



Brian Sturdivant, Fire Chief

CITY OF LANSING

BOARD OF FIRE COMMISSIONERS

120 E. SHIAWASSEE ST., LANSING MI 48933

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



Andy Schor, Mayor

1. Call to Order – Establish Quorum - 5:35 p.m.

REGULAR MONTHLY MEETING MINUTES

WEDNESDAY, NOVEMBER 9, 2022 | 5:30 PM |

LFD STATION #8-EOC | 815 MARSHALL ST. | LANSING MI

1.1. Present: Kathleen Tobe, Charles Willis, Steve Purchase, Kris Singh, Barbara Lawrence, Rodney Singleton

1.2. Absent: Gina Nelson

2. Additions to Agenda:

2.1. None

3. Approval of Minutes:

3.1. July 13, 2022 and August 17, 2022 - A motion was made and supported to the minutes as written. Motion was carried by unanimous vote

3.2. September 14, 2022 - A motion was made and supported to approve the minutes as written. Motion was carried by unanimous vote

4. Public Comment – Agenda Items (Time Limit: 3 Minutes):

4.1. Patti Starnes stated that it was nice to be on the other side of the table for tonight's meeting.

5. Review Communications

5.1. Thank you, letter – from Dina Goodwin-Walter giving her thanks to the crew who treated her 3-year-old daughter.

5.2. Thank you, letter – from Doris Leland thanking the crews for all the assistance they have given her and her husband this year.

6. Comments from Chair Steve Purchase

6.1. Bond Passed and was a solid win. Lots of good things coming up. Had the opportunity to do some touring of the public facilities.

6.2. Councilman Brian Daniels went on the facilities tour with us and when he saw the condition the gym equipment was in at Station 9 he offered to let personal use the gym that he owns for free while in the process of updating facilities.

6.3. As I see our job moving forward, I am hoping we will be able to help in the process of making sure the funds that are designated for LFD facilities go to LFD.

6.4. Commissioner Singh and I attended the recent graduation ceremony at the Hill Center for our newest recruits. It was a nice ceremony and went well. Commissioner Tobe asked who at Fire would we contact to schedule a time to come in and see the students at LCC. Administrative Chief Odom stated it would be him or Captain Neal.

6.5. December will be a light meeting as it has been in the past to celebrate the holidays. In January I would like to hit the ground running and invite the Finance Director to the meeting to begin the budget process. I would also like to start us back to having a couple of our AOGs and SOGs on the agenda for reviewing. Chief stated that

Fire Commissioners

1st Ward Barbara Lawrence – Vice-Chair

2nd Ward Vacant

3rd Ward Kathleen Tobe

4th Ward Gina Nelson

At-Large Steve Purchase –Chair

At-Large Rodney Singleton

At-Large Charles Willis

At-Large Kris Singh

Lexipol is already in the process of reviewing our AOGs and SOGs, he stated they are outdated. Commissioner Lawrence asked if the Department will be paying for it? Chief responded yes. Commissioner Tobe stated it was a long-term investment. Commissioner Willis stated that he was happy that the Department was looking at this. He stated these are the same policy that were in place years ago. Commissioner Purchase stated that it makes sense to have it reoccurring each year to keep everything current.

7. Presentation:

- 7.1. Assistant Chief Ken Lay introduced himself. 30 plus year member of the fire service. I have worked the administration and Operations areas. Commissioner Willis asked what his experience was working with the Fire Marshals Division? While at Muskegon Heights I was the plan reviewer and worked my way up to the NFPA Committee. Commissioner Lawrence asked where he moved from? He stated Tennessee. Chief Sturdivant stated that Chief Lay and himself had sat in on a various meeting, so when he say Chief Lay had applied, he was excited.
- 7.2. Assistant Chief Lay stated that he is working on internal communication, bringing back the newsletter, already working with Michelle and a couple of others on updating our website and social media. Looking to establish a citizen fire academy. Working on health and wellness standards. These are just a few things we are working on for moral boosters. We are getting ready to send out a Christmas decorations challenge for the stations and allow the community to vote on the best. Commissioner Purchase asked about the inventory management thread that was started awhile ago and has stopped. Chief Lay said they are working with Chief Randle to get a platform in place. Chair Purchase asked big focus was on inventory management. It is on the plate, working with Chief Randle. Chair Purchase asked if the budget process for next has began and is there an opportunity to add in line items for various things that might be needed? Chief Sturdivant stated that we will develop the budget and then allocate monies for things.
- 7.3. Commissioner Willis asked Assistant Chief Lay to look into the Fire Marshal Division. Concerns about how hard they are working. A/C Lay stated that he is working on meeting with FM Burger to discuss things.

8. Fire Administration Report – Brian Sturdivant, Chief

- 8.1. Submitted request to fill Patti's position and Prevention Secretary position. Meeting with Linda on the new recruitment hiring process for firefighters. We will be dividing them into 3 phase process 1) Firefighter Trainee, no certification at all, 2) Firefighter/EMT and 3) Firefighter/Paramedic. So, when we receive applications, we will know exactly what we are dealing with. We will be moving to a new Physiological Evaluation vendor. We also will be having the physical agility test as part of the testing process. It will be set up within the community and they will be given ample time to practice but it will be a pass, fail only process.
- 8.2. Chair Purchase asked how is the department doing in our paramedic staffing? Chief stated that we have 25 members who are paramedics that are engineers and according to the CBA they are no longer in the EMS rotation. If we could get those engineers to agree to ride once or twice a month to provide some relief. Chief stated that we have a total of 14 paramedics and only need 5 per day on each shift so we are meeting requirements.
- 8.3. We are also working on a Strategic Planning program.
- 8.4. Here are the guidelines for the structure of how the mayor would like to have the annual report done. The draft of the annual report will be available by next week.

9. Old Business:

- 9.1. None

10. New Business:

- 10.1. Chair Purchase submitted the Boards letter for the Annual Report. Asked everyone to look at it and is asking for a motion to approve to add this letter as part of the annual report. A motion was made and supported to approve the Annual report letter as written. Motion was carried by unanimous vote

- 10.2. Meeting schedule for 2023, please review and motion to approve. A motion was made and supported to approve the Board of Fire Commissioners 2023 monthly schedule as submitted. Motion was carried by unanimous vote
- 10.3. Chair Purchase present a resolution and certificate of appreciation to Patti Starnes for 29 years of service with the City of Lansing including 25 years with the Fire Department. A motion was made and supported to present the resolution and certificate to Patti Starnes as written. Motion was carried by unanimous vote
11. Request for Commissioners to be Excused
 - 11.1. A motion was made by Commissioner Lawrence and moved by Commissioner Tobe to excuse Gina Nelson for the November 9, 2022, meeting. Motion carried unanimously.
12. Commissioner Comments
 - 12.1. Commissioner Willis asked about the status of Commissioner badges? A/C Tobin stated we have them to get with him. Chair Purchase asked about IDs and able to access station doors. A/C Tobin state that if there is a problem to please let us know when it happens.
 - 12.2. Commissioner Willis stated that he had heard about the Lynn case and stated that the last meeting would have been the perfect time to discuss it. He asked that communication be more transparent with the board on things like this. City Attorney Staples stated that there is an option in the Open Meetings Act that would allow the board to go into a closed meeting to discuss ligation matters.
 - 12.3. Commissioner Willis stated that it warms my heart to see the team concept that you guys are together. It's been a while since we have had this. Chief Sturdivant thanked Commissioner Willis for the recognition.
 - 12.4. Commissioner Tobe stated that she is excited about the Fire Citizens academy.
 - 12.5. Commissioner Tobe spoke about the ballot drop boxes. She ran into an issue at Station 6 and had an issue with a resident that she did her best to calm him down. But she requested that someone come out and monitor things. Chief Sturdivant stated that cameras were installed and personal have been told to stand outside to monitor.
 - 12.6. Commissioner Singh asked if we could get an updated contact list. When we lose a lawsuit where does the money come from? Chief Sturdivant stated it comes out of the city budget. It's possible there is insurance to cover it as well.
 - 12.7. Commissioner Lawrence thanked the Chief for going to City Hall and conducting a drill of their emergency procedures.
 - 12.8. Commissioner Lawrence stated that she received some comments from the staff at Station 2 which was all very positive.
 - 12.9. Commissioner Lawrence state that she was impressed at how clean Station 9 and 2 are. Both locations have many things including the exercise equipment that is completely rusting out.
 - 12.10. Commissioner Lawrence asked one of the staff members how they felt about the proposed plan, and they stated they were against it because there were no plans available to the public. Chair Purchase stated that, that same question has come up before and the reason is because in the past when plans have been developed and paid for at a high cost, the bond or proposal was not approved then the city is out money. So, they decided to wait to see if the bond would be approved by the voters and then the plans will be developed. Commissioner Lawrence stated that there is more information on the Safer Lansing Website than the company gave us at the presentation.
 - 12.11. Commissioner Lawrence stated that she saw on the Mayor's Facebook page that the proposal had passed and that he was looking to gather some stakeholders for this project. She hopes that some stakeholders do come forward for this project.
13. Public Comment – On any matter- speakers must state their name and address (Time Limit: 3 minutes):
 - 13.1. None

14. General Order

14.1. None

15. Adjournment: 7:50

Minutes submitted Wednesday, December 14, 2022 by: Michelle Greko

Michelle Greko

Lansing Fire Department – Administration

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