STATE OF MICHIGAN

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GOVERNOR DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING
SHELLY EDGERTON
DIRECTOR

# Memorandum

**DATE:** December 10, 2018

**TO:** County Training Committee Chairpersons

**CC:** Michigan Fire Fighters Training Council

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

**SUBJECT:** UPDATED information Fiscal Year 2019 2.0 V2

## County Training Allocations:

The Bureau of Fire Services, Fire Fighter Training Division county funding budget for October 1, 2018 through September 30, 2019, or Fiscal Year 2019 (FY19), is approved for $2,000,000. Please find attached the FY19 county training allocations. An additional $300,000 will be distributed using the 70/30 formula once approved as a budget supplement for FY19.

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 an invoice must be submitted by September 30, 2019. Any funds not allocated to a course by January 1, 2019 will be transferred back to the fireworks safety fund to be distributed by the Michigan Fire Fighters Training Council through a grant application process. Any funds for funded courses that are cancelled after January 1, 2019 will be returned to the Michigan Fire Fighters Training Council and may be redistributed through a grant application process.

## Course Requirements:

We continue to use IFSTA Essentials of Fire Fighting 6th edition and Jones and Bartlett Fundamentals of Fire Fighter Skills 3rd edition as approved textbooks for FY19 for Fire Fighter I, II and Fire Fighter I & II courses as well as Hazmat Operations courses state-wide. **NOTE:** The Hazmat Operations course is included in the Fire Fighter I or Fire Fighter I & II objectives and must be conducted within the last 45 days prior to the Fire

Fighter I, or Fire Fighter I & II state exam. If you fund your Fire Fighter I or Fire Fighter I & II course, the funding includes the Hazmat Operations portion of the course since it is part of the NFPA 1001 fire fighter curriculum.

Stand-alone hazmat operations courses can be registered under a separate course number for personnel not enrolled in a fire fighter course. If the decision is made to allow outside students (if seats are available) in a Hazmat Operations course running in conjunction with a Fire Fighter I or Fire Fighter I & II, the course will not be eligible for stand-alone course funding as the funding is fully covered by the Fire Fighter I or Fire Fighter I & II course funding.

Course managers must ensure that instructors of all Michigan Fire Fighters Training Council courses are using the Council approved curriculum. This includes providing an electronic or paper copy of the publisher/National Fire Academy/third-party (i.e. VFIS, NFFF, etc.) curriculum to each student attending the training.

All courses funded with fireworks safety funds must forward a flyer four (4) weeks prior to the start date of the course for posting to the GovDelivery website for state-wide notification of training opportunities.

**NEW or UPDATED:** As the Bureau of Fire Services continues to transform processes to meet audit requirements, Training Division staff have developed a new schedule tracking form (Form#) that must be completed for all Fire Fighter I, II, and Fire Fighter I & II courses currently in progress and moving forward. The course manager of a Fire Fighter I, II, and Fire Fighter I & II course, must submit a course schedule form (Form BFS-203-B) by email to the LARA-BFS-SMOKE@michigan.gov email box. Please include the ***full course number as the subject line of the email***. Also send the course schedule to the appropriate training coordinator prior to submitting a course request in SMOKE.

All courses require a copy of the “Class Sign-in Sheet” for each class session that meets and must be submitted before course(s) can be finalized. “Class Sign-in Sheets” shall be scanned and emailed to the LARA-BFS-SMOKE@michigan.gov email with the ***full course number as the subject line of the email***.

For any course funded with fireworks safety funds, the course manager must submit receipts for all allowable expenses to the LARA-BFS-SMOKE@michigan.gov email with the ***full course number as the subject line of the email.***

Payments for courses will not be made to the county fiduciary until the course(s) are finalized by the course manager after submitting the BFS-250 for each course in the SMOKE system.

**FFTD Memos Landing Page:**

**NEW:** There is now a landing page on the LARA Bureau of Fire Services Fire Fighter Training Division webpage where current and past FFTD memos can be viewed. The link can be found within the Instructor Resources section of the webpage. All FFTD memos are posted to the site and distributed via email or text through the GovDelivery program. Click here to sign up.

**Instructor Memorandum of Understanding:**

**UPDATED:** Each year, Michigan's Certified Fire Instructors (this includes certified, associate, instructor I, and instructor II) are required to review and acknowledge a memorandum of understanding (MOU). The MOU is available October 1st of each fiscal year and is valid for remainder of that year. The deadline to acknowledge the MOU has passed and those who have not completed the process will have their instructor/course manager user role end-dated in the SMOKE program. Once an instructor's certification is end-dated he/she will need to submit a request for reinstatement in writing to the appropriate region coordinator for submission to the fire marshal for approval.

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

Region 2 Coordinator:
TJ Richardson
Phone: 517-285-6803
Email: RichardsonT14@michigan.gov

# FIREFIGHTER COURSE SCHEDULE

## Bureau of Fire Services

## Fire Fighter Training Division

**NOTICE:** This form must be submitted prior to the first scheduled class session to your region coordinator via email. You also must notify your training coordinator of this course and test dates prior to the first class session.

**Course Number:**

| **Dan Hammerberg, Region 1 Coordinator** | **TJ Richardson, Region 2 Coordinator** | **Course Manager (Print Name)** |
|---|---|---|
| Email: HammerbergD@michigan.gov | Email: RichardsonT14@michigan.gov | |
| | | **Course Manager SMOKE PIN** |
| | | |

| Date: | Start Time: | End Time: | FF-I Lecture Hours | FF-I Practical Hours | FF-II Lecture Hours | FF-II Practical Hours | Topic/Contact Hours | | | Instructor (Print Name) - SMOKE PIN |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | **Michigan Module/MFFTC Course Orientation-Expectations & Requirements** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | | | | **Orientation and Fire Service History - IFSTA Chapter 1 / J & B Chapter 1** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | | | | **Firefighter Safety and Health/SCBA - IFSTA Chapter 2 / J & B Chapters 2,5** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |
| | | | | 1 | | | PPE | 1 Hour | | |
| | | | | 3 | | | SCBA Orientation | 3 Hours | | |
| | | | | 1 | | | Tool Carry | 1 Hour | | |
| | | | | 1 | | | Mount & Dismount Apparatus | 1 Hour | | |
| | | | | | | | **Fire Department Communcations (FF-I) - IFSTA Chapter 3 / J & B Chapter 4** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | 2 | | | MAYDAY | 2 Hours | | |
| | | | | | | | **Fire Department Communcations (FF-II) - IFSTA Chapter 3 / J & B Chapter 4** | | | |
| | | | | | 2.5 | | Lecture: 2.5 Hours | | | |
| | | | | | | 1 | ICS Size-Up | 1 Hour | | |
| | | | | | | | **Building Construction (FF-I) - IFSTA Chapter 4 / J & B Chapter 7** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | | | | **Building Construction (FF-II) - IFSTA Chapter 4 / J & B Chapter 7** | | | |
| | | | | | 2.5 | | Lecture: 2.5 Hours | | | |
| | | | | | | | **Fire Behavior - IFSTA Chapter 5 / J & B Chapter 6** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |
| | | | | | | | **Firefighter Personal Protective Equipment - IFSTA Chapter 6 / J & B Chapter 3** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |
| | | | | 1 | | | PPE | 1 hour | | |

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| | | | | 4 | | | SCBA Donning | 4 hours | | |
| | | | | 4 | | | SCBA Inspection & Operational Checks | 4 Hours | | |
| | | | | | | | **Portable Fire Extinguishers - IFSTA Chapter 7 / J & B Chapter 8** | | | |
| | | | 3 | | | | Lecture: 3 Hours | | | |
| | | | | 1 | | | Practical: 1 Hours | | | |
| | | | | | | | **Ropes, Webbing, and Knots - IFSTA Chapter 8 / J & B Chapter 10** | | | |
| | | | 3 | | | | Lecture: 3 Hours | | | |
| | | | | 1 | | | Water Knot | 1 Hour | Must use 1" flat tubular webbing | |
| | | | | 1 | | | Bowline Knot | 1 Hour | Around Student | |
| | | | | 1 | | | Figure Eight Knots | 1 Hour | | |
| | | | | 1 | | | Clove-Hitch | 1 Hour | On a Pike Pole, Nozzle | |
| | | | | 1 | | | Becket/Sheet Bend Knot | 1 Hour | | |
| | | | | 1 | | | Bowline or Figure Eight | 1 Hour | Ladder Hoist | |
| | | | | 1 | | | Flat Head Axe Hoist | 1 Hour | | |
| | | | | | | | **Structural Seach, Victim Removal, and Firefighter Survival - IFSTA Chapter 9 / J & B Chapter 14** | | | |
| | | | 3 | | | | Lecture: 3 Hours | | | |
| | | | | 4 | | | Search and Rescue | 4 Hours | Search Techniques | |
| | | | | 4 | | | Search and Rescue | 4 Hours | Victim Removal | |
| | | | | 4 | | | Search and Rescue | 4 Hours | Fire Fighter Survival | |
| | | | | | | | **Rescue Equipment, Vehicle Extrication, and Technical Rescue (Awareness Level) - IFSTA Chapter 10 / J & B** | | | |
| | | | | | 4 | | Lecture: 4 Hours | | | |
| | | | | | | 3 | Vehicle Extrication | 3 Hours | Door Removal, Roof Removal, Dash Raise/Roll | |
| | | | | | | 1 | Vehcile Extrication | 1 Hour | Tool Orienation | |
| | | | | | | | **Forcible entry - IFSTA Chapter 11 / J & B Chapter 12** | | | |
| | | | 4 | | | | Lecture: 4 hours | | | |
| | | | | 2 | | | Forcible entry | 2 Hours | Tool Selection/Saws | |
| | | | | 2 | | | Forcible entry | 2 Hours | Forcing Windows | |
| | | | | 2 | | | Forciblle Entry | 2 Hours | Forcing Doors | |
| | | | | | | | **Ground Ladders - IFSTA Chapter 12 / J & B Chapter 13** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | 1 | | | Ground Ladders | 1 Hour | Ladder Carry | |
| | | | | 1 | | | Ground Ladders | 1 Hour | Placement | |
| | | | | 1 | | | Ground Ladders | 1 Hours | Climbing | |
| | | | | 2 | | | Ground Ladders | 2 Hours | Placing and Raising Extension Ladders | |
| | | | | 1 | | | Ground Ladders | 1 Hour | Roof Ladders | |
| | | | | | | 1 | Ground Ladders | 1 Hour | Inspection and Cleaning | |
| | | | | | | | **Tactical Ventilation - IFSTA Chapter 13 / J & B Chapter 15** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |

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| | | | | 1 | | | Tactical Ventilation | 1 Hour | Venting Windows | |
| | | | | 2 | | | Tactical Ventilation | 2 Hours | Venting Roofs | |
| | | | | 1 | | | Tactical Ventilation | 1 Hour | Hydraulic Ventilation | |
| | | | | 0.5 | | | Tactical Ventilation | .5 Hour | Mechanical Ventilation - Negative Pressure | |
| | | | | 0.5 | | | Tactical Ventilation | .5 Hour | Mechanical Ventilation - Positive Pressure | |
| | | | | | | | **Water Supply (FF-I) - IFSTA Chapter 14 / J & B Chapter 16** | | | |
| | | | 3 | | | | Lecture: 3 Hours | | | |
| | | | | 1 | | | Water Supply | 1 Hour | Hydrant Evolutions | |
| | | | | 1 | | | Water Supply | 1 Hour | Drafting Evolutions | |
| | | | | | | | **Water Supply (FF-II) - IFSTA Chapter 14 / J & B Chapter 16** | | | |
| | | | | | 2 | | Lecture: 2 Hours | | | |
| | | | | | | 1 | Water Supply | 1 Hour | Tour of Water Plant or Drafting Sites | |
| | | | | | | | **Fire Hose (FF-I) - IFSTA Chapter 15 / J & B Chapter 16** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |
| | | | | 1 | | | Fire Hose | 1 Hour | Hose Terminology | |
| | | | | 1 | | | Fire Hose | 1 Hour | Stretch Attack Line and Connect to Engine | |
| | | | | 1 | | | Fire Hose | 1 Hour | Nozzle Selection | |
| | | | | 1 | | | Fire Hose | 1 Hour | Inspection and Repair | |
| | | | | | | | **Fire Hose (FF-II) - IFSTA Chapter 15 / J & B Chapter 16** | | | |
| | | | | | 2.5 | | Lecture: 2.5 Hours | | | |
| | | | | | | 0.5 | Fire Hose | .5 Hours | Annual Service Testing on Fire Hose | |
| | | | | | | 0.5 | Fire Hose | .5 Hours | Operate Hose Testing Equiopment | |
| | | | | | | | **Fire Streams (FF-I) - IFSTA Chapter 16 / J & B Chapter 17** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |
| | | | | 1 | | | Fire Streams | 1 Hour | Stream Characteristics | |
| | | | | 1 | | | Fire Streams | 1 Hour | Direct Attack, Indirect Attack, Combination Attack | |
| | | | | 1 | | | Fire Streams | 1 Hour | Nozzle Patterns | |
| | | | | 1 | | | Fire Streams | 1 Hour | Exposure Protection | |
| | | | | | | | **Fire Streams (FF-II) - IFSTA Chapter 16 / J & B Chapter 17** | | | |
| | | | | | 3.5 | | Lecture: 3.5 Hours | | | |
| | | | | | | 1 | Fire Streams | 1 Hour | Set Up In-line Foam Eductor | |
| | | | | | | | **Fire Control (FF-I) - IFSTA Chapter 17 / J & B Chapters 11,21,22** | | | |
| | | | 4 | | | | Lecture: 4 Hours | | | |
| | | | | 1 | | | Hose Rolls | 1 Hour | Straight and Donut | |
| | | | | 1 | | | Hose Loads | 1 Hour | Flat, Accordian, and Horseshoe | |
| | | | | 1 | | | Hose Loads | 1 Hour | Triple Layer, Minuteman, and LDH | |
| | | | | 1 | | | Hoseline | 1 Hour | Operate Small Diameter Hoseline | |
| | | | | 1 | | | Hoseline | 1 Hour | Operate Large Diameter (2.5 or larger) Hoseline/Master Streams | |

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| | | | | 1 | | | Advance Hoseline | 1 Hours | Advance hoseline (Charged) | |
| | | | | | | | **Fire Control (FF-II) - IFSTA Chapter 17 / J & B Chapters 11,21,22** | | | |
| | | | | | 2 | | Lecture: 2 Hours | | | |
| | | | | | | 8 | Scenarios | 8 Hours | Coordiantion of Fire Attack/Ventilation/S&R/Forcible Entry | |
| | | | | | | | **Loss Control - IFSTA Chapter 18 / J & B Chapter 19** | | | |
| | | | 3 | | | | Lecture: 3 Hours | | | |
| | | | | 0.5 | | | Salvage Covers | .5 Hour | Clean and Inspect | |
| | | | | 0.5 | | | Salvage Covers | .5 Hour | One-fire fighter Fold and Spread | |
| | | | | 0.5 | | | Salvage Covers | .5 Hour | Two-fire fighter Fold and Spread | |
| | | | | 0.5 | | | Salvage Covers | .5 Hour | Two-fire fighter Balloon Throw | |
| | | | | 0.5 | | | Salvage Covers | .5 Hour | Construct Water Chute | |
| | | | | 0.5 | | | Salvage Covers | .5 Hour | Construct Catchall | |
| | | | | | | | **Fire Origin and Cause Determination (FF-I) - IFSTA Chapter 19 / J & B Chapter 38** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | | | | **Fire Origin and Cause Determination (FF-II) - IFSTA Chapter 19 / J & B Chapter 38** | | | |
| | | | | | 2 | | Lecture: 2 Hours | | | |
| | | | | | 1 | | Protect Evidence | 1 Hour | Locate origin, Recogninze cause, Protect Evidence | |
| | | | | | | | **Fire Protection Systems (FF-I) - IFSTA Chapter 20 / J & B Chapter 37** | | | |
| | | | 2 | | | | Lecture: 2 Hours | | | |
| | | | | 1 | | | Fire Department Connections | 1 Hour | | |
| | | | | 1 | | | Sprinklers | 1 Hour | | |
| | | | | | | | **Fire Protection Systems (FF-II) - IFSTA Chapter 20 / J & B Chapter 37** | | | |
| | | | | | 2 | | Lecture: 2 Hours | | | |
| | | | | | | | **Fire and Life Safety Initiatives (FF-II) - IFSTA Chapter 21 / J & B Chapters 23,36** | | | |
| | | | | | 5 | | Lecture: 5 Hours | | | |
| | | | | | | 1 | Conduct Safety Survey | 1 Hour | | |
| | | | | | | 1 | Fire Safety Presentation | 1 Hour | | |
| | | | | | | 1 | Conduct Station Tour | 1 Hour | | |
| | | | | | | 1 | Prepare Pre-Incident Plan | 1 Hour | | |
| | | | | | | | **Emergency Medical Care for Fire Department First Responders - IFSTA Chapter 22 / J & B Chapters 24,25** | | | |
| | | | 4 | | | | Lecture: 4 Hours (AHJ may certify in CPR/AED) | | | |
| | | | | | | | **Hazards, Behavior, and Identification of HazMat/WMD (Hazmat Ops must be run in the last 30-45 days of the program) IFSTA Chapters 23,24 / J & B Chapters 28,29,30,31,32,33,34,35** | | | |
| | | | 24 | | | | Lecture: 24 Hours | | | |
| | | | | | | | **Fire Fighter I Exam** | | | |
| | | | 4 | | | | Written | 4 Hours | | |
| | | | | 8 | | | Practical | 8 Hours | | |
| | | | | | | | **Fire Fighter II Exam** | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 2 | | Written | 2 Hours | | |
| | | | | | | 2 | Practical | 2 Hours | | |
| | | | Fire Fighter I Lecture | Fire Fighter I Practical | Fire Fighter II Lecture | Fire Fighter II Practical | | | | |
| | | | 91 | 83 | 31 | 23 | | | | |
| Fire Fighter I/Hazmat Ops | | Total Hours | 174 | | | | | | | |
| Fire Fighter II | | Total Hours | 54 | | | | | | | |
| Fire Fighter I & II/Hazmat Ops | | Total Hours | 228 | | | | | | | |