



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN  
DIRECTOR

# Memorandum

**DATE:** March 1, 2024  
**TO:** County Training Chairpersons  
**FROM:** Kevin J. Sehlmeyer, State Fire Marshal/Director  
**SUBJECT:** FY 2024 CTC Elections

I hope your new year is off to a great start. I would like to thank you for serving as the County Training Chairperson (CTC) during the last year. This memo is to remind you that an election must be held in your county prior to April 1, 2024, to re-elect or elect a new CTC per rule [R29.416](#) of the Michigan firefighter training council general rules. Below is information about holding the annual CTC election, CTC responsibilities, and the CTC annual training needs survey requirement as well as some deadlines.

## **Annual County Training Chairperson Elections:**

- Each fire department/public safety department will have one vote towards electing a CTC in your county.
- Each county must annually elect or re-elect a CTC prior to April 1, 2024.
- The elected CTC will serve for the calendar year beginning April 1, 2024, with a term expiring on March 31, 2025.
- Once the CTC is elected for your county, the elected CTC 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](mailto:lara-bfs-smoke@michigan.gov) by April 1, 2024

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 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 Bureau of Fire Services.
- The County Training Chairperson will share BFS updates and training opportunities with all the fire departments/public safety departments in their county at least monthly.

- The County Training Chairperson will coordinate the disbursement of Fireworks Safety Fee funds between BFS, the county fiduciary and the course manager of courses held within their county.

**Annual Fire Training Needs Survey:**

The CTC will solicit feedback by sending or emailing a BFS-243 to every fire department/public safety department within their county.

We recommend sending the BFS-243 training needs survey during the month of April, to request feedback regarding the training needs or wants for each fire department/public safety department in your county.

**Providing Survey Results to the Bureau of Fire Services:**

By June 15, 2024, the CTC shall provide a BFS-244 and a list of each fire department/public safety department in their county, the list will indicate which fire department/public safety departments participated or did not participate in the BFS-243 survey.

The BFS-244 and the list of fire departments/public safety departments in your county must be emailed to BFS at: [lara-bfs-smoke@michigan.gov](mailto:lara-bfs-smoke@michigan.gov) by June 15, 2024.

Thank you in advance for making sure the CTC election happens prior to April 1, 2024. If you have any questions about this memo or the rules, please contact your regional training chief.

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