STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: July 16, 2021

TO: All Course Managers

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

SUBJECT: Training Coordinator Visits to Firefighter I/II/I&II Courses

Beginning with FY22 registered classes, a training coordinator will attend the first day/night of class for all Firefighter I/II/I&II courses on behalf of the Bureau of Fire Services (BFS). The purpose of these visits is for the training coordinator to provide the students with a better understanding of the BFS and the training coordinator's role, as well as clarify the relationship between the students and their course manager.

During this visit, the training coordinator will meet with the course manager and students and present the student orientation module. The student orientation module explains class rules and requirements for the students. It also provides an overview of the various resources available to the students, such as SMOKE, ADA Accommodations, the MI Prevention app, and GovDelivery.

Course Managers: To accomplish this you must:

1. Contact the appropriate training coordinator to schedule a visit during the first day/night of class. Please allow for 1.5 to 2 hours of time for the training coordinator to meet with the students and present the student orientation module.

2. Allow/require the students to bring their cell phones (or other app-enabled electronic devices) to class for this portion **ONLY**. The training coordinator will provide an overview of the SMOKE system, GovDelivery, the MI Prevention app., and ADA application process.

3. Provide the students with instructions on how to log into the SMOKE system. (Here is a video tutorial that you can share with the students on how to login to SMOKE.) If possible, please also provide the students with their SMOKE PIN number.

4. Ask the students to sign up for GovDelivery before the first day/night of class.

5. Provide the students with the following QR code to download the MI Prevention app.

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

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