



Mike Mackey, Fire Chief

CITY OF LANSING
BOARD OF FIRE COMMISSIONERS
120 E. SHIAWASSEE ST., LANSING MI 48933
(517) 483-4200 | LANSINGMI.GOV



Andy Schor, Mayor

REGULAR MONTHLY MEETING MINUTES

WEDNESDAY, NOVEMBER 13, 2019 | 5:30 PM | STA 4 – 1435 E. MILLER RD. | COMMUNITY ROOM

1. Call to Order – Establish Quorum: 5:30 p.m.
 - 1.1. Present: Nelson, Purchase, Singleton, David Keeney
 - 1.2. Absent: LudmanOthers: Shelby Frayer, Finance Director, Jake Brower, Budget Director, Chief Mackey, Ellen Vogt, DFO, Patti Starnes, Admin Spc., Chief Tobin, BC Eric Weber, Admin Chief Odom, Captain Wesley Demps,
2. Request for Commissioners to be Excused
 - 2.1. A motion was made by Commissioner Nelson and supported by Commissioner Keeney to excuse Commissioner Ludman from the November 13, 2019 meeting.
3. Additions to Agenda: No Additions
4. Approval of Minutes
 - 4.1. A motion was made by Commissioner Nelson and supported by Commissioner Keeney to approve the October 9, 2019 minutes as written. Motion carried with a unanimous vote.
5. Public Comment – Agenda Items (Time Limit: 3 Minutes): No Comments
6. Review Communications - None
7. Educational Presentations

Shelby Frayer – Chief Strategy Officer and Finance Director for the City of Lansing – City Budget Discussion

 - She has a background in: Municipal Finance, School Finance, Restructuring, Distressed Communities
 - Budget is set to go to City Council by March 20, 2020 (Will be including the Council earlier in the process.).
 - Currently working on a lot of cleanup with HSA, healthcare and staffing levels. Nothing is off the table and she is open to new ideas.
8. Comments from Chair Commissioner Steve Purchase
 - 8.1. Commissioner Purchase commented regarding the Boards role in the budget process and making distinctions of line items, carry forwards, re-allocation, year to year vs long term planning for bigger ticket items and needs. Purchase would like to start digging into the CIP plan, understand the Garage and IT budget line item. How are LFD dollars used to fund IT and Garage and what is our return on the funds? Clear info on how funds are used and opportunities to re-prioritize. Asst. Chief Tobin commented on the need for long term planning and changing the culture to move forward towards sustainability. Shelby Frayer commented that in the short term, she could work within the current budget to reallocate and save according to the needs and project out a three and five year budget plan. Departments will be more accountable for their budgets including accurate line items, reviewing year to actuals with the budget director and data transparency.
 - 8.2. Battalion Chief Eric Weber introduced himself and commented on the need for all to work together in lockstep: Fire Commission, City Administration, Local 421 and Chief Mackey and LFD Administration. BC Weber noted that is great to see the Fire Commissioners really diving into their roles as commissioners.
 - 8.3. Commissioner Purchase: What can the board do to assist? Chief Mackey commented: Be a bridge to council and the community.

FIRE COMMISSIONERS

1ST WARD VACANT
2ND WARD DAVID KEENEY
3RD WARD VACANT
4TH WARD GINA NELSON – VICE CHAIR
AT-LARGE VACANT
AT-LARGE STEVE PURCHASE - CHAIR
AT-LARGE RODNEY SINGLETON
AT-LARGE WYATT LUDMAN

8.4. Chief Mackey commented on the good opportunity for Fire administration to work together with the new finance and budget directors, fire commission and union.

9. Fire Administration Report – Chief Michael Mackey

9.1. Fatal fire update given.

9.2. December Retirements - Financial Officer Ellen Vogt and Battalion Chief Eric Weber in December

9.3. Smoke detector donations received from First Alert.

10. Committee Reports - No Report

11. Old Business – None

12. New Business

12.1. Consideration and Vote: AG 124.9 Tobacco/Smoking Policy, AG 102.19 Organizational Mission and Expectations, OG 610-19 Inventory – After discussion and considerations a motion was made by Commissioner Singleton and supported by Commissioner Nelson to approve the above-stated policies. Motion carried with a unanimous vote.

12.2. Fire Commission Annual Report - Draft: Presented by Chair Purchase for review and discussion.

12.2.1. Highlights: Added section for Garage and It Budget, need final numbers, requesting division directors attend FB meetings and report on their divisions accomplishments and needs and budget, FAQ's included.

12.3. 2020 Fire Commission Meeting Schedule presented for review, discussion and approval. A motion was made by Commissioner Nelson and supported by Commissioner Keeney to approve the 2020 Fire Commission Meeting Schedule as presented. Motion carried with a unanimous vote.

12.4. Agenda prep for 2020 presented by Chair Purchase:

12.4.1. January – Fire Marshal Budget: Performance Metrics, Inspections, CIP, Goals, Public Education

12.4.2. February – Maintenance Chief

12.4.3. March - Training Chief

12.4.4. April - Emergency Management Chief

12.4.5. May - EMS Operations Chief

12.4.6. June - Budget FY 21

12.4.7. July - Suppression

12.4.8. August - IT Director

12.4.9. Sept - Public Service Garage Director

12.4.10. Oct – City facilities Director

12.4.11. Nov –

12.4.12. Dec – Board Dinner

12.5. Commissioner Singleton asked for an update on vacant board appointments. Chair Purchase reported there is one person the Mayor is recommending for the At-Large seat. Discussion. Still waiting on appointments for the 1st and 3rd Ward.

12.6. LFD hosted the Citizens Academy and Chairperson Steve Purchase spoke on behalf of the board.

13. Public Comment – On any matter (Time Limit: 3 minutes): No Comments

14. Adjournment: Meeting adjourned at 7:04 pm

MINUTES APPROVED BY UNANIMOUS VOTE AT THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS ON DECEMBER 11, 2019.



Recoverable Signature

X

Patti Starnes

Patti Starnes

Board Secretary/LFD Admin Specialist

Signed by: 7e8fa6ce-0e86-4fe9-8b7a-cbe0484832c1