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**Call To Order:**

The regular meeting of the Lansing City Council was called to order by Mayor McNeill at 7:00 p.m.

**Roll Call:**

Mayor McNeill called the roll and indicated which Councilmembers were in attendance.

**Councilmembers Present:**

**Ward 1:** Gene Kirby and Kevin Gardner

**Ward 2:** Marcus Majure

**Ward 3:** Kerry Brungardt and Jesse Garvey

**Ward 4:** Dan Clemons and Gregg Buehler

**Absent:** Don Studnicka

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**OLD BUSINESS:**

Approval of Special Meeting Minutes of July 6, 2023, as presented.

**Councilmember Buehler made a motion to approve Special Meeting Minutes of July 6, 2023, as presented. Councilmember Clemons seconded the motion.** No discussion occurred. **Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Kirby, Majure, and Garvey. Nay: none; Abstain: Councilmember Gardner; Absent: Councilmember Studnicka. The motion was approved.**

Approval of Minutes of the Regular Meeting of July 6, 2023, as presented.

**Councilmember Garvey made a motion to approve Regular Meeting Minutes of July 6, 2023, as presented. Councilmember Buehler seconded the motion.** No discussion occurred. **Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Kirby, Majure, and Garvey. Nay: none; Abstain: Councilmember Gardner; Absent: Councilmember Studnicka. The motion was approved.**

**Audience Participation:**

**Anna Ferguson**, 118 E Kansas, requested the council review the decision by Code Enforcement regarding neighbor's 30' trees. Stated that a branch from the tree destroyed her home in 2019 and is less than 24' from her house. She was told by the city in 2021 that the neighbor had to remove the tree in its entirety. She was not informed that the city changed that decision to only require the neighbor to remove the branches from the trees. She has contacted the city every year regarding the tree.

Mayor Anthony McNeill and City Administrator Tim Vandall discussed communication with the tree owner. City Administrator Vandall stated that the owner is currently in Lithuania and asked that no action be taken until he is able to speak to the council.

**Ms. Ferguson:** Stated that the wife is the property owner, not the husband.

**Mr. Vandall:** Thanked Ms. Ferguson for the clarification and continued by showing the council the before and after photos of the tree in question. He stated that the property owner spent \$5,000 on the removal of the limbs which may have been partially the consideration. The property owner also disputes the idea that the tree is dead. Mr. Vandall acknowledged that he has been out to the property and did not know if the tree was alive or dead, but the property owner believes the tree to be alive.

**Ms. Ferguson:** Stated that nothing was growing on the tree and passed out pictures to the council...Council continued discussing whether the tree was dead.

**City Administrator Vandall:** Explained that the staff possibly did not consider the tree a hazard once the limbs were removed and spoke with the tree trimming company about it as well.

**Ms. Ferguson:** Continued by expressing her worry that the tree would continue to decay and fall over and either hit her home or injure herself or her family. The cost from the prior damage in 2019 was \$80,000 to her insurance and \$7,000 to her. She also indicated that the damage done to her fence by the same tree was paid for by her family. She stated that the tree has been an issue since 2015 when the first branch fell on her home, and the city contacted the property owner about the tree then.

The Council and Economic Development Director Joshua Gentzler discussed the codes related to dead trees.

Mayor McNeill and City Administrator Vandall discussed whether the property owner has been notified about the possible code violation and whether an inspection would be needed by an arborist.

**Mr. Vandall:** Stated that he would recommend that the property owner be given the opportunity to speak.

**Mayor McNeill:** Explained that they should hear both sides, but he wanted a way to move forward. If the tree was determined to be dead and in violation of the city code, then either the owner or the city would remove the tree. The council continued to discuss the process.

**City Attorney Greg Robinson:** Clarified that a citation would have to be issued first if the tree was determined to be dead. The property owner would have an opportunity to come in and make his argument through Code Enforcement, or he could concede the point and move on. If he can't take it down, the city would proceed as the mayor was discussing in reference to the weed...

**Mayor McNeill:** Stated that the city would send a letter then a citation as the city does with any Code Enforcement.

**Rob Gaslin,** Cottonwood Drive, with Fire District #1 Board of Trustees and Fire District #1 Chief Michael Stackhouse provided a handout, which is attached to and made part of the minutes, regarding a Framework for Strategic Planning. Discussed ISO classifications and PPC ratings for not just the Fire District but of the community's readiness for suppressing fires, analysis-results-evaluation strategies used to address the needs of the Fire District, and how that can resolve the lack of a Ladder Company as well as other needs for the growth discussed for Lansing. The Fire District has a goal to minimize debt financing. They are mitigating risk regarding the lack of an aerial capability by utilizing mutual aid agreements, pre-incident planning, and the possibility of strengthening fire codes. Councilmember Majure and Mr. Gaslin continued discussing how the funds are used to continually update equipment so that no firemen wear expired gear and prevent spikes in the budget.

**Fire District #1 Chief Michael Stackhouse** discussed with the Council the proposed 2024 budget of \$1,864,593.00 and the strategic planning tools that were used to determine that amount. Chief Stackhouse continued by discussing the personnel needs to include recruitment and retention. He has developed an adult cadet program for those that want to work but don't have the certifications to be a fire fighter with level-based contracts to compensate for the training received. He also wants to work with educational facilities and set up a youth cadet program.

**Presentations:**

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Executive Session - Economic Development**

**Councilmember Buehler made a motion to go into Executive Session to discuss personnel matters pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1) for 20 minutes, beginning at 7:40 PM and returning to the Council Chambers at 8:00 PM.**

**Councilmember Kirby seconded the motion. No discussion occurred. Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey. Nay: none; Abstain: none; Absent: Councilmember Studnicka. The motion was approved.**

**Councilmember Kirby made a motion to return to Open Session at 8:00 PM. Councilmember Buehler seconded the motion. No binding action was taken. Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey. Nay: none; Abstain: none; Absent: Councilmember Studnicka. The motion was approved.**

**REPORTS:**

**Department Heads:** Economic Development Director Joshua Gentzler updated the Council regarding the partnership with Zimmerman Properties on Covington Woods Phase II. He and City Administrator Tim Vandall discussed with the Council the possible locations for the 2024 Independence Day Festival. Director Gentzler also discussed the city’s long-term partnership with St. Francis de Sales Catholic Church regarding the Fall Fest. However, the city’s event planner Denise Souza has been informed by 30% of the previous vendors that the load-in to the Angel Falls location sites was problematic, and they will not be returning this year. Discussion with the Council continued regarding ways to resolve the vendors’ concerns.

**City Attorney:** Nothing to discuss.

**City Administrator:** Nothing to discuss.

**Governing Body:**

**Councilmember Buehler:** Thanked everyone that came to the meeting. On this day in 1969, Apollo 11 successfully landed in the Sea of Tranquility on the Moon, and Neil Armstrong and Buzz Aldrin were the first men on the Moon. Also on this day in 1964, Gregg Buehler was born.

**Councilmember Clemons:** City Administrator Vandall sent out letters on activity involving a HOA in Ward 4. Some of the homeowners took exception to the development of the park. There was flatly erroneous information distributed, and a petition went out. After reviewing the diagrams for the development and the trail, the cement part of the trail is 8’. The city property is 40’. So, there’s 16’ on either side of the trail. The plans for the development have the back of the houses at the trail, and it’s heavily wooded. The only thing to be careful of would be the utilities. Discussion continued between the Mayor and Council regarding the developer’s rights, the Planning Commission, and the city’s rights on its own property. Councilmember Clemons continued that at the Land Search Committee meeting last week, it came out that the golf course sold on June 30. No deed has been filed with the Office of Deeds. Not sure if it’s a rumor or if it did sell.

**Councilmember Brungardt:** Thanked City Administrator Vandall for the heads-up email.

**Councilmember Gardner:** Thanked City Administrator Vandall for the email and those that came to the meeting.

**Councilmember Kirby:** The David A. Trinkle, Jr. Memorial Plaque has been installed at the park. The guy that installed it said it was the hardest rock he'd ever worked with, and it was paid for privately.

**Councilmember Majure:** Thanked City Administrator Vandall and staff. Stated it's a great place to serve and a great city.

**Councilmember Garvey:** Asked if the City could explore hiring an additional code enforcement officer. States he constantly sees code violations around the city. At 219 Fairlane Street, there are three boats behind the house in the grass. The City adopted a code a year ago that said citizens can't do that. These boats have been sitting behind this house for 23 years without moving. Discussion continued with City Administrator Vandall and the Council regarding more follow-up needed, how the violations are tracked, and possibly providing quarterly reports to the Council. CED Director Gentzler clarified how the code enforcement process works.

**ADJOURNMENT:**

**Councilmember Majure made a motion to adjourn. Councilmember Brungardt seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey. Nay: none; Abstain: none; Absent: Councilmember Studnicka. The motion was approved.**

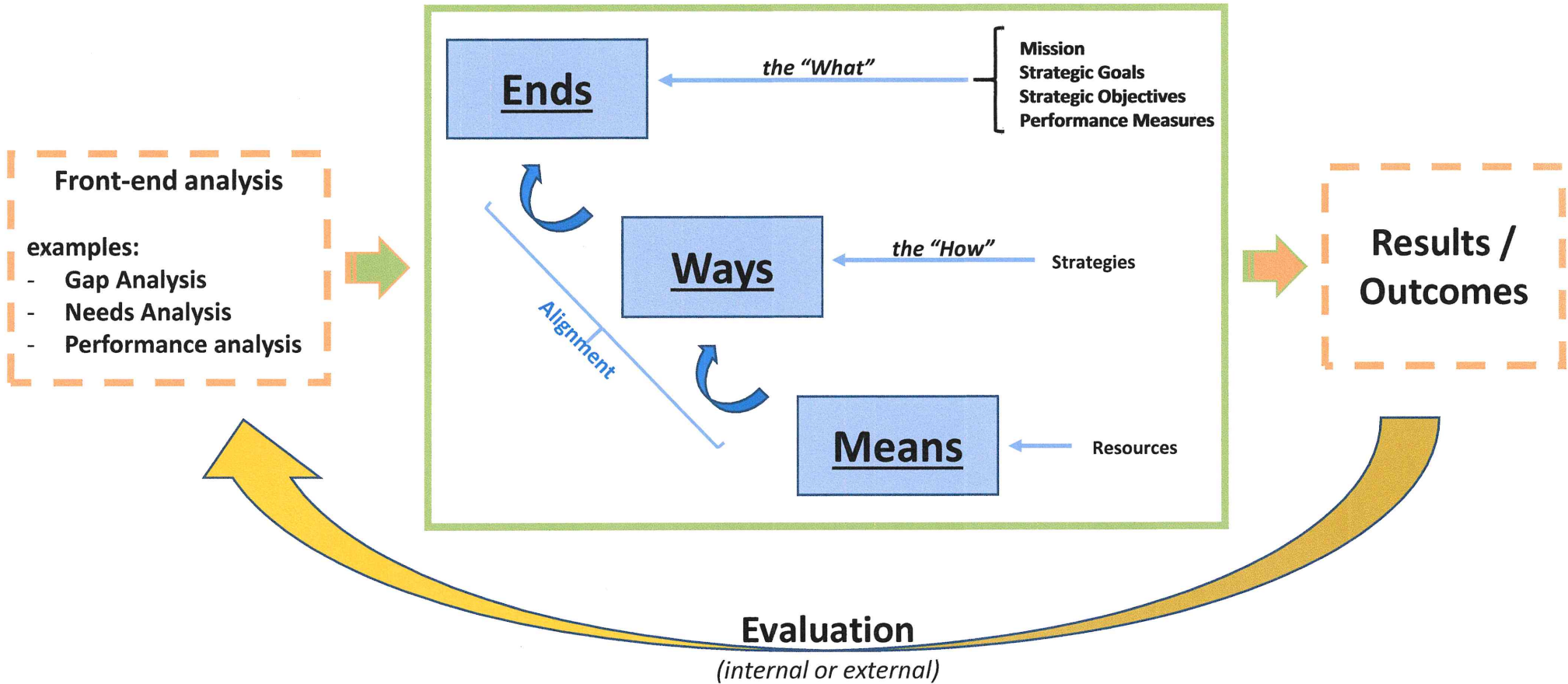
The meeting was adjourned at 8:16 p.m.

**ATTEST:**

  
City Clerk Tish Sims, CMC



**Leavenworth County Fire District No. 1**  
*A Framework for Strategic Planning:  
Coupling 'Ends', 'Ways', and 'Means'*





# Leavenworth County Fire District No. 1

## Strategic Planning Tool: Aerial Fire Suppression

Page & Date:

1 of 1  
07/20/2023

### 'ENDS'



*(include any published standard or other reference)*

#### 1. Aerial Fire Suppression

- Aerial capability
  - o Elevated master stream
  - o Aerial rescue
- NFPA 1710
- ISO 549
- Current structures and future building proposals/plans within the District—especially within the City of Lansing (greater heights, greater horizontal spans, higher density)

### 'WAYS'



- 1) Acquisition of aerial apparatus
- 2) Minimize debt financing
- 3) Interim solutions to help manage current risk

### 'MEANS'

- 1) Fully fund annual contributions to the Fire Protection Reserve Fund
- 2) Explore grants
- 3) Adjust mutual aid and auto aid agreements as possible to provide interim coverage



# Leavenworth County Fire District No. 1

## Strategic Planning Tool: Adequate Staffing

Page & Date:

1 of 1  
07/20/2023

### 'ENDS' →

*(include any published standard or other reference)*

#### 1. Adequate staffing

- meets minimum staffing levels for deployment
- adequately trained and certified for emergency response
- ISO PPC Review, Section Fire Department, Sub-Section 571.- Credit for Company Personnel
- NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments 5.2.1 Fire Suppression Capability. Subsection 5.2.2 Staffing
- NFPA 1001 Standard for Fire Fighter Professional Qualifications Chapters 4-9 Requisite Knowledge and Requisite Skills

### 'WAYS' →

- 1) Fire District No. 1 Board of Trustees authorization for personnel
- 2) Improved applicant pool
- 3) Improved personnel retention
- 4) Improved training as a component of increasing retention

### 'MEANS'

- 1) Pay scale adjustment to reflect inflation
- 2) Approval of performance raises to reflect industry standards and employee appreciation
- 3) Alternative hiring actions:
  - a. Applicant requirements to reflect in-house training vs. already certified
- 4) Seeking partnerships with educational facilities for cadet programs
- 5) Adding a pay per call stipend for volunteer firefighters
- 6) Adjusting the part-time firefighter hourly wage to be competitive with area wages
- 7) Continuous annual training required and implemented with firefighting staff
- 8) Specialty training implemented to a minimum level of staffing for technical rescue emergencies:
  - a. Rope Rescue (Basic requirement for all technical rescue facets)
  - b. Swiftwater Rescue
  - c. Trench and Structural collapse



# Leavenworth County Fire District No. 1

## Strategic Planning Tool: Training

Page & Date:

1 of 1  
07/20/2023

### 'ENDS'

*(include any published standard or other reference)*

#### 1. Training

- Personnel meet or exceed minimum training standards and performance expectations
- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1041 Standard for Fire and Emergency Services Instructor Professional Qualifications
- NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents

### 'WAYS'

- Fire District No. 1 Board of Trustees continue their emphasis on and support of resources for training and training development
- Trained and right-sized in-house instructor pool
- Selective use of qualified outside instructors for specialized skills
- On-site training props available for use to train in fire, EMS, and Haz-Mat, swift water, trench rescue, and structural collapse response

### 'MEANS'

- Approval of 2024 budget to include forcible entry door prop
- Approval of 2024 budget items to include
  - o Rope Rescue Training
  - o Water Rescue Training
  - o Trench Rescue/Structural Collapse Training
- Implementation of adult cadet program
  - o Multiple levels of hiring categories
    - Based on Experience & Certifications
    - Allows FD1 to train and evaluate the cadet much earlier in the employment stage
- Promote and require continuous education and training for in-house instructors





# Leavenworth County Fire District No. 1

## Strategic Planning Tool: Reporting Software

Page & Date:

1 of 1  
07/20/2023

### 'ENDS'

*(include any published standard or other reference)*

#### 1. Reporting Software

- Ability to properly and securely retain records pertaining to emergency response, plan review, fire inspections, pre-plan documents, fire investigations, apparatus and equipment inventory records, maintenance logs, and staffing logs
- Ability to produce high quality reports for Insurance Services Office (ISO), Public entities, and internal use.
- Ability to organize data compatible with the National Fire Incident Reporting System (NIFRS)
- NFPA 1401 Legal Aspects of Record Keeping
- ISO PPC Item 581-Credit for Training

### 'WAYS'

- Fire District No. 1 Board of Trustees authorization for purchase of new software system
- Research viable software programs meeting the needs of Fire District No. 1
- Utilize company demonstrations to better understand the software programs that are available
- Research local area departments to see what they are using

### 'MEANS'

- Board of Trustees approval of software purchase
- Require training for all software users before implementation
- Ensure software program meets the needs before purchase

# FD1 2024 Proposed Budget Highlight

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Michael Stackhouse  
Fire Chief



# Personnel

69% of Annual Budget

13 Full Time Positions/2 Open Positions

Part Time Positions \$12.21 to \$14.00 hr.

Volunteer/Paid Per Call 15 Positions

- \$25.00 per run
- \$20.00 per training session

# Contractual:

Station 1 and 2 Repair and Utilities

Equipment Repair

Annual Inspections/Tests

- Fire Extinguisher Inspections
- Ladder Tests
- SCBA Inspections
- Fire Alarm Inspections Station 1 and 2

# Contractual-Continued

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- Insurance
  - Firefighter Health
  - Equipment
  - Property
  - General Liability
  - Auto
  - Umbrella Liability
  - Inland Marine
  - Management Liability
  - Workman's Comprehensive

# Contractual-Continued

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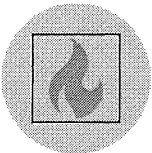
- Professional Fees
  - Dues and Subscriptions
  - Legal Fees
  - Accounting Fees
  - Bonds
  - Legal Publications
  - Medical Director
  - Annual Physicals (NFPA 1500)
  - Medical Other
  - IT Services

# Contractual-Continued

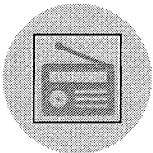
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- Telecommunications
  - Internet
  - Telephones
  - Cable/Satellite TV
- Truck Repairs

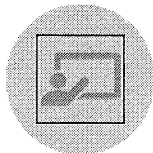
# Commodities:



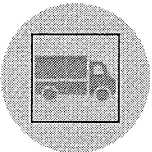
Fire Prevention  
Materials



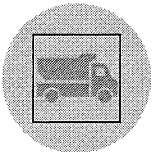
Radio Parts and  
Batteries



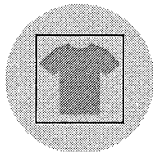
Training



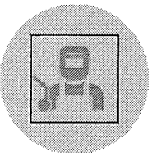
Truck Oil and  
Filters



Truck Fuel and  
Propane



Uniforms and  
Turnout Gear



Office and  
Janitorial Supplies



Firefighting  
Supplies





# Lease Purchase Debt

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- Exchange Bank & Trust
  - Rescue 561 (2017 Pierce)
  - January 2024 Projected Balance: \$175,956.59
  - Projected Payoff: 11/01/2026
  - Engine 562 Pay Off September 2023
    - -\$53,000 Impact to 2024 Budget

# Capital Expenses

- Command Vehicle (Replacing 2013 F250)
- Office Equipment
- Equipment New
  - Fire Hose
  - Battery Powered Scene Lighting
  - Training Props
  - Mobile Radio for Command Vehicle (Rear)
- Building Equipment
- Major Equipment

# Transfer to Capital Reserve

- Fire Protection Reserve Fund:

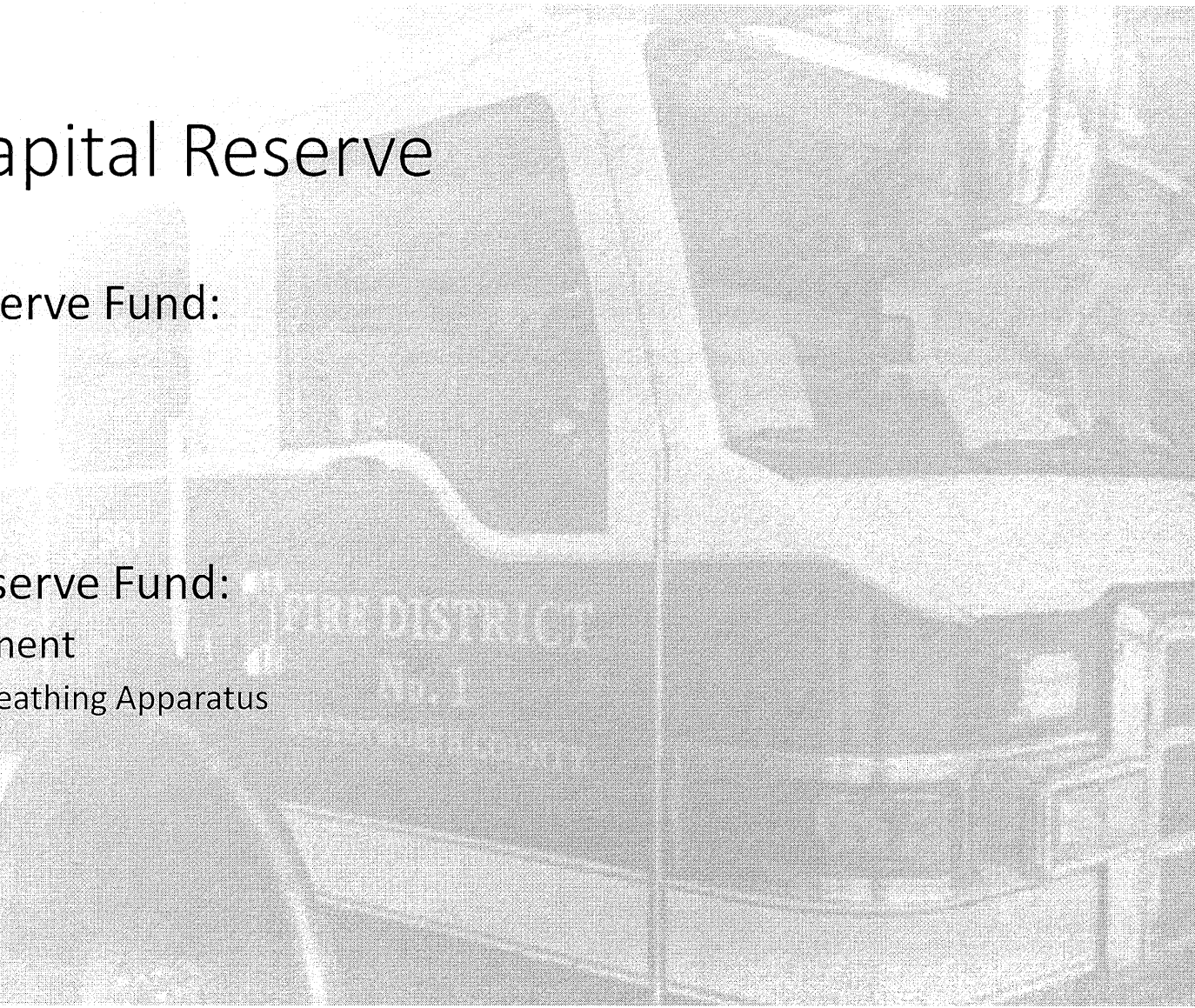
- Apparatus

- Ladder/Quint
- Engine
- Tanker

- Fire Equipment Reserve Fund:

- High Dollar Equipment

- Self Contained Breathing Apparatus
- Radios
- Turnout Gear



# Proposed 2024 Budget total: \$1,864,593

- Personnel: \$1,283,995
- Commodities: \$78,750
- Contractual: \$257,692
- Capital Outlay: \$158,556
- Transfer to Equipment Reserve: \$0
- Transfer to Fire Protection Reserve: \$25,000
- Debt Service: \$61,000