STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: August 5, 2020

TO: County Training Committee Chairpersons

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

SUBJECT: CTC Annual Training Needs Survey for FY21

Each fiscal year the county training committees (CTC) are required to survey the fire departments in their county to ensure that their training needs are identified. Please complete the following:

1. Send a Fire Department Training Needs Survey form (BFS-244 Revised 8/4/20 attached) and the attached course catalogs to each fire department in your county as soon as possible.

2. Each fire department shall complete and return their Fire Department Training Needs Survey to the county training committee chairperson **by September 10, 2020.**

3. Upon receipt of the Fire Department Training Needs Surveys from each department in your county, please combine the training needs survey results from each fire department into one document.

   Note: We will not be using the County Training Committee Needs Survey form (BFS-243) as we have done in years past. Instead, please simply tally the results for your county in a Microsoft Word document or an Excel spreadsheet.

4. Please send the compiled county training needs list for your county to the LARA-BFS-SMOKE@michigan.gov inbox **by September 25, 2020.**

   Note: When registering a Firefighter I, II, or I/II course please also provide a course schedule.

****Important**: Please remember that completing your County Training Committee Training Needs Survey and sending it to the Bureau of Fire Services is a requirement to

receive your county training allocation (fireworks safety fees funds) on October 1, 2020 for FY21 funding. Further, each fire department must have submitted monthly fire/incident reports to the Bureau of Fire Services through the National Fire Incident Reporting System (NFIRS) and maintained reporting in FY20 (October 1, 2019 through September 30, 2020).

If you have any questions, please contact:

Dan Hammerberg, Region Coordinator
Phone: 906-399-4399
Email: HammerbergD@michigan.gov

Attachments: Fire Department Training Needs Survey (BFS-244 Rev. 8/4/20)
Course Catalog
Q Course Catalog