line of the email**. Please also contact the [training coordinator for your area](#) prior to submitting a course request in SMOKE to schedule your exam date(s).

- **Class Sign-In Sheet:** A class sign-in sheet must be submitted to the Bureau of Fire Services, Fire Fighter Training Division for all Michigan Fire Fighters Training Council approved courses before the course can be finalized. A separate sign-in sheet must be submitted for each day the course meets. The sign-in sheets must be signed by the instructor for that course session and shall be scanned and emailed to the LARA-BFS-SMOKE@michigan.gov email with the **full course number as the subject line of the email**.
- **Receipts:** For any course funded with Fireworks Safety Funds, the course manager must submit receipts for all allowable expenses to the LARA-BFS-SMOKE@michigan.gov email with the **full course number as the subject line of the email**.
- **County Payments:** Payments for courses will not be made to the county fiduciary until the course(s) are finalized by the course manager after submitting the BFS-250 for each course in the SMOKE system.

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 students of fire departments that are not reporting in NFIRS per Public Act 291 of 1966, as amended on January 31, 2018, to attend Fireworks Safety Fee funded courses as approved 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 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 15 fire department students = \$720 per student

Processing of non-fire department student or non-reporting fire department student fees collected:

- The instructor/course manager will collect the per student fee from all non-fire department students or students from fire departments not reporting in NFIRS prior to the first day of the course.
- The instructor/course manager will collect all non-fire department student fees and non-reporting fire department student fees. The instructor/course manager will submit the funds collected to the host county fiduciary.
- All fees collected from non-fire department students and non-reporting fire department students will be deducted from the amount of funds that a county would receive in payment when completing the BFS-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(s), non-reporting fire department student(s), and the total amount of fees collected will be included with the final course roster submitted to the Bureau of Fire Services to close the course.

Memo Archive:

Memos issued by the Bureau of Fire Services, Fire Fighter Training Division are now available on the bureau website. The link can be found under the Instructor Resources section of the [Fire Fighter Training Division's webpage](#). Memos are also distributed through GovDelivery. Click [here](#) to subscribe to GovDelivery.

Instructor Memorandum of Understanding:

Each year, Michigan's certified fire instructors (this includes certified, associate, instructor I, and instructor II) are required to review and acknowledge a memorandum of understanding (MOU). The MOU is available October 1st of each fiscal year and is valid for the remainder of that year. The deadline to acknowledge the MOU is December 1, 2019. Those who have not completed the MOU process by December 1, 2019 will have their instructor/course manager user role end-dated in the SMOKE program. Once an instructor's certification is end-dated he/she will need to submit a request for

reinstatement as an instructor in writing to the appropriate region coordinator for submission to the fire marshal for approval.

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Region 2 Coordinator

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ATTACHMENT:

County	First FY20 County Allocation Amount
Alcona	\$17,500.00
Alger	\$17,500.00
Allegan	\$25,547.07
Alpena	\$17,500.00
Antrim	\$17,500.00
Arenac	\$17,500.00
Baraga	\$17,500.00
Barry	\$17,500.00
Bay	\$20,584.86
Benzie	\$17,500.00
Berrien	\$27,571.41
Branch	\$17,500.00
Calhoun	\$26,499.70
Cass	\$17,500.00
Charlevoix	\$17,500.00
Cheboygan	\$17,500.00
Chippewa	\$22,709.55
Clare	\$17,500.00
Clinton	\$17,500.00
Crawford	\$17,500.00
Delta	\$19,082.26
Dickinson	\$17,500.00
Eaton	\$22,453.22
Emmet	\$17,500.00
Genesee	\$57,752.31
Gladwin	\$17,500.00
Gogebic	\$17,500.00
Grand Traverse	\$19,452.38
Gratiot	\$17,500.00
Hillsdale	\$17,500.00
Houghton	\$17,500.00
Huron	\$17,500.00
Ingham	\$45,289.50
Ionia	\$17,500.00
Iosco	\$17,500.00
Iron	\$17,500.00
Isabella	\$17,500.00
Jackson	\$29,306.15

County	First FY20 County Allocation Amount
Kalamazoo	\$40,470.71
Kalkaska	\$17,500.00
Kent	\$88,495.54
Keweenaw	\$17,500.00
Lake	\$17,500.00
Lapeer	\$20,504.47
Leelanau	\$17,500.00
Lenawee	\$22,646.56
Livingston	\$31,887.28
Luce	\$17,500.00
Mackinac	\$17,500.00
Macomb	\$111,085.90
Manistee	\$17,500.00
Marquette	\$28,317.66
Mason	\$17,500.00
Mecosta	\$17,500.00
Menominee	\$17,500.00
Midland	\$17,500.00
Missaukee	\$17,500.00
Monroe	\$26,975.60
Montcalm	\$17,500.00
Montmorency	\$17,500.00
Muskegon	\$30,156.39
Newaygo	\$17,500.00
Oakland	\$159,501.64
Oceana	\$17,500.00
Ogemaw	\$17,500.00
Ontonagon	\$17,500.00
Osceola	\$17,500.00
Oscoda	\$17,500.00
Otsego	\$17,500.00
Ottawa	\$43,484.29
Presque Isle	\$17,500.00
Roscommon	\$17,500.00
Saginaw	\$33,919.42
St. Clair	\$29,539.12
St. Joseph	\$17,500.00
Sanilac	\$17,500.00
Schoolcraft	\$17,500.00
Shiawassee	\$17,500.00

County	First FY20 County Allocation Amount
Tuscola	\$17,500.00
Van Buren	\$17,500.00
Washtenaw	\$54,160.78
Wayne	\$215,106.22
Wexford	\$17,500.00
Total	\$2,250,000.00