



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

RICK SNYDER
GOVERNOR

SHELLY EDGERTON
DIRECTOR

Memorandum

DATE: August 28, 2017
TO: Course Managers
Instructors
CC: County Training Committee Chairpersons
FROM: Kevin J. Sehlmeier, State Fire Marshal/Director
SUBJECT: Finalizing Courses for Fiscal Year 2017

There are many courses that remain open in the SMOKE program. As we approach the end of the fiscal year (September 30, 2017), it is very important that these courses are finalized, whether funded or unfunded, to ensure that the documentation is complete.

Course Managers: Please complete and submit the electronic BFS-250 for your courses, which begins the process of finalizing Michigan Fire Fighters Training Council courses in the SMOKE program.

Course Managers/Instructors: Please also send electronic copies of course sign-in sheets to: LARA-BFS-SMOKE@michigan.gov. Be sure to include the course number in the subject line to better aid Fire Fighter Training Division (FFTD) staff in completing your course documentation.

If you have questions, please contact your FFTD Region Coordinator.

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