



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

RICK SNYDER
GOVERNOR

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DIRECTOR

Memorandum

DATE: January 17, 2018
TO: Michigan Fire Service Instructors
FROM: Kevin J. Sehlmeier, State Fire Marshal/Director
SUBJECT: Memorandum of Understanding for Instructors – Due January 30, 2018

The Office of the Auditor General has required that the Bureau of Fire Services have a memorandum of understanding (MOU) on file for each active instructor (including certified, associate, instructor I and instructor II). Last year the bureau asked each instructor to return a paper copy of their signed MOU to our office. For your convenience, we have created an electronic version of the MOU in the SMOKE system that will be used this year in place of the hard copies.

There are currently 539 instructors in the SMOKE system who have not acknowledged their MOU for the year. **We ask that all instructors who have not already acknowledged the MOU and wish to remain active sign-in to the SMOKE system by January 30, 2018, acknowledge the MOU and verify that their contact information in their user profile is accurate.** Moving forward, the SMOKE system will prompt users to update their MOU annually.

Please note: Instructors who have not signed in and completed the MOU by January 30, 2018, will have their certification end dated in SMOKE. Once an instructor's certification is end dated he/she will need to submit a request in writing to the Fire Marshal's office and ask that his/her instructor user role be reinstated.

Please share this information through your respective organizations to help us reach as many Michigan fire service instructors as possible. Please also encourage all members of the Michigan fire service to subscribe to GovDelivery to receive official correspondence and training information from the Bureau of Fire Services. To subscribe, please visit the bureau's website at www.michigan.gov/bfs.

Thank you for your cooperation. If you have any questions, please contact your region coordinator.

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