



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: October 18, 2019
TO: Regional Training Center Representatives
FROM: Kevin J. Sehlmeier, State Fire Marshal/Director
SUBJECT: RTC Annual Reports and Reminders

Thank you for your hard work as you train Michigan's fire service.

Per the memo from September 27, 2019, all firefighter I, II, or I & II course schedules must be submitted to the appropriate Region Coordinator prior to the course(s) being approved in the SMOKE program.

Please remind your RTC instructors that the annual Memorandum of Understanding (MOU) must be acknowledged in the SMOKE program each October. Those instructor/course managers who do not complete the MOU process will have their instructor privileges deactivated in the SMOKE program on December 1, 2019. A deactivated instructor status means that the person cannot teach any MFFTC-approved course nor appear on the BFS-250 for payment. To get reactivated an instructor must send a letter to the State Fire Marshal requesting to be reactivated.

Please remember that all MFFTC courses (including "Q" courses) must have a sign-in sheet completed for each class session. Upon completion of the course, all sign-in sheets shall be emailed to the Bureau of Fire Services using the LARA-BFS-Smoke@michigan.gov email address. Please use the course number as the subject line. Courses will not be finalized in the SMOKE program without the appropriate documentation being submitted.

Please end-date any RTC student that appears in your "View Users" function who are no longer affiliated with your RTC. The additional numbers are creating issues with our state-wide aggregate reports.

Your annual Regional Training Center (RTC) report is due on or before **December 1, 2019**. Since the SMOKE system generates reports based on the state's fiscal year, please only include your RTC course statistics that occurred within FY19 (October 1, 2018 – September 30, 2019) when populating your RTC report.

If you have any questions, please contact the appropriate Fire Fighter Training Division Region Coordinator:

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TJ Richardson, Region 2 Coordinator
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