GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: January 31, 2022

TO: County Training Committees and County Training Committee Chairpersons

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

SUBJECT: County Training Committee Requirements 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:

- 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 where a valid governmental agreement exists with that fire department or public safety department.

Once the county training committee has been established, a meeting shall be held to elect the chairperson. Each member of the county training committee will have one vote towards electing the chairperson. **This shall be done prior to April 1, 2022, as the elected chairperson will serve for the calendar year beginning April 1 with a term expiring on March 31 of the following year.** A meeting to elect the county training committee chairperson shall be held annually moving forward.

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 forms to lara-bfs-smoke@michigan.gov by April 1, 2022.**

Note: If a vacancy of the chairperson position occurs, the county training committee shall elect a new chairperson within 30 days of the vacancy occurring and notify the BFS by submitting the 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.
- The chairperson will share information with all fire departments and public safety departments in their county.
- The chairperson will coordinate the disbursement of funds between the BFS, the county and the instructors for courses held by the county.
- Each year, the chairperson will conduct a training needs survey within their county.
    - In the month of April, the chairperson shall send a training needs survey (BFS-243) to each county training committee member and request feedback regarding the training needs for each fire department or public safety department they represent.
    - By June 15th each year, the chairperson will compile the results of the county's training needs using the BFS-244 form and submit to the BFS. The chairperson shall also include a list of each fire department and public safety department in the county indicating whether they participated in the survey.
        - **Note:** The BFS will not award FY23 county training funds (fireworks safety fees) on October 1, 2022 to counties that have not returned their training needs survey.
- By December 31st each year, the chairperson shall allocate funding to selected courses in the SMOKE system. To confirm the allocated funding, the chairperson will submit a detailed list of all scheduled courses and allocated fireworks safety funding amounts for each course to the BFS by January 15th.

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

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