



CITY OF LANSING BOARD OF FIRE COMMISSIONERS

120 E. SHIAWASSEE ST., LANSING MI 48933
(517) 483-4200 | [LANSINGMI.GOV/FIRE](https://lansingmi.gov/fire)



Andy Schor, Mayor

Brian Sturdivant, Fire Chief

REGULAR MONTHLY MEETING MINUTES Wednesday, July 10th, 2024 | 5:30 PM | MAINTENANCE AND ALARM | LANSING MI

1. Call to Order – 5:32 p.m.
 - 1.1. Present: Barbara Lawrence, Jarrod LaRue, Charles Willis, Steven Purchase, Krishna Singh, Kathy Tobe, Rodney Singleton
2. Additions to Agenda
3. Approval of Minutes: Approved June 12th minutes with grammatical changes
4. Public Comment – Agenda Items (Time Limit: 3 Minutes): None
5. Review Communications
 - 5.1. Letter from Lief Findsen
6. Comments from Chair
 - a. Council Saturday Meeting Schedule
 - i. Typical: 1st ward, first Saturday. 2nd & 3rd on the 2nd Saturday. 4th ward on the 4th Saturday.
 - ii. 2nd Ward meeting this Saturday at 1pm at Station 4
 - iii. Go to the City Council Website → City Council → Press Releases & Resources (left sidebar) → Weekly Meeting Schedule (at the top). Upcoming meetings will be listed at the bottom, and up-to-date information will be shown.
 - b. Board Book: Will email a Dropbox link.
 - i. Rules of Admin Procedure, Charter, LFD Policies, Open Meetings Act, Lansing Ethics
 - ii. Meeting Schedule, Annual Reports, LFD Budgets (current, historical),
 - iii. CBA
 - iv. Anything else you would like stored there? Minutes?
 - a. Committees: - seek interest - 2-3 members for each. Chair taking the lead in drafting/setting the agenda.

Fire Commissioners

1st Ward Barbara Lawrence – Vice-Chair
2nd Ward Jarrod LeRue
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

- i. Budget Review - Primarily active this fall ahead of the City's Budget Process. Coordinate with the Chief to get the Department's Budget request. Review and discuss. Recommendation to the board. Draft Board's recommendation letter to the Mayor and Council. Present the budget to the Board.
 - ii. Commissions Annual Report - Similarly active during the fall. Possibly as early as August. Coordinate with the Chief/Designee to compile reports (runs, complaints, discipline), review policies discussed in the last year. Consider the strategic plan. Make recommendations. Draft and present the report to the board.
 - iii. Board Rules/Charter - *Hold for City Charter Commission*
 1. In the coming months, the commission will be reviewing charter provisions, including those that speak to this board and LFD. Is there interest in having the body submit a letter speaking to our role and the provisions of the charter that govern what we do? Proposed changes?
7. Presentations - none
8. Fire Administration Report – Chief Edwards-Clemons
- LFD received funding for two new FTE FF positions in the last City Budget.
 - Chief is preparing to bring ISO back to reduce the city's rating. Mid-Late Fall is the Goal. Discussed the various materials and categories that would be reviewed by ISO.
 - Station 42 to 48 move is on hold to inform neighborhoods of the move and continuity of coverage. This will be a 2-3 week process.
 - Discussed open house community meetings utilized for prior station closures and including commissioners from the affected wards.
 - Discussed putting a sign out front that 42 is being rebuilt. Your bond dollars at work.
 - New Hires: 15 possible start date of 8/12/24
 - Candidates will need to go through the psych eval. Hoping at least 12 will come through. Discussed training mix of the potential hiring class.
 - Hired a new logistic Secretary Administration.
 - Training secretary interviews incoming.
 - Graduated 14 recruits last month.
 - Cadet program approved with projected start date of 8/26, paid positions targeting Lansing Residents. Introduce them through a Medical First Response Program which creates a foundation for cadets to be successful in
 - Continuing to improve our Community Risk Reduction program and between EMS and Prevention
 - 30 AED's have been received and now considering where to deploy them. (city hall, CATA, parks, etc.) Discussion about ongoing follow-up for maintenance. Department is providing the equipment and training; recipient is responsible for ongoing maintenance.
 - Fire Marshal's office has begun a multi-family residential inspection program in conjunction with Code Enforcement.

- Also started working on creating our building registry
- Discussion of unit level inspections and goal to get on an annual cycle.
- The department held 7 events with the inflatable fire safety house with over 900 individual
- July 4th Update: two structure fires, bon fire. Low reports of personal injuries.

9. Old Business - none

10. New Business

a. Chair Nomination and Election

- Vice Chair Lawrence takes the gavel. Floor is opened for nominations. Purchase is nominated by Nelson. No additional nominations. Commissioner Tobe moves to close nominations and approve Purchase by unanimous consent. No Discussion. Motion Passes.

b. Vice Chair Nomination and Election

- Vice Chair Lawrence takes the gavel. Floor is opened for nominations. Purchase is nominated by Nelson. No additional nominations. Commissioner Sing moves to close nominations and approve Purchase by unanimous consent. No Discussion. Motion Passes.

11. Request for Commissioners to be excused.

11.1. None

12. Commissioner Comments

- 12.1. Nelson: Awards committee will meet on July 19th at Station 1.
- 12.2. Willis: Kudos for hiring the training secretary, very much needed. Also interested to see how the new hiring process works, particularly doing Fire 1&2 before EMS training.
- 12.3. Singh: Encourages Fire Admin to continue getting out into the stations.
- 12.4. Larue: Happy Station 2 is being rebuilt. Concerned about far northwest corner of the city with Engine 2 moving to Station 8 and the long response time from 1. Wondering if mutual aid from Delta for first alarm in that area. That will be a discussion with Chief Sturdivant.

13. Public Comment

- 13.1. Chief spoke about going through the cadet program when he was 19.

14. General Order – None

- 14.1. Cancel August Meeting. Allow Committees to meet if they wish. Purchase will submit a letter to you all through Jules to document the appointment of committee members. Purchase will meet with the Chief to organize upcoming meeting schedule, departmental presentations.

15. Adjournment

Minutes taken by Chair Purchase, formatted and submitted by Jules Overfelt on 9/6/2024