STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

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DIRECTOR

Memorandum

DATE: February 1, 2023

TO: County Training Committees and County Training Committee Chairpersons

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

SUBJECT: County Training Committee Annual Election and Chairperson Responsibilities

Per the Firefighters Training Council General Rules effective November 3, 2021, each county must establish a county training committee with one member from every recognized fire department or public safety department that provides fire services in their respective county per a governmental agreement. Please note below for voting clarity:

- Fire departments or public safety departments that respond to another county to provide mutual aid or an auto aid agreement will not have membership on a county training committee outside of their respective county.
- Fire departments or public safety departments with a governmental agreement in place to provide fire services in more than one county will qualify as a member in each county training committee where a valid governmental agreement exists with that fire department or public safety department.

A county training committee meeting shall be held to elect (or re-elect) the chairperson. Each fire department or public safety department member of the county training committee will have one vote towards electing a chairperson. **This meeting and election shall be done prior to April 1, 2023, as the elected chairperson will serve for the calendar year beginning April 1, 2023 with a term expiring on March 31, 2024.**

Once the chairperson is elected, the county training committee shall notify the Bureau of Fire Services (BFS) using the County Training Committee Data Form (BFS-240). **Please email the completed BFS-240 form to lara-bfs-smoke@michigan.gov by April 1, 2023.**

Note: If a vacancy of a chairperson position occurs during a term, the county training committee shall elect a new chairperson within 30 days of the vacancy occurring and notify the BFS by submitting an updated County Training Committee Data form (BFS-240).

County Training Committee Chairperson Responsibilities:

- The county training committee chairperson will be the primary contact with the BFS for that county.
- The chairperson will share correspondence (such as memos, emails, policies, etc.) and information from the BFS and the Michigan Fire Fighters Training Council with all fire departments and public safety departments in their county during their term.
- The chairperson will coordinate the disbursement of funds between the BFS, the county, and the instructors for courses held by their county using fireworks safety funds.
    - Once a course is closed in SMOKE and the funding received from the BFS, the county chairperson must distribute the funding to the instructors within 14 days of deposit into the county's designated account.
    - Note: Per the Instructor Guide and Administrative Manual (IGAM), instructors/course managers are required to close out courses in SMOKE and submit all final course paperwork to lara-bfs-smoke@michigan.gov no later than 30 days after the course end date.
- The county training committee chairperson shall assure that all FY23 fireworks safety funded courses are closed out in SMOKE by the end of the fiscal year on September 30, 2023.

Annual Training Needs Survey:

- Each year, the chairperson shall conduct an annual training needs survey within their county in the month of April.
    - In April 2023, the chairperson shall send a training needs survey (BFS-243 form) to each county training committee member and request feedback regarding the training needs for each fire department or public safety department represented in their county.
    - By June 15, 2023, the chairperson will compile the results of the county's training needs using the BFS-244 form and email the results to the BFS at lara-bfs-smoke@michigan.gov. The chairperson shall also include a list of each fire department and public safety department represented in their county indicating whether they participated in the annual training needs survey.

Note: The BFS will not award FY24 county training funds (fireworks safety fees) on October 1, 2023 to counties that have not returned their annual training needs survey to lara-bfs-smoke@michigan.gov.

FY24 County Training Funds:

- By December 31, 2023, the county chairperson shall allocate FY24 funding to the selected courses in the SMOKE system.
- By January 15, 2024, to confirm the county's allocated funding, the county chairperson shall submit a detailed list of all scheduled courses and allocated fireworks safety funding amounts for each course to the BFS. The county chairperson will email their list to lara-bfs-smoke@michigan.gov.

Thank you in advance. If you have any questions, please contact your region training chief:

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