



Brian E. Sturdivant, Fire Chief

# CITY OF LANSING

## BOARD OF FIRE COMMISSIONERS

120 E. SHIAWASSEE ST., LANSING MI 48933

(517) 483-4200 | [LANSINGMI.GOV/FIRE](http://LANSINGMI.GOV/FIRE)



Andv Schor. Mavor

REGULAR MONTHLY MEETING AGENDA  
WEDNESDAY, FEBRUARY 8, 2023 | 5:30 PM |  
LFD STATION #2 | 2114 N. GRAND AVE | LANSING MI

### 1. Call to Order – Establish Quorum

- 1.1. Present
- 1.2. Absent

### 2. Additions to Agenda

### 3. Approval of Minutes:

- 3.1. January 11, 2023

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

### 5. Review Communications

- 5.1. Thank you letter from the Bird Family
- 5.2. Letter of Appreciation from Karl & Ann Johnson

### 6. Comments from Chair

### 7. Presentations

### 8. Fire Administration Report – Chief Sturdivant

- 8.1. Strategic Planning update
- 8.2. Hiring Process

### 9. Old Business

### 10. New Business

- 10.1. Move to closed session to discuss litigation update with the City Attorney's Office

### 11. Request for Commissioners to be Excused

### 12. Commissioner Comments

### 13. Public Comment – On any matter- speakers must state their name and address (Time Limit: 3 minutes):

### 14. General Order

### 15. Adjournment

#### Fire Commissioners

1st Ward Barbara Lawrence – Vice-Chair  
2nd Ward Jarrod LaRue  
3rd Ward Kathleen Tobe  
4th Ward Gina Nelson  
At-Large Steve Purchase –Chair  
At-Large Rodney Singleton  
At-Large Charles Willis  
At-Large Krishna Singh



Brian Sturdivant, Fire Chief

# CITY OF LANSING

## BOARD OF FIRE COMMISSIONERS

120 E. SHIAWASSEE ST., LANSING MI 48933

(517) 483-4200 | [LANSINGMI.GOV/FIRE](http://LANSINGMI.GOV/FIRE)



Andy Schor, Mayor

### REGULAR MONTHLY MEETING MINUTES

WEDNESDAY, JANUARY 11, 2023, | 5:30 PM |

LFD STATION #1-COMMUNITY ROOM | 120 E. SHIAWASSEE ST. | LANSING MI

1. Call to Order – Establish Quorum - 5:33 p.m.

1.1. Present: Charles Willis, Steve Purchase, Kris Singh, Barbara Lawrence, Rodney Singleton, Gina Nelson, Jerrod LaRue

1.2. Absent: Kathleen Tobe

2. Additions to Agenda:

2.1. None

3. Approval of Minutes:

3.1. December 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. Dan Komm, Local 421 President apologized for not making more meetings, he or vice president will be attending more meeting.

5. Review Communications

5.1. None

6. Comments from Chair Steve Purchase

6.1. Saw in the paper about the monies that we will receive from the Federal Government. Assistant Chief Tobin stated that he began working with the Finance Dept and the Mayor's office since last March for a line-item budget appropriation from the Federal Government. The original request was for 3.9 million specifically for EMS equipment, it was initially to help cover the cost of the ALS 360 program. We did not get the full 3.9 million but was awarded the 1 million that will go towards covering part of the cost of the ALS 360 program. Chair Purchase asked if we have a good plan to cover the rest of that cost? A/C Tobin stated that between this, the ARPA funding we funded about half of the 10 years for the program.

7. Presentation

7.1. Chair Purchase stated he asked the Finance Dept to come in and give a brief overview of where the city budget stands today and how things are looking coming into the next budget year and what that means for the LFD budget.

7.2. Joe McClure, Deputy Finance Director, I have been with the Finance Dept for about 6 months and with me is Jackson Mills, Budget Analysis who has been with the city for just over 2 months now. Dep Director McClure said looking at the 2023 Budget at the end of this month we are required to give our quarterly update to City Council. For the 2023 budget currently, I am not seeing any financial issues facing the city. Typically, if there are any issues they don't show up until the end of the year. In respect to the 2024 budget that we are working on

#### 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

- right now, the biggest issue has been the pension funding. Stock market did not perform well. The other issue is the collective bargaining agreement hasn't been ratified yet. Fire does have ARPA funds for fleet upgrades.
- 7.3. Commissioner Lawrence asked to be given a brief education on ARPA funds. She stated all she knows is that it is money coming to the city from the Federal Government because of the Pandemic. Dep. Dir. McClure went over the process of what the city received and an overview of what the funding is for.
- 7.4. Chair Purchase asked if the 2.8 million that was stated that LFD got was that the total amount of ARPA funds that LFD will get or is it just what they will get for the FY? Dep. Dir. McClure said that was the total that LFD got. It went to help purchase turnout gear, Fleet upgrade and EMS equipment. Fleet upgrade was 1.7 million (new ladder truck), turnout gear for 300,000, and then EMS equipment for 780,000. Central Garage got 5 million to upgrade City wide fleet. I am not sure what part of that will be used towards Fire. Chair Purchase asked about the funds for revenue loss and how it worked. Dep. Dir. McClure stated that the funds for revenue loss went back into the general fund. Revenue loss for parking alone was over 5 million.
- 7.5. Commissioner Willis stated that the amount Fire received from ARPA isn't enough. He stated we know that the bond was passed for a new building and station and to help with upgrades, but we know that is not going to be enough to cover what we need. He asked if the ARPA funds could have been used to go into the stations to help with upgrades. Dep. Dir. McClure stated that the ARPA monies were issued because of issues that were impacted by the pandemic. On the surface I am not sure. A/C Tobin stated no it couldn't have been used.
- 7.6. Chair Purchase asked when do they expect to have LFD's budget ready for board review? Per City Charter, City Council must approve the final budget in May. The Board seems to get the budget later each year for approval and that ends up requiring a special meeting to be called. I am hoping to avoid that if possible. Dep. Dir. McClure stated that the City Charter requires the mayor to submit a balanced budget to City Council by the 4<sup>th</sup> Monday of March. Chair Purchase stated that it is also in the Charter that the Police Board and Fire Board are to approve the Department budget before it is presented to Council. Anything that can be done to get that to us would be helpful.
- 7.7. Commissioner Willis asked if Fire Department is the only union contract that is outstanding. Dep. Dir. McClure stated yes to his knowledge.
8. Fire Administration Report – Mike Tobin, Assistant Chief and Assistant Chief Lay
- 8.1. A/C Tobin stated that Chief Sturdivant is doing well and sends his best.
- 8.2. A/C Tobin spoke on the Ice Rescue that took place on Stoneleigh on Christmas Eve. Crews did an amazing job. Three victims, 1<sup>st</sup> was a semi self-rescue, 2<sup>nd</sup> was an entry into the water, 3<sup>rd</sup> was a rescue who had been submerged for about 40 minutes but was successfully found by LPD dive team. Victims were transported to the hospital. One was transferred to UoM hospital the next day and unfortunately passed away a few days later.
- 8.3. A/C Tobin handed out a report that is generated by the 911 Center and is a breakdown of the calls that they dispatched to LFD. Majority of the calls are medical. A/C Tobin gave an overview of the breakdown stats.
- 8.4. Commissioner Willis asked if we respond to a state building, a hospital, or a school, how is it reflected in this report? A/C Tobin stated that this report is for specific cad codes for alarm types.
- 8.5. A/C Tobin stated that they have finalized the order for the new Ladder Truck. Not going to take credit but it was my push, and I got no resistance but the new ladder truck with going to be blacked out truck. It will be black over red and the ladder itself will be black, the bucket is going to be black, and I think it's going to be sweet. This will be something that the Citizens have never seen before. Delivery of the truck is scheduled for Mid-November. This week crews are training on the new power load systems; this should help with injuries.
- 8.6. A/C Lay spoke about the shutdown of Boston Market Restaurant on S. Cedar St. We were just a part of that shut down. During inspections, a piece of equipment was not working and after many attempts to get them to fix it and they didn't, the Building Department as well as other departments got involved that ultimately caused the shutdown to happen. It is on the owner to have proper working equipment.
- 8.7. A/C Lay spoke about the beginning stages of a smoke detector program. Smoke detectors will be free, all they need to do is contact us and we will schedule 2 staff members to go out and install the detectors. The state has a free program that we will be getting them from.

- 8.8. A/C Lay spoke about the station decoration challenge and the overwhelming response from the community on how they loved it. We are looking at doing more things like this that are more family oriented.
- 8.9. A/C Lay stated that he spoke with HR today and we are in the process of getting everything separated to go. We are going to change it up a little bit. We are going to have an open application process, whereas we are going to leave it up and people will continue to apply until about 3 weeks before the test is scheduled. Then once the process closes, after the testing is completed, we will open it up again for more applications can be accepted.
- 8.10. Commissioner Nelson asked about the status of the awards program. A/C Lay stated that we are working on revamping it and possibly looking at having an end of the year banquet.
9. Old Business:
- 9.1. None
10. New Business:
- 10.1. Chair Purchased asked A/C Tobin about the status of the departments SOG process. A/C Tobin stated that the contract with Lexipol to assist without policies has been signed. The initial training for the review group has happened, the initial pool for the policies is being looked at right now. The group has reviewed the first 2 chapters of that which is the equivalent of about 14 policies. After we review blocks of them, we will meet with Lexipol, and their attorneys and they look at our edits and make changes. The final review will go to the Chief for approval. We have moved into the next phase of our strategic plan development for Lansing Fire. We now have our community and our internal meetings scheduled.
- 10.2. A/C Lay stated that the community meeting is scheduled for January 30 and the internal is January 31, February 1 and 2. We want input from the community and you as board members will be a part of that. There is limited space available. We want the community there to give their idea of what they want their fire department to be. Then there are the internal stakeholders which will be driven by department staff members. We are looking at a plan for 3-5 years and what you/we would like to happen over those 3-5 years on where the department will be or go. We are looking forward to it.
- 10.3. Commissioner Singh asked if the Board Schedule is posted in the stations because he has received calls and been asked a few times when the next meeting is because they want to come. A/C Tobin stated that it is posted at every station and all personnel received an email with the schedule.
- 10.4. Commissioner Nelson asked about the Dr. King Luncheon. A/C Lay stated that we do have a table, the Chief put it out to the staff members, 7 people have responded so I have 1 ticket available. Tickets in general are sold out.
- 10.5. Chair Purchase asked with regards to Lexipol at what extent are those first groupings touching on administrative rules or rules governing the conduct of personnel that would be subject to this board's approval? A/C Tobin stated that he believes these are just some general boiler plate stuffs.
11. Request for Commissioners to be Excused
- 11.1. A motion was made by Commissioner Lawrence and moved by Commissioner Nelson to excuse Kathleen Tobe from the January 11, 2023, meeting. Motion carried unanimously.
12. Commissioner Comments
- 12.1. Commissioner Lawrence stated that now that this board is full, maybe it's time this body looks at doing some strategic planning ourselves.
13. Public Comment – On any matter- speakers must state their name and address (Time Limit: 3 minutes):
- 13.1. IAFF 421 President Komm spoke on the city's liability cost. When our contract is ratified, I will be more than happy to talk to you about it. I will bring business cards next time. I feel we are headed in the right direction. Our administration is doing things that need to be done and have needed to be done for a long time.

14. General Order

- 14.1. Chair Purchase asked that we go around the room and introduce ourselves to the new commissioner. Introductions took place. Commissioner LaRue introduced himself stating he is a former Firefighter at Lansing Township Fire due to an injury I am not longer active and I am looking forward to being on the board.

15. Adjournment: 6:50 p

---

Minutes submitted Wednesday, February 8, 2023, by: Michelle Greko

**Michelle Greko**

**Lansing Fire Department – Administration**

120 E. Shiawassee St. | Lansing, MI 48933

O: 517-483-4564 | E: [michelle.greko@lansingmi.gov](mailto:michelle.greko@lansingmi.gov)

DRAFT

## Greko, Michelle

---

**From:** Lay, Kenneth  
**Sent:** Friday, January 13, 2023 4:05 PM  
**To:** LFD ALL PERSONNEL  
**Cc:** Solis, Lucianna  
**Subject:** FW: Making a Difference-Thank you LFD

This information was given to us to pass on. Congratulation and job well done Lansing Fire Department. Let us continue to make a difference in people's lives in our community. I'm very proud to be a part of such an organization.

Greetings:

I hope this email finds you well.

I wanted to share a wonderful experience a community member had because of the support of LFD. Last month I was working the First Responder Food Distribution and met a single mom who was struggling as she recently lost her job and could not afford a holiday meal or gifts for her children. I wanted to figure out a way to help her and LFD immediately offered to contribute with a gift card to help with this unfortunate situation. That said, I'd like to give a huge S/O to members of the training division and to the EMS division. Thank you so much for going above and beyond to help our Lansing family.

Thank you, LFD, for making a difference!

Sincerely,

**Lucianna Solis** (she/her/ella)

*Mayor's Community Relations & Faith Based Initiatives Manager*

**City of Lansing – Office of Mayor Andy Schor**

124 W. Michigan Ave. | Lansing, MI 48933

O: 517-483-4109 | C: 517-282-6689 | E: [Lucianna.solis@lansingmi.gov](mailto:Lucianna.solis@lansingmi.gov)

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



Andy Schor, Mayor

---

**Sent:** Friday, January 13, 2023 9:22 AM

**To:** Solis, Lucianna <[Lucianna.Solis@lansingmi.gov](mailto:Lucianna.Solis@lansingmi.gov)>

I want to Thank each and every one of you for making Christmas for my kids and myself. I appreciate it so very much, without the good hearts of you all, it wouldn't of been possible this year. Just to see the smiles on their faces Christmas morning. Again Thank you all so very much.

With lots of Love The Bird Family

January 12, 2023

Lansing Fire Department Administration  
120 East Shiawassee Street  
Lansing, Michigan 48933

Dear Madames/Sirs,

I really want to thank you and commend you on your excellent work!! My husband and I had an incident this morning where his insulin shot hit a capillary putting 78 units of Tujeao into his blood stream all at once. He began to have a slight seizure.

We had a similar experience in April (or May?) of 2022.

The woman who answered the phone at 911 this morning was brilliant, kind, compassionate and wise. She stayed on the phone with me with precise and clear instructions until two fire trucks quickly arrived.

The three men and one woman who came in to assist us were extremely calm, kind and professional! Great communicators. Great listeners. We could tell they knew from experience how to help us and how to advise us. We could tell they genuinely cared about our well being.

It was great comfort and a great relief.

By eating A LOT of food, Karl's blood sugars came up and we did not have to have a glucose IV like last time. He consumed yogurt, fruit, peanut butter, cereal and maple syrup ...way more than he wanted, before the teams arrived.

One of the gentlemen suggested we write everything down and take this information to our doctors. We will definitely do this and consult with them about such high doses of insulin.

We are extremely grateful for your kindness. You are rare, special people. You are appreciated!!

THANK YOU for your excellent work.

Sincerely,



Karl & Ann Johnson  
3915 Alpha Street  
Lansing, Michigan 48911  
517-242-5417