AGENDA
Committee on Public Safety
Thursday, August 13, 2020 @ 4:00 p.m.
Via ZOOM audio/vide: https://us02web.zoom.us/j/88078849030; ID: 880 7884 9030; Dial In: (646) 876- 9923

Council Member Garza, Chair
Council Member Wood, Vice Chair
Council Member Jackson, Member

1. **Call to Order**

2. **Minutes**
   - July 9, 2020

3. **Public Comment on Agenda Items**

4. **Discussion:**
   A.) RESOLUTION – Appointment; DeYeya E Jones, At Large Member; Board of Police Commissioners; Term to Expire June 30, 2021

   B.) RESOLUTION – Appointment; Holly McDermitt; 1st Ward Member; Board of Police Commissioners; Term to Expire June 30, 2021

   C.) DISCUSSION/PLACE ON FILE – Board of Fire Commissioners Rules of Administrative Procedures

   D.) DISCUSSION – Update on Walnut Park Property – Chief Green

5. **Other**
6. **Adjourn**

With Executive Order 2020-4, Governor Whitmer declared a statewide State of Emergency due to the spread of the novel coronavirus (COVID-19). To mitigate the spread of COVID-19 and to provide essential protections to vulnerable Michiganders and this State's health care system and other critical infrastructure, it is crucial that all Michiganders take steps to-limit in-person contact, particularly in the context of large groups. Therefore, the above meetings will be conducted via audio/video conference.

The meetings are being held electronically in accordance with the Open Meetings Act in an effort to protect the health and safety of the public. Members of the public wishing to participate in the meeting may do so by logging into or calling into the meetings using the website or phone number above, and meeting ID provided. Michigan Executive Order 2020-129 provides temporary authorization of remote participation in public meetings and hearings.

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

DRAFT

MINUTES
Committee on Public Safety
Thursday, July 9, 2020 @ 4:00 p.m.
via Zoom audio/video: https://us02web.zoom.us/j/81413124503; Meeting ID: 814 1312 4503
Dial- 312-626-6799

CALL TO ORDER
The meeting was called to order at 4:00 p.m.

ROLL CALL
Council Member Jeremy Garza, Chair
Council Member Carol Wood, Vice Chair
Council Member Brian T. Jackson, Member- absent

OTHERS PRESENT
Sherrie Boak, Council Staff
Scott Sanford, Code Compliance
Barbara Lawrence
Lisa Hagen, City Attorney Office
Mary Bowen, City Attorney Office
Jim Smiertka, City Attorney
Amanda O'Boyle, City Attorney Office
Patty Greer
Kyle Kaminski, Lansing City Pulse

Public Comment
No public comment at this time.

Minutes
MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM FEBRUARY 27, 2020 AS PRESENTED. MOTION CARRIED 2-0.

Discussion/Action Items
RESOLUTION – Make Safe or Demolish; 1522 W Holmes Road
Council Member Garza briefly went through the timeline of the process which included red tag date of February 26, 2019, the demolition board hearing on September 26, 2019 and the show cause hearing on March 16, 2020. The cost of repairs came in at $119,000 and the SEV value of the home was at $31,900. He then asked Mr. Sanford if the request was for 30 day or 60 day Make Safe or Demolish. Mr. Sanford confirmed it was not a fire damaged home and therefore 60 days was being requested.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE MAKE SAFE OR DEMOLISH AT 1522 W HOLMES ROAD. ROLL CALL VOTE, MOTION CARRIED 2-0.

Mr. Sanford asked to leave the meeting, and after confirming he had no updates or was involved in a later discussion on Autumn Ridge, he left the meeting.

RESOLUTION – Appointment; Barbara Lawrence; First Ward Member; Board of Fire Commissioners; Term to Expire June 30, 2021

Council Member Garza referred the Committee to the application and confirmed Ms. Lawrence moved to the City in May, 2019, so at this time is qualified under the one-year residency.

Ms. Lawrence briefly introduced herself, confirmed her residency, and reason for the interest in City boards and commissions. She noted that when she first moved here, she participated in the Citizens Academy and at the end of the academy was provided with the list of vacancies on the boards and that is where her interest began with this Board. Council Member Wood asked her how she intended to reach out to the public. Ms. Lawrence confirmed she was already involved in her own neighborhood, and intended to go to other neighborhood meetings in her Ward. Council Member Wood offered to provide her with a list of those.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE APPOINTMENT OF BARBARA LAWRENCE AS FIRST WARD MEMBER TO THE BOARD OF FIRE COMMISSIONERS. ROLL CALL VOTE, MOTION CARRIED 3-0.

Other

Council Member Garza asked for any updates from OCA on Autumn Ridge, because the last discussion was that the City was going to ask for a Show Cause Hearing.

Mr. Smiertka confirmed the owners lost the motion against the City, and now there is a motion for judgment on Wednesday, July 15th. Ms. O'Boyle confirmed it is ongoing litigation and the City has taken motion in essence to prevent the owner from renting units that are tagged. Council Member Wood asked if the OCA can do anything for the tenants who have put their rent in escrow or not paid, that now have stated they are being taken to court for eviction. Ms. O'Boyle stated confirmed that they would have to seek legal advice from a private attorney. The City is not speaking to tenant's rights, this law suit is about the City interest that the housing there meets the habitable standards of the City. Council Member Wood then reminded the Committee that before COVID-19 started in March, there was going to be a meeting off site with the residents and MSU Legal assistance, and therefore recommend that if anyone gets inquiries from the tenants to refer them to the MSU Legal Clinic. Council Member Garza clarified for the record that meeting was a broad meeting for all City residents tenant's rights, not just Autumn Ridge. Council Member Garza then asked Ms. O'Boyle what the next steps were, and she confirmed that they are seeking a court order from Judge Jamo to stop that practice on the rentals, however they are asserting they do not need to be in compliance to have a rental certificate. The meetings is July 15th at 1:30 p.m. via ZOOM from Judge Jamo's court, and viewable by the public. Mr. Smiertka asked since they lost the request for relief, is the City's case now broad enough to expand. Ms. O'Boyle stated the hearing is based on the motion before the Judge, and Mr. Smiertka suggested they continue their discussion and consider raising the question. Lastly, it was noted that Dave Klein with the City inspector's office did do inspection on some units, and some issues still remained.

ADJOURN

Adjourned at 4:18 p.m.

Submitted by Sherrie Boak, Recording Secretary, Lansing City Council

Approved as presented: _____

Boak, Sherrie

From: noreply@civicplus.com
Sent: Wednesday, May 27, 2020 8:27 AM
To: Plummer, Marilyn; Mayor Intern; Tim.Hilton@lansingmi.gov
Subject: [EXTERNAL] Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission or Committee.

Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

(Section Break)

Date	5/27/2020
First Name	DeYeya
Middle	E
Last Name	Jones
Other name(s) by which you have been known, including maiden names	*Field not completed.*
Date of Birth	
Address	1710 Moores River Dr.
City	Lansing

State	MI
Zip Code	48910
Email	deyeya@me.com
Gender	Male
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4
Precinct	*Field not completed.*
Best phone number to contact you	5174833143
Last 4 digits of social security number	
In what year did you move to Lansing?	1983
Additional information regarding experience and credentials	CADL - Board of Trustees Lansing Kappa Alpha Psi Foundation - Board Member Lansing Football League - President USA Football - Youth Commissioner Lansing Kappa League - Director
Occupational Background	SuttonAdvisors, PLC Director of Finance 2013 - Present Career Quest Learning Center Adjunct Instructor 2011 - 2013 Garb-Ko 7-Eleven Inc. District Manager 2002-2012
Educational Background	Northwood University BBA - Finance DeVos Graduate School of Management MBA
Previous Appointments	CADL Board

Current Appointments	CADL Board
Please attach a resume if available	*Field not completed.*
First choice for board to serve on	Police Commissioners
Second choice of a board to serve on	Board of Water and Light
Third choice of a board to serve on	Capital Area District Library Board (CADL)
Fourth choice of a board to serve on	Capital Region Airport Authority (CRAA)
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission	I wish to serve on the Board if Police Commissioners because being involved in the community takes a joint effort from local government, law enforcement, and the entire community at large. I hope to be a part of the relationship building process in which the Lansing community is proud of its Police Force; and in the same breath, the Police Department has a mutual respect for the citizens it is sworn to Protect and Serve.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office	*Field not completed.*
Background Check Authorization	I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to	DeYeya E. Jones

the best of your knowledge	
Date & Time	5/27/2020 8:30 AM

Email not displaying correctly? View it in your browser.

BY THE COMMITTEE ON PUBLIC SAFETY
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor made the appointment of DeYeya E. Jones, 1710 Moores River Drive, Lansing, MI 48910 an At-Large Member of the Board of Police Commissioners for a term to expire June 30, 2024;

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Public Safety met on August 13, 2020 and took affirmative action;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms appointment of DeYeya E. Jones, 1710 Moores River Drive, Lansing, MI 48910 an At-Large Member of the Board of Police Commissioners for a term to expire June 30, 2024.

Print

Application for Appointment to Board or Commission - Submission #4937

Date Submitted: 2/13/2019

Thank you for your interest in serving on a Lansing Board, Commission or Committee.

Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Date*
2/13/2019

First Name*
Holly

Middle

Last Name*
McDermitt

Other name(s) by which you have been known, including maiden names

Date of Birth*

Address*
219 Lynwood Cir

City
Lansing

State
mi

Zip Code
48906

Email*
Mcdermitt.holly@gmail.com

Gender

Ward*
(1,2,3,4 or Regional)

Precinct
1

Best phone number to contact you*
8104442400

Last 4 digits of social security number*

In what year did you move to Lansing? *

2013

Please use "0000" if you live outside of the City of Lansing

Additional information regarding experience and credentials

I have a bachelors degree in Criminal Justice and working toward a Masters degree in criminology.

Occupational Background

I have worked in retail, customer service, researcher, analyst.

Educational Background

BA from SVSU, MPA from U of M-Flint

Please attach a resume if available

coverletter-resume research-ct.docx

First choice for board to serve on

ommunity Corrections Advisory Board

Second choice of a board to serve on

olice Commissioners

Third choice of a board to serve on

otter Park Zoo

Fourth choice of a board to serve on

arks Board

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission

I would like to be on the community corrections advisory board to help improve community corrections.There are many issues with corrections in general and I have the educational and analytical background to help solve those problems. One in particular is re entry and how it impacts recidivism. With the lack of re entry programs it increases the chance of recidivism. If the recently incarcerated, or someone on parole or probation have a network they can rely it it cuts down recidivism rates and that makes a safer community. I would like to help make smart, fact based decisions on policies and work to create a safer Lansing. It would be wonderful if we, as a city could set examples of our community corrections for others to follow.

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office

NA, I meet the qualifications.

Background Check Authorization*

This certification is not required, but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.

- [x] I agree
- [ ] I disagree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge*

Holly McDermitt

Date & Time

2/13/2019

8:45 PM

BY THE COMMITTEE ON PUBLIC SAFETY
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor made the appointment of Holly McDermitt, a 1st Ward Member of the Board of Police Commissioners for a term to expire June 30, 2021;

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on Public Safety met on August 13, 2020 and took affirmative action;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Holly McDermitt, a 1st Ward Member of the Board of Police Commissioners for a term to expire June 30, 2021;

Chris Swope
Lansing City Clerk

June 5, 2020

President and Council Members
124 W. Michigan Ave., 10th Floor
Lansing, MI 48933

Dear President and Council Members:

Pursuant to Article 5, Section 5-105.8 of the Lansing City Charter, the attached Rules of Administrative Procedure for the Board of Fire Commissioners have been approved as to form by the City Attorney and placed on file in my office.

The Charter stipulates that these rules will be effective at the conclusion of the Council meeting at which they are received unless the Council directs otherwise. The Charter further allows the Council to object to the rules in whole or in part and to return them to the board proposing their adoption with a statement of its objections and recommendations.

Sincerely,

Chris Swope

Chris Swope, CMMC/MMC
Lansing City Clerk

CITY OF LANSING

BOARD OF FIRE COMMISSIONERS

RULES OF ADMINISTRATIVE PROCEDURE

AMMENDED AND RESTATED: JULY 10, 2019

CITY of LANSING BOARD of FIRE COMMISSIONERS

RULES of ADMINISTRATIVE PROCEDURE

AMENDED AND RESTATED JULY 10, 2019

The following Rules of Administrative Procedure are adopted by the Board of Fire Commissioners to facilitate the performance of its duties and the exercising of its responsibilities in its advisory capacity as set forth in Section 5.105 and 5.106 of the 1978 City Charter, and in exercising its additional responsibilities as set forth in Section 5-401 of the 1978 City Charter.

1. APPOINTMENT OF BOARD MEMBERS

1.1. Each Member shall be an officer of the City and shall possess the qualifications required by the 1978 City Charter for holding office (5-103.1)

1.2. Members of the Board shall be appointed by the Mayor with the advice and consent of the City Council (5-103.2)

1.3. Each Member shall serve for a term of four years (5-103.3)

1.4. The Board shall be composed of eight (8) members:

A. Four shall be from the City-at-Large.

B. One member shall be appointed from each of the four (4) wards of the City (5-103.8)

1.5. The term of office expires each year for both a member at large and member from a ward (5-103.8 & 5-103.9).

2. OFFICERS

2.1. Election and Terms of Office.

A. The Board shall, at the first meeting of each City of Lansing fiscal year (Fiscal Year begins July 1), elect from among the voting members a Chairperson and a Vice-Chairperson who shall hold office for one year or until their successors are elected and assume office.

B. No member of the Fire Board shall serve as Chairperson on the Board for more than three consecutive one year terms. However, any individual Board Member may be reelected Chairperson for any number of additional one year terms, not to exceed three, if the member has vacated the position of Chairperson for one term. There shall not be a limitation on the number of terms that the Vice-Chairperson may be elected.

2.2. Duties of the Chairperson and Vice-Chairperson.

A. The Chairperson shall preside at all meetings and perform such other duties as may be ordered by the Board of Fire Commissioners.

B. The Chairperson shall appoint such standing and special committees as necessary to perform the administrative duties of the Board, and to expedite certain functions of the Board.

C. The Chairperson shall be an ex-officio member of all committees.

D. The Vice-Chairperson shall act in the capacity of the Chairperson in his/her absence; and, in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Board shall select a successor to the office of Vice-Chairperson for the unexpired term.

3. SECRETARY TO THE BOARD

3.1. The Administrative Specialist for the Fire Chief shall serve as the Secretary to the Board.

3.2. Minutes.

A. The Secretary shall be responsible for maintaining the minutes of the Board Meetings and shall have them available in suitable volumes. Proposed minutes shall be

available for public inspection no later than eight business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five business days after the meeting at which the minutes are approved. Copies of the proposed minutes shall be distributed to all voting Board Members prior to the meeting at which they will be considered for approval.

B. The minutes of the Board Meeting shall be filed in the office of the City Clerk as a public record and no official action taken by the Board at any meeting shall be validated or effective until a copy of the minutes of the meeting at which such action was taken is filed with the City Clerk.

3.3. Records. The Secretary shall be responsible for keeping a record of all the Board's transactions.

3.4. Communications, Petitions, and Reports. All communications, petitions, and reports shall be addressed to the Board and delivered to the Secretary.

3.5. Board Book. The secretary shall furnish to all newly elected board members a binder containing copies of these Rules of Administrative Procedure, The Lansing City Charter, All Lansing Fire Department AOGs, SOGs, and Special Directives then in effect, the Michigan Open Meetings Act, the Open Meetings Act Handbook produced by the Michigan Attorney General, a copy or link to a digital copy of Roberts Rules of Order, Roberts Rules of Order Cheat Sheet, Board Member and Fire Administration contact information, the Board's meeting schedule, the previous year's Fire Department Annual Report, the current year's Fire Department budget, the then in effect Collective Bargaining Agreement, and other such material as the Board or Fire Administration requests to include. The Board Book may be provided in physical or digital format as determined by the Secretary and Board Chair.

4. MEETINGS

4.1. Regular Meetings. Meetings of the Board of Fire Commissioners will be held on the second Wednesday of every month. Meeting places will be rotated among different fire stations each time the Board meets, or at such other place as may be determined by a majority of the Board. If the Board decides to hold its regular meeting at some place other than a fire station, a Notice of the Change in Meeting Place shall be given in accordance with the requirements of the Open Meetings Act. Subject to the Open Meetings Act, the Board may reschedule or cancel regular meetings as necessary to

assure a quorum or for some other reason, provide no meeting shall be scheduled so as to conflict with a regular meeting of the City Council.

4.2. Special Meetings. Special meetings may be called by the Chairperson or by the Vice-Chairperson acting for the Chairperson, or by the Secretary at the request of any two Board Members. The Secretary will provide, if feasible, at least 72 hours advance notice of special meetings to Board Members.

4.3. Notices. The Secretary shall provide, to the public, at least 18 hours notice of the date, time, and place of any special meetings or rescheduled regular meetings. Notice of special meetings and regular meetings shall be posted at the number one station and in City Hall Lobby, outside City Council Chambers on the 10th floor of City Hall, and at other locations considered appropriate by the Board.

4.4. Public.

A. All regular and special meetings, hearings, records of the Board, its resolutions, transactions, findings and determinations, as well as acts shall be open to the public, except as otherwise provided by law.

B. The public shall have a reasonable opportunity to be heard at all Board meetings open to the public. The name and address of each person addressing the Board will be recorded.

4.5. Quorum.

A. The total number of Board Members that exceeds fifty percent of the filled Board positions shall constitute a quorum for the transaction of business, and a majority vote of that number of members shall be necessary for official action. Any amendment to a motion is by majority vote of the members present.

B. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or meet as a Committee of the Whole for the purpose of considering such matters as are on the Agenda. No action taken at such a meeting shall be final or official until approved at a meeting at which a quorum is not present.

4.6. Attendance.

A. A Board Member shall be in regular attendance. In the event a Board Member is absent from three consecutive regular meetings or twenty-five percent of all meetings in any 12-month period, unless such absences are excused, any Board Member may ask the subject member to explain their absences.

   After hearing the explanation, any member may move to excuse, warn, or recommend replacement of the subject member. Upon the requisite number of votes of the Board, the Board shall recommend to the Mayor the removal of the subject Board Member.

B. A member may voluntarily resign from the Board at any time.

C. Following the roll call of Board Members at any meeting, the Chairperson shall ask if any of the absent members had requested that their absence be excused. The Secretary or any member of the Board will relate to the Board any such request made to them and the reasons for that request. A motion to excuse that member shall be approved by a concurring vote of a majority of the Members present.

4.7. Voting.

A. When a quorum is present, a majority of votes cast is sufficient for the adoption of any Motion, Order, or Resolution. On a tie vote, a Motion is lost. The Chairperson may vote to make a vote a tie, or in the case of a tie may give the deciding vote.

B. Voting shall be recorded by verbal yeas and nays, unless otherwise ordered by the Chairperson. All voting to go to a closed session shall be by roll call vote.

C. Every voting member of the Board shall vote on matters before the Board unless disqualified to conflict of interest and excused from voting upon the vote of the majority of members present.

4.8. Order of Business.

A. The Chairperson and the Secretary shall determine an agenda for each meeting, and provide a copy to each Board Member at least one half hour before the start of the

evening's regular meeting. The agenda shall be at all times consistent with the Open Meetings Act, Roberts Rules of Order, Revised, applicable provisions of the City Charter, and applicable state law.

B. The meeting agenda for regularly scheduled board meetings, unless otherwise posted or for special meetings, will be as follows:

1) Call to Order – Establishment of Quorum

2) Request for Commissioners to be Excused

3) Additions to the Agenda

4) Approval of Minutes

5) Public Comment – Agenda Items (Time Limit: 3 minutes)

6) Review of Communications

7) Comments from the Chair

8) Educational Presentations

9) Fire Administration Report

10) Committee Reports

11) Old Business

12) New Business

13) Commissioners Comments (General Order)

14) Public Comment – On Any Matter (Time Limit: 3 minutes)

15) Adjournment

4.9. Parliamentary Procedure. In all matters of procedure not covered by these Rules or by the provisions of the City Charter or applicable state law, the provisions of Roberts Rules of Order, Revised shall control.

5. CRITICAL INCIDENT BRIEFINGS

5.1. For the purposes of this procedure, a Critical Incident shall be defined as any one of the following:

A. Fire Department activity resulting in serious injury or death, or significant property loss.

B. Allegations or complaints relating to discrimination or sexual harassment.

C. An incident involving Fire Department activity that is likely to generate significant public interest or media attention.

D. Any other incident or activity which a majority of the Board deem appropriate to review pursuant to this procedure

5.2. The Fire Chief may initiate, or any member of the Board of Fire Commissioners may request that the Chief initiate, a briefing session relating to any Critical Incident.

5.3. The Fire Chief or his/her designee, shall attempt to notify every Board member of the date, time, and location of a Critical Incident Briefing.

5.4. Attendance by Board members at such a session is not mandatory, and a quorum of the Board is not required.

5.5. The briefing session shall be limited to the following:

A. The purpose of the briefing session is for an informational gathering designed to focus upon issues of general concern and intended to primarily provide Board Members with background information on the critical incident.

B. At such a session, Commissioners may not, without complying with the Open Meetings Act, engage in discussion or deliberations during the session or otherwise enter into the process of addressing or resolving issues of public policy.

5.6. In response to any Critical Incident, the Board may review any administrative or advisory board power prescribed by the Lansing City Charter, such as rules of conduct, training, or advising the Mayor and Council of proposals or proposed changes in department policies and programs.

6. **DISCIPLINARY REVIEW**
RESERVED

7. **COMPLAINTS**
RESERVED

8. **ADVISORY DUTIES**

8.1. Pursuant to the City Charter, Advisory Functions of the Board of Fire Commissioners include:

A. Reviewing the progress and planning of the Fire Administration to insure that all activities are in accordance with City Policy.

B. Review of the Fire Administration's proposed policies and programs or changes in existing policies or programs required City Council action and making written recommendations thereon prior to submission to the Mayor and City Council for action.

C. Review of the Fire Department's budget material including capital improvement proposals and making written recommendations thereon prior to submission to the Mayor.

D. Rendering an annual report to the Mayor and City Council prior to December 1st of each year which includes a description and evaluation of the Department's activities during the previous year including the handling of complaints, if any, and proposals for future plans.

E. If it deems appropriate, develop proposals for new or altered policies and programs and transmit the same to the Mayor and City Council.

9. OTHER DUTIES

9.1. Pursuant to City Charter, the Board of Fire Commissioners is responsible for:

A. Establishing, in consultation with the Fire Chief and the Mayor, administrative rules for the organization and overall administration of the fire department (except as subject to collective bargaining). Administrative Rules shall become effective upon filing with the City Clerk.

B. Approval of Rules and Regulations for the conduct of the members of the department in consultation with the Fire Chief and the Mayor.

C. Establishing a procedure for receiving and resolving complaints concerning operation of the department.

D. Acting as the final authority of the city in imposing or reviewing discipline of the department employees consistent with State Law and applicable Collective Bargaining Agreements.

E. Making recommendations to the Mayor on candidates for the position of Fire Chief, and reviewing any suspension or removal of the Fire Chief by the Mayor.

10. AMENDMENTS

10.1 Amendments. Amendments to the Rules of Procedure may be initiated by any member of the Board at any regular meeting and voted upon at the next regular meeting. All Board Members must be notified of such amendments at least five days before the amendment is to be voted upon. The affirmative vote of five Members present shall be required to amend the Rules of Procedure.

10.2 Suspension of Rules. It shall require the vote of five Members present of the Board to suspend the Rules of Procedure.

These Rules of Administrative Procedure are adopted effective July 10, 2019, by the Board of Fire Commissioners.

Rodney Singleton, Chair

Betty Draher, Vice-Chair

David Keeney, 2ND Ward

VACANT, 3RD Ward

Georgina Nelson, 4TH Ward

Frank Ferro, At-Large

Wyatt Ludman, At-Large

Stephen Purchase, At-Large