

# Memorandum

**DATE:** December 3, 2018  
**TO:** Michigan Fire Service  
**CC:** Michigan Fire Fighters Training Council  
**FROM:** Kevin J. Sehlmeier, State Fire Marshal/Director  
**SUBJECT:** 2019 Michigan Fire Fighters Training Council Training Grant Program

On April 10, 2018 The Michigan Fire Fighters Training Council (MFFTC) voted to implement a training grant program for individual fire departments and other regional collaborations to enhance training statewide using FY18 funds. At the October 26, 2018 MFFTC meeting the MFFTC directed the Fire Marshal to continue the Training Grant Program in 2019. The money dispersed as part of the 2019 MFFTC grant program will be from funds that are returned to the Fireworks Safety Fee Fund after the December 31, 2018, deadline to encumber FY19 training funds.

The MFFTC will deliberate on each 2019 MFFTC Training Grant Application during a morning work session on February 13, 2019, taking into consideration the quality of the request, the completeness of the application questions, and the greatest benefit to Michigan firefighters statewide.

All individual fire departments and regional grant applications submitted must meet the following requirements to be considered by the MFFTC:

1. To be eligible all individual and regional applicants must have submitted monthly National Fire Incident Reporting System (NFIRS) reports to the BFS for the 2018 calendar year (January 1, 2018 through December 31, 2018) by January 31, 2019. Each fire department listed on a regional application must meet the NFIRS fire reporting requirement.
2. Applications to fund courses provided or training equipment and props delivered prior to February 13, 2019 will not be considered.
3. An individual fire department grant application may be submitted for an amount up to \$10,000.00.
4. A regional grant application (five or more fire departments) may be submitted for an amount up to \$25,000.00.

5. Regional grant applications for training, training equipment and props will be given first priority, followed by individual fire department applications for training, training equipment and props.

***2019 MFFTC Training Grant Application Questions:***

1. Please share in detail (using 100 words or less) what you intend to do with your 2019 MFFTC Training Grant?
2. How much money are you requesting for your 2019 MFFTC Training Grant?
3. Please share how many firefighters your 2019 MFFTC Training Grant will train, if awarded?
4. Please share in detail (using 500 words or less) how your 2019 MFFTC Training Grant will enhance or improve the skills, knowledge, health or safety of firefighters statewide, if awarded.

***2019 MFFTC Training Grant Deadlines, Review and Award Process:***

All 2019 MFFTC Training Grant Applications must be signed by the fire chief and submitted to the [LARA-BFS-GRANTS@michigan.gov](mailto:LARA-BFS-GRANTS@michigan.gov) email address between January 1, 2019 and January 31, 2019. Any training grant application received after 5:00 pm on January 31, 2019 will not be considered for funding.

All 2019 MFFTC Training Grant applications received by 5:00 pm on January 31, 2019 will be reviewed by the BFS staff for completeness (including NOT exceeding the word count on the application) prior to the MFFTC work session on February 13, 2019. The training grant applications that meet the requirements will be considered for funding during the MFFTC meeting on February 13, 2019 at 1:30 pm.

***Awarded Grants:***

1. Grants awarded can be used to fund any curriculum approved or adopted by the MFFTC prior to February 14, 2019.

All approved courses, training equipment and props funded using 2019 MFFTC Training Grant funds must be completed or received by September 30, 2019.

The BFS-250 and all student rosters must also be completed by September 30, 2019. All signed training rosters must be returned to BFS by October 2, 2019.

# 2019 MFFTC TRAINING/EQUIPMENT-PROPS GRANT APPLICATION

Michigan Department of Licensing & Regulatory Affairs  
 Bureau of Fire Services, PO Box 30700, Lansing, MI 48909  
 Email: [LARA-BFS-GRANTS@MICHIGAN.GOV](mailto:LARA-BFS-GRANTS@MICHIGAN.GOV)  
 Phone: 517-241-8847

**See 2019 Michigan Fire Fighters Training Council (MFFTC) Training Grant Application memo for details. All 2019 MFFTC Training Grant applications must be submitted to the [LARA-BFS-GRANTS@michigan.gov](mailto:LARA-BFS-GRANTS@michigan.gov) email address between January 1, 2019 and January 31, 2019. All grant applications must be received by 5:00 PM on January 31, 2019. Each request will be reviewed and forwarded to the MFFTC for funding consideration if the application meets all requirements outlined in the 2019 MFFTC Training Grant Application memo.**

## SECTION I

Name of Applicant:		Pin Number:	Date:
Name of Fire Department / Lead Organization for Regional Grant: NFIRS # (include the NFIRS #s for all departments if regional):			County:
Fire Department / Lead Organization for Regional Grant Street Address:			
City:	State:	Zip Code:	Email:
Applicant Phone Number:		Alternate Number:	

## SECTION II

Course / Project Name:	Amount Requested:
<b>Course / Project Questions:</b> (Please attach your response(s) as a separate document(s)) <ol style="list-style-type: none"> <li>1. Please detail (100 words or less) what you intend to do with your 2019 MFFTC Training Grant?</li> <li>2. How much money are you requesting for your 2019 MFFTC Training Grant?</li> <li>3. How many firefighters will your 2019 MFFTC Training Grant train?</li> <li>4. Please detail (using 500 words or less) how your grant request will enhance or improve the skills, knowledge, health or safety of firefighters statewide.</li> </ol>	
Applicable NFPA Standard(s):	Curriculum / Q-Course Number:
Total Capacity per Class:	Total Hours per Class:
Instructor Name(s):	

## SECTION III

Applicant Signature:	Date:
Name of Applicant:	Email:
Fire Chief Signature:	Date:
Name of Fire Chief:	Email:

### BFS USE ONLY

Course ID	Tracking Number	Course Manager	MM/DD/YYYY
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# "Q" COURSE APPLICATION

Michigan Department of Licensing & Regulatory Affairs  
Bureau of Fire Services, PO Box 30700, Lansing, MI 48909  
Email: [LARA-BFS-SMOKE@MICHIGAN.GOV](mailto:LARA-BFS-SMOKE@MICHIGAN.GOV)  
Phone: 517-241-8847

To add a seminar/course to be listed in SMOKE submit this form to the following email address: [LARA-BFS-SMOKE@MICHIGAN.GOV](mailto:LARA-BFS-SMOKE@MICHIGAN.GOV) for review. The request will be reviewed and forwarded to the Michigan Fire Fighter Training Council (MFFTC) for curriculum review at the next scheduled MFFTC meeting (all requests must be made at least 15 days prior to the next regularly scheduled meeting).

## SECTION I

Name of Applicant:		Pin Number:	Date:
Host Fire Department:			County:
Applicant Street Address:			
City:	State:	Zip Code:	Email:
Applicant Phone Number:		Alternate Number:	

## SECTION II

Seminar/Course Name:	
Instructor(s):	Instructor Email/URL:
Instructor Phone Number:	Flyer Attached: <input type="checkbox"/>

Course Description: (Include course syllabus and detailed course expenses-you may attach additional pages if needed)

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Applicable NFPA Standard(s):

Class Capacity:	Total Hours of Training:
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## SECTION III

Applicant Signature:	Date:
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### BFS USE ONLY

Date Approved by MFFTC:	"Q" Course Number Assigned	Date Course Catalog Updated
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