



NORTH OAKLAND COUNTY FIRE AUTHORITY
Proposed Agenda For January 18, 2022 3:00 PM at:
NOCFA Station 1
5051 Grange Hall Rd. Holly, MI 48442

1. CALL TO ORDER / ROLL CALL

P. Gambka G. Kullis D. Scheib-Snyder P. Stouffer K. Winchester Chief Lintz

2. AGENDA APPROVAL

3. **CONSENT AGENDA** - All Items listed under "Consent Agenda" are considered to be routine, and non-controversial, do not require discussion by the NOCFA Board and will be approved by one motion. There will be no separate discussion. If discussion is desired on an Item, that Item will be removed from the consent agenda and will automatically be moved to the last Item under New Business.

a. Approval of meeting minutes from 12/21/2021

b. Financial Reports:

i. General Fund Revenue & Expense Report Year to Date

ii. Equipment Replacement Fund Revenue & Expense Report Year to Date

Checking Account as of 12/31/2021	\$91,771.34
Statement Savings Account as of 12/31/2021	\$1,116.90
Capital / Equipment Replacement Account as of 12/31/2021	\$138,469.38
Bills For Payment Total: 12/21/2021 – 1/18/2022	\$38,799.61
Cost of Payroll: 12/27/2021 & 1/10/2022	\$94,000.11
Accounts Receivable: – MEDICAL as of 12/31/2021	\$79,459.83
Accounts Receivable: – FIRE as of 12/31/2021	\$6,308.50
Aging Accounts Turned Over To Collections Allowance as of 12/31/2021	\$81,887.80

c. December 2021 Run Counts & Year ending 2021 Total Run Counts

4. REPORTS

Chiefs Report Rose Twp. Holly Twp. Citizen at Large

5. PRESENTATIONS

a)

6. UNFINISHED BUSINESS

a) NOCFA Employee compliant letter dated 9/28/2021 – Attorneys response

b) Schedule Attorney Interviews

7. NEW BUSINESS

a) Annual NOCFA Board Officer appointments

b) NOCFA Employee complaint letter dated 1/5/2022

c) Approval to spend 15k on Tanker 1 repairs

d) FY 2022 budget amendments

e) Fire Chiefs annual appraisal submittal

f) Labor / Union attorney

8. PUBLIC COMMENT

9. ADJOURNMENT

Next meeting will be Tuesday February 15, 2022 at 3:00 PM Rose Township Offices, 9080
Mason St. Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR MEETING MINUTES
January 18, 2022

Firefighters and guests were present.

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:00 PM. at NOCFA Station #1, 5051 Grange Hall Rd., Holly, Michigan, 48442.

Roll Call: Present –P. Gambka, P. Stouffer, K. Winchester, G. Kullis,
D. Scheib-Snider, Chief Lintz.
Absent -None.

AGENDA APPROVAL

Moved by Winchester, seconded Stouffer,, motion carried, to approve the amended agenda for the regular meeting NOCFA Board on January 18, 2022, amendment is to swap items 6.b. Schedule Attorney Interviews with 7.b. NOCFA Employee Complaint Letter.

Voting yes – Winchester, Stouffer, Kullis, Gambka, Scheib-Snider.
Voting no – none.

CONSENT AGENDA APPROVAL

Moved by Kullis, seconded by Gambka, motion carried, to approve the following items under the consent agenda;

- Approval of meeting minutes from December 21, 2021 as presented.
- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of December 31, 2021
- Checking Account \$ 91,771.34
- Statement Savings Account \$ 1,116.90
- Capital Replacement Savings Account as of 12/31/21 \$ 138,469.38
- Bills for Payment (12/21/21 to 1/18/22) \$ 38,799.61
- Cost of Payroll (12/27/21 & 11/10/22) \$ 94,000.11

- Accounts Receivable Report, Medical - \$79,459.83, Fire - \$ 6,308.50 as of 12/31/2021.
- Aging Accounts Turned Over to Collections as of 12/31/21 - \$ 81,887.80
- 2021 December Run Report

Voting yes – Winchester, Scheib-Snider, Gambka, Kullis, Stouffer,
Voting no – None.

Reports

Chief Lintz

Incident Run Data for December 112 runs for the department. Chief Lintz had run grand totals for the 2021 year. He indicated that they have fliers to distribute for recruitment.

Rose Township – Ms. Scheib-Snider stated the township has approved criteria for the fire/ems millage proposal to be on the August ballot..

Holly Township – Mr. Kullis talked about a new factory and sewer project in their township. Ms. Winchester talked about NOCFA becoming a taxing authority.

Citizen At Large – No report.

PRESENTATIONS – There were no presentations.

UNFINISHED BUSINESS

NOCFA Employee Complaint Letter dated 9/28/2021

Moved by Stouffer, seconded by Scheib-Snider, motion carried, to go into closed session at 3:19P.M. under MCL 15.268.8.1.a. The vote was unanimous.

Moved by Kullis, seconded by Scheib-Snider, motion carried, to come back into open session at 4:53 P.M. The vote was unanimous.

Moved by Stouffer, seconded by Scheib-Snider, motion carried, to conclude the investigation of item 6.a. NOCFA employee Complaint Letter Dated 9/28/2021 based on the discussion in closed session.

Voting yes – Gambka, Stouffer, Kullis, Scheib-Snider.

Voting no – Winchester.

Moved by Stouffer, seconded by Scheib-Snider, motion carried, to conclude the investigation of item 6.b. NOCFA employee complaint letter dated 1/5/2022, based on the discussion in closed session.

Voting yes – Gambka, Stouffer, Scheib-Snider, Kullis, Winchester.

Voting no – None.

NEW BUSINESS

Annual NOCFA Board Officer Appointments

Mr. Stouffer and Mr. Kullis were nominated for chairperson. A vote was taken by the name.

Mr. Gambka voted Stouffer.

Ms. Scheib-Snider voted Stouffer.

Mr. Stouffer voted Stouffer.

Mr. Kullis did not vote.

Ms. Winchester did not vote.

Ms. Scheib-Snider was nominated to be vice chairperson.

Mr. Gambka voted yes.

Mr. Kullis voted no.

Ms. Scheib-Snider voted yes.

Mr. Stouffer voted yes.

Ms. Winchester voted no.

North Oakland County Fire Authority Meeting January 18, 2022

Mr. Stouffer will be chairperson and Ms. Scheib-Snider will be vice chairperson.

There were no nominations for secretary. Ms. Winchester declined staying on as secretary. She was asked to reconsider and declined again.

After several outbursts by Mr. Stern and several warnings by the chairperson to be orderly during the meeting, the meeting was abruptly adjourned.

ADJOURNMENT.

Moved by Scheib-Snider, seconded by Gambka, to adjourn the meeting.

Patricia A. Walls, Recording Secretary

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR MEETING MINUTES
December 21, 2021

The following firefighters and guests were present.

Capt. 1 Tim Seal
Matt Kirkpatrick
Sgt. 2 Dan Miller
Debbie Miller
Allison Andras
Michele Seal
Julius Stern
Randy Finkbeiner
Mrs. Finkbeiner
Sandy Villarreal
Attn. Gary Felk

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:00 PM. at NOCFA Station #1, 5051 Grange Hall Rd., Holly, Michigan, 48442.

Roll Call: Present –P. Gambka, P. Stouffer, K. Winchester, G. Kullis,
D. Scheib-Snider, Chief Lintz.
Absent -None.

AGENDA APPROVAL

Moved by Scheib-Snider, seconded Stouffer,, motion carried, to approve the agenda for the regular meeting NOCFA Board on December 21, 2021 as amended adding item 6c. Sanction of Chief Lintz, and adjusting the items that follow.

Voting yes – Scheib-Snider, Stouffer, Gambka.
Voting no – Winchester, Kullis.

CONSENT AGENDA APPROVAL

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the following items under the consent agenda with corrections to the minutes of November 19, 2021; add Chester Koop to the attendees list and simplify his public comments;

- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of November 30, 2021

North Oakland County Fire Authority Meeting December 21, 2021

- Checking Account \$ 24,995.26
- Statement Savings Account \$ 101,110.966
- Capital Replacement Savings Account as of 10/31/21 \$ 238,454.11
- Bills for Payment (11/17/21 to 12/21/21) \$ 69,322.76
- Cost of Payroll (11/15/21 & 12/8/21) \$ 157,501.65

- Accounts Receivable Report, Medical - \$72,770.12, Fire - \$ 7,101.50as of 11/30/2021.
- Aging Accounts Turned Over to Collections as of 11/30/21 - \$ 81,887.80
- 2021 November Run Report

Voting yes – Winchester, Scheib-Snyder, Gambka, Kullis, Stouffer,
Voting no – None.

Reports

Chief Lintz

Incident Run Data for November 99 runs for the department. Chief Lintz indicate The department did a boot drive and collected \$3000.00 that they gave HAYA for gifts for the kids. They have one ambulance out of service.

Rose Township – Ms. Scheib-Snyder stated the township has adopted a marijuana care givers ordinance.

Holly Township – Mr. Kullis indicated that their township has applied for an opioid settlement.

Citizen At Large – No report.

PRESENTATIONS – There were no presentations.

UNFINISHED BUSINESS

Anonymous Letter dated 9/7/2021 and Public Censure of Board Member

Moved by Stouffer, seconded by Scheib-Snyder, motion carried, to go into closed session at 3:12P.M.
under MCL 15.268.1.8.a.

Ms. Winchester was opposed.

Moved by Scheib-Snyder, seconded by Winchester, motion carried, to come back to open session at 3:42 P.M.

Moved by Scheib-Snyder, seconded by Kullis, motion carried, to rescind the censure of Ms. Winchester at the October meeting.

Voting yes – Scheib-Snyder, Kullis, Winchester.

Voting no – Gambka, Stouffer.

North Oakland County Fire Authority Meeting December 21, 2021

NOCFA Employee Complaint Letter dated 9/28/2021

Moved by Stouffer, seconded by Kullis, motion carried, to go into closed session at 3:53P.M. under MCL 15.268.8.1.a. The vote was unanimous.

Moved by Kullis, seconded by Scheib-Snyder, motion carried, to come back into open session at 4:39 P.M. The vote was unanimous.

Moved by Scheib-Snyder, seconded by Kullis, motion carried, to conduct an investigation per the discussion in closed session.

Voting yes – Scheib-Snyder, Kullis, Winchester, Stouffer, Gambka.

Voting no – None.

Sanction of Chief Lintz

Moved by Scheib-Snyder, seconded by Stouffer, motion carried, to postpone the sanction of Chief Lintz due to the request for an investigation in closed session.

Voting yes – Scheib-Snyder, Stouffer, Winchester, Gambka, Kullis.

Voting no – None.

Board Members Access to Department Incident Notification System

A motion was offered but withdrawn after further discussion.

NEW BUSINESS

Letter from Rose Township Resident Chester Koop

The contents of the letter will be taken under advisement.

Review of Attorney RFPs

Moved by Stouffer, seconded by Winchester, motion carried, to invite four candidates to the next meeting.

Voting yes – Stouffer, Winchester, Gambka, Scheib-Snyder, Kullis.

Voting no – None.

PUBLIC COMMENT

Mr. Koop addressed the board.

Mrs. Villarreal addressed the board

Mr. Kullis read a letter from Roberta Pechota who could not be present at the meeting.

Ms. Winchester read a letter from Julius Stern who was present at the meeting.

ADJOURNMENT.

The meeting was adjourned at 5:35 P.M. Patricia A. Walls, Recording Secretary

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

Accrual Basis

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
Income	223.88	0.00	223.88	100.0%
4035 - MISC REVENUE				
4050 - Revenues	849,926.00	849,926.00	0.00	100.0%
401 - Holly Township Contribution	849,926.00	849,926.00	0.00	100.0%
402 - Rose Township Contribution	18,415.00	55,000.00	(36,585.00)	33.5%
403 - Training/Education Revenues	3,770.00	10,000.00	(6,230.00)	37.7%
404 - Fire Cost Recovery	14,031.02	0.00	14,031.02	100.0%
405 - Grant Receipts	72,783.00	72,116.45	666.55	100.9%
405.5 - SAFER Grant Receipts	246,582.50	455,000.00	(208,417.50)	54.2%
406 - Medical Cost Recovery	1,335.00	1,000.00	335.00	133.5%
410 - Sales-Small Items	0.00	0.00	0.00	0.0%
412 - Sales-Capital Items	19,613.13	20,000.00	(386.87)	98.1%
413 - Review and Inspection Services	331.02	1,500.00	(1,168.98)	22.1%
414 - Interest Earned	0.00	100.00	(100.00)	0.0%
416 - Donations	0.00	0.00	0.00	0.0%
418 - Vehicle Use Payments	100,000.00	0.00	100,000.00	100.0%
420 - Transfers	0.00	0.00	0.00	0.0%
490 - Loan Proceeds-State Bank	0.00	0.00	0.00	0.0%
499 - Uncategorized Income	0.00	0.00	0.00	0.0%
4050 - Revenues - Other	0.00	0.00	0.00	0.0%
Total 4050 - Revenues	2,176,712.67	2,314,568.45	(137,855.78)	94.0%
Total Income	2,176,936.55	2,314,568.45	(137,631.90)	94.1%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
5000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	2,176,936.55	2,314,568.45	(137,631.90)	94.1%
Expense				
6000 - Risk Management Insurance	30,264.00	30,500.00	(236.00)	99.2%
650 - Liability Insurance	24,829.00	43,000.00	(18,171.00)	57.7%
652 - Workers Compensation Insurance	0.00	0.00	0.00	0.0%
6000 - Risk Management Insurance - Other	55,093.00	73,500.00	(18,407.00)	75.0%
Total 6000 - Risk Management Insurance	110,186.00	147,000.00	(36,814.00)	75.0%
7000 - Personnel	45,697.12	87,350.00	(41,652.88)	52.3%
700 - Wages, Chief Full Time	200,935.86	384,915.00	(183,979.14)	52.2%
700.5 - Full Time Employee Wages	6,012.32	10,000.00	(3,987.68)	60.1%
700.7 - Full Time Overtime Wages	0.00	0.00	0.00	0.0%
700.9 - COVID19 Wages	9,692.06	16,600.00	(6,907.94)	58.4%
704 - Instructor Wages	5,100.00	36,000.00	(29,900.00)	14.6%
705 - Secretary Wages	0.00	0.00	0.00	0.0%
706 - Recording Secretary	10,846.41	5,000.00	5,846.41	216.9%
707 - Special Event Pay				

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

Accrual Basis

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	99,367.40	162,810.00	(63,442.60)	61.0%
708.5 - Duty Shift Basic	168,672.10	323,988.00	(155,315.90)	52.1%
709 - Part Time Overtime Pay	11,495.79	15,000.00	(3,504.21)	76.6%
710 - Work Detail Pay	1,497.62	2,000.00	(502.18)	74.9%
711 - Training Wages	13,571.17	30,000.00	(16,428.83)	45.2%
712 - Incident run pay/POC Fire Wages	32,820.04	60,000.00	(27,179.96)	54.7%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	51,007.37	84,688.37	(33,681.00)	60.2%
715 - Medical Exp/Employees	580.00	1,500.00	(920.00)	38.7%
716 - Healthcare Insurance/Full Time	54,710.51	110,000.00	(55,289.49)	49.7%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	2,981.30	7,181.48	(4,200.18)	41.5%
717 - 401 Contribution - FT Emp	32,284.96	49,376.50	(17,091.54)	65.4%
717.2 - 401a contribution - POC EE	9,349.74	29,919.90	(20,570.16)	31.2%
718 - Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 - Life/Disability Insurance FT	2,703.30	6,800.00	(4,096.70)	39.8%
7000 - Personnel - Other	0.00	0.00	0.00	0.0%
Total 7000 - Personnel	759,325.27	1,422,129.25	(662,803.98)	53.4%
7200 - Supplies	0.00	0.00	0.00	0.0%
720 - Supplies/Non Operating	8,026.53	10,000.00	(1,973.47)	80.3%
722 - Operating Supplies	1,919.18	2,500.00	(580.82)	76.8%
723 - Fire Prevention	7,919.14	12,000.00	(4,080.86)	66.0%
724 - Uniforms	6,126.32	17,000.00	(10,873.68)	36.0%
726 - Medical Supplies	0.00	0.00	0.00	0.0%
7200 - Supplies - Other	0.00	0.00	0.00	0.0%
Total 7200 - Supplies	23,991.17	41,500.00	(17,508.83)	57.8%
7500 - SAFER GRANT EXPENDITURES	0.00	174.19	(174.19)	0.0%
751 - Instructor Wages	0.00	0.00	0.00	0.0%
752 - Workers Comp Ins/SS	0.00	360.00	(360.00)	0.0%
753 - Training Costs	0.00	162.58	(162.58)	0.0%
754 - Employee Physicals	0.00	0.00	0.00	0.0%
755 - Health Insurance	0.00	0.00	0.00	0.0%
756 - 401 Contributions SAFER FT Emp	66,000.00	70,000.00	(4,000.00)	94.3%
757 - Fringe Benefits	0.00	0.00	0.00	0.0%
758 - Life/Disability FT Employees	0.00	0.00	0.00	0.0%
759 - Education	1,487.08	72.58	1,414.50	2,048.9%
760 - Marketing	0.00	551.61	(551.61)	0.0%
761 - Equipment Purchases	0.00	0.00	0.00	0.0%
763 - Travel Expense	0.00	795.48	(795.48)	0.0%
765 - Lost Wages Reimbursement	0.00	0.00	0.00	0.0%
7500 - SAFER GRANT EXPENDITURES - Other	0.00	0.00	0.00	0.0%
Total 7500 - SAFER GRANT EXPENDITURES	67,487.08	72,116.44	(4,629.36)	93.6%
8000 - Contracted Services	0.00	0.00	0.00	0.0%

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

Accrual Basis

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
800 - Dispatching	14,596.95	36,000.00	(21,403.05)	40.5%
802 - Auditing	6,920.00	6,200.00	720.00	111.6%
804 - Legal	1,500.00	900.00	600.00	166.7%
806 - Medical Cost Recovery- Billing	11,286.98	21,000.00	(9,713.02)	53.7%
807 - Fire Cost Recovery Billing	0.00	1,000.00	(1,000.00)	0.0%
810 - Non Employee Instructor Wages	8,740.00	8,000.00	740.00	109.3%
812 - Employee Education	3,720.63	12,000.00	(8,279.37)	31.0%
814 - Dues, Fees, Subscriptions	14,535.47	15,000.00	(464.53)	96.9%
815 - Payroll Services	5,693.95	9,200.00	(3,506.05)	61.3%
816 - Administrative Services	3,713.15	7,700.00	(3,986.85)	48.2%
820 - Construction/Labor Services	1,575.00	3,000.00	(1,425.00)	52.5%
828 - Website Services	0.00	0.00	0.00	0.0%
8800 - Contracted Services - Other	0.00	0.00	0.00	0.0%
Total 8000 - Contracted Services	72,282.13	120,000.00	(47,717.87)	60.2%
8500 - Operating Expenses				
350 - Communications	2,441.24	5,000.00	(2,558.76)	48.8%
851 - IT Operational Expenses	7,222.20	12,000.00	(4,777.80)	60.2%
852 - Fuel	9,429.46	17,000.00	(7,570.54)	55.5%
854 - Printing and Publishing	0.00	200.00	(200.00)	0.0%
855 - Training Supplies / Equipment	540.00	6,000.00	(5,460.00)	9.0%
858 - Utilities	20,526.43	45,000.00	(24,473.57)	45.6%
859 - Equipment Lease	2,247.54	6,000.00	(3,752.46)	37.5%
860 - Bldg & Grnds Repair/Maint.	7,614.13	22,000.00	(14,385.87)	34.6%
862 - Equip Maintenance	7,069.43	8,000.00	(930.57)	88.4%
866 - Vehicle Maintenance	26,286.88	40,000.00	(13,713.12)	65.7%
867 - Debt Write-Off-Medical	113,415.10	185,000.00	(71,584.90)	61.3%
867.5 - QAAP Medicaid Tax	870.21	1,800.00	(929.79)	48.3%
868 - Debt Write-Off-Fire	702.00	1,500.00	(798.00)	46.8%
869 - Debt Write Off/ Other	0.00	0.00	0.00	0.0%
8500 - Operating Expenses - Other	0.00	0.00	0.00	0.0%
Total 8500 - Operating Expenses	198,364.62	349,500.00	(151,135.38)	56.8%
9500 - Debt Service				
950 - Debt Service	75,667.50	149,822.95	(74,155.45)	50.5%
962 - Interest on Debt	7,224.84	15,999.80	(8,774.96)	45.2%
9500 - Debt Service - Other	0.00	0.00	0.00	0.0%
Total 9500 - Debt Service	82,892.34	165,822.75	(82,930.41)	50.0%
9700 - Purchases				
970 - Capital Purchases +5,000	0.00	10,000.00	(10,000.00)	0.0%
971 - Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 - Equipment Purchases -5,000	7,542.45	10,000.00	(2,457.55)	75.4%
973 - Grant Expenses	6,093.19	0.00	6,093.19	100.0%
974 - Grant Match	0.00	0.00	0.00	0.0%
975 - COVID19 Supplies/Equipment	0.00	0.00	0.00	0.0%

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

Accrual Basis

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
999 - Capital replacement transfers	170,000.00	50,000.00	120,000.00	340.0%
9700 - Purchases - Other	0.00	0.00	0.00	0.0%
Total 9700 - Purchases	183,635.64	70,000.00	113,635.64	262.3%
Total Expense	1,443,071.25	2,314,568.44	(871,497.19)	62.3%
Net Income	733,865.30	0.01	733,865.29	7,338,653,000.0%

NOCFA Equipment Replacement Revenue & Expense Report JULY 01, 2021 THROUGH JANUARY 18, 2022

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget
Income			
4000 · Transfers from General Fund	170,000.00	50,000.00	120,000.00
4050 · Loan proceeds	0.00	0.00	0.00
4100 · Interest Income	112.41	60.00	52.41
4200 · Sale of Capital Items	0.00	0.00	0.00
4300 · DONATIONS & GRANTS	0.00	0.00	0.00
4400 · STATION CONTRIBUTION	0.00	0.00	0.00
Total Income	170,112.41	50,060.00	120,052.41
Expense			
Bank Fees	0.00	0.00	0.00
5000 · Capital Outlay			
6000 · Office	0.00	0.00	0.00
6050 · Transfer to Checking Account	100,000.00	0.00	100,000.00
5000 · Capital Outlay - Other	0.00	0.00	0.00
Total 5000 · Capital Outlay	100,000.00	0.00	100,000.00
6100 · Firefighting & Medical Supplies	0.00	0.00	0.00
6560 · Building & Grounds	0.00	0.00	0.00
9000 · CAPITAL PURCHASES	0.00	0.00	0.00
9001 · New fire hall	0.00	0.00	0.00
Total Expense	100,000.00	0.00	100,000.00
Net Income	70,112.41	50,060.00	20,052.41

1:46 PM
01/11/22
Accrual Basis

North Oakland County Fire Authority
CASH BALANCES REPORT
JULY 01, 2021 THROUGH DECEMBER 31, 2021

	<u>Jul - Dec 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	91,771.34
1001 · STATEMENT SAVINGS ACCOUNT	<u>1,116.90</u>
Total Checking/Savings	<u>92,888.24</u>
Total Current Assets	<u>92,888.24</u>
TOTAL ASSETS	<u><u>92,888.24</u></u>
LIABILITIES & EQUITY	0.00

**NOCFA Equipment Replacement
Cash Balance Report
JULY 01, 2021 THROUGH DECEMBER 31, 2021**

	Jul - Dec 21
1000 - Cash-Equipment Replacement	138,469.38
TOTAL	138,469.38

1:45 PM
 01/11/22
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 December 22, 2021 through January 18, 2022

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
ACCU-MED 01/06/2022	BILLING SERVICE 12/1-12/31	3,802.54
Total ACCU-MED		3,802.54
AFLAC 01/10/2022	AFLAC EE CONTRIBUTIONS	273.31
Total AFLAC		273.31
AMAZON CAPITAL SERVICES 01/06/2022	ACCT#A2VV761JHJLPOA	778.30
Total AMAZON CAPITAL SERVICES		778.30
AT&T MOBILITY 12/28/2021	FIRST NET	1,716.83
Total AT&T MOBILITY		1,716.83
BOUND TREE MEDICAL 01/06/2022	ACCT#205418	4.40
Total BOUND TREE MEDICAL		4.40
CARDMEMBER SERVICE / 9167 01/06/2022		702.94
Total CARDMEMBER SERVICE / 9167		702.94
COMCAST (Station 1 TV) 01/06/2022	5051 - T.V.	27.15
Total COMCAST (Station 1 TV)		27.15
COMCAST (Station 3 TV) 12/28/2021	STA.3 TV	9.23
Total COMCAST (Station 3 TV)		9.23
COMCAST CABLE (OFF SITE INTERNET) 12/28/2021	COMMUNICATIONS	100.00
Total COMCAST CABLE (OFF SITE INTERNET)		100.00
CONSUMERS ENERGY 12/28/2021		2,415.50
01/06/2022	ACCT 100054690407	825.34
Total CONSUMERS ENERGY		3,240.84
DTE ENERGY 01/06/2022	280 ROSE CENTER	569.16
Total DTE ENERGY		569.16
GALLS, LLC 12/28/2021		647.19
01/06/2022	ACCT# 3811359	61.22
Total GALLS, LLC		708.41
IAFC		

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 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 December 22, 2021 through January 18, 2022

Date	Memo	Amount
01/06/2022	DUES 3/1/22 - 2/28/23	215.00
Total IAFC		215.00
01/06/2022	KERTON LUMBER CO CUST # NORT1	260.52
Total KERTON LUMBER CO		260.52
01/06/2022	MATTHEW KIRKPATRICK 2022 DESIGN & U PRINT	1,487.08
Total MATTHEW KIRKPATRICK		1,487.08
12/27/2021	MERS/ALERUS TF/PT 4001K CONTRIBUTIONS & LOAN REPAY	3,627.64
12/27/2021	HCSP ER-EE CONTRIBUTIONS	408.54
12/27/2021	457-EE CONTRIBUTIONS	508.96
01/10/2022	401K CONTRIBUTIONS & LOAN REPAY	3,580.54
01/10/2022	457 CONTRIBUTIONS	773.13
01/10/2022	ER-HCSP CONTRIBUTIONS	408.32
Total MERS/ALERUS		9,307.13
01/06/2022	MICHIGAN FIRE INSPECTORS SOCIETY	405.00
Total MICHIGAN FIRE INSPECTORS SOCIETY		405.00
12/27/2021	MICROSOFT STORE IT EXPENSE	105.99
Total MICROSOFT STORE		105.99
01/06/2022	OAKLAND COUNTY MUTUAL AID ASSOC MEMBERSHIP RENEWAL 2022	3,300.00
Total OAKLAND COUNTY MUTUAL AID ASSOC		3,300.00
01/06/2022	OAKLAND COUNTY TREASURERS - DISPATCHING CUST#SHF011	2,919.39
Total OAKLAND COUNTY TREASURERS - DISPATCHING		2,919.39
12/28/2021	PITNEY BOWES POSTAGE METER LEASE	88.32
Total PITNEY BOWES		88.32
01/06/2022	RICOH USA Inc. (copier Lease) ACCT#3719865	259.25
Total RICOH USA Inc. (copier Lease)		259.25
12/28/2021	ROAD COMMISSION FOR OAKLAND COUNTY FUEL	698.07
Total ROAD COMMISSION FOR OAKLAND COUNTY		698.07
12/28/2021	STANDARD INSURANCE COMPANY RV PREMIUM JAN 2022	450.55

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Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
December 22, 2021 through January 18, 2022

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total STANDARD INSURANCE COMPANY RV		450.55
VERIZON 12/28/2021	COMMUNICATIONS	483.19
Total VERIZON		483.19
WATERWAY OF MICHIGAN, LLC 01/06/2022	HOSE TESTING 7/26	4,028.10
Total WATERWAY OF MICHIGAN, LLC		4,028.10
WEST SHORE FIRE INC 01/06/2022	T3 MAINT	2,858.91
Total WEST SHORE FIRE INC		2,858.91
TOTAL		38,799.61

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01/11/22

Accrual Basis

North Oakland County Fire Authority
PAYROLL EXPENSE REPORT
December 27, 2021 through January 10, 2022

Dec 27, '21 - Jan 10, 22

Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	6,528.16
700.5 · Full Time Employee Wages	29,608.86
700.7 · Full Time Overtime Wages	851.43
704 · Officer Wages	1,384.58
705 · Instructor Wages	0.00
707 · Special Event Pay	0.00
708 · Duty Shift Medic	13,526.83
708.5 · Duty Shift Basic	23,336.44
709 · Part Time Overtime Pay	1,800.00
710 · Work Detail Pay	0.00
711 · Training Wages	1,870.05
712 · Incident run pay/POC Fire Wages	5,128.69
714 · Social Sec/FICA	6,613.17
716 · Healthcare Insurance/Full Time	-368.00
716.5 · Health Care Savings Contrib	0.00
717.2 · 401a contribution - POC EE	0.00
Total 7000 · Personnel	<u>90,279.21</u>
7500 · SAFER GRANT EXPENDITURES	
757 · Fringe Benefits	3,000.00
765 · Lost Wages Reimbursement	0.00
Total 7500 · SAFER GRANT EXPENDITURES	<u>3,000.00</u>
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	854.90
816 · Administrative Services	0.00
Total 8000 · Contracted Services	<u>854.90</u>
8500 · Operating Expenses	
850 · Communications	-134.00
Total 8500 · Operating Expenses	<u>-134.00</u>
Total Expense	<u>94,000.11</u>
Net Income	<u>-94,000.11</u>

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01/11/22

Accrual Basis

North Oakland County Fire Authority
ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED
december 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	6,308.60
1070 · A/R-Medical -ACCUMED	79,469.83
1070.6 · A/R AACB - ALL RUNS	<u>300,063.01</u>
Total Accounts Receivable	385,831.34
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	<u>-218,175.21</u>
Total Other Current Assets	-218,175.21
Total Current Assets	<u>167,656.13</u>
TOTAL ASSETS	<u><u>167,656.13</u></u>
LIABILITIES & EQUITY	0.00

North Oakland County Fire Authority Incident Run Data

December-21

Total Incidents	112
------------------------	------------

Incident Summary	
Structure Fires	0
Vehicle Fires	1
Brush / Outdoor Fires	0
EMS Medicals	79
Vehicle Accidents w/ Injuries	5
Vehicle Accidents w/ No Injuries	3
Hazardous Cond.	3
Service Call	17
Good Intent	1
False Calls	3
Severe Weather	0
Other	0
Total Calls	112

Current Active Employees	40
Inactive Employees	1
Full Time	8
Part time / Paid on Call	33

Paramedic's	17
EMT's	21
MFR's	3

Number of shifts with no Coverage at Station 3	0
--	---

Out of District Runs	
MUTUAL AID MEDICAL	4
MUTUAL AID FIRE	15
MISC	1
Total	20

Total EMS Related Calls	82
Total NOCFA Transports	53
Patient Sign Offs / No Transport	29

Avg. Response Time To Priority Calls

minutes	# of priority calls
8.3	49

TOTAL RUNS IN FIRE DISTRICT	92
TOTAL OUT OF DISTRICT RUNS	20

Rose Twp.	55
Holly Twp.	34
I-75	3

Total Runs 112

North Oakland County Fire Authority
Total Runs For 2021

	2021	2020	2019
Total Incidents	1282	1102	1071
Incident Summary			
Structure Fires	3	9	11
Vehicle Fires	9	4	8
Brush / Outdoor Fires	12	6	5
EMS Medicals	762	709	604
Vehicle Accidents w/ Injuries	62	68	49
Vehicle Accidents w/ No Injuries	45	23	46
Hazardous Cond.	62	39	39
Service Call	124	129	152
Good Intent	84	69	99
False Calls	39	37	56
Severe Weather	79	8	0
Other	1	1	2
Total	1282	1102	1071
Out of District Runs			
MUTUAL AID MEDICAL	123	70	56
MUTUAL AID FIRE	65	39	54
MISC	8	0	0
Total	196	109	110
EMS Incidents			
Total EMS Related Calls	807	749	640
Total NOCFA Transports	524	472	450
Other Agency Transported	8	0	0
Patient Sign Offs / No Transport	275	277	190
Average Response Time to Emergent Calls:	7.3 Min. 439 calls	7.2 Min. 375 calls	7.1 Min. 379 calls
HOLLY TWP. TOTAL RUNS	499	478	498
ROSE TWP. TOTAL RUNS	532	488	404
I-75 TOTAL RUNS	55	35	59
OUT OF DISTRICT RUNS	196	101	110

	Firm Name	Location	Hourly Rate Option	Retainer / Contract Fees Option	Municipal Experience	Employment / Labor Experience	Notes
1	Bodman Law	Troy	\$224 - \$340	N/A	yes	yes	
2	Fahey, Schultz, Burzych, Rhodes	Okemos	\$190 - \$240	N/A	yes	yes	
3	Foster Swift	Southfield	\$225 - \$250	N/A	yes	yes	*Time is charged at upon tenths of an hour (six minutes).
4	Garan, Lucow, Miller	Detroit	\$200 - \$250	\$60,000 - Annually	yes	yes	
5	Jeffrey S. Kragt	Rochester	\$125	N/A	yes	no	
6	McGraw, Morris	Troy	\$175	N/A	yes	yes	
7	Winegarden, Haley, Lindholm & Himelhoch	Grand Blanc	\$275 - \$325	N/A	yes	yes	*No charge for travel time. Local.



CSI Emergency Apparatus, LLC
 2332 Dupont Street Toll Free: 888-264-2877
 Grayling, MI 49738 Fax: 989-348-8233

Service Order Number: [REDACTED]

QUOTE
 Replace Akron valve controllers
 Tanker 1

North Oakland county fire authority
 holly ml. 48442

 ATTN: Matt Well

SHIP TO:

INVOICE DATE	SHIP VIA	DATE	FOB				
	Best Way		Grayling, Michigan				
P.O. NO.		TERMS	S.O. NO.	SALES PERSON			
		N30		Terry Paladino			
QTY	DESCRIPTION					EACH COST	TOTAL PRICE
1	Replace old 9313 valve controllers with new navigator pro 2.0 conversion kit.						
5	Navigator pro 2.0 9333 conversion kit					\$2,403.00	\$12,015.00
	Labor to remove old valve controllers and wiring harness install new valve controllers and wiring harness this would include drive time to and from station					\$1,300.00	\$1,300.00
	<p align="center">NOTE</p> <p>We do expect the new controllers to fit in the pump panel if any modifications to the panel are necessary this would be additional</p>						
					Sub Total:	\$ 13,315.00	
					Sales Tax:	0.00%	
THANK YOU FOR YOUR BUSINESS!					TOTAL:	13,315.00	

North Oakland County Fire Authority
OPERATING BUDGET

		Budget FY 2022	Budget FY 2022
		Approved June 2021	For Amendment Jan. 2022
Revenues			
4000 - Revenues	401 · Holly Township Contribution	\$ 849,926.00	\$ 849,926.00
	402 · Rose Township Contribution	\$ 849,926.00	\$ 849,926.00
	403 · Training / Education Revenues	\$ 55,000.00	\$ 55,000.00
	404 · Fire Cost Recovery	\$ 10,000.00	\$ 10,000.00
	405 · Grant Recelpts	\$ -	\$ -
	405.5 - SAFER Grant Receipts	\$ -	\$ 91,870.00
	406 · Medical Cost Recovery	\$ 455,000.00	\$ 460,000.00
	410 · Sales-Small Items	\$ 1,000.00	\$ 1,000.00
	412 · Sales-Capital Items	\$ -	\$ 15,000.00
	413 · Review and Inspection Services	\$ 20,000.00	\$ 20,000.00
	414 · Interest Earned	\$ 1,500.00	\$ 1,500.00
	416 · Donatlons	\$ 100.00	\$ 100.00
	420 · Transfers IN From Capital Account	\$ -	\$ 100,000.00
	490 - Loan Proceeds	\$ -	\$ -
	Grand Total Revenues	\$ 2,242,452.00	\$ 2,454,322.00

Expenditures

6000 - Insurance	650 · Liability Insurance	\$ 30,500.00	\$ 30,500.00
	652 · Workers Compensation Insurance	\$ 43,000.00	\$ 45,700.00
	Total 6000 - Insurance	\$ 73,500.00	\$ 76,200.00

7000 - Personnel	700 · Wages, Chief Full Time	\$ 87,350.00	\$ 87,350.00
	700.5 · Full Time Employee Wages	\$ 384,915.00	\$ 384,915.00
	700.7 - Full Time Overtime Wages	\$ 10,000.00	\$ 10,000.00
	704 · Officer Wages	\$ 16,600.00	\$ 16,600.00
	705 · Instructor Wages	\$ 35,000.00	\$ 35,000.00
	707 - Special Event Pay	\$ 5,000.00	\$ 10,900.00
	708 - DUTY SHIFT MEDIC	\$ 162,810.00	\$ 162,810.00
	708.5 - DUTY SHIFT BASIC	\$ 323,988.00	\$ 323,988.00
	709 - Part Time Overtime Pay	\$ 15,000.00	\$ 15,000.00
	710 · Work Detail Pay	\$ 2,000.00	\$ 2,000.00
	711 · Training Wages	\$ 30,000.00	\$ 25,000.00
	712 · Incident Run Pay / POC Fire Wages	\$ 60,000.00	\$ 59,000.00
	714 · Social Sec / FICA	\$ 84,688.37	\$ 84,688.37
	715 · Medical Expenses - Employees	\$ 1,500.00	\$ 1,500.00
	716 · Healthcare Insurance - Full Time Employees	\$ 110,000.00	\$ 110,000.00
	716.2 - Health Care (opt out) Stipend	\$ -	\$ -
	716.5 - Health Care Savings Plan Contribution FT	\$ 7,181.48	\$ 6,800.00
	717 · 401a Contribution - Full Time Employees	\$ 49,376.50	\$ 49,376.50
	717 - 401a contribution - POC Employees	\$ 29,919.90	\$ 29,914.90
	719 · Life/Disability Insurance- Full Time Employees	\$ 6,800.00	\$ 6,800.00
	Total 7000 - Personnel	\$ 1,422,129.25	\$ 1,421,642.77

7200 - Supplies	722 · Operating Supplies	\$ 10,000.00	\$ 10,000.00
	723 · Fire Prevention	\$ 2,500.00	\$ 2,500.00
	724 · Uniforms	\$ 12,000.00	\$ 12,000.00
	726 · Medical Supplies	\$ 17,000.00	\$ 17,000.00
	Total 7200 - Supplies	\$ 41,500.00	\$ 41,500.00

7500 - SAFER Grant	751 - Instructor Wages	\$ -	\$ 1,800.00
	753 - Training Costs	\$ -	\$ 3,720.00

	754 - Employee Physicals	\$ -	\$ 1,680.00
	757 - Fringe Benefits	\$ -	\$ 70,000.00
	760 - Marketing	\$ -	\$ 750.00
	761 - Equipment Purchases	\$ -	\$ 5,700.00
	765 - Lost Wages Reimbursement	\$ -	\$ 8,220.00
	Total 7500 - SAFER Grant	\$ -	\$ 91,870.00

8000- Contracted Services	800 · Dispatching	\$ 36,000.00	\$ 36,000.00
	802 · Auditing	\$ 6,200.00	\$ 6,920.00
	804 · Legal	\$ 900.00	\$ 5,000.00
	806 · Medical Cost Recovery Billing- AccuMed	\$ 21,000.00	\$ 21,000.00
	807 · Fire Cost Recovery Billing- AccuMed	\$ 1,000.00	\$ 1,000.00
	810 · NON-Employee Instructor Wages	\$ 8,000.00	\$ 14,000.00
	812 · Education	\$ 12,000.00	\$ 7,000.00
	814 · Dues and Subscriptions	\$ 15,000.00	\$ 15,000.00
	815 · Payroll Services	\$ 9,200.00	\$ 9,200.00
	816 · Administrative Services / Book Keeping	\$ 7,700.00	\$ 7,700.00
	820 · Construction/Labor Services	\$ 3,000.00	\$ 3,000.00
	Total 8000- Contracted Services	\$ 120,000.00	\$ 125,820.00

8500 - Operating Expenses	850 · Communications	\$ 5,000.00	\$ 4,000.00
	851 · Information Technology Expenses	\$ 12,000.00	\$ 12,000.00
	852 · Fuel	\$ 17,000.00	\$ 17,000.00
	854 · Printing and Publishing	\$ 200.00	\$ 200.00
	855 · Training supplies / Equipment	\$ 6,000.00	\$ 4,000.00
	858 · Building Utilities	\$ 45,000.00	\$ 44,000.00
	859 · Equipment Lease	\$ 6,000.00	\$ 5,000.00
	860 · Building & Grnds Repair/Maint.	\$ 22,000.00	\$ 21,000.00
	862 · Equip Maintenance	\$ 8,000.00	\$ 8,000.00
	866 · Vehicle Maintenance	\$ 40,000.00	\$ 55,000.00
	867 - Debt Write Off - Medical Billing	\$ 185,000.00	\$ 187,966.48
	867.5 - QAAP Medical Tax	\$ 1,800.00	\$ 1,800.00
	868 - Debt Write Off - Fire Cost Recovery	\$ 1,500.00	\$ 1,500.00
	Total 8500 - Operating Expenses	\$ 349,500.00	\$ 361,466.48

9500 - Debt Service	950 · Debt Service Principle	\$ 149,822.95	\$ 149,822.95
	952 · Debt Service Interest	\$ 15,999.80	\$ 15,999.80
	Total - 9500 Debt Service	\$ 165,822.75	\$ 165,822.75

9700 - Purchases	970 · Capital Purchases +5,000	\$ 10,000.00	\$ 10,000.00
	971 - Capital Improvement Fire Hall	\$ -	\$ -
	972 · Equipment Purchases -5,000	\$ 10,000.00	\$ 10,000.00
	973 · Grant Expenses	\$ -	\$ -
	974 · Grant Match	\$ -	\$ -
	999 · Capital replacement transfers	\$ 50,000.00	\$ 150,000.00
	Total 9700 Purchases	\$ 70,000.00	\$ 170,000.00

	Grand Total Expenditures	\$ 2,242,452.00	\$ 2,454,322.00
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Balance \$ - \$

**North Oakland County Fire Authority
Capital Fund Budget FY 2022**

Income

	Budget FY 2022	Budget FY 2022
	Approved June 2021	Amend Jan. 22
· Revenues		
4000 · Transfers in-from General Fund	\$ 50,000.00	\$ 150,000.00
4100 · Interest Income	\$ 60.00	\$ 60.00
4200 · Sales-Capital Items	\$ -	\$ -
4300 · Donations & Grants	\$ -	\$ -
4400 · Station Contribution	\$ -	\$ -
Total · Revenues	\$ 50,060.00	\$ 150,060.00

Expense

· Transfers out		
5000 Capital Outlay Total		
· Vehicle Purchases	\$ -	\$ -
· Fire fighting & Medical Supplies	\$ -	\$ 100,000.00
· Grant Expenditures	\$ -	\$ -
· Grant Match	\$ -	\$ -
· Building & Grounds	\$ -	\$ -
Total · Purchases	\$ -	\$ 100,000.00
	\$ -	\$ -
Total Expense	\$ -	\$ -
Net Income	50,060.00	50,060.00

North Oakland County Fire Authority Fire Chiefs Performance Appraisal - 2021

EVALUATORS NAME -

INSTRUCTIONS: The appraisal contains 11 categories or "goals" that the Fire Chief will be evaluated on, including two Specific Performance goals that are set annually. The Fire Chief will explain the results of each goal listed and indicate whether the goal was MET or NOT MET. The last page of the appraisal is the Evaluation Worksheet which includes a summary of the goal categories with a MET or NOT MET column and a comments section. A MET goal is worth 1 point. A NOT MET goal is worth 0 points. Points are added up and put into the Total Points Received box. The Points Needed box is based on 80% of the total number of goal categories. If the total points received is 80% or more of the total points needed, the Authority Board may grant the Chief a merit award in the amount of 3% of the Chiefs salary for that year.

The Fire Chief will submit a completed performance appraisal to the Authority Board of Trustees.

Each Board Member (Evaluator), will receive an Evaluators copy of the appraisal. The Evaluator will review the results that the Fire Chief has submitted and score each category a MET or NOT MET response of their own. The evaluator will then complete the Evaluation Worksheet on the last page indicating 1 point for MET and 0 points for NOT MET for each category. The evaluator should provide appropriate commentary in the "Comments" section as to whether or not the goal was accomplished, how it was accomplished, and/ or why it was not accomplished. All points will be added up and totaled in the Points Received box. Each Evaluator will submit a completed evaluation worksheet to be counted towards the Fire Chiefs final performance appraisal outcome. A motion will be requested by a Board Member, followed by a yay or nay vote to approve the Fire Chiefs' performance appraisal. If the appraisal is approved a motion will be requested by a Board member, followed by a yay or nay vote to award a merit amount to the Fire Chief.

I. Specific Performance Objectives / Goals Set For The Year.

The goals in section I. are set each year in the previous year's performance appraisal. The Fire Chief will include any results and explain each goal and whether they were met or not met.

GOAL	RESULTS	MET / NOT MET
Continue to improve employee turn-over rates & retain highly skilled personnel.	<ul style="list-style-type: none"> • Recruitment and retention of employees is one of the most difficult challenges facing all fire departments nationwide. To help stem the problem a proactive approach was take early in the year by proposing salary increases for the full time and the on-call firefighters in the 2021 annual budget submission. The Board approved the increases for the on-call employees and this action as planned reduced the turnover in this, the largest employee group. • Additionally, the Safer Grant was awarded, and a longevity bonus was funded and distributed to this employee group in late November and will pay dividends throughout this year based on employee feedback and their express excitement in again receiving the bonus this year. • Through the extensive use of Zoom training, training participation has increased dramatically. Many of the session had triple the attendance allowing for greater officer and staff interaction and it address the desire of many employees to work from home rather than traveling to the station on training days. 	MET
Work with the Board and the residents to become a Taxing Authority.	<ul style="list-style-type: none"> • At the request of the Board, I was instructed to no longer pursue this avenue as an additional or alternative funding source. I fully complied with the instruction of the Board's motion. 	MET

North Oakland County Fire Authority
Fire Chiefs Performance Appraisal - 2021

II. Management & Leadership

GOAL	RESULTS	MET / NOT MET
<p>Communication with Board – The Fire Chief should proactively share relevant information in a timely manner, seeking direction and input as needed.</p>	<ul style="list-style-type: none"> • I attend and participate in all Monthly Board meetings, provide insight and recommended actions on topics on the agenda or brought before the Board. • All significant items that affect dept. operations or the budget were presented monthly. This includes developing issues or long-term issues such as vehicle replace and underfunding of the capital replacement fund. • Unique or severe incidents are shared with the necessary specificity for board to address citizens inquiry. Monthly run data is tabulated and presented. The report data, format and detail are modified and expanded as requested by several board members. 	MET
<p>Budget Conformance- Complies with generally accepted accounting practices including the Board Authorized budget. Implement sound business practices in department administration and monitors effectiveness.</p>	<ul style="list-style-type: none"> • FY 2021 budget audit is was completed and received high grades. • Budget is constantly monitored and adjusted to keep within expenditures. • Rather than prepare just one budget, three budgets were present to the Board so options could be discussed and to arrive at an agreement each community could support. The impact on department operation were included with each of the three funding levels presented. • Unexpected expenditures are communicated to the Board. • Any purchases over \$5000 are brought to the Board for their review. 	MET
<p>Employee & Management Team Effectiveness – Maintains positive & effective relationships with employees. Strives to retain, and when necessary, recruit high caliber, employees and leaders who can effectively establish direction, motivate, and gain commitment from their staff.</p>	<ul style="list-style-type: none"> • Our administrative Officers are all highly skilled and each has their own specialties that help facilitate education, safety, and communication within the department. I have encouraged each officer to use their individual talent in training and motivating the staff resulting in maximum outcomes. • Planned two event a year in order to acknowledge the accomplishments of all fire department members and as a recognition of their commitment to the community. • Annual Fire and Medical academy facilitate the recruitment and early firsthand identification of high caliber talent. • The severe impact of Covid on staffing short falls do too quarantine and self-isolation requirements has been managed effectively. Although not all shifts were completely filled at no time was the community at an elevated risk. The management of the on-call staff mitigated this potential risk. • Although we did see less employee turnover in 2021, recruitment of new employees continues to be difficult. My goal was to hire on one full time employee and at least three more in-district part time employees. No full time employees were hired & only one in-district part time employee was hired. Its the result of this issue that I gave myself a NOT MET in this goal category. 	NOT MET

North Oakland County Fire Authority
Fire Chiefs Performance Appraisal - 2021

GOAL	RESULTS	MET / NOT MET
<p>Risk Management & Compliance – Complies with all Federal, State & Local regulations. Liability Insurance & Workers Compensation audits are conducted. Handles legal matters well. Makes sure all department licenses, certifications and policies are valid.</p>	<ul style="list-style-type: none"> • All local, State & Federal regulations were met. • All audits completed with excellent ratings. • Internal audits for agency licenses & certifications were completed. • Any regulatory requirements that were required to be renewed were completed. • Legal matters or potential legal concerns are consulted with attorneys when needed. 	MET
<p>Professional Relationships – Maintains relationships & is active with other Local, County & State organizations & public officials.</p>	<ul style="list-style-type: none"> • I attend a North region & County wide Fire Chiefs meeting monthly. • I was again elected Treasurer for the North Oakland Mutual Aid Association. • I was again elected Treasurer for the County Chiefs MABAS 3201 and sit on the Executive Board. • I maintain good relations with surrounding Fire Department Chiefs, MSP Troopers, Holly Police, & Oakland County Sheriff's Dept. • Our department has several members that are part of the Michigan Task Force Team which is a State technical rescue organization that responds to both State and Federal disasters. • Chiefs from neighboring departments regularly contact me for advice on operation issues. 	MET

III. Fire Department Operations

GOAL	RESULTS	MET / NOT MET
<p>Operational Readiness – Ensures all apparatus & equipment are in good working order & type to handle expected emergencies.</p>	<ul style="list-style-type: none"> • All apparatus were tested per State regulations & NFPA standards. • The department was audited by MDHHS this year for medical regulation & readiness, and passed with No negative marks. This score is almost impossible to receive due to the stringent rules and detailed audit that is performed. • We have some aging apparatus that are in need of replacement. Breakdown & repairs are starting to affect our responses and our operating budget. Minor repairs are dealt with in-house whenever possible, however we have been experiencing more major types of repairs due to aging apparatus. This requires us to take the apparatus out of the area for repairs. 	MET

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GOAL	RESULTS	MET / NOT MET
<p>Employee Readiness - Ensures personnel certs & licenses are up to date and valid Ensures personnel are trained to operate equipment to provide a timely and adequate response to all emergencies. Implements measures to retain experienced and valued employees and oversees an effective and on-going recruitment program.</p>	<ul style="list-style-type: none"> • Monthly run data reports are generated showing calls, response times, and number of calls per Twp. • All incidents are reviewed for proper response times to include time of call to time en-route, time it took to get on scene, time spent on scene, and time spent at the hospital in the case of a medical transport. Our agency has set guidelines to maintain an average response time to our residents of 7.5 minutes. 2021 average response time was 7.3 minutes. • Personnel licenses & Certifications were internally audited twice this past year. • Consistently updating operational policies / procedures and informing personnel of changes. • Fire, Rescue & EMS training is conducted twice a week. • SAFER grant awarded this past year allowed us to give a longevity stipend to our employees. • A representative from Municipal Employees Retirement System MERS was brought in to speak to employees about good financial planning and discussed the employee benefits that NOCFA has available. 	MET
<p>Personal Readiness - The Fire Chief personally maintains appropriate certifications and participates in drills, incidents, and continuing education.</p>	<ul style="list-style-type: none"> • I respond to as many incidents as needed. I am on call 24 hours a day in case of a critical type call. • I attend department trainings regularly. • Added a new HR software to our training program and have used it to administer mandatory workplace harassment training. • Handle all payroll and benefit administration. • Oversee all record keeping and accounting. • I am very proficient in Word, Excel and powerpoint. This past year due to the payroll change, , a new way to keep track of wages and hours was needed. I was able to create a very detailed and interactive excel spreadsheet that has many variables and formulas in it. 	MET
<p>Community - Ensures that department's community out-reach programs are effective & Informative.</p>	<ul style="list-style-type: none"> • We were able to host an open house this year despite covid restrictions and saw a very good turnout of the public. • We now added CO monitors in addition to our free smoke detector program for our residents and have installed a record number of them in resident's homes. • ISO rating continues to be one of the lowest in the State demonstrating to the public, from a third part source, the superior capability of the department as measure against the balance to the fire department in the state of Michigan or nationally. As a bonus many homeowners have seen a reduction in the homeowners insurance rate saving them real money. 	MET

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EVALUATION WORKSHEET

I. Specific Performance Objectives / Goals Set For The Year

GOAL	Met - 1 Not Met - 0		Evaluators Comments Section
	Chief	Evaluator	
Continue to Improve employee turn-over rates & retain highly skilled personnel	1		
Work with the Board and the residents to become a Taxing Authority.	1		

II. Management & Leadership

Communication with Board	1		
Budget Conformance	1		
Employee & Management Team Effectiveness	0		
Risk Management & Compliance	1		
Professional Relationships	1		

III. Fire Department Operations

Operational Readiness - Equipment	1		
Employee Readiness	1		
Personal Readiness	1		
Community	1		

Total Points Received -	Chief	Evaluator	Points Needed to meet 80%
Merit is awarded at 80% of Met goals	10		9

Goals For 2022
