RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

Memorandum

DATE: December 13, 2017

TO: County Training Committee Chairpersons

CC: Dan Hammerberg, Region 1 Coordinator
TJ Richardson, Region 2 Coordinator

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

SUBJECT: Allocation of County Funds – Deadline December 31, 2017

Important Dates:

As a reminder, the deadline for allocating/encumbering county training funds is December 31, 2017. After the deadline any remaining county funds will be transferred from the county account(s) to the main fireworks safety fund account within the SMOKE program. To date, there are only nine (9) counties that have a zero balance in their account.

Please do not wait until the last week of December to complete the process of scheduling/funding courses. All State of Michigan offices are closed on the following week days, which will reduce the availability of staff to respond to requests:

- December 22, 2017
- December 25, 2017
- December 29, 2017

There are also three (3) more County Training Committee Chairperson (CTC) conference calls where participants may ask questions regarding the allocation of county funds before the December 31, 2017 deadline. The calls will be hosted:

- December 14, 2017 from 6:00 PM to 7:00 PM EST
- December 21, 2017 from 6:00 PM to 7:00 PM EST
- December 28, 2017 from 6:00 PM to 7:00 PM EST

The call-in number and access code are:

1-888-363-4734 / 1205420

Funding Clarification:

There is a common misconception that courses are/were funded automatically once the Fiscal Year 2018 funds were transferred into the county accounts. ***This is not the case.*** To clarify, all courses should be entered by the course manager during the "Schedule Training Function" to allocate/encumber county funds in SMOKE for each county. In an effort to make sure that each county's funding aligns with the amounts entered in SMOKE, ***the CTC must submit a list by email to the SMOKE inbox (LARA-BFS-SMOKE@michigan.gov) by January 12, 2018 listing each class and the funding amount that was allocated/encumbered for each class in your county.*** The Fire Fighter Training Division (FFTD) will then verify that the funding was entered for each class in the SMOKE system.

"Q" Course Clarification:

Please also note that a "Q" Course County Training Fund Application must be submitted by email to the SMOKE inbox (LARA-BFS-SMOKE@michigan.gov) for the fire marshal's approval for each "Q" course. This includes Q courses that have an existing course ID number and are listed in the "Q" Course Catalog available on the Fire Fighter Training Division's (FFTD) webpage of the bureau website (www.michigan.gov/bfs).

The "Q" courses approval process is as follows:

- Step 1: The "Q" Course County Training Fund Application is submitted to the SMOKE inbox and received by a region coordinator. ***NOTE: A "Q" course application is not completed and will not be approved/funded without a flyer for the course to be published to GovDelivery. A flyer template is available on the FFTD webpage assist you.***

- Step 2: Upon receipt of the "Q" course application, the region coordinator forwards the application to the fire marshal for funding approval.

- Step 3: If the "Q" course application is approved by the fire marshal, the application will be returned to the region coordinator and entered into the SMOKE program.

If you have any questions, please do not hesitate to contact your region coordinator.

Dan Hammerberg, Region 1 Coordinator
Email: hammerbergd@michigan.gov
Phone: 906-399-4399
Mailing address: 305 Ludington Street, Escanaba, MI 49829

TJ Richardson, Region 2 Coordinator
Email: richardsont14@michigan.gov
Phone: 517-285-6803
Mailing Address: 3101 Technology Blvd, Suite H, Lansing, MI 48910