



Greg Martin, Chief

CITY OF LANSING

BOARD OF FIRE COMMISSIONERS

120 E. SHIAWASSEE ST., LANSING MI 48933

(517) 483-4200 | LANSINGMI.GOV/FIRE



Andy Schor, Mayor

The Lansing Board of Fire Commissioners are meeting remotely due to the ongoing Local State of Emergency in the City of Lansing due to COVID.

REGULAR MONTHLY MEETING AGENDA

WEDNESDAY, APRIL 14, 2021 | 5:30 PM |

JOIN ZOOM MEETING: <https://us02web.zoom.us/j/86834409851>

<https://us02web.zoom.us/j/86834409851>

Meeting ID: 868 3440 9851

1. Call to Order – Establish Quorum
2. Additions to Agenda
3. Approval of Minutes:
 - 3.1. March 2021
4. Public Comment – Agenda Items (Time Limit: 3 Minutes)
5. Review Communications
6. Comments from Chair Lucianna Solis
 - 6.1. Commissioner Ludman
7. Educational Presentations
 - 7.1. William Engelter – EOC overview
8. Fire Administration Report – Greg Martin, Fire Chief
 - 8.1. Fire Department update
9. Old Business
10. New Business
 - 10.1. Fire Board Roles and Responsibilities
11. Request for Commissioners to be Excused
12. Commissioner Comments
13. Public Comment – On any matter (Time Limit: 3 minutes): Steve Purchase
14. General Order
15. Adjournment

FIRE COMMISSIONERS

1 ST WARD	BARBARA LAWRENCE
2 ND WARD	DAVID KEENEY
3 RD WARD	KATHLEEN TOBE
4 TH WARD	GINA NELSON
AT-LARGE	LUCIANNA SOLIS - CHAIR
AT-LARGE	STEVE PURCHASE – VICE-CHAIR
AT-LARGE	RODNEY SINGLETON
AT-LARGE	WYATT LUDMAN

Patti Starnes is inviting you to a scheduled Zoom meeting.

Topic: Lansing Fire Commission Meeting

Time: Jan 13, 2021 05:30 PM Eastern Time (US and Canada)

Every month on the Second Wed, 12 occurrence(s)

Jan 13, 2021 05:30 PM

Feb 10, 2021 05:30 PM

~~Mar 10, 2021 05:30 PM~~ March 17, 2021 05:30 pm

Apr 14, 2021 05:30 PM

May 12, 2021 05:30 PM

Jun 9, 2021 05:30 PM

Jul 14, 2021 05:30 PM

Aug 11, 2021 05:30 PM

Sep 8, 2021 05:30 PM

Oct 13, 2021 05:30 PM

Nov 10, 2021 05:30 PM

Dec 8, 2021 05:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

<https://us02web.zoom.us/meeting/tZlIdO2srjliH9UfLBoEipzDv1nzlVuw7YiK/ics?icsToken=98tyKuGupjguHtScuByGRpwAGojCLOjziFhHgvpomjPHDAVachnSILNMKL5JBc-H>

Join Zoom Meeting

<https://us02web.zoom.us/j/86834409851>

Meeting ID: 868 3440 9851

One tap mobile

+13126266799,,86834409851# US (Chicago)

+16468769923,,86834409851# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 3440 9851

Find your local number: <https://us02web.zoom.us/u/kmwWNLnKo>



Greg Martin, Chief

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BOARD OF FIRE COMMISSIONERS

120 E. SHIAWASSEE ST., LANSING MI 48933

(517) 483-4200 | [LANSINGMI.GOV/FIRE](https://lansingmi.gov/fire)



Andy Schor, Mayor

The Lansing Board of Fire Commissioners are meeting remotely due to the ongoing Local State of Emergency in the City of Lansing due to COVID.

REGULAR MONTHLY MEETING AGENDA

WEDNESDAY, MARCH 17, 2021 | 5:30 PM |

JOIN ZOOM MEETING: <https://us02web.zoom.us/j/86834409851>

<https://us02web.zoom.us/j/86834409851>

Meeting ID: 868 3440 9851

1. Call to Order – Establish Quorum
 - 1.1. Barbara Lawrence - present from Lansing MI
 - 1.2. David Keeney - present from Lansing MI
 - 1.3. Kathy Tobe - present from Lansing MI
 - 1.4. Gina Nelson - present from Lansing MI
 - 1.5. Lucianna Solis – present from Lansing MI
 - 1.6. Steven Purchase - present from Lansing MI
 - 1.7. Rodney Singleton - present from Lansing MI
 - 1.8. Wyatt Ludman - absent
2. Additions to Agenda - none
3. Approval of Minutes:
 - 3.1. January 2021 – A motion was made Commissioner Singleton and supported Commissioner Nelson to accept the minutes with corrections: Typographical correction noted under 6.1 - change where to her. Motion carried with a unanimous vote.
4. Public Comment – Agenda Items (Time Limit: 3 Minutes) - none
5. Review Communications
 - 5.1. none
6. Comments from Chair – Lucianna Solis
 - 6.1. Thanked LFD and the Board for their service.
 - 6.2. Gave notification: The board will be going into closed session after Chief Martin's updates.
 - 6.3. Mayor Schor was present at the meeting and was invited to give his comments: Mayor Schor thanked the Board for the hard work they do on behalf of the city and gave his appreciation for their service.
7. Educational Presentations
 - 7.1. none
8. Fire Administration Report – Greg Martin, Fire Chief
 - 8.1. LFD Employee Vaccine update – Chief Martin believes 80-90 % have been vaccinated.

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AT-LARGE	LUCIANNA SOLIS - CHAIR
AT-LARGE	STEVE PURCHASE – VICE-CHAIR
AT-LARGE	RODNEY SINGLETON
AT-LARGE	WYATT LUDMAN

Please contact Board Secretary, Patti Starnes if you cannot attend the meeting or, need special accommodations.
517-483-4564 or email patti.starnes@lansingmi.gov Lansing Fire Department 120 E. Shiawassee, Lansing MI 48933

- 8.2. New County wide radio system update - will move to the State's 800 MHZ system. We are excited about the project because it will be more seamless statewide. The implementation is slated for late summer or early fall.
 - 8.3. New Engine 8 (located at Station 8 – 815 Marshall St.) is on the road.
 - 8.4. New ladder truck will be on the road soon.
 - 8.5. Budget - looking more positive due to assistance from the state and feds.
 - 8.6. FF Health and Safety Project:
 - 8.6.1. New Washing Machines (Gear Extractors) are able to wash firefighting gear to a standard. Will aid in removal of carcinogens from gear.
 - 8.6.2. Provide a 2nd set of gear to all Suppression staff.
 - 8.6.3. Policy changes – not bringing dirty gear into station and other operational updates.
 - 8.6.4. EMS Response: Operationally we could use another ambulance right now today. However in the interim we are implementing some operational changes to cut down the demand on ambulances and crews by sending an Engine to some calls not requiring an ambulance. This will preserve the ambulances and crews for real medical emergencies.
 - 8.7. Committees to restart: Awards, Equipment, Policies and Procedures.
 - 8.8. Employee Survey: To gauge several areas of communication, facilities, Equipment, current EMS model and determine how we may do better. This assisted Chief Martin to get a feel of the needs and concerns of the department.
 - 8.9. Chief Odom presented his report of complaints and discipline, run volume and the Cadet program.
 - 8.10. Commissioner Nelson requested a staffing and hiring update. Chief Martin and Assistant Chief Tobin gave an update regarding staffing: There are 17 current vacancies. By January 1 we could have as many as 30 vacancies which is 20% of our operational staff. There are seven remaining on the current list from last year's hiring. Chief Martin spoke regarding the complex hiring issues surrounding hiring paramedics vs. EMT's. LFD along HR are putting together a competitive internal process to fill the open Assistant Chief position.
 - 8.11. The CBA passed with 93% yes vote. It is a 3 year contract.
9. Old Business - none
10. New Business
- 10.1. Request to move into a closed session to discuss an opinion from the City Attorney's Office under MCL 15.268(h) of the Open Meetings Act. Motion made by Commissioner Purchase and seconded by Commissioner Singleton. Motion carried with a unanimous roll call vote. The board moved to a closed session at 6:07 p.m. and reconvened the open meeting at 7:00 p.m.
11. Request for Commissioners to be Excused - none
12. Commissioner Comments
- 12.1. Commissioner/Chair Solis commented regarding Committee Work: Commissioner Committees will be reviewed and updated. More to come.
 - 12.2. Commissioner Vice-Chair Purchase commented regarding Rules of Administrative Procedure update: Currently operating under the 2001 rules. Rules were updated in 2019 and then additional changes were made in 2020 and are awaiting council approval.
 - 12.3. Commissioner Solis commented that Chief Martin and the Division Chiefs will be presenting department and division overviews at the next few meetings.
13. Public Comment – On any matter (Time Limit: 3 minutes): none
14. General Order
- 14.1. Chief Martin highlighted the proposed millage resolution. Once the council approves the resolution the board may submit a resolution.
15. Adjournment : Meeting adjourned at 7:30 p.m.



Greg Martin, Fire Chief

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BOARD OF FIRE COMMISSIONERS
120 E. SHIAWASSEE ST., LANSING MI 48933
(517) 483-4200 | WWW.LANSINGFIRE.COM



Andy Schor, Mayor

April 14, 2021

Mayor Andy Schor
124 W Michigan Avenue
Lansing, MI 48933

Dear Mayor Schor,

Please accept this letter as an addendum to the FY2020 Annual Report prepared and presented by the Board of Fire Commissioners and the Lansing Fire Department Administration. Regrettably, that report did not contain information pertaining to the "handling of complaints, if any" as required under section 5-401.7 of the City Charter. This letter contains the relevant information for your review:

FY 2020 Lansing Fire Department Complaint Summary

The nature of LFD operations means that most complaints concerning the department are made in the context of delivering service or rendering aid to patients. As such, the details of these complaints are often protected by HIPAA or other regulations in place to protect patient privacy and/or employee rights, and we have thus provided a high-level summary of complaints and their disposition. Additionally, because the Lansing Fire Department upgraded its internal systems near the end of 2019, the data available to the Board at this time covers the period from December 2019 through June 2020.

The Lansing Fire Department received eleven (11) complaints from December 2019 through June 2020. Of these:

- Five complaints resulted in no action or findings of no violations of policy.
- One complaint resulted in the resignation of a firefighter prior to the finding of a policy violation.
- Five complaints remained under investigation or review at the time of the FY 2020 report.
- Seven of the eleven complaints are categorized as EMS/Patient care.
- Five of the eleven complaints involved possible policy or protocol violations.

It should also be noted that Fire Administration developed revisions to its complaint handling policy (CG401-19) and procedure that were approved by the Board on September 9, 2020. At the same meeting the Board voted to incorporate this revised policy into its own Rules of Administrative Procedure in order to ensure consistency between Department Policy and our Rules. Pursuant to City Charter, the Board's rules "shall establish a procedure for receiving and resolving any complaint concerning the operation of the Department" (City Charter 5-401.4). The updated policy clarifies responsibility and process for routing of complaints based on their category (EMS/Patient Care vs. General Operations), investigating and disposing of complaints, logging complaint records, and providing updates to the Fire Board, including codifying the Board's right to review complaint information to the extent allowed by controlling statutes (i.e. HIPPA). These efforts will lead to better tracking of complaints, and empower the Board to utilize related information while evaluating the Department's annual operations and in the formulation of policy recommendations.

Sincerely,

Lucianna Solis
Chair, Lansing Board of Fire Commissioners

cc: Lansing City Council, Chief Greg Martin

From: [Odom, David](#)
To: [Starnes, Patti](#)
Subject: Fire Board
Date: Tuesday, April 13, 2021 8:46:41 AM
Attachments: [image001.png](#)

Here is some information you can share with the fire board,

This is discipline from March 17 – April 13, 2021:

- No discipline given within these dates.

COMPLAINTS:

- No new Complaints since last meeting

Run volume for 2021

- January 2021 total1645
- February 2021 total.....1827
- March 2021 total.....1945

Retirements:

- Captain Michael Demps retired **April 2, 2021**
- FF. Duane Hopewell will retire **April 17, 2021**

Lansing School District Fire Academy update:

We are in the last two chapters of the curriculum in the course book. We will be working very hard to prepare students for the state practical and written exam. We have very strong interest from students coming into the program in the coming school year.

David Odom Jr.

Administration Chief

Lansing Fire Department

120 E. Shiawassee St. Lansing, MI. 48933

Office: 517-483-7649 Cell: 517-242-5608 Email: david.odom@lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) |



City of Lansing Emergency Management



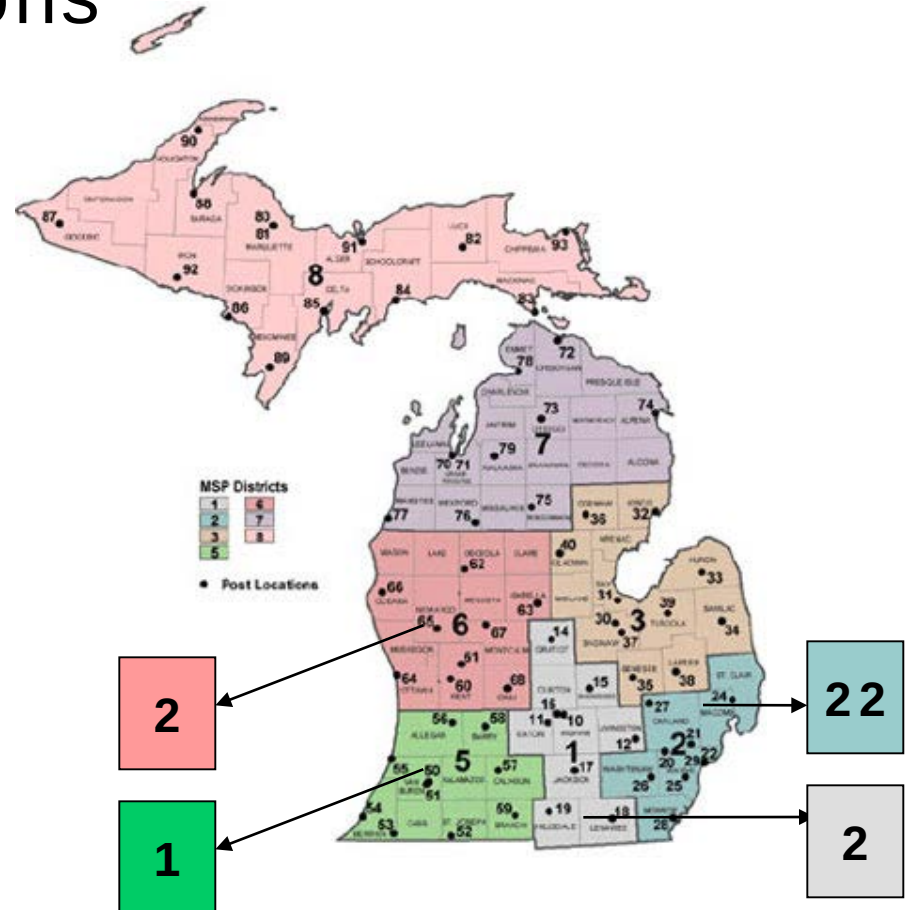
All Hazards



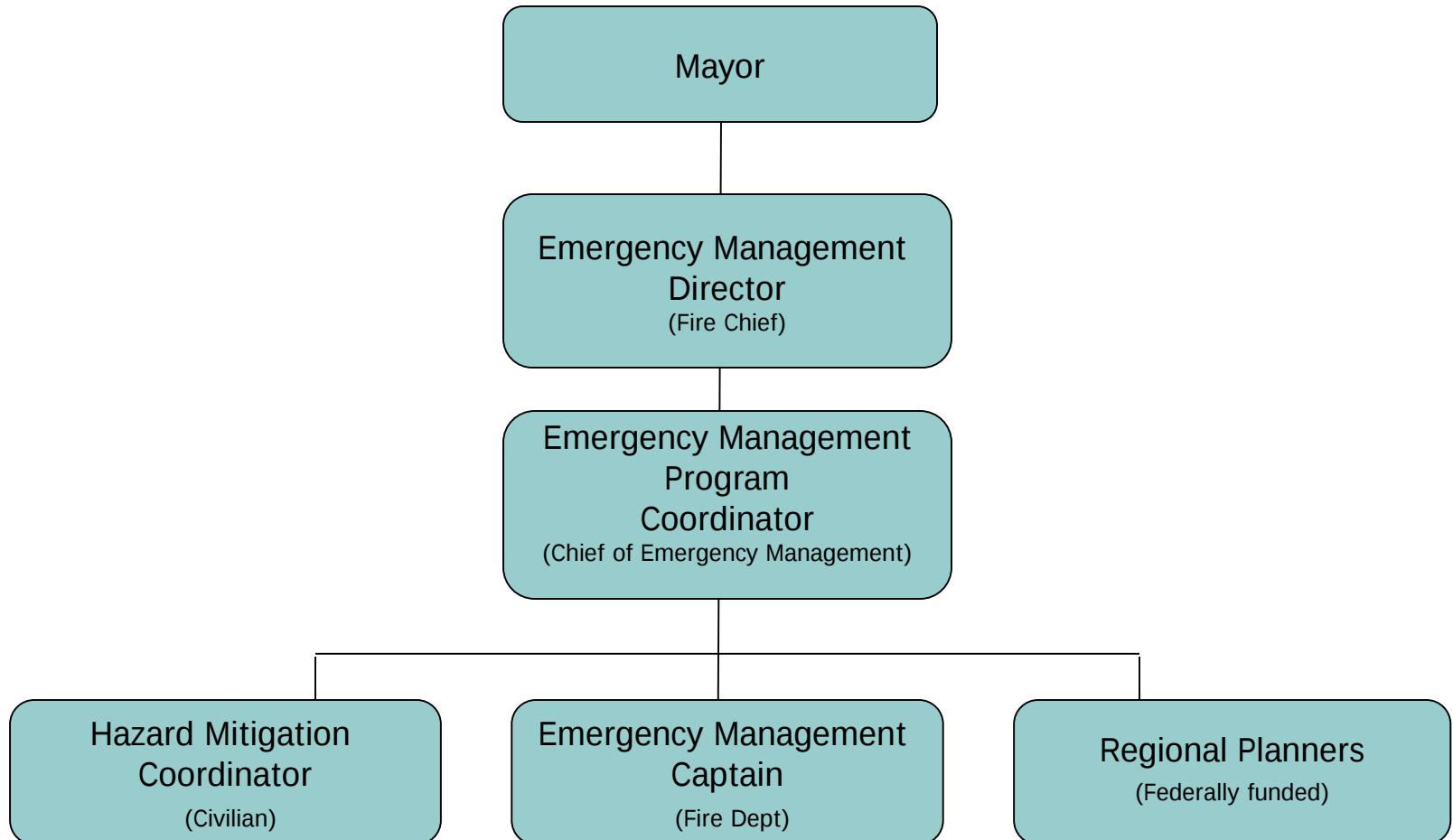
Michigan Emergency Management

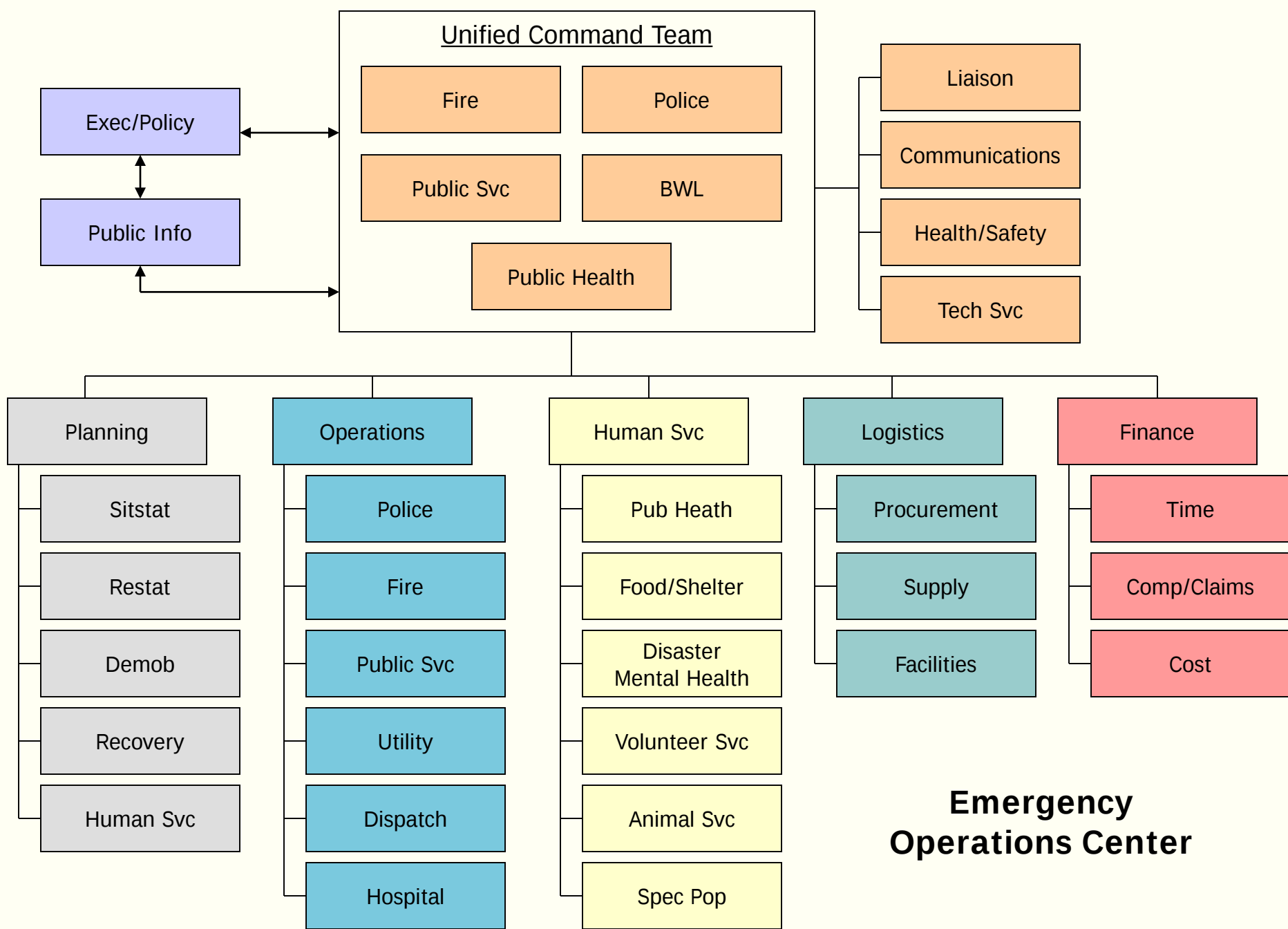
- 110 Jurisdictions

- 83 Counties
- 13 Cities
- 6 Townships

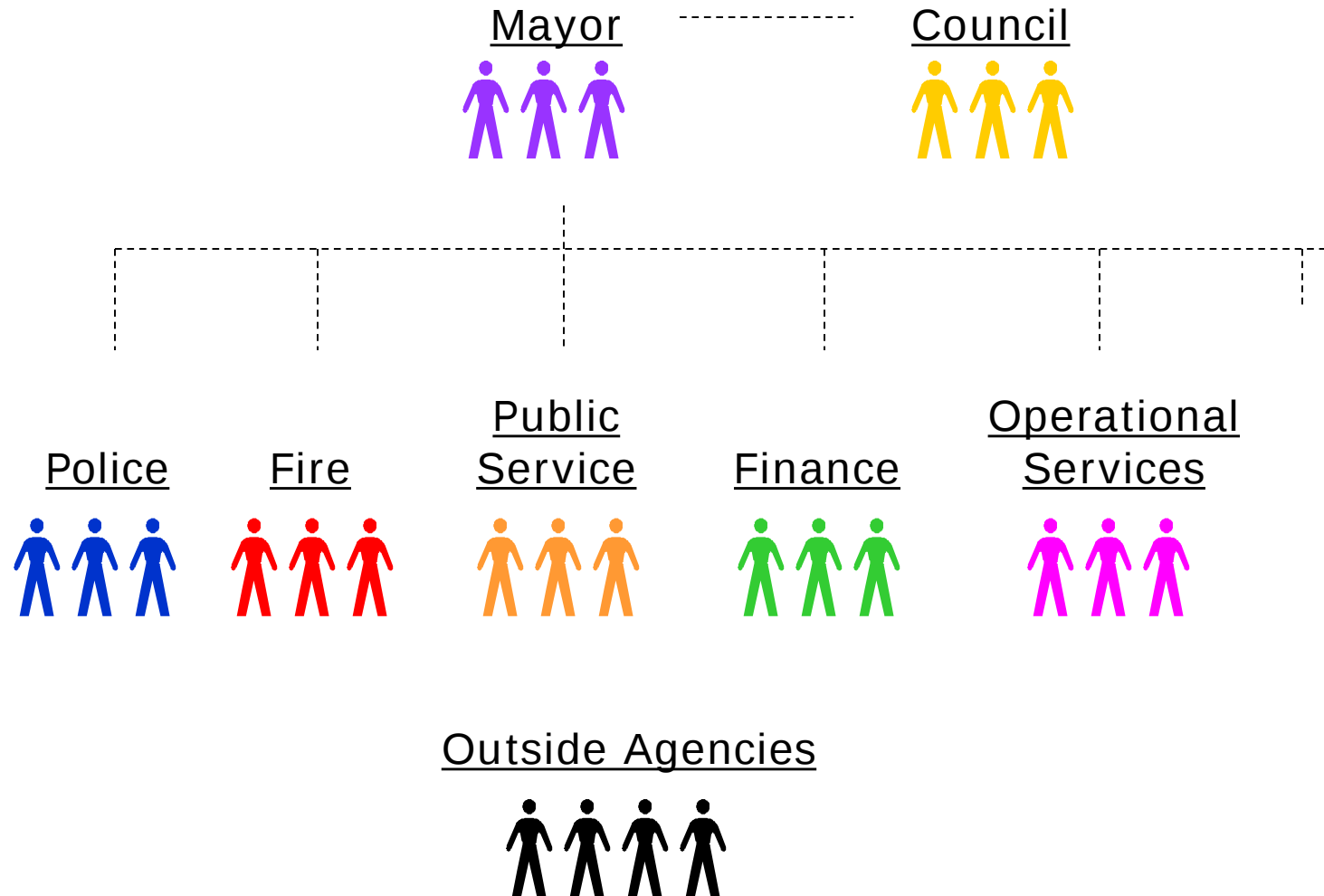


Lansing Emergency Management

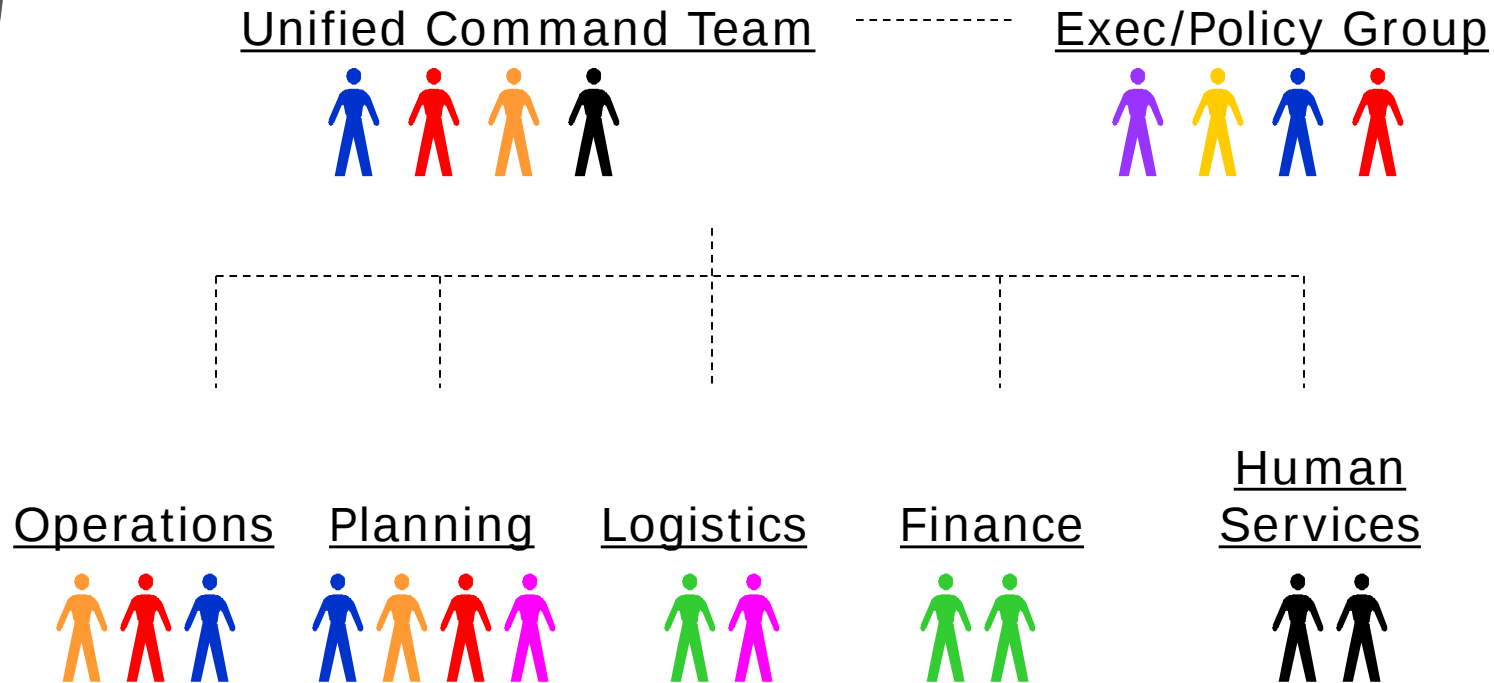




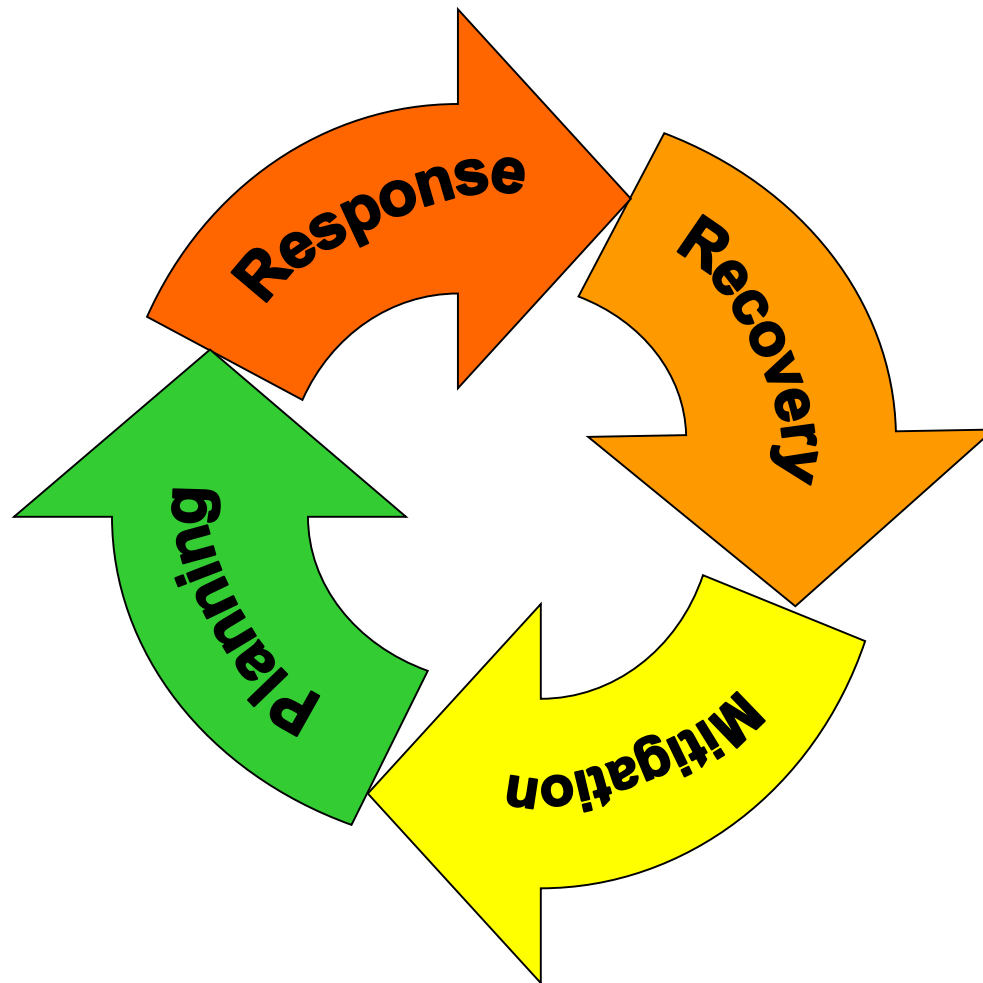
City Organization – “Peacetime”



City Organization – Disaster Response



Functions of Emergency Management



Definition of Disaster

- Overwhelm resources
- Threaten life, property, environment

THE DISASTER DECLARATION PROCESS



RESOURCES

Local resources are overwhelmed

Mayor declares local disaster

Governor declares state disaster

State resources respond

State resources are overwhelmed

President declares federal disaster

Federal Resources Respond

- Police
- Fire
- Public Works
- Mutual Aid
- Local volunteers & voluntary agencies

- State Police
- State Agencies
- MDOT
- National Guard

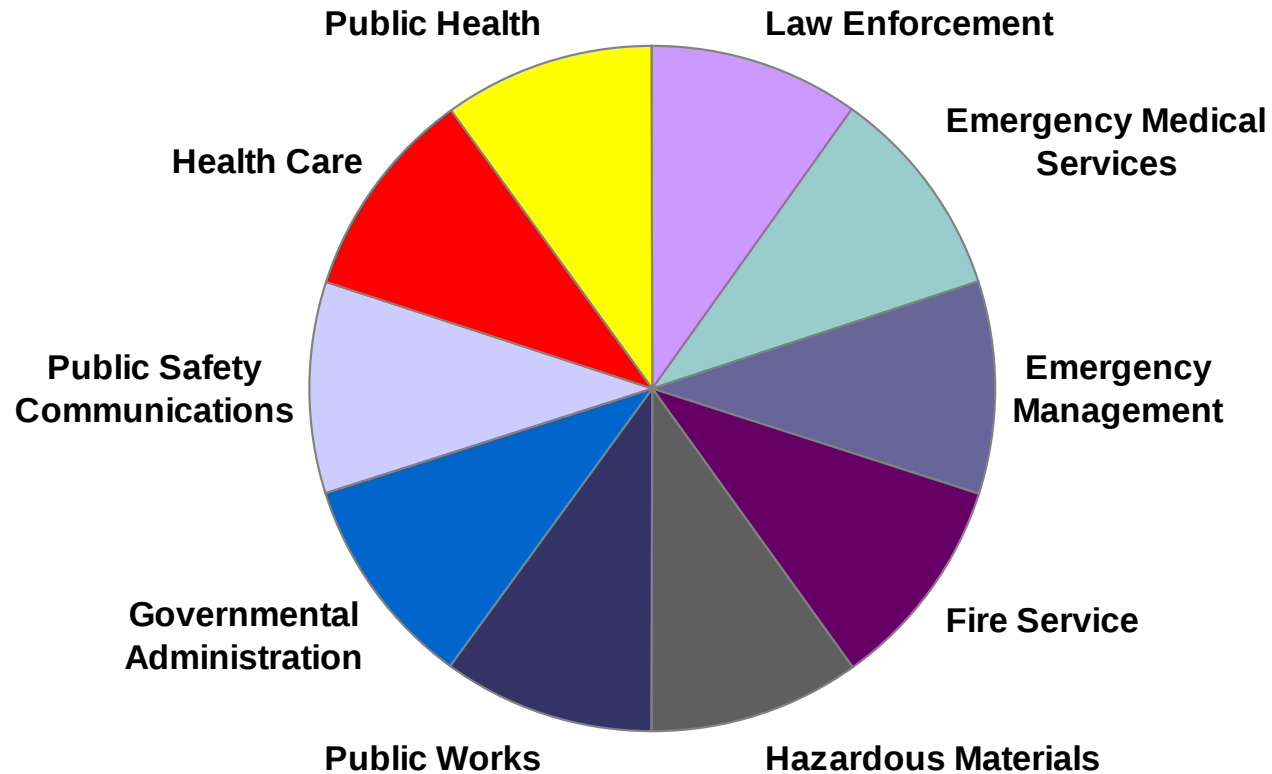
- Individual and Public Assistance Grants
- Small Business Administration Assistance
- Corps of Engineers or other technical assistance

All Disasters are Local

- Multi-county floods are local disasters
- Regional power outages are local disasters
- 9/11 was a local disaster



Emergency Management Disciplines



Legal Authority

- Administrative Code
 - Chapter 234-Lansing Emergency Management Ordinance
- State Law
 - PA 390
 - Emergency Management Act
 - PA 207
 - Fire Act
- City Charter

Alert & Warning



Emergency Operations Plan



Special Populations

- Animals in Disaster
- Elderly
- Physically/Mentally Handicapped
- Homeless
- Jail
- Other



Critical Infrastructure Protection



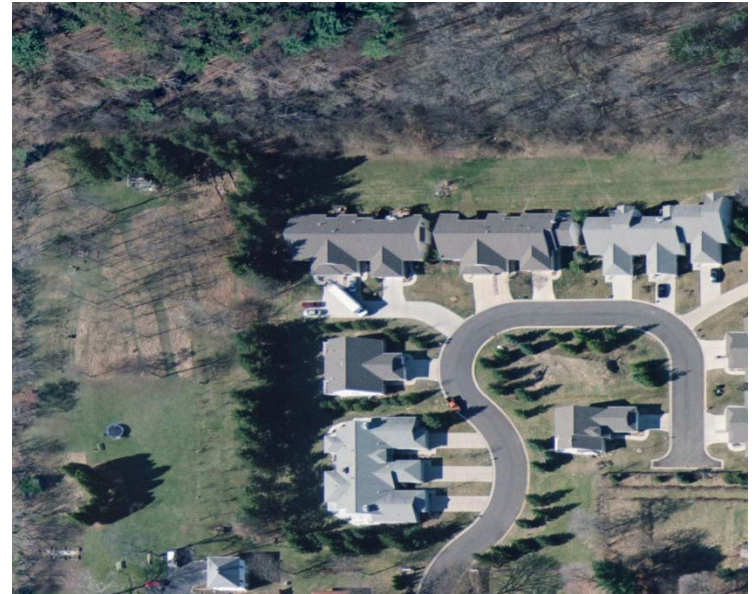
Special Events

- Planning
- Coordination
- Command Center
- Volunteers



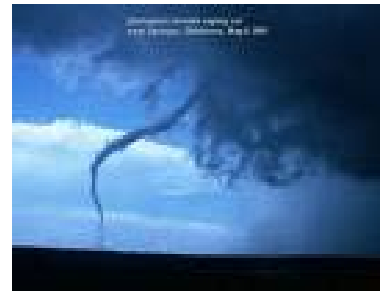
Mitigation

- Hazard Analysis
- Mitigation Planning
- Grant writing
- Coordination



Severe Weather Response

- Skywarn
- Cooling Centers
- Warming Centers
- Snow event coordination
- Damage assessment





Technology

- Video Conferencing
- Video Surveillance
- GIS Satellite Mapping (down to 3 Meters)
- Interoperable Communications (Local, State, Fed)
- Amateur Radio
- Video Monitors
- Video/Audio Event Recording Capabilities
- EAS/Warning Sirens
- Satellite Phones
- Computers/Software/Phones/Fax
- Real Time Weather Radar

do **1** thing



Small steps to prepare your
family for emergencies

Do 1 Thing Calendar



**January:
Make a Plan**



**February:
Water**



**March:
Sheltering**



**April:
Food**



**May:
Work, School
& Community**



**June:
Unique
Family Needs**



**July:
Be Informed**



**August:
Get Involved**



**September:
Family
Communication**



**October:
Power**



**November:
Emergency
Supplies**



**December:
First Aid**

Contact Information

City of Lansing
Office of Emergency Management

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Emergency Management Chief
483-4186

William.Engelter@lansingmi.gov

Jason Stevens
Emergency Management Captain
483-5345

Jason.Stevens@lansingmi.gov

