GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: December 18, 2020

TO: County Training Committee Chairpersons

FROM Kevin J. Sehlmeyer, State Fire Marshal/Director

SUBJECT: Allocation of FY21 Fireworks Safety Funds

The purpose of this memo is to provide direction to the county training committee chairpersons for allocating FY21 (October 1, 2020 through September 30, 2021) county training fireworks safety funds. All FY21 county training funding must be approved by the county training committee chairperson through the System Maintenance of Knowledge and Education (SMOKE) system.

Important Dates:

- **December 31, 2020:** Deadline to encumber county training allocations.
- **January 1, 2021:** All unencumbered funds (any funds not allocated to a specific course) by this date will be transferred back to the Michigan Fire Fighters Training Council's account. Encumbered funds for courses that are cancelled after January 1, 2021 will also be returned to the Michigan Fire Fighters Training Council's account. All returned funds will be used specifically for firefighter mental and behavioral health courses as decided by Council on December 4, 2020 (Motion 20-12-06).
- **January 11, 2021:** A list of scheduled classes and the allocated funding amounts must be submitted to the Fire Fighter Training Division by this date. (See funding clarification below.)
- **September 30, 2021:** Deadline to complete all FY21 courses and submit the invoice.

Please do not wait to complete the process of scheduling and funding courses. All State of Michigan offices are closed on the following weekdays, which will reduce the availability of staff to respond to requests.

- Thursday, December 24, 2020
- Friday, December 25, 2020
- Thursday, December 31, 2020

Funding Clarification:

There is a common misconception that courses are/were funded automatically once the FY21 funds were transferred into the county accounts. This is not the case. To clarify, all courses should be entered by the course manager during the "Schedule Training Function" to allocate/encumber county funds in the SMOKE system for each county. In an effort to make sure that each county's funding aligns with the amounts entered in SMOKE, ***the county training committee chairperson must submit a list by email to the SMOKE inbox (LARA-BFS-SMOKE@michigan.gov) by January 11, 2020 listing each class and the funding amount that was allocated/encumbered for each class in their county.*** The Fire Fighter Training Division will then verify that the funding was entered for each class in the SMOKE system.

For any course already approved but not currently funded in SMOKE, this will require action by the county training committee chairperson to add the funding to the course. Please follow the directions in the attached "Funding Courses in SMOKE" document.

"Q" Course Information:

Course managers ***must*** enter all "Q" courses into the SMOKE system during the scheduling and funding process. Course managers must ensure that the instructor is authorized to teach the "Q" course. For your reference the "Q Course Catalog" can be found under the Instructor Resources section of the Fire Fighter Training Division's webpage.

Note: In many cases, the instructor of a "Q" course will not be a certified Michigan fire service instructor. Therefore, the system defaults to the Bureau of Fire Services (PIN 784250) as the instructor of record. Funded courses will then go to the county training committee chairperson to approve the funding/course.

Bid Process for Equipment/Props:

Below are the requirements for purchasing equipment and props using county funds. Remember that you may also have to follow local/department purchasing rules when purchasing equipment/props.

- **Equipment/Props $2,500 to $9,999:**
    1. When the cost of the equipment/props exceeds $2,500 and is up to $9,999, three (3) price quotes are required.
    2. The three (3) quotes will need to be submitted to the LARA-BFS-SMOKE@michigan.gov inbox with a justification on why you selected the chosen vendor. Please indicate the course code and the name of the county purchasing the equipment/prop in the subject line of your email. Your region coordinator will contact you within five (5) business days of receipt of your email to the LARA-BFS-SMOKE@michigan.gov inbox with the three (3) quotes and the justification letter clearly sharing the vendor of choice.
    4. The region coordinator will evaluate the quotes and forward all documentation to the bureau's deputy director for final approval.

5. Once the quote has been reviewed by the deputy director, the region coordinator will contact the requestor and inform them of the approval or denial.
6. If approved, the requestor may purchase the equipment/prop(s).
7. The BFS-250 and student roster must be completed in SMOKE.
8. Receipts of the purchase must be emailed to the region coordinator with the course number in the subject heading. The final paperwork checklist must not be completed for payment until the region coordinator receives the receipts via the LARA-BFS-SMOKE@michigan.gov inbox.

- **Equipment/Props $10,000 or more:**

1. When the cost of the equipment/prop is $10,000 or more the request must go out for official request for proposal (RFP). Anyone can bid and the RFP must remain open for at least 14 calendar days.
2. A copy of the RFP, the results of the RFP, and a justification on why you selected the chosen vendor must be emailed to the LARA-BFS-SMOKE@michigan.gov inbox. Please indicate the course code and the name of the county purchasing the equipment/prop in the subject line of your email.
3. Your region coordinator will contact you within five (5) business days of receipt of your email to the LARA-BFS-SMOKE@michigan.gov inbox with the RFP, bids and the justification letter clearly sharing the vendor of choice.
4. The region coordinator will evaluate the quotes and forward all documentation to the bureau's deputy director for final approval.
5. Once the quote has been reviewed by the deputy director, the region coordinator will contact the requestor and inform them of the approval or denial.
6. If approved, the requestor may purchase the equipment/prop(s).
7. The BFS-250 and student roster must be completed in SMOKE.
8. Receipts of the purchase must be emailed to the region coordinator with the course number in the subject heading. The final paperwork checklist must not be completed for payment until the region coordinator receives the receipts via the LARA-BFS-SMOKE@michigan.gov inbox.

If you have any questions, please contact:

Dan Hammerberg
Region 1 Coordinator
Phone: 906-399-4399
Email: hammerbergd@michigan.gov

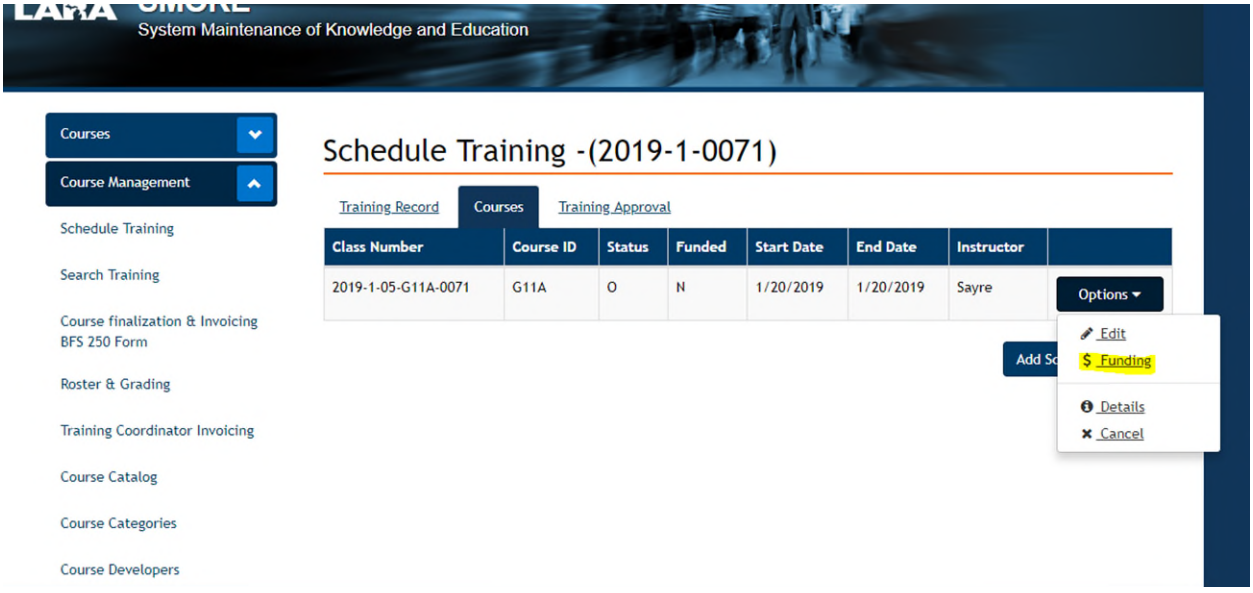
Attachment: Instructions for Funding Courses in SMOKE

Funding Courses In SMOKE

Before a course can be funded it needs to be entered in SMOKE. The funding may be added by the Course Manager or the Instructor of Record (whomever is making the course application) at the time of application.

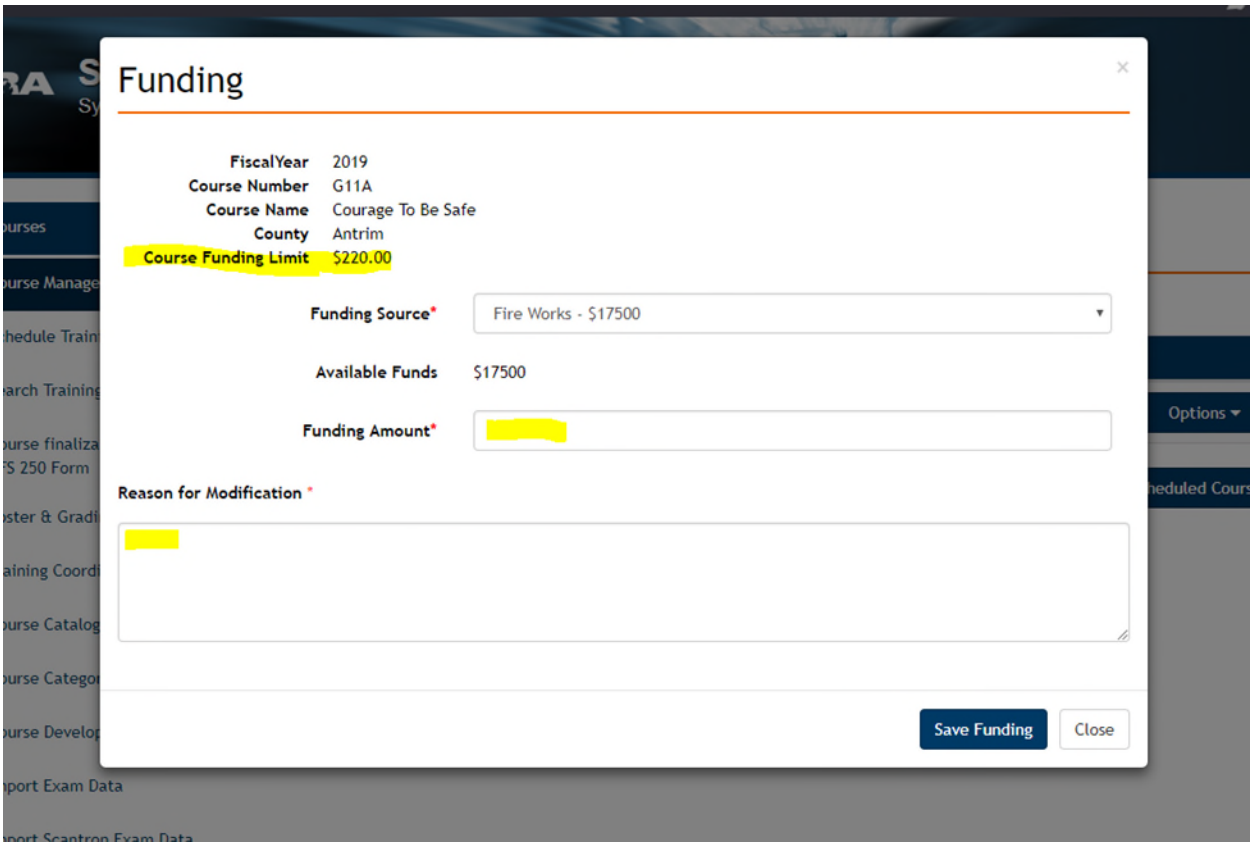
Starting FY19 even after the course has been approved the funding may be added by the CTC chairperson.

After the course has been entered go to course management/schedule training/courses and click on Options and click Funding: *(if the course has been completely approved, only the CTC chairperson is able to complete this)*

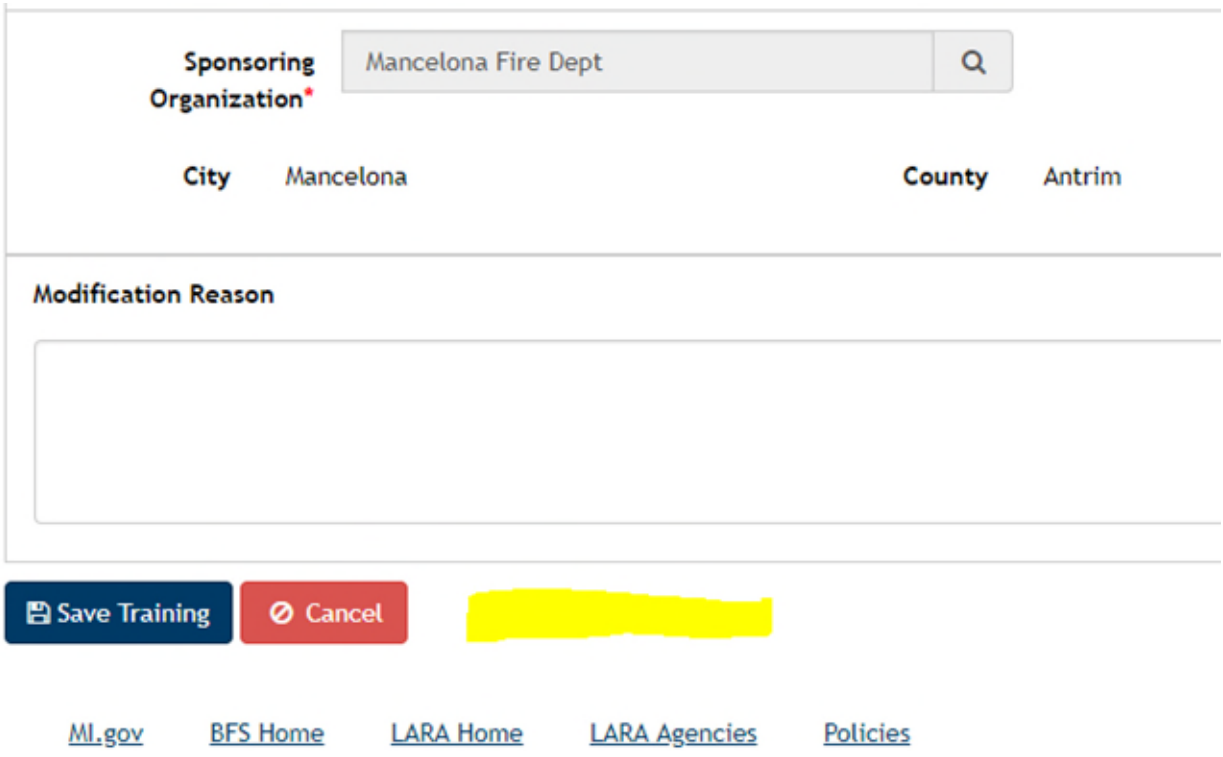
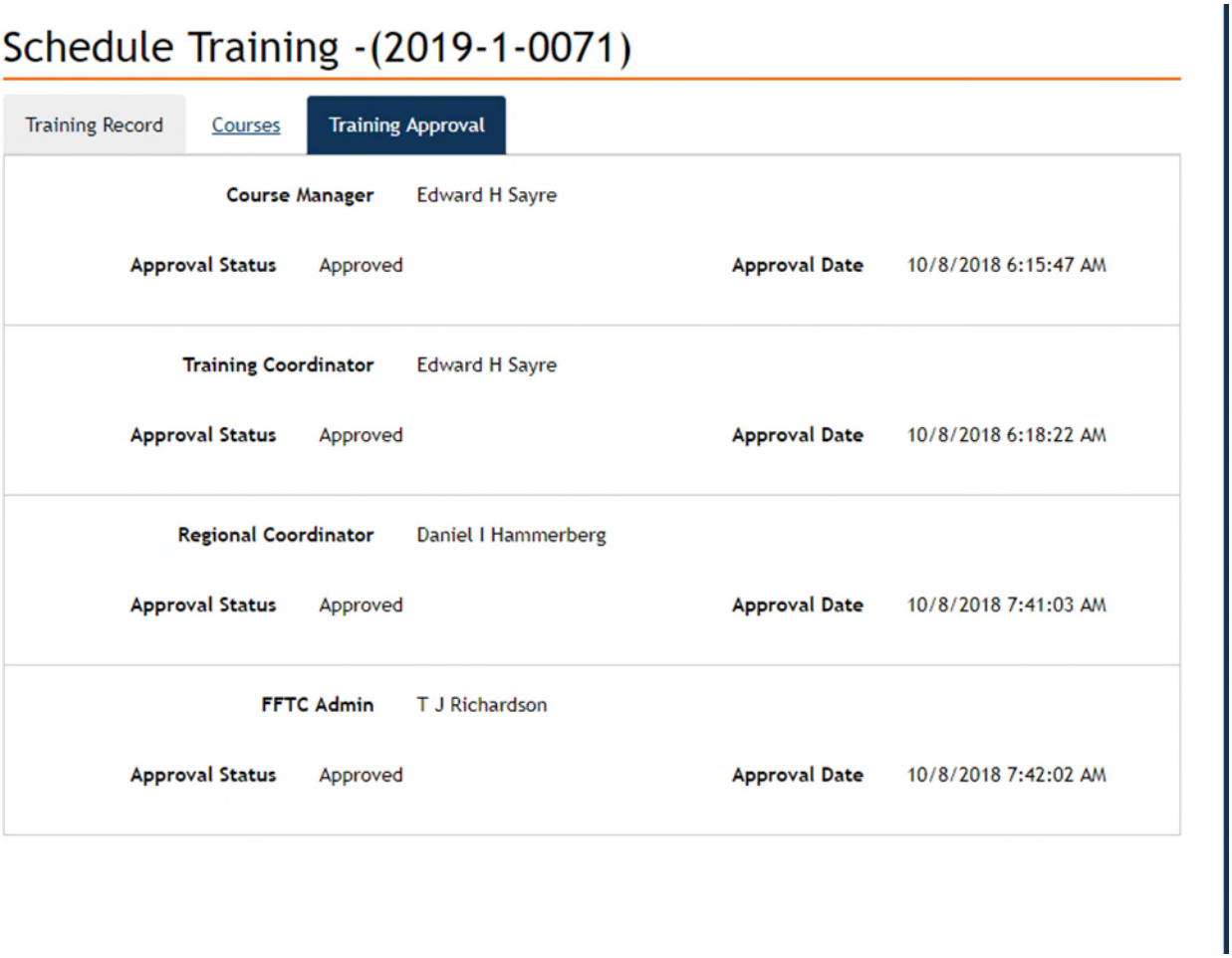


After clicking the funding tab this is the screen you will see. Enter the funding amount for the course in the Funding Amount box. The course can't be more than the Course Funding Limit (for this course it is $220.00).

If the course is already approved add a Reason for Modification (example: to fund course). Once this is completed click Save Funding and the course is funded and this box will disappear.



For courses not already approved, here is where you will add additional courses and fund them. Once completed, go to the Training Record tab and click on the Submit for Approval button on the bottom of the page (it would appear in the area highlighted if the application wasn't submitted yet).



If the course has been previously submitted for approval and approved, click on the Training Approval tab. Click on your CTC approval. Notifications will be done through SMOKE for any additional approvals. The CTC approval will appear on the page shown below.