STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

RICK SNYDER
GOVERNOR

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DIRECTOR

DATE: December 7, 2018

TO: County Training Committee Chairpersons

FROM: Bureau of Fire Services – Fire Fighter Training Division

SUBJECT: Allocation of FY19 Fireworks Safety Funds

Important Dates:

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, 2018. All courses must be completed and invoice submitted by September 30, 2019. Any funds not allocated to a course by January 1, 2019 will be transferred back to the Michigan Fire Fighters Training Council (MFFTC) to be distributed through a grant application process. Funded courses that are cancelled after January 1, 2019 will have the attached funds returned to the MFFTC account.

To date, there are only 12 counties that have a zero balance in their account and four (4) counties that have not received their initial allocation. Please do not wait until the last week of December to complete the process of scheduling/funding courses.

All State of Michigan offices are closed on the following weekdays, which will reduce the availability of staff to respond to requests:

- December 24, 2018
- December 25, 2018
- December 31, 2018

Funding Clarification:

There is a common misconception that courses are/were funded automatically once the Fiscal Year 2019 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 SMOKE for each county. In an effort to make sure that each county’s funding aligns with the amounts entered in SMOKE, ***the CTC must submit a list by email to the SMOKE inbox (LARA-BFS-SMOKE@michigan.gov) by January 11, 2019 listing each class and the funding amount that was allocated/encumbered for each class in their county.*** The Fire Fighter Training Division (FFTD) will then verify that the funding was entered for each class in the SMOKE system.
The CTC chairperson shall add the funding to currently approved non-funded courses in SMOKE. Please follow the directions in the attached “Funding Courses in SMOKE” document to add funding to a course.

“Q” Course Clarification:

One significant change has occurred for this fiscal year for course managers. Course managers will now enter all “Q” courses into the SMOKE program during the scheduling and funding process. Course managers must ensure that the actual instructor is authorized to instruct the program based on the “Q” course catalog listed on the Bureau of Fire Services Fire Fighter Training Division webpage. NOTE: In many cases, the instructor of a “Q” course may 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.

Do not hesitate to contact your FFTD Region Coordinator with any questions.

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