GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: January 14, 2022

TO: County Training Committee Chairpersons

CC: Michigan Fire Fighters Training Council

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

SUBJECT: Allocation of FY22 Fireworks Safety Funds

The purpose of this memo is to provide clarification to the county training committee chairpersons for allocating FY22 (October 1, 2021 through September 30, 2022) county training fireworks safety funds. Please note: All FY22 county training funding must be approved by the county training committee chairperson through the System Maintenance of Knowledge and Education (SMOKE) system.

Important Dates:

- **December 31, 2021:** The deadline to encumber county training allocations.
- **January 1, 2022:** All unencumbered funds (any funds not allocated to a specific course) by this date were transferred back to the Michigan Fire Fighters Training Council's account. Encumbered funds for courses that are canceled after January 1, 2022, will also be returned to the Michigan Fire Fighters Training Council's account.
- **January 28, 2022:** A list of scheduled classes and the allocated funding amounts must be submitted to the Fire Fighter Training Division by 5:00 pm on this date. (See funding clarification below.)
- **September 30, 2022:** Deadline to complete all FY22 courses and submit the invoice.

Funding Clarification:

There is a common misconception that courses are/were funded automatically once the FY22 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 the SMOKE system for each county. In an effort to make sure that each county's funding aligns with the amounts entered in SMOKE, ***the county training committee chairperson must submit a list by email to the SMOKE inbox (LARA-BFS-SMOKE@michigan.gov) by 5:00 pm on January 28, 2022 listing each class and the***

funding amount that was allocated/encumbered for each class in their county. The Fire Fighter Training Division will then verify that the funding was entered for each class in the SMOKE system.

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.

"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.

If you have any questions, please contact your region coordinator:

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Region 1 Coordinator
Phone: 906-399-4399
Email: HammerbergD@michigan.gov

Robert L. Stokes
Region 2 Coordinator
Phone: 313-573-7176
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Attachment: Instructions for Funding Courses in SMOKE