STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: October 9, 2020

TO: County Training Committee Chairpersons

CC: Michigan Fire Fighters Training Council

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

SUBJECT: Fiscal Year 2021

Please see below for information regarding firefighter training and county funding in Fiscal Year 2021 (FY21).

County Training Allocations:

The Bureau of Fire Services, Fire Fighter Training Division county funding budget for FY21, or October 1, 2020 through September 30, 2021, has been approved for $2,300,000. Out of the total $2,300,000 budgeted for FY21, the Michigan Fire Fighters Training Council approved $80,000 to be used for the Joint Fire Service Expo (motion #20-6-09). The remaining $2,220,000 budgeted for FY21 will be distributed to all 83 counties using the funding formula. See the attached list for all FY21 county training allocations. Please also note:

- 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, 2020.

- All courses must be completed with an invoice and scanned copies of the course sign-in sheets submitted to the Bureau of Fire Services, Fire Fighter Training Division within 30 days of the completion date of the course. All September 2021 courses must be submitted by September 30, 2021.

- All county funding that is not allocated to a course by January 1, 2021 will be

transferred back to the Fireworks Safety Fund and can be redistributed by the Michigan Fire Fighters Training Council.

- All county funding that is allocated to a specific course and cancelled after January 1, 2021 will be returned to the Michigan Fire Fighters Training Council and may be redistributed.

Course Requirements:

- **Curriculum:** The approved textbooks for all Fire Fighter I, Fire Fighter II, Fire Fighter I and II, and Hazmat Operations courses in FY21 are IFSTA Essentials of Fire Fighting 7th Edition and Jones and Bartlett Fundamentals of Fire Fighter Skills 4th Edition.

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

- **Hazmat Operations Course:** The Hazmat Operations course is included in the Fire Fighter I and the Fire Fighter I and II objectives and must be conducted within the last 45-days prior to the state exam. If you fund a Fire Fighter I or Fire Fighter I and II course using county funds, the funding includes the Hazmat Operations portion of the course since it is part of the NFPA 1001 fire fighter curriculum in both approved textbooks and does not need to be funded separately. Stand-alone Hazmat Operations courses, however, are registered under a separate course number for personnel not enrolled in a firefighter 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 and II course, 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 and II course funding.

- **Training Flyer:** All courses funded with Fireworks Safety Funds must provide a flyer to the Bureau of Fire Services four (4) weeks prior to the start date of the course to be distributed on GovDelivery and posted on the bureau's website (www.michigan.gov/bfs) for notification of training opportunities state-wide.

- **Firefighter Course Schedule Approval:**

  Step one: Contact the training coordinator for your area prior to submitting a course request in SMOKE to schedule your exam date(s).

  Step two: Complete the applicable course schedule form for the IFSTA and Jones and Bartlett curriculums (IFSTA BFS-203B or Jones and Bartlett BFS-

203C) must be completed for all Fire Fighter I, Fire Fighter II, and Fire Fighter I and II courses prior to the course being approved. This form will ensure that the course meets the minimum number of hours required to meet the NFPA 1001 standard.

Option 1: For an in-person or a hybrid approach to course delivery, the course manager must submit the appropriate firefighter course (Fire Fighter I/HazMat Ops, Fire Fighter II or Fire Fighter I and II/HazMat Ops) schedule form (BFS-203B or BFS-203C depending on the curriculum used) by email to LARA-BFS-SMOKE@michigan.gov for course approval. ***Please include your full course number as the subject line of the email.***

Option 2: For firefighter courses using virtual lectures with practical hands-on session, (Fire Fighter I/HazMat Op's, Fire Fighter II or Fire Fighter I & II/HazMat Op's) follow the virtual Fire Fighter I-II guidance. (See attached.) Your course schedule must be submitted by email to LARA-BFS-SMOKE@michigan.gov for course approval. ***Please include the full course number as the subject line of the email***.

- ***Required Course Sign-In Sheets:***

  A separate sign-in sheet must be submitted for each date the course meets in person. Virtual courses will track student participation using the publisher's learning platform.

  If the course is approved to be conducted virtually, the course manager will monitor the completion of all chapter assignments, chapter quizzes and completion of all Job Performance Requirements (JPR) using the publisher's learning platform. Attendance will be documented using the learning platform and submitted to close out the course for payment.

  NEW - FY21 Sign-in Sheets: Fire Fighter I/HazMat Ops, Fire Fighter II, and Fire Fighter I & II/HazMat Ops courses now require the course manager to turn in a copy of all course sign-in sheets to the training coordinator prior to the start of the written exam. The training coordinator will send the course sign-in sheets to the Bureau of Fire Services with the final course exam scantron sheets and other paperwork. The course manager will still need to complete the BFS-250 in SMOKE.

  Sign-in sheets for all other courses that meet in person for lectures and practical course sessions must be signed by the instructor(s) on the date each training session occurs. A course sign-in sheet is required for each date the course meets. These course sign-in sheets must be scanned and emailed to LARA-BFS-SMOKE@michigan.gov with the ***full course number as the subject line of the email***.

- **Receipts:** For any course funded with Fireworks Safety Funds, the course manager must submit receipts for all allowable expenses by email to LARA-BFS-SMOKE@michigan.gov with the ***full course number as the subject line of the email.***

- **County Payments**: 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.

Fee Formula for Michigan Fire Fighters Training Council Funded Courses:

This formula will be used to determine the cost for ***non-members of fire departments or for students of fire departments that are not reporting in NFIRS per Public Act 291 of 1966, as amended on January 31, 2018, to attend Fireworks Safety Fee funded courses as approved by the Michigan Fire Fighters Training Council.***

The cost per student will be minimally calculated using a base number of 15 fire department students. The total amount to fund the course would be divided by the base number of 15 fire department students or the total number of fire department students on the final course roster, whichever is greater above the base of 15 fire department students.

Example: TIMS (roadway safety) course -
Two (2) instructors teaching a four (4) hour course = $180 + $180 = $360
$360 divided by 15 fire department students = $24 per student
$360 divided by 30 fire department students = $12 per student

Example: NIMS 300 course -
One (1) instructor teaching a 24-hour course = $1,080
$1,080 divided by 15 fire department students = $72 per student
$1,080 divided by 24 fire department students = $45 per student

Example: Fire Fighter I course –
Total cost for a funded Firefighter I course = $10,800
$10,800 divided by 15 fire department students = $720 per student

Processing of non-fire department student or non-reporting fire department student fees collected:

- The instructor/course manager will collect the per student fee from all non-fire department students or students from fire departments not reporting in NFIRS prior to the first day of the course.

- The instructor/course manager will collect all non-fire department student fees and non-reporting fire department student fees. The instructor/course manager will submit the funds collected to the host county fiduciary.

- All fees collected from non-fire department students and non-reporting fire department students will be deducted from the amount of funds that a county would receive in payment when completing the BFS-250 in the SMOKE system to receive payment of firefighter training funds from the State of Michigan.

- The names of each non-fire department student(s), non-reporting fire department student(s), and the total amount of fees collected will be included with the final course roster submitted to the Bureau of Fire Services to close the course.

Memo Archive:

Memos issued by the Bureau of Fire Services, Fire Fighter Training Division are now available on the bureau website. The link can be found under the Instructor Resources section of the Fire Fighter Training Division's webpage. Memos are also distributed through GovDelivery. Click here to subscribe to GovDelivery.

Instructor Memorandum of Understanding:

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 the remainder of that year. The deadline to acknowledge the MOU is December 1, 2020. Those who have not completed the MOU process by December 1, 2020 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 as an instructor in writing to the appropriate region coordinator for submission to the fire marshal for approval.

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

Attachments: Funding Breakdown
Virtual Fire Fighter I & II Lecture with In-Person Practical Course Guidelines

ATTACHMENT: Funding Breakdown

County	First FY21 County Allocation Amount
Alcona	17,500.00
Alger	17,500.00
Allegan	25,217.40
Alpena	17,500.00
Antrim	17,500.00
Arenac	17,500.00
Baraga	17,500.00
Barry	17,500.00
Bay	20,236.63
Benzie	17,500.00
Berrien	27,011.47
Branch	17,500.00
Calhoun	26,018.69
Cass	17,500.00
Charlevoix	17,500.00
Cheboygan	17,500.00
Chippewa	22,357.88
Clare	17,500.00
Clinton	17,500.00
Crawford	17,500.00
Delta	18,857.13
Dickinson	17,500.00
Eaton	22,186.30
Emmet	17,500.00
Genesee	56,215.18
Gladwin	17,500.00
Gogebic	17,500.00
Grand Traverse	19,287.89
Gratiot	17,500.00
Hillsdale	17,500.00
Houghton	17,500.00
Huron	17,500.00
Ingham	44,169.21
Ionia	17,500.00
Iosco	17,500.00
Iron	17,500.00
Isabella	17,500.00
Jackson	28,739.64

County	
Kalamazoo	39,615.90
Kalkaska	17,500.00
Kent	86,482.54
Keweenaw	17,500.00
Lake	17,500.00
Lapeer	20,199.79
Leelanau	17,500.00
Lenawee	22,343.15
Livingston	31,364.46
Luce	17,500.00
Mackinac	17,500.00
Macomb	107,925.11
Manistee	17,500.00
Marquette	27,829.49
Mason	17,500.00
Mecosta	17,500.00
Menominee	17,500.00
Midland	17,500.00
Missaukee	17,500.00
Monroe	26,525.12
Montcalm	17,500.00
Montmorency	17,500.00
Muskegon	29,561.54
Newaygo	17,500.00
Oakland	154,738.66
Oceana	17,500.00
Ogemaw	17,500.00
Ontonagon	17,500.00
Osceola	17,500.00
Oscoda	17,500.00
Otsego	17,500.00
Ottawa	42,665.01
Presque Isle	17,500.00
Roscommon	17,500.00
Saginaw	33,214.62
St. Clair	28,977.00
St. Joseph	17,500.00
Sanilac	17,500.00
Schoolcraft	17,500.00
Shiawassee	17,500.00

County	
Tuscola	17,500.00
Van Buren	17,500.00
Washtenaw	52,475.99
Wayne	208,284.20
Wexford	17,500.00
Total	**$2,220,000.00**

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Virtual Fire Fighter I & II Lecture With In-Person Practical Course Guidelines

At the August 11, 2020, Michigan Fire Fighter Training Council (MFFTC) meeting the council voted to allow a virtual delivery method for each chapter lecture for firefighter I, II, I & II courses using the online content of the International Fire Service Training Association (IFSTA) or Jones & Bartlett (J&B) learning platform.

The information listed below was developed by the Bureau of Fire Services (BFS) to help guide course managers and instructors to provide consistency using virtual concepts throughout the state to achieve the knowledge and skills to minimally meet the objectives and Job Performance Requirements (JPR) of the current edition of NFPA 1001 and qualifies the student to take the written and practical certification exam. All instructors of all MFFTC classes are to follow the policies and procedures outlined in the Instructor Guide and Administrative Manual (IGAM).

Course Approval by BFS:

- The course manager must submit the course schedule at least two (2) weeks prior to start of the course to the regional training coordinator to receive approval to proceed.
- The course manager must use the virtual course templates, BFS-204i (IFSTA) and BFS-204j (J&B) associated with the publisher that they are using for their course.
- BFS will provide course managers with a schedule template for both approved publishers, however it is ultimately up to the course manager to ensure all JPR's are scheduled to be performed as part of the course approval process.

Textbooks and Online Learning Platform Requirements:

Course managers will require the students to purchase the textbook and access to the online learning platform provided by IFSTA "Resource One" or J&B "Navigate 2" to participate. Materials can be purchased from any source, however, below is approximate pricing from the Michigan State Firemen's Association. Please note prices are subject to change.

International Fire Service Training Association (IFSTA)

List Price: $143.00 **Member Price: 128.70**

Item Number: 36777 Essentials of Fire Fighting, 7th Ed, print manual
ISBN: 978-0-87939-657-2 With Resource One Access

Item Number:	Essentials of Fire Fighting, 7th Interactive Lectures on Resource One
Item Number: 36778	Essentials of Fire Fighting, 7th Ed Exam Prep **ISBN: 978-0-87939-658-9**

**Package includes print manual, Exam Prep, Resource One access & Interactive Lectures

Jones & Bartlett (J&B)

List Price: $115.00 Member Price: $103.50

Item Number: 51428	Fundamentals of Fire Fighter Skills – 4th Edition manual with Premier Access **ISBN 978-1-28414-4611**

**Package includes print manual, Navigate 2 Premier access, eBook, Navigate 2 Test Prep

Use of the Online Learning Platform Requirements:

- Each student will complete their reading assignment following a schedule using either the textbook, the online textbook, or both.
- Each student will watch the online lecture and review the slides for each chapter on the learning platform within the time requirements detailed in the course schedule.
- Each student will take each assigned chapter quiz until they obtain a passing score of 70% or higher within the weekly time requirements as identified in the course schedule.

Weekly Course Communication Requirement:

- The course manager or assigned instructor and students will participate in a scheduled phone call or video conference each week.
- The course manager or assigned instructor can use Zoom, Google Meet, WebEx, or similar platform, or a phone call. It is at the discretion of the course manger/instructor to choose the best medium they have available to communicate weekly with the students as a group.
- The same weekly communication medium needs to be used throughout the entire class. Unless the course manager approves a change to the communication medium.
- The student's will be provided the link or phone number of the scheduled dates and times of each weekly call/video conference prior to the first course meeting date.

Encouragement of Peer to Peer Communications Requirement:

- For students who want to participate, the course manager or assigned instructor must create and distribute a voluntary peer to peer communication roster that includes the students name, students Regional Training Center (RTC) college/university or fire

department, and students email, this is to encourage peer to peer communication during the course.

- Every student who wishes to participate, must provide contact information to participate. The student's email must be the same one listed in the users SMOKE profile.

Responsibility of the Course Manager:

The course manager or assigned instructor will continually monitor the students and assure they are meeting scheduled assignments in the learning platform.

- To protect the student's privacy and to comply with the Buckley Amendment, the course manager will contact each student who is behind and not engage calling out a student during the weekly call/meeting.
- The course manager or assigned instructor will contact the student once a student falls more than two (2) weeks behind the schedule on any of the virtual learning platforms or course assignments. If the student interaction is not effective, the students fire chief or the applicable RTC director, will be notified of the student's situational status and a meeting will be scheduled.
- The course manager or assigned instructor will ensure that students (and themselves) utilize the mandatory one (1) hour lunch each module.
- Each student must complete 90% of the weekly communications and 100% of the virtual learning requirements, including practical skills.

Hands-on Training Requirements:

The students must attend or make up all the scheduled hands-on practical and hands-on skills sessions

- A schedule and listing of all required practical skills modules will be provided to each student by the course manager.
- Each module/practical session must have an assigned lead instructor to oversee each practical session. All other instructors must be at least Instructor Assistants, per the 4444 (IGAM).
- All skill session workshops require a maximum 5:1 student to instructor ratio to allow students to ask questions, practice skills and demonstrate skills needed to meet the NFPA 1001 JPR's for the chapters.
- All make up sessions must be documented using the bureau's Make Up Training Form, BFS-256 and signed by the fire chief, public safety director or RTC director and returned to the course manager.
- The preferred method of module/practical sessions will be in eight (8) hour blocks. However, 4-hour block exceptions can be made dependent on circumstances. Exception requests must be requested in writing to the region coordinator.

Student Support by Their RTC College or Fire Department:

It is important that each fire department, public safety department or RTC understand their role in providing support to the students by providing additional time for the students to practice, gain hands-on experience, and work toward proficiency to meet all the NFPA 1001 JPR‘s.

Course Completion and Certification Exam Requirements:

- In order to comply with the current NFPA 1001 requirements, the course manager must assure that all required course assignments and practical skill sheets are completed prior to each student being permitted to take the MFFTC certification written and practical examinations.
- All students will complete the bureau’s Certification Exam Application form, BFS-206, prior to taking the certification examination. The training coordinator will submit the form with the testing packet.