GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

Memorandum

DATE: September 25, 2023

TO: Certified Fire Instructors/Course Managers, County Training Committee Chairpersons

FROM Kevin J. Sehlmeyer, State Fire Marshal/Director

SUBJECT: FY23 Year End Reminders and FY24 Fireworks Safety Fee Training Funding

FY23 will end on September 30, 2023. Below are some important dates and reminders as the fiscal year comes to a close.

Course Closures:

All FY23 courses must be completed by September 30, 2023. Please be sure to:

- Complete the roster and grading.
- Complete the Course Finalization/BFS-250 in SMOKE.
- Scan and email the following to LARA-BFS-SMOKE@michigan.gov:
  - All student sign-in sheets for each course session.
  - All Student Course Evaluations (BFS-292) completed by each student.

Annual Instructor Memorandum of Understanding (MOU):

Each year, all certified Michigan fire service instructors are required to acknowledge acceptance of the annual MOU. On October 1, 2023, the FY24 MOU will be available for instructors in their SMOKE profile. The MOU must be acknowledged and accepted by November 30, 2023. Instructors who do not acknowledge and accept the MOU by November 30th will be automatically end-dated on December 1, 2023.

Note: The MOU will not be available in your SMOKE profile before October 1st.

FY24 County Funding:

By October 9, 2023, the FY24 county funding will be disbursed to the counties. The funding amounts are determined by the funding formula composed of 70% of county

population and 30% of square miles within the county. There is a minimum disbursement of $17,500 per county. FY24 funding must be allocated for specific use before December 31, 2023.

Note: Counties that did not submit their annual training needs surveys are not eligible for FY24 funding at this time, however, they may submit their annual training needs survey at any time prior to December 31, 2023, to come into compliance and receive the funding.

Also, fire departments are required to have twelve consecutive, current months of reporting in NFIRS to be eligible for Fireworks Safety Fee training funding. Those departments not currently in compliance may get their fire reports up to date at any time and then will be eligible for Fireworks Safety Fees training funds.

Funding Clarification:

There is a common misconception that courses are funded automatically once the FY24 funds are 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 the SMOKE system for each county. For any course already approved but not currently funded in SMOKE, this will require action by the county training committee chairperson to add the funding to the course. Please follow the directions in the attached "Funding Courses in SMOKE" document.

Per the Fire Fighters Training Council General Rules (effective November 3, 2021), the county training committee chairperson must submit a list by email to the SMOKE inbox (LARA-BFS-SMOKE@michigan.gov) by January 15, 2024 listing each course and the funding amount that was allocated/encumbered for each course in their county. After January 15th, the Fire Fighter Training Division will then verify that each county's funding aligns with the amounts entered in the SMOKE system.

"Q" Course Information:

Course managers ***must*** enter all "Q" courses into the SMOKE system during the scheduling and funding process. Course managers must ensure that the instructor is authorized to teach the "Q" course. For your reference the "Q Course Catalog" can be found under the Instructor Resources section of the Fire Fighter Training Division's webpage.

Note: In many cases, the instructor of a "Q" course will not be a certified Michigan fire service instructor. Therefore, the system defaults to the Bureau of Fire Services (PIN 784250) as the instructor of record. Funded courses will then go to the county training committee chairperson to approve the funding/course.

Bid Process for Equipment/Props:

Below are the requirements for purchasing equipment and props using county funds. Remember that you may also have to follow local/department purchasing rules when purchasing equipment/props.

- **Equipment/Props $2,500 to $9,999:**

1. When the cost of the equipment/props exceeds $2,500 and is up to $9,999, three (3) price quotes are required.
2. The three (3) quotes will need to be submitted to the LARA-BFS-SMOKE@michigan.gov inbox with a justification on why you selected the chosen vendor. Please indicate the course code and the name of the county purchasing the equipment/prop in the subject line of your email. Your region training chief will contact you within five (5) business days of receipt of your email to the LARA-BFS-SMOKE@michigan.gov inbox with the three (3) quotes and the justification letter clearly sharing the vendor of choice.
4. The region training chief will evaluate the quotes and forward all documentation to the bureau's deputy director for final approval.
5. Once the quote has been reviewed by the deputy director, the region training chief will contact the requestor and inform them of the approval or denial.
6. If approved, the requestor may purchase the equipment/prop(s).
7. The BFS-250 and student roster must be completed in SMOKE.
8. Receipts of the purchase must be emailed to the region training chief with the course number in the subject heading. The final paperwork checklist must not be completed for payment until the region training chief receives the receipts via the LARA-BFS-SMOKE@michigan.gov inbox.

- **Equipment/Props $10,000 or more:**

1. When the cost of the equipment/prop is $10,000 or more the request must go out for official request for proposal (RFP). Anyone can bid and the RFP must remain open for at least 14 calendar days.
2. A copy of the RFP, the results of the RFP, and a justification on why you selected the chosen vendor must be emailed to the LARA-BFS-SMOKE@michigan.gov inbox. Please indicate the course code and the name of the county purchasing the equipment/prop in the subject line of your email.
3. Your region training chief will contact you within five (5) business days of receipt of your email to the LARA-BFS-SMOKE@michigan.gov inbox with the RFP, bids and the justification letter clearly sharing the vendor of choice.
4. The region training chief will evaluate the quotes and forward all documentation to the bureau's deputy director for final approval.
5. Once the quote has been reviewed by the deputy director, the region training chief will contact the requestor and inform them of the approval or denial.
6. If approved, the requestor may purchase the equipment/prop(s).
7. The BFS-250 and student roster must be completed in SMOKE.

8. Receipts of the purchase must be emailed to the region training chief with the course number in the subject heading. The final paperwork checklist must not be completed for payment until the region training chief receives the receipts via the LARA-BFS-SMOKE@michigan.gov inbox.

If you have any questions, please contact your region training chief:

Dan Hammerberg
Region 1 Training Chief
Phone: 906-399-4399
Email: hammerbergd@michigan.gov

Aileen Pettinger
Region 2 Training Chief
Phone: 313-573-7176
Email: pettingera1@michigan.gov

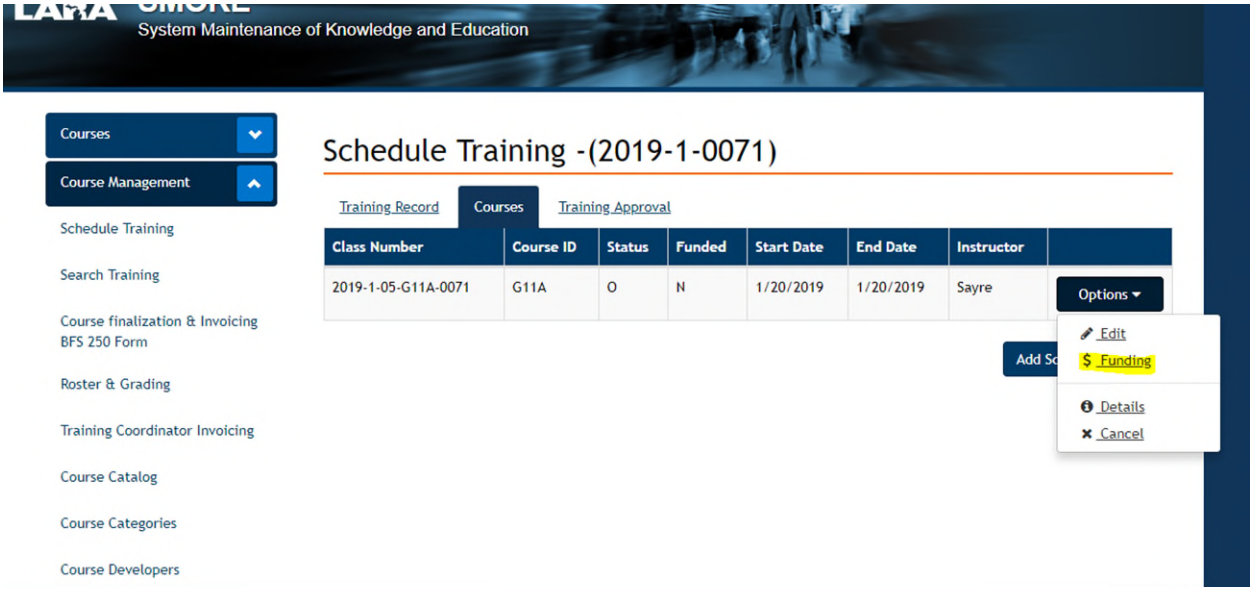
Attachment: Instructions for Funding Courses in SMOKE

Funding Courses In SMOKE

Before a course can be funded it needs to be entered in SMOKE. The funding may be added by the Course Manager or the Instructor of Record (whomever is making the course application) at the time of application.

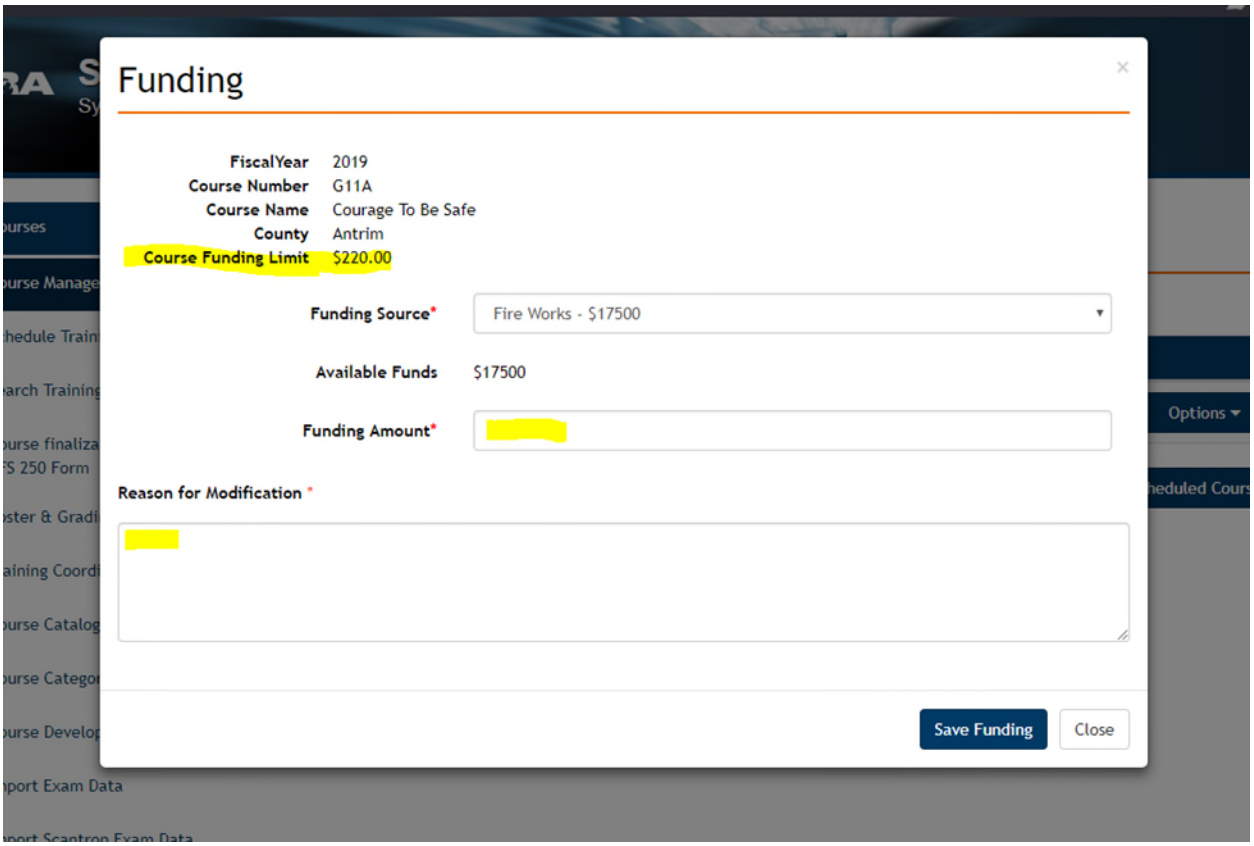
Starting FY19 even after the course has been approved the funding may be added by the CTC chairperson.

After the course has been entered go to course management/schedule training/courses and click on Options and click Funding: *(if the course has been completely approved, only the CTC chairperson is able to complete this)*

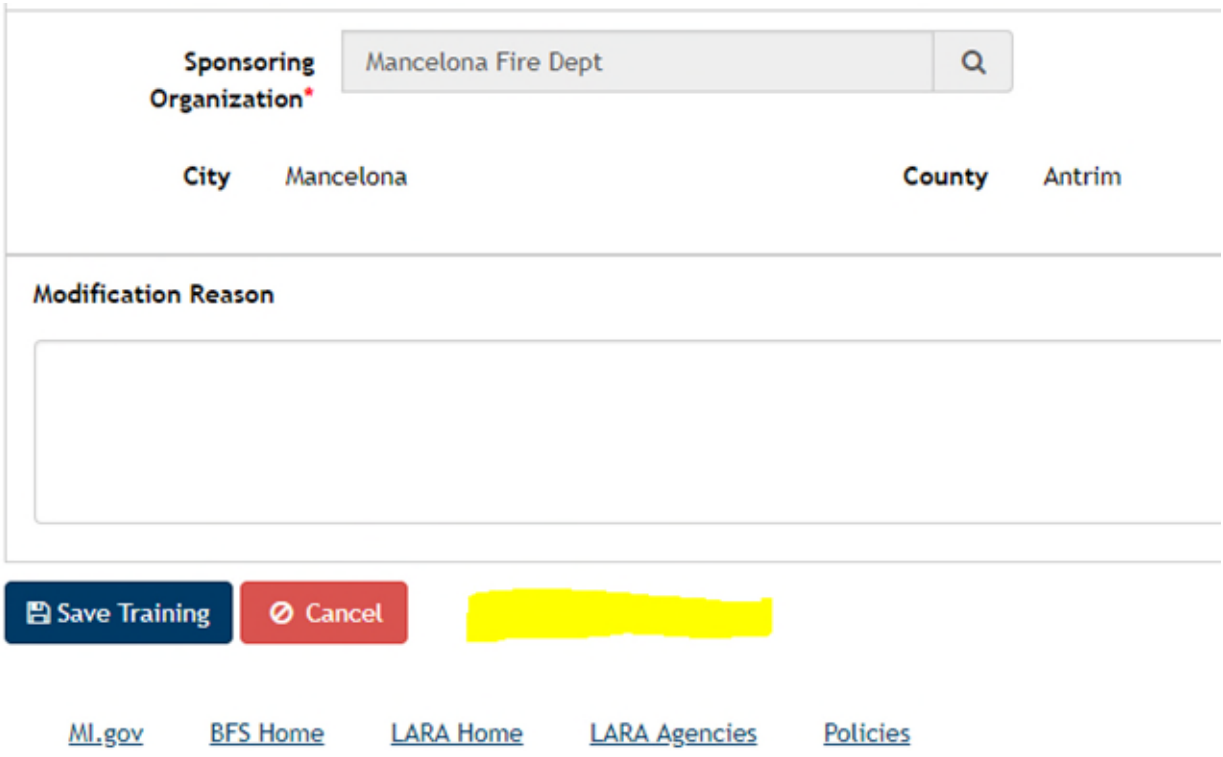


After clicking the funding tab this is the screen you will see. Enter the funding amount for the course in the Funding Amount box. The course can't be more than the Course Funding Limit (for this course it is $220.00).

If the course is already approved add a Reason for Modification (example: to fund course). Once this is completed click Save Funding and the course is funded and this box will disappear.



For courses not already approved, here is where you will add additional courses and fund them. Once completed, go to the Training Record tab and click on the Submit for Approval button on the bottom of the page (it would appear in the area highlighted if the application wasn't submitted yet).



If the course has been previously submitted for approval and approved, click on the Training Approval tab. Click on your CTC approval. Notifications will be done through SMOKE for any additional approvals. The CTC approval will appear on the page shown below.