

AGENDA

Committee on Public Safety AGENDA FOR JUNE 10, 2021 AT 4:00 PM



Access the meeting via: <https://us02web.zoom.us/j/87591920583> ; ID 875 9192 0583; Dial In (301) 715-8592 email
comments prior to the meeting at sherrie.boak@lansingmi.gov
All Councilmembers will participate virtually & may be contacted prior to the meeting at
city.council@lansingmi.gov 483-4177

Council Member Garza, Chairperson
Council Member Wood, Vice Chairperson
Council Member Jackson, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - A. 05/27/2021 Minutes
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
 - B. RESOLUTION - Make Safe or Demolish; 1412 W. Ionia Street (PEND-2543)
 - C. RESOLUTION - Make Safe or Demolish; 2109 Worden St. (PEND-2545)
 - D. ORDINANCE - Amend Chapter 1610 - Uniform Fire Code and Uniform Fire Code Standards (PEND-2541)
 - E. DISCUSSION - Rules of Procedure; Board of Fire Commissioner
6. **Other**
7. **Adjourn**

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 virtually in accordance with the Open Meetings Act, as amended 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. To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the email address listed above under the meeting link.

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.



MINUTES
Committee on Public Safety
Thursday, May 27 , 2021 @ 4:00 p.m.

Access the meeting via: <https://us02web.zoom.us/j/82136155042> ; ID: 821 3615 5042; Dial In: 312-626-6799

Held virtually in an effort to protect the health and safety of the public & to mitigate the spread of COVID 19

CALL TO ORDER via ZOOM

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

ROLL CALL-via ZOOM

Council Member Jeremy Garza, Chair remotely from Lansing, Michigan

Council Member Carol Wood, Vice Chair remotely from Lansing, Michigan

Council Member Brian T. Jackson, Member - Absent

OTHERS PRESENT- via ZOOM

Renee Richmond, Council Staff

Scott Sanford, Code Compliance

Lisa Hagen, OCA

Mary Bowen, OCA

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES MAY 13, 2021 AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 3-0.

Public Comment

No public comment at this time.

Discussion/Action Items

RESOLUTION – Orders to Make Safe or Demolish; 314 Bingham (PEND-2399)

Councilmember Garza asked Mr. Sanford if he has had additional communication with the contractor since we tabled for this meeting. Mr. Sanford indicated he has talked with Christian several time in the last two weeks and got involved because BWL wouldn't install a water meter because it was red-tagged and had to explain what was going on. He informed the Committee he emailed over the work description from Christian to all Councilmembers and Clerk Jackson. Scott said that Christian is looking at completing everything no later than July 24th. Christian has had mechanical and electrical rough done and plumbing will be done soon once the meter is installed. Mr. Sanford recommended that this be put on hold that it is almost to the 50% threshold and has confidence that Christian will have it completed by July 24th. Councilmember Garza stated that a couple adjacent property owners were concerned because this has been going on 3+ years and asked if the beams and joists have been replaced. Mr. Sanford stated yes and they are to the point when they get the plumbing inspection they can start insulation and start covering up stuff. Councilmember Wood

recommended that this be tabled until the June 24th Committee meeting, that would be roughly 30 days to get a progress report. Councilmember Garza agreed.

Other

UPDATE – Woodbridge Manor

Councilmember Garza asked Mr. Sanford if he could provide an update. Mr. Sanford stated he had an email from Dave Klein that he also believed the Council had and that his understanding is that they are getting the rest of the stuff done for the last inspection and hopefully it is resolved quickly. Councilmember Wood asked if this was the same property with the paving issue. Councilmember Garza indicated that yes and he did contact the onsite management and they mentioned they received a letter that went out to each unit two days ago that on Wednesday they would need to move their vehicles so they could pave the lot. However, they arrived on Tuesday morning and other residents were concerned that cars would be towed and that some people worked night shift and were sleeping even though they had received written notice of Wednesday as the day. Councilmember Garza stated he reached out to management and she assured him they wouldn't be towed. Councilmember Garza said he thought it was taken care of and stated that Mr. Klein said these were all police issues but he had heard from tenants that there were mattresses in the hallways for months at a time and heard from someone that had a furnace leaking next to a power source and was concerned. Mr. Sanford said he sent an email to Brian Shields the mechanical inspector so he is aware of that issue. Mr. Sanford continued that his department has not received any calls or complaints on this property but he will have a premise inspector drive through tomorrow. They do not typically inspect the interior of apartment buildings just the outside. He also stated he would get with Mr. Klein but he has been dealing with other issues that take up a tremendous amount of his time. Councilmember Garza concluded that Mr. Klein had also reached out to him for an update and sent pictures and he would forward to Mr. Sanford.

Public Comment

ADJOURN

Adjourned at 4:11 p.m.

Submitted by Renee Richmond

Council Administrative Assistant, Lansing City Council

Approved as presented: _____

**CITY OF LANSING - DEMOLITION BOARD
REPORT FOR CITY COUNCIL
CASE OVERVIEW SHEET**

ADDRESS:	1412 W IONIA
PARCEL NUMBER:	33-01-01-17-252-071

SHOW CAUSE HEARING DATE:	
DEMOLITION CASE FILE #:	2020-D001

LISTED TAXPAYER:	LULL, JESSICA
INTERESTED PARTIES:	SCHULTZ, ERIN RW
SEV INFORMATION:	\$28,200.00
LAND VALUE:	\$12,017.00
BUILDING VALUE:	\$44,287.00
LOT SIZE:	43.750 X 100

HOUSING CODE VIOLATION LTR:	3/04/2019 & 10/22/2019
ORIGINAL RED TAG DATE:	3/4/2019
ZONING:	"C"
ESTIMATE OF REPAIRS:	\$72,000.00
PICTURES:	YES
OTHER:	

LEGAL DESCRIPTION:	LOT 12 BLOCK 2 HOLMES PLAT REC L 2 P 41 CITY OF LANSING
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ORDER OF DEMOLITION BOARD

DEMOLITION BOARD MEETING DATE:	1/28/2020
ORDER:	MAKE SAFE OR DEMOLISH BY 3/29/2021
REASON/CONDITIONS:	
HEARING OFFICER:	JOSEPH VITALE

CURRENT PERMIT ACTIVITY

BUILDING:	Required, not yet pulled
ELECTRICAL:	Required, not yet pulled
MECHANICAL:	ISSUED 2/01/2021 NO ACTIVITY
PLUMBING:	Required, not yet pulled
DEMOLITION:	na

CURRENT CITY COUNCIL ACTIVITY

REQUEST FOR SHOW CAUSE SENT:	
SHOW CAUSE HEARING DATE:	
PUBLIC SAFETY COMMITTEE WILL REVIEW:	

1412 W. IONIA STREET

● Original Red Tag Date

● 3/04.2019

● Submitted Into Make Safe Or Demolish Process

● 1/28/2020

● Property Vacant/Repairs Exceed Building SEV

● Property vacant more than 180 days

● Repairs exceed building SEV

● Title Information

● LULL, JESSICA

● SCHULTZ, ERIN RW

1412 W. IONIA STREET

Property Value Information

● SEV

● \$28,200.00 (*as of 5/10/2021*)

● Structure

● \$44,287.00 (*as of 5/10/2021*)

● Land

● \$12,017 (*as of 5/10/2021*)

● Estimate of Repairs

● \$124,433.18

1412 W. IONIA STREET.

Housing Code Correction Letters

● Code Compliance Inspection Date

● 03/04/2019

● Code Compliance Letter Written

● 03/04/2019

● Code Compliance Due Date

● 04/013/2019

1412 W. IONIA STREET.

Demolition Board Actions

Demolition Board Show Cause Hearings

- 12/03/2020

- 01/28/2021

- Order by Demolition Board

- MS or D by 03/29/2021

- Request Sent To City Council for Show Cause Hearing

- 03/29/2021

1412 W. IONIA STREET.

City Council Actions

- Show Cause Hearing Held

- 00/00/00

- Public Safety Committee Meeting

- 00/00/00

- Resolution passed by City Council

- Extension Requested By Owner

1412 W. IONIA STREET.

General Comments

- Owner does have an issued Mechanical Permit as of 2/01/2021 has had no inspections or activity.
- Owner was notified and did not attend the last demolition board meeting
- Owner stated he foreclosed on Jessica Lull to date this information has not been recorded with the City Assessor.

RECOMMENDATIONS

● FOR NEW CASES:

- Recommend time frame for MS or D. This requires a resolution be passed by City Council –
 - 60 days for regular demolitions
 - 30 days for fire-damaged demolitions
- Table case – Stays at PS Committee level for future review.

● FOR EXTENSION REQUESTS:

- Grant extension if requested. Requires new resolution be passed by City Council.
- Deny extension requested. Case will proceed in demo process and be sent out to bid for demolition.

● FOR TABLED CASES:

- Recommend time frame for MS or D. This requires a resolution be passed by City Council –
 - 60 days for regular demolitions
 - 30 days for fire-damaged demolitions
- Return case to table – Stays at PS Committee level for future review.





























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

WHEREAS, the Lansing Code Enforcement Officer has declared a certain structure at 1412 W IONIA, Parcel # 33-01-01-17-252-071 and Legal Description: LOT 12 BLOCK 2 HOLMES PLAT REC L 2 P 41 CITY OF LANSING Add to be an unsafe and dangerous building and requested the property owner be ordered to demolish or otherwise make safe the structure; and

WHEREAS, the Code Compliance Officer red tagged the said structure on 03/04/2019 and requested the property owner be ordered to demolish or otherwise make safe the structure; and

WHEREAS, on 1/28/2021, the Lansing Demolition Board held a special meeting to consider and make a recommendation on whether to declare the structure a dangerous building, as defined in the Housing Law of Michigan (MCLA 125.539) and the Lansing Housing and Premises Code (1460.09) to order the property owner to make safe or demolish the structure; and

WHEREAS, the Code Enforcement Office has determined that compliance with the order of the Lansing Demolition Hearing Board officer has not occurred; and

WHEREAS, the Housing Law of Michigan and the Lansing Housing and Premises Code require that a hearing be conducted to give the property owner an opportunity to show cause why a dangerous structure should not be demolished or otherwise made safe;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby schedules a show cause hearing for Monday, <<FutureHearingDate>>at 7:00 p.m. in the Lansing City Council Chambers, 10thFloor City Hall, 124 W. Michigan, Lansing, Michigan in consideration of the finding and order of the Lansing Demolition Hearing Board Officer regarding the structure at 314 Bingham to give the owner, or the owner's agent, the opportunity to appear and show cause why the building should not be demolished or otherwise made safe; and to approve, disapprove, or modify the order of the hearing officer to demolish or make safe the subject structure.

BE IT FINALLY RESOLVED that the Lansing City Council requests that the Manager of Code Enforcement notify the owner of said property of the opportunity to appear and present testimony at the hearing, as required by law.

CITY OF LANSING DEMOLITION HEARING BOARD	ORDER TO MAKE SAFE, DEMOLISH OR MAINTAIN BUILDING OR STRUCTURE	FILE NO. 2020-D001
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Matter of the building/structure at 1412 W. Ionia which is a ☒ dwelling ☐ garage ☐ other

1. Date of hearing: January 28, 2021 Hearing Officers: DAVE MUYLLE, JOSEPH VITALE
2. Scott Sanford, Code Compliance Manager of the City of Lansing, has filed a copy of a notice that the subject building/structure is dangerous. The copy of the notice is attached.

THE HEARING OFFICER FINDS THAT:

3. Notice of this hearing was properly served on the
☐ rental registration owner(s)
☒ Owner's or party in interest on City tax assessment record
4. The building/structure ☒ is ☐ is not a dangerous building as defined in MCL 125.539, specifically (see attached)
5. ☒ The building/structure has remained unoccupied for 180 consecutive days or more and is not listed for sale, lease or rent with a licensed real estate broker.
6. ☐ The building/structure has been substantially destroyed by ☐ fire ☐ wind ☐ flood
☐ other:
7. The state equalized value of the building/structure is \$24,300.00
8. The cost to repair the building or structure to make it safe is \$124,433.19
9. The real estate is described as follows:

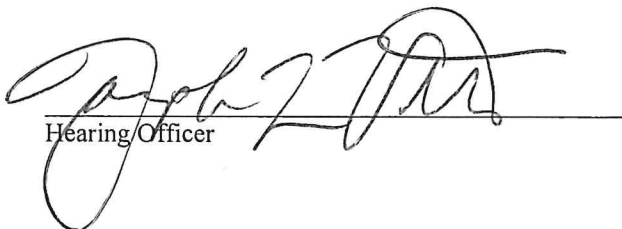
Parcel Number: 33 01 01 17 252 071

Lot 12BLOCK 2 HOLMES PLAT REC L 2 P 41 City of Lansing

IT IS ORDERED THAT:

10. ☐ The matter is closed.
☒ The building/structure shall be made safe or demolished on or before 3/29/2021
☐ The case be tabled until _____.
☐ The building or structure shall be demolished on or before _____ if not made safe as ordered herein.
☐ (If finding #5 is made) The exterior of the building shall be maintained, including
☐ lawns, trees and shrubs ☐ paint on structure ☐ other _____ on or before _____.

1/28/2021
Date


Hearing Officer



Economic Development & Planning Code Enforcement Office

316 N. Capitol Ave Lansing, MI 48933-1238
(517) 483-4361 FAX (517) 377-0100

Notice Printed: 10/22/2019

Safety Inspection Correction Notice – Re-Inspection Required

SCHULTZ ERIN RW
5612 PLAINS RD
EATON RAPIDS, MI 48827

Inspection Type: Safety
Inspection Date: 10/22/2019
Compliance Due Date: 11/21/2019

Warning: *Failure to comply with the requirements of this notice may result in the issuance of a Municipal Civil Infraction Violation Ticket. (Fines: \$500 per day for each violation)*

Violation Location:	1412 W IONIA ST
Parcel No:	33-01-01-17-252-071

The above referenced address was found to have certain violations of the Lansing Housing and Premises Code, Chapter 107 of the Code of Ordinances. **The violations are listed below and must be corrected by the compliance due date.**

17 October 2019: A safety inspection was conducted at the request & in the presence of Jessica Lull. Her Husband, Steve, & Code Enforcement Officer T Barry were also present for the inspection. The noted housing code violations are to be corrected, trades work permitted/inspected/approved & a complete inspection/approval from the Code Enforcement Office before occupancy can occur. The following housing code violations were noted:

AREA: Basement

Sec 704.2 Lack of a battery operated smoke detector in the basement area.

Sec 307.1 Missing a continuous graspable handrail at one side of the basement stairs.

Sec 307.1 Missing a guardrail at the open side of the basement stairs.

Sec 305.4 Unsecure stair assembly/unsecure treads at the basement stair assembly.

Sec 308.1 Accumulation of debris throughout the basement.

Sec 101.2 Storage of gas cans & gas operated tools in the basement.

Sec 102.3 & Sec 603.1 The A/C, Furnace & the Electric Water Heater have been recently installed. This work requires a mechanical permit, a licensed mechanical contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

Sec 102.3 & Sec 504.1 A section of PVC soil waste pipe has been recently installed. This work may require a plumbing permit, a licensed plumbing contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

Sec 605.3 Missing a light fixture in the basement stairwell.

Sec 102.3 & Sec 605.1 The electrical system has been altered throughout the basement to the rest of the house. This work requires an electrical permit, a licensed electrical contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

AREA: Exterior

Sec 108.1.3 Lack of required utilities to the dwelling. The gas service is turned off. The dwelling lacks sanitary / heating facilities.

Sec 102.3 & Sec 304.10 The front porch & the front porch stair assembly has been altered/replaced without the benefit of a building permit, a licensed building contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

Sec 102.3 & Sec 304.10 Deteriorated rear concrete porch. Missing guardrails, stairs & handrails. Correction may require a building permit, a licensed building contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

Section 304.13 Gaps around some basement windows.

Section 304.6 Deteriorated/improperly installed/missing vinyl siding at the exterior of the dwelling.

Section 304.2 Missing paint/exposed wood at areas on the exterior envelope of the dwelling unit.

Sec 603.1 Improperly installed clothes dryer vent hood at the West side of the dwelling.

Sec 304.2 Some deteriorated soffit & fascia at the South & West sides of the dwelling.

Sec 102.3 & Sec 605.1 Electrical service was noted as hazardous by BWL & the Chief Electrical Inspector, Brian Carter. Correction was to be done with an electrical permit, a licensed electrical contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

--Wiring under the front porch as well.

AREA: First Floor

Sec 704.2 Lack of a battery operated smoke detector for the first floor.

Sec 102.5 & Sec 304.15 Poor craftsmanship for the installation of the rear door (Egress is currently block).

Sec 102.3 & Sec 504.1 The plumbing has been altered for the kitchen sink. This work requires a plumbing permit, a licensed plumbing contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

Sec 504.1 Damaged toilet tank lid.

Sec 305.3 Incomplete floor covering.

AREA: Second Floor

Sec 704.2 Lack of a battery operated smoke detector in the second floor hallway.

Sec 704.2 Lack of a battery operated smoke detector for the second floor bedrooms.

SEC 305.3 Missing/damaged drywall at areas of the second floor.

Sec 605.3 Missing globes at light fixtures.

Sec 102.3 & Sec 605.1 Newer wiring fixtures, boxes, conduit has been installed. This work requires an electrical permit, a licensed electrical contractor to conduct the work, & final inspection/approval from the City of Lansing Building Safety Office.

*****Bathroom fixtures removed but unable to see the actual room due to storage.*****

You must contact the under signed, no later than seven days before the compliance due date, to set up an appointment to meet at the structure (to verify that all corrections have been completed) or to acquire an authorized extension. Before the re-inspection you must obtain all required permits and have those repairs inspected and approved by the appropriate inspector. All violations must be corrected with approved materials and methods.

Pursuant to Section 107.2 of the IPMC, you have the right to appeal this notice of violation. In accordance with Section 106.3 any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

If you have any questions or concerns about complying within the time indicated, you may contact at (517) 483 7620 Monday through Friday between the hours of **8-9** - AM or **12-1** - PM.

Officer: Greg Scrimger greg.scrimger@lansingmi.gov

This does not guarantee discovery or reporting of all code violations or property defects, manifest or latent, which exist at the property inspected. The City of Lansing, its officers and employees, shall not be liable for any injury or damage, including incidental or consequential damages, claimed to be a result of any failure to discover or report code violations or property defects.

As specified by section 107 – Notices and Orders - a copy of this violation was sent to:

Registered Rental Owner: LULL JESSICA,

**CITY OF LANSING - DEMOLITION BOARD
REPORT FOR CITY COUNCIL
CASE OVERVIEW SHEET**

ADDRESS:	2109 WORDEN
PARCEL NUMBER:	33-01-01-35-353-071

SHOW CAUSE HEARING DATE:	
DEMOLITION CASE FILE #:	D2019-015

LISTED TAXPAYER:	RADKE DENNIS L-REVOC LIV TRUST
INTERESTED PARTIES:	
SEV INFORMATION:	\$42,300.00
LAND VALUE:	\$7,293.00
BUILDING VALUE:	\$77,232.00
LOT SIZE:	50 X 132

HOUSING CODE VIOLATION LTR:	11/30/2018
ORIGINAL RED TAG DATE:	11/30/2018
ZONING:	"A"
ESTIMATE OF REPAIRS:	\$79,000.00
PICTURES:	YES
OTHER:	

LEGAL DESCRIPTION:	LOT 61 SUPERVISORS PLAT OF CLOVER-DALE SUB, CITY OF LANSING
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ORDER OF DEMOLITION BOARD

DEMOLITION BOARD MEETING DATE:	12/5/2019
ORDER:	MAKE SAFE OR DEMOLISH BY 2/27/2020
REASON/CONDITIONS:	
HEARING OFFICER:	JOSEPH VITALE

CURRENT PERMIT ACTIVITY

BUILDING:	Required, not yet pulled
ELECTRICAL:	Required, not yet pulled
MECHANICAL:	Required, not yet pulled
PLUMBING:	Required, not yet pulled
DEMOLITION:	na

CURRENT CITY COUNCIL ACTIVITY

REQUEST FOR SHOW CAUSE SENT:	
SHOW CAUSE HEARING DATE:	
PUBLIC SAFETY COMMITTEE WILL REVIEW:	

2109 WORDEN STREET

- Original Red Tag Date

- 11/30/2018

- Submitted Into Make Safe Or Demolish Process

- 8/23/2019

- Property Vacant/Repairs Exceed Building SEV

- Property vacant more than 180 days
 - Repairs exceed building SEV

- Title Information

- DENNIS L-REVOC LIV TRUST

2109 WORDEN STREET

Property Value Information

● SEV

● \$42,300.00 (*as of 5/10/2021*)

● Structure

● \$77,232 (*as of 5/10/2021*)

● Land

● \$7,293.00 (*as of 5/10/2021*)

● Estimate of Repairs

● \$79,000.00

2109 WORDEN STREET.

Housing Code Correction Letters

- Code Compliance Inspection Date

- 11/30/2018

- Code Compliance Letter Written

- 11/30/2018

- Code Compliance Due Date

- 12/30/2018

2108 WORDEN STREET.

Demolition Board Actions

● Demolition Board Show Cause Hearings

● 09/26/2019

● 12/05/2019

● Order by Demolition Board

● MS or D by 2/27/2020

Request Sent To City Council for Show Cause Hearing

● 05/04/2021

2109 WORDEN STREET.

City Council Actions

- Show Cause Hearing Held

- 00/00/00

- Public Safety Committee Meeting

- 00/00/00

- Resolution passed by City Council

- Extension Requested By Owner

2109 WORDEN.

General Comments

None of the required permits have been pulled as of 05/10/2021.

RECOMMENDATIONS

● FOR NEW CASES:

- Recommend time frame for MS or D. This requires a resolution be passed by City Council –
 - 60 days for regular demolitions
 - 30 days for fire-damaged demolitions
- Table case – Stays at PS Committee level for future review.

● FOR EXTENSION REQUESTS:

- Grant extension if requested. Requires new resolution be passed by City Council.
- Deny extension requested. Case will proceed in demo process and be sent out to bid for demolition.

● FOR TABLED CASES:

- Recommend time frame for MS or D. This requires a resolution be passed by City Council –
 - 60 days for regular demolitions
 - 30 days for fire-damaged demolitions
- Return case to table – Stays at PS Committee level for future review.



























City of Lansing, Michigan

**LANSING FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
Code Enforcement Section**

**UNSAFE
DO NOT
ENTER**

In accordance with Chapter 1460 of the Codified Ordinances of Lansing and Section 108.1 of the International Property Maintenance Code (IPMC), this building is deemed condemned **UNSAFE**. It is a misdemeanor to occupy or allow a person or pet to occupy this structure or to deface/remove this notice. The penalties for these violations are a \$500.00 fine and/or 90 days in jail.

Pursuant to section 111.1 of the IPMC, you have the right to appeal this notice of violation. Any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

2107 Worden
Address

11/30/18
12-3-18
Date

Cantrell
Code Enforcement Officer

517-483-4361
Phone

Repairs or corrections to this property shall be made only between the hours of 8:00 a.m. to 5:00 p.m. Monday-Friday unless written authorization is given by the Office of Code Enforcement.

11/30/2018

CITY OF LANSING DEMOLITION HEARING BOARD	ORDER TO MAKE SAFE, DEMOLISH OR MAINTAIN BUILDING OR STRUCTURE	FILE NO. D2019-015
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Matter of the building/structure at 2109 Worden Street which is a ☒ dwelling ☐ garage ☐ other

1. Date of hearing: December 5, 2019 Hearing Officers: DAVE MUYLLE, JOSEPH VITALE
2. Scott Sanford, Code Compliance Lead Housing Inspector of the City of Lansing, has filed a copy of a notice that the subject building/structure is dangerous. The copy of the notice is attached.

THE HEARING OFFICER FINDS THAT:

3. Notice of this hearing was properly served on the
☐ rental registration owner(s)
☒ Owner's or party in interest on City tax assessment record
4. The building/structure ☒ is ☐ is not a dangerous building as defined in MCL 125.539, specifically (see attached)
5. ☒ The building/structure has remained unoccupied for 180 consecutive days or more and is not listed for sale, lease or rent with a licensed real estate broker.
6. ☐ The building/structure has been substantially destroyed by ☒ fire ☐ wind ☐ flood
☐ other:
7. The state equalized value of the building/structure is \$36,300.00
8. The cost to repair the building or structure to make it safe is \$79,000.00
9. The real estate is described as follows:

Parcel Number: 33 01 01 35 353 071

Lot 61 Supervisors Plat of Clover-Dale Sub, City of Lansing

IT IS ORDERED THAT:

10. ☐ The matter is closed.

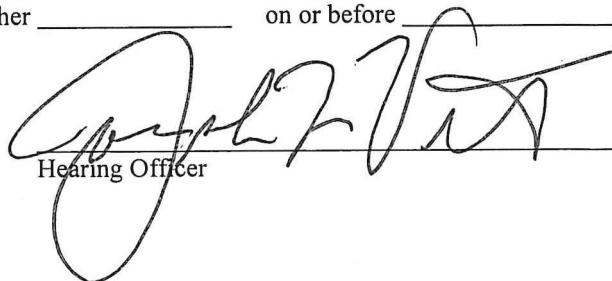
☒ The building/structure shall be made safe or demolished on or before 2-27-20

☐ The case be tabled until _____.

☐ The building or structure shall be demolished on or before _____ if not made safe as ordered herein.

☐ (If finding #5 is made) The exterior of the building shall be maintained, including
☐ lawns, trees and shrubs ☐ paint on structure ☐ other _____ on or before _____.

12/4/19
Date


Hearing Officer

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

WHEREAS, the Code Enforcement Office Manager has determined that the building located at 2109 Worden Street, Parcel # 33-01-01-35-353-071, legally described as: Lot 61, Supervisor's Plat of Culver-Dale Subdivision, is unsafe and dangerous as defined in Section 108.1 of the Lansing Uniform Housing Code and the applicable laws of the State of Michigan; and

WHEREAS, the building at 2019 Worden Street was red tagged on March 4, 2019 as unsafe to occupy; and

WHEREAS, a hearing was held by the Lansing Demolition Board on December 5, 2019, at which the hearing officers determined that said building was an unsafe and dangerous building and ordered the building demolished or made safe by February 29, 2020 ; and

WHEREAS, the Lansing Uniform Housing Code and the applicable laws of the State of Michigan require that a hearing be conducted to give the property owner an opportunity to show cause as to why the building at 2109 Worden Street should not be demolished or otherwise made safe; and

WHEREAS, the City Council held a public hearing on June 7, 2021, to review the findings and the order of the hearing officers and the owners were notified in writing of said hearing and had an opportunity to appear and show cause as to why said building should not be demolished or otherwise made safe; and

WHEREAS, the Code Enforcement Office has determined that compliance with the order of the Lansing Demolition Board has not occurred; and

NOW, THEREFORE, BE IT RESOLVED that the owner is hereby directed to comply with the order of the Demolition Board to demolish or otherwise make safe the building at 2109 Worden Street within _____ days from the date of this resolution.

BE IT FURTHER RESOLVED that the property owner is hereby notified that this order must be appealed within twenty (20) days pursuant to MCL 125.542 and should the owner fail to comply with the order of the Demolition Board, the Code Enforcement Office Manager is hereby directed to proceed with demolition of said building.

BE IT FURTHER RESOLVED that following demolition of the building, the site must be seeded or sodded with grass to establish a lawn throughout the property and prevent soil erosion.

BE IT FURTHER RESOLVED that the cost of the demolition shall be reported to the City Assessor.

BE IT FURTHER RESOLVED that the City Assessor shall, by first class mail to the address shown on the most recent City tax assessment records, notify the owner in whose name the property appears on said record, of the cost of the demolition.

BE IT FINALLY RESOLVED that should the owner fail to pay the total amount owed within thirty (30) calendar days after notification by the City Assessor, the City shall place a lien against the property, which shall be filed and the amount due collected in accordance with the applicable provisions of the same laws of the City of Lansing and State of Michigan governing the collection of tax liens.



Greg Martin, Fire Chief
Mauricio Barrera, Fire Marshal

CITY OF LANSING
FIRE DEPARTMENT
FIRE MARSHAL OFFICE
120 E. SHIAWASSEE STREET
LANSING MI 48933
(517) 483-4200 | Fax (517) 483-4488



Andy Schor, Mayor

April 26, 2021

Dear Mayor Schor,

The City of Lansing Fire Department Fire Prevention Office has been operating under the International Fire Code 2009, since its adoption in 2011. The most current version of the IFC was released in 2018 and we are prepared to adopt this version to our Fire Prevention Code. The adoption of the International Fire Code (IFC) 2018 will allow the City of Lansing Fire Department Fire Prevention Office to maintain the most up to date codes for the safety of our firefighters, businesses and the public. We are asking for your approval to adopt the IFC 2018.

The amended version of the Fire Prevention Code is attached for your review.

Thank you for your consideration and if you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Mauricio Barrera
Fire Marshal
Office of Fire Prevention
City of Lansing Fire Department

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE
LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 1610 – UNIFORM FIRE
CODE AND UNIFORM FIRE CODE STANDARDS.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 1610 – Uniform Fire Code, Section 1610.01 – Adoption of 2009
International Fire Code, of the Codified Ordinances of the City of Lansing, Michigan, be and is
hereby amended to read as follows:

1610.01. - Adoption of 2018~~2009~~ International Fire Code and adoption of Chapter 39 of
the 2018 International Fire Code.

(a) For the purpose of establishing the minimum requirements consistent with
nationally recognized good practice for providing a reasonable level of life safety and property
protection from the hazards of fire, explosion, or dangerous conditions in new and existing
buildings, structures, and premises and to provide safety to firefighters and emergency
responders during emergency operations, the City hereby adopts the 2018~~2009~~ International Fire
Code, including Appendices B, C, D, E, F, G, H, ~~and~~ I, AND N published by the International
Code Council, Inc. with the additions, deletions, and revisions contained in this chapter.
~~Additionally, the City hereby adopts by reference Chapter 39 – Processing and Extraction
Facilities, of the 2018 International Fire Code.~~ A copy of this Code is on file in the Office of the
City Clerk.

(b) References throughout these Codified Ordinances to the International Fire Code shall be deemed to mean the International Fire Code adopted in subsection (a) and it may be so cited. References throughout these Codified Ordinances to the Fire Prevention Code of the City of Lansing shall be synonymous with this International Fire Code, including its amendments adopted herein.

(c) Unless otherwise expressly provided, in the event of a conflict between any of the provisions of the International Fire Code, herein adopted, and a provision of this chapter, or any other provision of these Codified Ordinances, or any other local ordinance, resolution, rule or regulation, the local provision shall control. In the event of a conflict between any of the provisions of the International Fire Code, herein adopted, and State law, including rules and regulations promulgated pursuant to State law, the State law shall control. In the event of a conflict between any of the provisions of the International Fire Code, herein adopted, and a provision of any other standard technical code adopted by reference by the City of Lansing, the stricter or higher standard shall control.

(Ord. No. 1171, § 1, 8-8-11; Ord. No. 1177, § 1, 1-30-12; Ord. No. 1243, § 1, 2-11-19)

1610.02. - Amendments.

The International Fire Code, adopted in Section 1610.01, is hereby amended as follows:

I.F.C. Section 101.1 Title is hereby amended to insert the City of Lansing as the name of jurisdiction.

I.F.C. Section 102.7 Referenced Codes and Standards is hereby amended by including the following language:

1 The codes and standards referenced in this code shall be those that are listed in Chapter
2 8047 and such codes and standards shall be considered part of the requirements of this
3 code to the prescribed extent of each such reference. This code and standards referenced
4 in this code shall be the most recently published edition or version. Where differences
5 occur between the provisions of this code and the referenced standards, the provisions of
6 this code shall apply.

7 *I.F.C Section 103.2* shall be replaced with the following:

8 The Fire Code Official shall be appointed by the Fire Chief, subject to applicable Federal,
9 State, and local law, including the provisions of any governing collective bargaining
10 agreement.

11 *I.F.C. Section 105.1 General* is hereby amended by adding the following language:

12 The Lansing Fire Department shall have the authority to charge a fee for permits required
13 under the international fire code and for fire inspection services. A fee schedule shall be
14 developed by the Fire Chief, approved by the Mayor and subject to City Council adoption
15 by resolution.

16 *I.F.C. Section 105.2 Application* is hereby deleted and a new section added as follows:

17 All applications for a permit required pursuant to this code shall be made to the Fire
18 Department. Applications shall be accompanied by such plans as are required by the City
19 of Lansing.

1 The application for a permit required pursuant to this code shall be accompanied by the
2 appropriate fee, which shall be non-refundable. Fees for permits required by this code
3 shall be set by resolution of City Council of the City of Lansing.

4 *I.F.C. Section ~~109108~~ Board of Appeals* is hereby deleted and replaced with the following
5 language:

6 *Appeals*

7 The Board of Appeals for appeals made under the Fire Prevention Code of the City of
8 Lansing shall be the Building Board of Appeals established in Section 113 of the
9 Michigan Building Code adopted in Section 1420.01 of the Codified Ordinances of
10 Lansing. This Board shall determine the suitability of alternative materials and the type of
11 construction and provide reasonable interpretations of the provisions of this code. The
12 Board shall render all decisions and findings in writing to the Fire Chief, with a duplicate
13 copy to the appellant, and may recommend to the executive body such new legislation for
14 engaging in the following activities, operations, practices or functions:

15 (1) *Fire suppression systems.* To design, install, modify, test, service and maintain any
16 and all fire suppression systems in accordance with any and all codes that apply to this
17 installation.

18 (2) *Fire alarm systems.* To design, install, modify, test, service and maintain any and
19 all fire alarm systems in accordance with any and all codes that apply to this installation.

20 (3) *Open burning.* To ignite or burn material of any type on private land or on publicly
21 owned or controlled land, except as provided in this code.

(4) *Fireworks.* To conduct a public display or to use for agricultural or pest control purposes as permitted by State law.

I.F.C. Section ~~110.4109.3~~ Violation Penalties is hereby deleted in its entirety.

I.F.C. Section ~~112.4111.4~~ Failure to Comply is hereby deleted and a new section 112.4111.4 is added to read as follows:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall be subject to the penalties codified in Section 1610.99 of this code.

I.F.C. Section 307 Open Burning is hereby deleted and a new section 307 is added as follows:

Recreational fire

(1) *Permit required.* Recreational fires may be kindled or maintained on lots containing one-family dwellings or two-family dwellings if a permit is granted by the Fire Chief or his or her designee after confirming that the recreational fire will comply with the standards contained in this code.

(2) *Location restricted.* Recreational fires may be kindled or maintained on public property covered by a special event permit granted by the parks and recreation department or on nonresidential private property if a permit is granted by the Fire Chief or his or her designee after confirming that the recreational fire will comply with the standards contained in this code.

(3) *Exceptions.*

1 (a) *Controlled burning.* When determined by the Fire Chief or his or her
2 designee to be in the public interest, the Chief may issue a permit for controlled
3 burning.

4 (b) *Outdoor cooking.* Appliances, such as chimneas, gas and charcoal grills
5 may be used in such a manner so they do not endanger the life or property of
6 others. No person shall use any permanent barbecue, portable barbecue, chimnea,
7 outdoor fireplace, grill, or other device for the disposal of rubbish, trash or
8 combustible material.

9 (4) *Attendance.* Recreational fires shall be constantly attended by a competent person
10 until such fire is extinguished. This person shall have a garden hose connected to a water
11 supply and other fire-extinguishing equipment readily available for use. Recreational
12 fires shall be in accordance with the provisions of this code.

13 (5) *Prohibition or discontinuance by Chief.* The Chief or his or her designee may
14 prohibit or terminate any or all recreational fires when atmospheric conditions or local
15 conditions make such fires hazardous, or when the Chief or his or her designee
16 determines such action is necessary to protect public safety.

17 (6) *Illegal burning.* Kindling or maintaining any outdoor burning in violation of this
18 section, failing to comply with the requirements of this section, failing to comply with an
19 order of the Chief or his or her designee as provided in this section or otherwise failing to
20 comply with the requirements of this section shall be illegal.

21 *I.F.C. Section 503 Fire Lanes* is hereby added as follows:

1 (1) *Authority.* The Fire Department may establish fire lanes on both public and private
2 property within the City. The following criteria shall be used in determining the necessity
3 of fire lanes:

4 (a) Fire lanes shall be established as deemed necessary.

5 (b) The necessity of access from public thoroughfares shall be considered when
6 establishing fire lanes.

7 (c) The necessity of traffic lanes that are free from parked vehicles, both to and around
8 affected establishments, and that are capable of handling City fire vehicles, shall also be
9 considered.

10 This determination shall be made whenever the Fire Department deems that such lanes
11 are necessary for the safety of occupants and property of such establishments or when,
12 after being petitioned by a private land owner to have fire lanes established on his or her
13 property, the Fire Department declares fire lanes necessary thereon in accordance with
14 the above criteria. The Fire Chief or his or her designee shall notify the land owner of any
15 such property whereon fire lanes are established, by mailing notice of the same to the
16 address of the owner as identified in the records of the City Assessor.

17 (2) *Records.* The Fire Department shall keep an accurate up to date record of all fire
18 lanes established within the City.

19 (3) *Signs.* All fire lanes shall be conspicuously posted with uniform fire lane signs
20 prescribed by the Fire Chief or his or her designee and erected not more than 100 feet
21 apart in all areas designated as fire lanes. The erection and maintenance of such signs

1 shall be the responsibility of the property owner. Any owner who, upon notification that a
2 fire lane has been established on his or her property and within thirty days thereof, fails to
3 erect uniform fire lane signs, shall be in violation of this section and subject to the
4 penalty provided in Section 1610.99 of the Codified Ordinances of the City. Further,
5 when such signs are not erected within 30 days of notification, Council may direct such
6 signs to be erected and the cost thereof assessed against the property on the next general
7 assessment roll of the City.

8 (4) *Permitted parking.* The Fire Chief or his or her designee may grant permission for
9 parking of certain vehicles, objects or trailers in designated fire lanes for limited periods
10 where such parking will not interfere with the use of the fire lane by emergency vehicles.
11 Whenever such permission is granted, a record of the same shall be kept by the Fire
12 Department. In conjunction with such permission, the Fire Department shall furnish a
13 sign to be posted conspicuously on the vehicle, object or trailer stating that permission to
14 so park has been granted and stating the duration that it may remain so parked.

15 (5) *Guidelines for fire lanes at construction sites.* The Fire Chief or his or her designee
16 shall establish guidelines for use by the Building Safety Division in determining the need
17 for fire lanes at all new construction sites and at sites where existing structures are being
18 modified. These guidelines shall include minimum dimensions for such fire lanes so as to
19 provide adequate maneuverability for City fire vehicles. The Fire Department shall make
20 a final check of all plans for such building or alteration upon submission of the same by
21 the Building Safety Division. The Fire Department shall either approve or reject such

1 plans within 20 days of such submission and, if rejected, shall state the reasons for the
2 same. After rejection, such plans may be resubmitted for approval after the necessary
3 changes have been made.

4 (6) *Removal of vehicles, etc., from fire lanes.* When any member of the Fire department
5 or the Police Department observes any vehicle, trailer or other object parked in a fire lane
6 as herein established, and such vehicle, trailer or other object is not in such fire lane
7 under authority of subsection (4) hereof, he or she shall remove such vehicle, trailer or
8 other object or cause the same to be removed at the expense of the owner. If any vehicle,
9 trailer or other object is so located within a fire lane at a time the Fire Department is
10 responding to an alarm which necessitates use of such fire lane, then any member of the
11 Police Department or the Fire Department may move such vehicle, trailer or other object
12 or cause the same to be moved by any means possible without liability for damage.

13 (7) *Prohibited parking; citations.*

14 (a) No person shall stop, stand or park a vehicle, except when necessary to avoid
15 conflict with other traffic or in compliance with the directions of a law enforcement
16 officer, fire-fighter or traffic control device, within 15 feet of a fire hydrant.

17 (b) No person shall stop, stand or park a vehicle, whether occupied or not, in an
18 area designated as a fire lane, on public or private property, except when necessary
19 to avoid conflict with other traffic or at the direction of a law enforcement officer,
20 fire-fighter or traffic control device.

(c) The Fire Marshal and other members of the Fire Department shall have the power and authority of a police officer to issue uniform traffic citations for a violation of any of the provisions of this section.

(8) *Appeals.* Notwithstanding the provisions of Section 109 ~~section 108~~ of this code, the following shall be the method of appeal from any decision of the Building Board of Appeals as it may pertain to this section:

If any land owner is aggrieved by any decision as to the establishment of fire lanes, he or she shall, within 30 days of the date of mailing of the fire lane establishment notice as provided for in subsection (c) hereof, or within 30 days of the denial of a petition to establish a fire lane, file with the Board of Appeals a written exception to such decision, together with his or her reasons for the same.

During the next scheduled meeting of the Board of Appeals, or a special meeting set for hearing the exception, it shall, after consideration of the reasons for the exception, affirm, modify or rescind its original decision.

I.F.C. Section 507.5 Fire Hydrant Systems is hereby amended to include the following language:

Fire hydrant systems shall comply with sections 507.5.1 - 507.5.6 installation of new and replacement hydrant systems and at the point of tap-in to a water main, shall be completed by the Lansing Board of Water and Light, pursuant to the terms and conditions of the collective bargaining agreement between the Board of Water and Light and the International Brotherhood of Electrical Workers (IBEW) Local 352, and shall follow the

requirements for design and maintenance as set forth by the Board of Water and Light,
and as approved by the Fire Chief or his or her designee.

I.F.C. Section 603.8 Incinerators is hereby deleted and a new section 603.8 is added as follows:

Incinerators

(1) *General.* Free-standing noncommercial incinerators not connected to buildings are not permitted. Permitted incinerators shall be in accordance with other governing agencies' requirements regulating emissions. For other requirements, see the Michigan Building Code, as adopted in Section 1420.01 of the Codified Ordinances of the City of Lansing, and the Michigan Mechanical Code, as adopted in Section 1426.01 of the Codified Ordinances of Lansing.

(2) *Maintenance.* Incinerators shall be maintained in good condition at all times.

(3) *Discontinuance.* The Fire Chief and his or her designee authorized to require incinerator use to be immediately discontinued if the Chief or his or her designee determines that smoke emissions are offensive to the occupants of surrounding property or if the use of the incinerator is determined by the Chief or his or her designee to constitute a hazardous condition.

I.F.C. Section 903.2.11.3 Buildings Over 55 Feet in Height is hereby amended to include the following:

This section shall include the adopted State of Michigan Bureau of Construction Codes Amendments to the International Building Code.

I.F.C. Section 907.2.12 ~~907.2.13~~ High Rise buildings is hereby amended to include the following:

This section shall include the adopted State of Michigan Bureau of Construction Codes Amendments to the International Building Code.

I.F.C. Section 905.12 ~~905.11~~ Existing Buildings is hereby deleted in its entirety.

I.F.C. Section 907.2 ~~907.3~~ Where Required—Retroactive in Existing Buildings and Structures is hereby deleted in its entirety and replaced with the following language:

Construction requirements for existing buildings shall meet the requirements of the Michigan Building Code adopted in Chapter 1420.

I.F.C. Section 5504.3.1.1 ~~3204.3.1.1~~ Location is hereby deleted and a new section 5504.3.1.1 ~~3204.3.1.1~~ is added as follows:

Stationary containers shall be located in accordance with section 5504.3.1 ~~3204.3.1~~
Containers of cryogenic fluids shall not be located within diked areas containing other hazardous materials. The geographic limits in which the storage of flammable cryogenic fluids in stationary containers is prohibited are to be determined by the Lansing Fire Chief or his or her designee in accordance with NFPA 30 Flammable and Combustible Liquids Code, Department of Environmental Quality, sections 5504.3.1.1.1 – 5504.3.1.1.5, TABLE 5504.3.1.1 ~~3204.3.1.1.1 – 3204.3.1.1.5, table 3204.3.1.1~~, and any other applicable code or standard recognized by the Fire Chief or his or her designee.

I.F.C. Section 5704.2.9.6.1 ~~3404.2.9.6.1~~ Locations Where Above-ground Tanks are Prohibited is hereby deleted and a new section 5704.2.9.6.1 ~~3404.2.9.5.1~~ is added as follows:

1 The geographic limits in which the storage of class I and class II liquids in above-ground
2 tanks outside of buildings is prohibited is to be determined by the Lansing Fire Chief or
3 his or her designee in accordance with NFPA 30 Flammable and Combustible Liquids
4 Code, Department of Environmental Quality, and any other applicable code or standard
5 recognized by the Fire Chief or his or her designee.

6 *I.F.C. Section ~~5706.2.4.4~~ ~~3406.2.4.4~~ Locations Where Above-ground Tanks are Prohibited* is
7 hereby deleted and a new section 5706.2.4.4 ~~3406.2.4.4~~ is added as follows:

8 The geographic limits in which the storage of class I and class II liquids in above-ground
9 tanks is prohibited are to be determined by the Lansing Fire Chief or his or her designee
10 in accordance with NFPA 30 Flammable and Combustible Liquids Code, Department of
11 Environmental Quality, and any other applicable code or standard recognized by the Fire
12 Chief or his or her designee.

13 *I.F.C. Section ~~6104.2~~ ~~3804.2~~ Maximum Capacity Within Established Limits* is hereby deleted and
14 a new section 6104.2 ~~3804.2~~ is added as follows:

15 The geographic limits in which the storage of liquefied petroleum gas is restricted for the
16 protection of heavily populated or congested areas is to be determined by the Lansing
17 Fire Chief or his or her designee in accordance with NFPA 58, the Liquefied Petroleum
18 Gas Code, the Michigan Mechanical Code, and any other applicable code or standard
19 recognized by the Fire Chief or his or her designee. The aggregate capacity of any one
20 installation shall not exceed a water capacity of 2,000 gallons (7570l).

Exception: In particular installations, this capacity limit shall be determined by the Fire Chief or his or her designee, after consideration of special features such as topographical conditions, nature of occupancy, and proximity to buildings, capacity of proposed containers, degree of fire protection to be provided and capabilities of the local fire department.

I.F.C. Chapter ~~11-46~~, Construction Requirements for Existing Buildings, is hereby amended as follows:

Sections 1101-1105 ~~4601—4604~~ are deleted and replaced with the following language:

Construction requirements for existing buildings shall meet the requirements of the Michigan Building Code adopted in Chapter 1420.

I.F.C. Chapter ~~8047~~ Referenced Standards is hereby amended to include the following language:

Referenced standards shall be the most current publication or standard.

The following appendices are hereby amended to include the following language:

Appendix B Fire Flow Requirements for Buildings

Section B105.2 Building Other Than One- and Two-family Dwellings is hereby amended to include the following language:

No supply shall be permitted using piping less than 8 inches in diameter.

Appendix D Fire Apparatus Access Roads

Section D101.1 Scope is hereby amended to include the following language:

1 Fire apparatus access roads shall be in accordance with this appendix, all other applicable
2 requirements of the International Fire Code or as required by the Fire Chief or his or her
3 designee.

4 *Appendix I Fire Protection Systems-Noncompliant Conditions* under Section I101.3, paragraph
5 3.1 is hereby deleted.

6 (Ord. No. 1171, § 1, 8-8-11; Ord. No. 1177, § 1, 1-30-12)

7 1610.025. - Reserved.

8 1610.03. - Violations.

9 (a) No person shall violate any of the provisions of this chapter or fail to comply
10 therewith, or violate or fail to comply with any order or regulation made thereunder, or
11 build in violation of any detailed specifications or plans submitted and approved
12 thereunder, or violate the terms of any license or permit issued thereunder.

13
14 The imposition of one penalty for a violation of or noncompliance with any of the
15 provisions of this chapter shall not excuse the violation or permit it to continue, and any
16 person violating or failing to comply shall be required to correct or remedy such violation
17 or noncompliance within a reasonable time. When not otherwise specified, a separate
18 offense shall be deemed committed each day that prohibited conditions are maintained.

19 (b) The application of the penalty set forth in Section 1610.99 shall not be held to
20 prevent the enforced removal or correction of prohibited conditions.

(c) Any of the requirements of this chapter specified for a certain section shall also apply to any other section in which the same condition, operation or hazard exists of a similar nature, whether or not specifically stated.

(Ord. No. 1171, § 1, 8-8-11)

1610.98. - Issuance of municipal civil infraction citations and violation notices.

(A) The Fire Marshal and all fire inspectors are hereby designated as the authorized City officials to issue municipal civil infraction citations (directing alleged violators to appear in court) or municipal civil infraction violation notices (directing alleged violators to appear at the Municipal Ordinance Violations Bureau) as provided in Chapter 203.

(B) THE ADOPTION OF THE 2018 INTERNATIONAL FIRE CODE SHALL NOT BE CONSTRUED AS TO AFFECT A RIGHT OR LIABILITY ACCRUED OR INCURRED UNDER ANY PRIOR FIRE CODE TO THE EFFECTIVE DATE OF THIS ORDINANCE, OR AN ACTION OR PROCEEDING FOR THE ENFORCEMENT OF SUCH RIGHT OR LIABILITY. THE ADOPTION OF THE 2018 INTERNATIONAL FIRE CODE SHALL NOT BE CONSTRUED TO RELIEVE ANY PERSON FROM PUNISHMENT FOR AN ACT COMMITTED IN VIOLATION OF ANY PRIOR LEGISLATION, NOR TO AFFECT AN INDICTMENT OR PROSECUTION THEREOF. FOR SUCH PURPOSES, ANY SUCH LEGISLATION SHALL CONTINUE IN FULL FORCE NOTWITHSTANDING ITS REPEAL FOR THE PURPOSE OF REVISION AND AMENDMENT.

(Ord. No. 1171, § 1, 8-8-11)

1610.99. - Penalty.

(a) Municipal civil infraction. Whoever violates any of the provisions of this chapter is responsible for a municipal civil infraction and shall be subject to the civil fine provided in Section 203.06 of these Codified Ordinances, plus costs and other sanctions, for each infraction. Repeat offenses shall be subject to increased fines as provided by Section 202.99(c)(2).

(Ord. No. 1171, § 1, 8-8-11)

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions hereof are hereby repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given immediate effect by City Council and shall expire on December 31, 2029.

Approved as to form:

City Attorney

Dated: _____

Approved as to form:

ORDINANCE REVIEW COMMITTEE



Chris Swope
Lansing City Clerk

June 3, 2021

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, MMC/MiPMC
Lansing City Clerk

AMENDED AND RESTATED MAY 12, 2021

CITY OF LANSING BOARD OF FIRE COMMISSIONERS RULES OF ADMINISTRATIVE PROCEDURE



Lansing Board of Fire Commissioners

CITY OF LANSING FIRE DEPARTMENT | 120 E. Shiawassee St. | Lansing MI 48933

CITY OF LANSING | BOARD OF FIRE COMMISSIONERS

RULES OF ADMINISTRATIVE PROCEDURE

AMENDED AND RESTATED MAY 12, 2021

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). Throughout these rules, Board Member, Member and Commissioner may be used interchangeably.
- 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: (5-103.8)
 - 1.4.1 Four shall be from the City-at-Large.
 - 1.4.2 One member shall be appointed from each of the four (4) wards of the City
- 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.
 - 2.1.1 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.
 - 2.1.2 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

CITY OF LANSING | BOARD OF FIRE COMMISSIONERS | RULES OF ADMINISTRATIVE PROCEDURE

Amended and restated May 12, 2021

- 2.2.1 The Chairperson shall preside at all meetings and perform such other duties as may be ordered by the Board of Fire Commissioners.
- 2.2.2 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.
- 2.2.3 The Chairperson shall be an ex-officio member of all committees.
- 2.2.4 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, but is neither a Member nor a Commissioner.
- 3.2 Minutes.
 - 3.2.1 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 no 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.
 - 3.2.2 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 for 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. Notice, including time and location, of a Fire Board of Commissioners meeting shall be done in accordance with the Open Meetings Act. 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. 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, provided 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 hour 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, on the City Website, and at other locations considered appropriate by the Board.
- 4.4 Public.
 - 4.4.1 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.
 - 4.4.2 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. Each member of the public who has registered to speak will have up to a total of three minutes to address the Board during each public comment period. The Chair may reduce the amount of time allowed for each speaker if he or she determined that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.
- 4.5 Quorum.
 - 4.5.1 In order for quorum to be met, at least (4) four Board Member positions must be filled. 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.
 - 4.5.2 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 present.
- 4.6 Attendance.

- 4.6.1 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 two-thirds vote of sitting members, the Board shall recommend to the Mayor the removal of the subject Board Member.
- 4.6.2 A member may voluntarily resign from the Board at any time.
- 4.6.3 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.
 - 4.7.1 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 fails.
 - 4.7.2 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.
 - 4.7.3 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
 - 4.8.1 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.
 - 4.8.2 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. Additions to the Agenda
 - 3. Approval of Minutes
 - 4. Public Comment – Agenda Items (Time Limit: 3 minutes)
 - 5. Review of Communications
 - 6. Comments from Chair
 - 7. Educational Presentations
 - 8. Fire Administration Report
 - 9. Committee Reports
 - 10. Old Business
 - 11. New Business
 - 12. Request for Commissioners to be Excused

13. Commissioner Comments
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 provision 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:
 - 5.1.1 Fire Department activity resulting in serious injury or death, or significant property loss.
 - 5.1.2 Allegations or complaints relating to discrimination or sexual harassment.
 - 5.1.3 An incident involving Fire Department activity that is likely to generate significant public interest or media attention.
 - 5.1.4 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:
 - 5.5.1 The purpose of the briefing 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.
 - 5.5.2 At such a session, Commissioners may not, without complying with the Open Meetings Act, engage in any 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

- 6.1 *Consistent with its responsibility under Lansing City Charter Section 5-401.6, the Board shall regularly review reports and statistics concerning the application of discipline within the fire department so as to inform periodic review of the rules and regulations for conduct of members of the Department and to facilitate the periodic evaluation of the Board's proper role as the "final authority of the City in imposing or reviewing discipline of the Department employees consistent*

with the terms of the State law and applicable collective bargaining contracts” as such State Law and collective bargaining contracts may be updated from time to time.

7. COMPLAINTS

- 7.1 Purpose. This rule formally establishes the procedure for receipt and processing of complaints against Lansing Fire Department or a Lansing Fire Department member from any source. This rule is mirrored by LFD CG 401-19 and is intended to satisfy the requirements of section 5-401.4 of the Lansing City Charter.
- 7.2 Definitions
 - 7.2.1 “Complaint” means a statement that a situation is unsatisfactory or unacceptable or an expression of dissatisfaction with Lansing Fire Department operations or its members.
 - 7.2.2 “Member” means any sworn or non-sworn individual employed at the Lansing Fire Department.
 - 7.2.3 “Complainant” Means any individual directly affected and aggrieved by the action of Lansing Fire Department personnel or reports concern related to actions of Lansing Fire Department personnel *or policy*.
- 7.3 Updates
 - 7.3.1 The responsibility for future review and updates of this policy lies with Fire Administration and/or the Lansing Board of Fire Commissioners.
 - 7.3.2 Revisions shall become effective upon ratification by the Lansing Board of Fire Commissioners and the Lansing City Council.
- 7.4 Scope
 - 7.4.1 A complaint handling policy identifies the expected steps and procedure for processing a received complaint from any source in order to ensure proper investigation, resolution, and documentation.
- 7.5 Attachments
 - 7.5.1 Complaint Intake Form (form 401A)
 - 7.5.2 Complaint Routing and Investigation Form (form 401B)
- 7.6 Policy. All Departmental Personnel ***and members of the Lansing Board of Fire Commissioners*** shall follow the outlined procedure when receiving a complaint against the Lansing Fire Department or its members.
 - 7.6.1 Complaint Receipt (Intake)
 - 7.6.1.1 The Complainant is routed to the Administration Division Chief and he/she completes the Complaint Intake Form.
 - 7.6.1.2 If unable to route the Complainant to the Administration Division Chief or if doing so would escalate the complaint, then the person receiving the complaint shall

complete the Complaint Intake Form and forward it to the Administration Division Chief within 4 hours of complaint receipt.

- 7.6.1.3 If the complaint relates to a patient care issue or issue serious enough to require immediate attention, contact the appropriate Battalion/Division Chief or an Assistant Fire Chief immediately.
- 7.6.1.4 Complainants will receive acknowledgement of their complaint within two business days.
- 7.6.1.5 Lansing Fire Department personnel shall remain professional at all times while interacting with complainant and not engage in adversarial behavior or communications.
- 7.6.1.6 Complaints filed must include all information necessary to complete the Complaint Intake Form. Missing information must be obtained from the complainant prior to routing of the complaint.
- 7.6.1.7 If applicable, the complainant must provide written complaint and supporting documentation or evidence to include in complaint investigation.

7.6.2 Complaint Routing

- 7.6.2.1 Intake is first step in the handling and routing process for all complaint types. Upon receipt, one of following actions shall be taken:

- 7.6.2.1.1 Routed to Administration Division Chief for intake

- 7.6.2.1.2 Complaint Intake form completed and then sent to Administration Division Chief

- 7.6.2.1.2.1 Intake can be conducted by any Lansing Fire Department Personnel or Fire Board Commissioner

- 7.6.2.1.2.2 If complaint involves the Administration Division Chief, direct the complainant to an Assistant Fire Chief or send the completed Complaint Intake Form directly to the Assistant Fire Chief in charge of Administration.

- 7.6.2.1.2.3 Complaint will be logged on electronic tracking database

- 7.6.2.1.2.4 A copy of complaint intake form routed for investigation shall be sent to the Local IAFF 421 Union with complainant and or patient Personal Identifying and Personal Health Information redacted within 24 hours.

- 7.6.2.2 Emergency Medical Services (EMS) Complaint Routing

- 7.6.2.2.1 Administration Division Chief will route Complaint Intake form to EMS Operations Division Chief.

- 7.6.2.2.2 EMS Operations Chief will investigate the complaint and complete investigation documentation.

- 7.6.2.2.2.1 Quality Assurance (QA) Committee member or EMS Captain may be designated to conduct the investigation.
- 7.6.2.2.3 QA Committee should convene and conduct a review of the complaint and investigation results.
 - 7.6.2.2.3.1 At close of the review, the QA Committee will provide recommendations to EMS Operations Division Chief for action or resolution to be taken associated with policy and training needs.
 - 7.6.2.2.3.2 QA Committee review should occur within 30 days of receipt of the complaint. Resolution of the complaint will not be delayed pending QA Committee review.
- 7.6.2.2.4 EMS Operations Division Chief will complete complaint investigation documentation and include comprehensive recommendations for actions and resolutions to address the complaint.
- 7.6.2.2.5 Complete complaint investigation packet is routed to appropriate Assistant Fire Chief for final review and determination of actions and resolutions to be taken.
- 7.6.2.2.6 Assistant Fire Chief will return the complete file within 14 days of receipt to Administration Division Chief for filing and maintenance of records in electronic database and paper file.
- 7.6.2.3 Non-EMS Complaint Routing
 - 7.6.2.3.1 Administration Division Chief will route complaint to appropriate Battalion/Division Chief for investigation.
 - 7.6.2.3.1.1 If complaint involves a Battalion/Division Chief or Assistant Chief, then the complaint will route to appropriate next level Supervisor for investigation.
 - 7.6.2.3.1.2 Discussion regarding chain of command and anonymous complaints against co-workers. May discuss with the Union for guidance.
 - 7.6.2.3.2 Designated appropriate level supervisor will complete investigation and investigation documentation including comprehensive recommendations for actions and resolutions to address the complaint.
 - 7.6.2.3.3 Completed complaint investigation packet is routed to appropriate Assistant Fire Chief for final review and determination of actions and resolutions to be taken.
 - 7.6.2.3.4 Assistant Fire Chief will return the complete file within 14 days of receipt to Administration Division Chief for filing and maintenance of records in electronic database and paper file.
- 7.6.2.4 Complaint Follow-up

- 7.6.2.4.1 The Administration Division Chief or designee shall provide a response regarding outcome of complaint investigation to complainant within 30 days, if complainant requests follow up.
- 7.6.2.4.1.1 If complaint not resolved within 30 days due to extenuating circumstances, the Administration Division Chief or designee should provide a status notification to complainant.
- 7.6.2.4.1.2 Formal inquiries/complaints filed by Tri-County Emergency Medical Control Authority (TCEMCA) or other parties shall receive outcome notification in written format.
- 7.6.2.4.2 Parties at focus of complaint investigation shall receive investigation outcome notification in written format within 30 days.
- 7.6.2.4.3 Fire Administration will provide the Fire Board of Commissioners a summary report of complaints received at their regularly scheduled meetings.
- 7.6.2.4.3.1 Fire Commissioners may review complaint records to the extent allowed by controlling statutes (i.e. with redactions to protect patient identifying or confidential information, or pursuant to employee privacy rights).
- 7.6.2.4.3.2 *The Fire Commission may consider summaries of complaints or complaint records while carrying out the Commission's responsibilities including:*
- *Inclusion of summary data in its Annual Report in an anonymized format.*
 - *To inform the Commission's review of Departmental Operations, Policies or proposals for revisions thereof.*

8. ADVISORY DUTIES

- 8.1 Pursuant to the City Charter, advisory functions of the Fire Commissioners include:
- 8.1.1 Reviewing the progress and planning of the Fire Administration to insure that all activities are in accordance with City Policy.
- 8.1.2 Review the Fire Administration's proposed policies and programs or changes in existing policies or programs requiring City Council action and making written recommendations thereon prior to submission to the Mayor and City Council for action.
- 8.1.3 Review of the Fire Department's budget material including capital improvement proposals and making written recommendations thereon prior to submission to the Mayor.
- 8.1.4 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.

- 8.1.5 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 the City Charter, the Board of Fire Commissioners is responsible for:
 - 9.1.1 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.
 - 9.1.2 Approval of Rules and Regulations for the conduct of the members of the department in consultation with the Fire Chief and the Mayor.
 - 9.1.3 Establishing a procedure for receiving and resolving complaints concerning operation of the department.
 - 9.1.4 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.
 - 9.1.5 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.
- 9.2 To assist the Board in fulfilling its Charter Responsibilities the Board shall review administrative rules for the organization and overall administration of the fire department, as well as Rules and Regulations for the conduct of the members of the department, on a recurring basis such that all policies and rules subject to Fire Board oversight are reviewed at least once every five (5) years.
- 9.3 In service to these duties and its ultimate duty to serve as a public body representing the City of Lansing, the Board of Fire Commissioners will receive annual training concerning the requirements of Michigan's Open Meetings Act and to receive general legal updates organized by the City of Lansing Law Department as may be pertinent to the concerns of the Commission.

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 present Members shall be required to amend the Rules of Procedure. Amendments to the Rules of Procedure must be ratified by the Lansing City Council.
- 10.2 Suspension of Rules. It shall require the vote of five present Members of the Board to suspend the Rules of Procedure.

These Rules of Administrative Procedure are adopted on May 12, 2021 by the Lansing Board of Fire Commissioners ***and shall be effective upon ratification by the Lansing City Council.***