



**NORTH OAKLAND COUNTY FIRE AUTHORITY**  
**Board of Directors Proposed Agenda For**  
**Monday February 27, 2023 7PM**  
**Location: Rose Twp. Offices. 9080 Mason St. Holly, MI 48442**

1. **CALL TO ORDER / ROLL CALL**       P. Gambka     G. Kullis     D. Miller
2. **PLEDGE OF ALLEGIANCE**       K. Winchester     Brad Stilwell     Chief Lintz
3. **AGENDA APPROVAL**
4. **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 **1/23/2023**.
  - b. Financial Reports: General Fund & Capital Fund Revenue & Expense Year to Date.

Checking Account as of 1/31/2023	\$138,953.06
Statement Savings Account as of 1/31/2023	\$581,801.10
Capital / Equipment Replacement Account as of 1/31/2023	\$388,885.92
Bills For Payment Total: 1/24/2023 – 2/27/2023	\$149,467.00
Cost of Payroll: 1/23/2023 & 2/6/2023 & 2/17/2023	\$150,415.95
Accounts Receivable: – MEDICAL as of 1/31/2023	\$79,666.83
Accounts Receivable: – FIRE as of 1/31/2023	\$3,492.00
Aging Accounts Turned Over To Collections Allowance as of 1/31/2023	\$48,209.59

5. **PUBLIC COMMENT- ON AGENDA ITEMS ONLY:** Members of the public may address the board once recognized by the chair. Comments are limited to 3 minutes. Prior to addressing the board, members of the public will state their name and address for the record. A second public comment is available prior to adjournment of the meeting for all other comments. Thank you for your cooperation.
6. **PRESENTATIONS** – Medical incident recognition – Ascension Genesys Hospital.
7. **UNFINISHED BUSINESS**
  - a) Articles of Incorporation Revisions / Creating Board Policies
8. **NEW BUSINESS**
  - a) NOCFA policy "10.39 Performance Review's" – Revision approval.
  - b) First review of FY 2024 NOCFA Budget.
9. **REPORTS** – Including Monthly Incident Data for: **January 2023**  
 Chiefs Report     Firefighters Assoc.     Holly Twp.     Rose Twp.     Citizen at Large
10. **PUBLIC COMMENT - General**
11. **ADJOURNMENT** Next meeting will be Monday March 20, 2023 at 7pm. NOCFA Station 1. 5051 Grange Hall Rd. Holly, MI 48442

# North Oakland County Fire Authority

## Regular Minutes of January 23, 2023

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**Call to Order:** Chairperson Kullis called the regular meeting of the North Oakland County Fire Authority Board to order at 7:00 p.m. at NOCFA Station 1: 5051 Grange Hall Rd, Holly, Michigan 48442.

**Roll Call:**

**Members Present:**

- P. Gambka
- G. Kullis
- D. Miller
- B. Stilwell
- K. Winchester
- Chief Lintz

**Members Absent:** None

**Pledge of Allegiance**

**Agenda Approval:**

**Motion by Winchester to approve the agenda. Supported by Stilwell. The motion was carried by a 5/0 voice vote.**

**Consent Agenda:**

**Motion by Winchester to approve the consent agenda. Supported by Gambka. The motion was carried by a 5/0 roll call vote.**

**General Fund & Capital Fund Revenue & Expense Year-to-Date**

Checking Account as of 12/31/2022	\$26,278.36
Statement Savings Account as of 12/31/2022	\$1,681.89
Capital/Equipment Replacement Account as of 12/31/2022	\$263,762.00
Bills for Payment Total as of 12/31/2022	\$85,288.94
Cost of Payroll as of 12/31/2022	\$97,147.17
Accounts Receivable – MEDICAL as of 12/31/2022	\$61,881.05
Accounts Receivable – FIRE as of 12/31/2022	\$2,471.00
Aging Accounts Turned Over to Collections Allowance as of 12/31/2022	\$77,019.47

**Public Comment on Agenda Items Only:**

- Dan Johnson, 8635 Tipsico Trail, Holly - requested topic for agenda section New Business, item (e) closed session. Kullis stated the topic is “to discuss attorney client privilege”
- Julius Stern, 1445 Munger Rd., Holly – acknowledged new recording secretary. Stated two issues: 1) articles of incorporation have been tabled for over 2 years; 2)

under the open meetings act, there did not seem to be a reason for the closed session under New Business, item (e) on the agenda.

## **Presentations**

Chairman Kullis swore in two new full-time professional firefighters:

- Logan Finkbeiner
- Nicholas Tosch

FY2022 audit presentation (Pfeffer, Hanniford & Palka)

- Charlie Hainstock gave the following audit highlights:
  - General Fund is a little lower than they like to see
  - Overall expenditures – commended Chief Lintz for coming in \$48K under-budget
  - Fund balance – unassigned is very low; work to build it up

**Motion by Winchester to accept the 2022 Audit. Supported by Miller. The motion was carried by a 5/0 roll call vote.**

## **Unfinished Business:**

a) Articles of Incorporation Revisions/Creating Board Policies

- Atty. Rita Lauer presented an overview of legal and fiduciary duties of the board
  - CONTRACTS - only the chair has the authority to enter into contracts. Individual board members cannot enter into a contract on behalf of the fire authority.
  - BOARD ISSUES:
    - Individual board members cannot consult the attorney regarding board issues without a motion from the board
    - The chairman of the board can consult independently with the attorney regarding board issues
  - LITIGATION/AFFIRMATIVE ACTION ISSUES - require a motion from the board to contact the attorney
  - HR ISSUES – the Chief can consult independently with the attorney
- 2023 Goals
  - 1) Amend the Articles of Incorporation
  - 2) Write Policies and Procedures

## **New Business**

- a) Request to approve revenue debt collections assessment to a 7-year period
- Charlie Hainstock (Pfeffer, Hanniford & Palka) recommended the following:
    - Write off uncollected bad debt that is over the 7-year statute of limitations

- Change the resolution - the allowance for uncollected debt should be 68%
- Adjust the budget to reflect the amount of debt written off

*Note: Chief Lintz stated that the fire authority will still accept payments on debt that has been written off*

**Motion by Kullis to write off bad debt over the 7-year statute of limitations. Supported by Stilwell. The motion was carried by 5/0 roll call vote.**

b) Fire Chief's performance review for 2022

Miller evaluation was excluded because she was not on the board for the full year 2022.

**Motion by Winchester to exclude the review submitted by board member Gambka. Supported by Miller. The motion was carried by a 4/1 roll call vote.**

**Motion by Stilwell to give Chief Lintz a performance rating of 100%. Supported by Winchester. The motion was carried by a 4/1 roll call vote.**

c) Approval of updated Workers Compensation policy 30.07. Approval of a new Limited Duty Work policy 30.08

A new Policy 30.08 would allow an injured fire fighter to return to work on light duty when authorized by their doctor. If approved, this requires modifying the language of Policy 30.07.

**Motion by Winchester to approve Policy 30.08 and make changes to Policy 30.07. Supported by Stilwell. The motion was carried by a 5/0 roll call vote.**

d) Annual NOCFA board officer appointments

Chair – Kullis nominated by Gambka. Supported by Winchester. Approved by 5/0 voice vote

Vice Chair – Winchester nominated by Kullis. Supported by Gambka. Approved by 5/0 voice vote.

Secretary – Winchester nominated by Gambka. Supported by Miller. Approved by 5/0 voice vote.

**A voice vote was called and all board members approved the slate (5/0).**

e) Move to closed session for attorney client privilege discussion

**Motion by Kullis to move to closed session. Supported by Winchester. The motion was carried by a 5/0 voice vote.**

The board moved into closed session at 8:12 pm.

**Motion by Stilwell to come out of closed session at 8:26pm. Supported by Winchester. The motion was carried by a 5/0 voice vote.**

Atty. Rita Lauer reported that based on the discussion during closed session, the board does not want to pursue legal avenues at this time.

**Reports – including monthly incident data for December 2022 & Year end totals for 2022**

- Chief's Report
  - Presented highlights of Monthly Incident Data report for December 2022 and year end totals for 2022.
  - 2 FT fire fighters were recently added and sworn in at this meeting
  - Grants are being written for the following:
    - New brush truck
    - Radio equipment
    - Defibrillators
    - Replacement of old turnout gear
    - Another gear dryer to assure that all turnout gear can be dried between runs (currently cannot dry wet/dirty gear fast enough)
- Firefighter's Association - Gravitz
  - Working with Springfield Township to organize a golf fundraiser tentatively scheduled for August at Fenton Farms to benefit Autism and both associations. 60% of profits will go to Autism and 20% to each firefighter association.
  - Boot drive was very successful – raised approx. \$7K
- Holly Twp - Kullis
  - Progress continues on moving the Ernst barn to the Farmstead site on N. Holly Rd.
- Rose Twp - Gambka
  - Interviews conducted to replace Glen Noble.
  - Voted to appoint Agnes Meisch to the board.
- Citizen at large - Stilwell
  - No report

#### **Public Comment - General**

- Tim Seal, 937 Buckhorn Lake Rd, Holly –
  - Has helped in past writing two grants.
  - Fire Authority can issue bonds if they have their own fund equity

- Dan Johnson, 8635 Tipsico Trail, Holly – recommended that board censure Gambka
- Julius Stern, 1445 Munger Rd, Holly – acknowledged new board member, attorney, and recording secretary

**Adjournment:** Chairperson Kullis adjourned the meeting at 8:49 pm.

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Diane Hill, Recording Secretary

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH FEBRUARY 27, 2023

Accrual Basis

	Jul 1, '22 - Feb 27, 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>	0.00	0.00	0.00	0.0%
4035 - MISC REVENUE				
4050 - Revenues				
401 - Holly Township Contribution	986,000.00	986,000.00	0.00	100.0%
402 - Rose Township Contribution	986,000.00	986,000.00	0.00	100.0%
403 - Training/Education revenues	23,986.00	22,000.00	1,986.00	109.0%
404 - Fire Cost Recovery	4,543.00	8,000.00	(3,457.00)	56.8%
405 - Grant Receipts	500,000.00	700,000.00	(200,000.00)	71.4%
405.5 - SAFER Grant Receipts	83,946.35	100,000.00	(16,053.65)	83.9%
406 - Medical Cost Recovery	217,922.73	400,000.00	(182,077.27)	54.5%
410 - Sales-Small Items	12,075.25	12,000.00	75.25	100.6%
412 - Sales-Capital Items	0.00	0.00	0.00	0.0%
413 - Review and Inspection Services	10,095.00	10,000.00	95.00	101.0%
414 - Interest Earned	399.12	1,500.00	(1,100.88)	26.6%
416 - Donations	0.00	100.00	(100.00)	0.0%
418 - Vehicle Use Payments	0.00	0.00	0.00	0.0%
420 - Transfers	0.00	100,000.00	(100,000.00)	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%
<b>Total 4050 - Revenues</b>	<b>2,824,967.45</b>	<b>3,325,600.00</b>	<b>(500,632.55)</b>	<b>84.9%</b>
<b>Total Income</b>	<b>2,824,967.45</b>	<b>3,325,600.00</b>	<b>(500,632.55)</b>	<b>84.9%</b>
<b>Cost of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
50000 - Cost of Goods Sold				
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>2,824,967.45</b>	<b>3,325,600.00</b>	<b>(500,632.55)</b>	<b>84.9%</b>
<b>Expense</b>				
6000 - Risk Management Insurance				
650 - Liability Insurance	34,938.00	35,000.00	(62.00)	99.8%
652 - Workers Compensation Insurance	70,683.00	70,500.00	183.00	100.3%
6000 - Risk Management Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 - Risk Management Insurance</b>	<b>105,621.00</b>	<b>105,500.00</b>	<b>121.00</b>	<b>100.1%</b>
7000 - Personnel				
700 - Wages, Chief Full Time	64,409.94	96,000.00	(31,590.06)	67.1%
700.5 - Full Time Employee Wages	345,417.07	585,000.00	(239,582.93)	59.0%
700.7 - Full Time Overtime Wages	7,555.07	24,000.00	(16,444.93)	31.5%
700.9 - COVID19 Wages	0.00	0.00	0.00	0.0%
704 - Officer Wages	11,492.03	16,800.00	(5,307.97)	68.4%
705 - Instructor Wages	2,730.00	3,200.00	(470.00)	85.3%
706 - Recording Secretary	0.00	0.00	0.00	0.0%
707 - Special Event Pay	10,135.65	10,500.00	(364.35)	96.5%

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH FEBRUARY 27, 2023

Accrual Basis

	Jul 1, '22 - Feb 27, 23	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	98,995.25	190,000.00	(91,004.75)	52.1%
708.5 - Duty Shift Basic	202,113.75	267,566.00	(65,452.25)	75.5%
709 - Part Time Overtime Pay	18,790.65	23,000.00	(4,209.35)	81.7%
710 - Work Detail Pay	245.00	1,000.00	(755.00)	24.5%
711 - Training Wages	15,068.57	26,000.00	(10,931.43)	58.0%
712 - Incident run pay/POC Fire Wages	32,854.18	57,000.00	(24,145.82)	57.6%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	67,177.75	91,821.36	(24,643.61)	73.2%
715 - Medical Exp/Employees	1,089.00	1,500.00	(411.00)	72.6%
716 - Healthcare Insurance/Full Time	64,222.97	135,000.00	(70,777.03)	47.6%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	7,273.96	13,000.00	(5,726.04)	56.0%
717 - 401 Contribution - FT Emp	52,293.37	80,000.00	(27,706.63)	65.4%
717.2 - 401K CONTRIBUTIONS - POC EE	10,954.94	28,000.00	(17,045.06)	39.1%
718 - Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 - Life/Disability Insurance FT	3,285.83	8,800.00	(5,514.17)	37.3%
7200 - Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 - Personnel</b>	<b>1,016,104.98</b>	<b>1,658,187.36</b>	<b>(642,082.38)</b>	<b>61.3%</b>
<b>7200 - Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
720 - Supplies/Non Operating	4,621.55	9,000.00	(4,378.45)	51.4%
722 - Operating Supplies	2,373.08	2,500.00	(126.92)	94.9%
723 - Fire Prevention	8,289.45	13,750.00	(5,460.55)	60.3%
724 - Uniforms	6,290.97	15,000.00	(8,709.03)	41.9%
726 - Medical Supplies	0.00	0.00	0.00	0.0%
7200 - Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 - Supplies</b>	<b>21,575.05</b>	<b>40,250.00</b>	<b>(18,674.95)</b>	<b>53.6%</b>
<b>7500 - SAFER GRANT EXPENDITURES</b>	<b>0.00</b>	<b>1,500.00</b>	<b>(1,500.00)</b>	<b>0.0%</b>
751 - Instructor Wages	0.00	0.00	0.00	0.0%
752 - Workers Comp Ins/SS	126.90	4,000.00	(3,873.10)	3.2%
753 - Training Costs	1,916.00	1,500.00	416.00	127.7%
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	75,872.17	78,000.00	(2,127.83)	97.3%
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	0.00	0.00	0.00	0.0%
760 - Marketing	124.15	1,000.00	(875.85)	12.4%
761 - Equipment Purchases	11,566.26	6,000.00	5,566.26	192.8%
763 - Travel Expense	0.00	0.00	0.00	0.0%
765 - Lost Wages Reimbursement	0.00	8,000.00	(8,000.00)	0.0%
7500 - SAFER GRANT EXPENDITURES - Other	0.00	0.00	0.00	0.0%
<b>Total 7500 - SAFER GRANT EXPENDITURES</b>	<b>89,605.48</b>	<b>100,000.00</b>	<b>(10,394.52)</b>	<b>89.6%</b>
<b>8000 - Contracted Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>



# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH FEBRUARY 27, 2023

Accrual Basis

	Jul 1, '22 - Feb 27, 23	Budget	\$ Over Budget	% of Budget
800 · Dispatching	21,046.48	37,000.00	(15,953.52)	56.9%
802 · Auditing	7,000.00	7,200.00	(200.00)	97.2%
804 · Legal	4,375.00	12,000.00	(7,625.00)	36.5%
806 · Medical Cost Recovery- Billing	8,285.15	18,000.00	(9,714.85)	46.0%
807 · Fire Cost Recovery Billing	220.61	1,000.00	(779.39)	22.1%
810 · Non Employee Instructor Wages	11,560.00	13,000.00	(1,440.00)	88.9%
812 · Employee Education	6,272.96	9,000.00	(2,727.04)	69.7%
814 · Dues, Fees, Subscriptions	19,365.45	18,000.00	1,365.45	107.6%
815 · Payroll Services	6,230.66	9,000.00	(2,769.34)	69.2%
816 · Administrative Services	4,700.00	8,000.00	(3,300.00)	58.8%
820 · Construction/Labor Services	2,494.52	3,000.00	(505.48)	83.2%
828 · Website Services	0.00	0.00	0.00	0.0%
8000 · Contracted Services - Other	0.00	0.00	0.00	0.0%
<b>Total 8000 · Contracted Services</b>	<b>91,550.83</b>	<b>135,200.00</b>	<b>(43,649.17)</b>	<b>67.7%</b>
<b>8500 · Operating Expenses</b>				
850 · Communications	2,698.67	6,000.00	(3,301.33)	45.0%
851 · IT Operational Expenses	6,514.32	15,000.00	(8,485.68)	43.4%
852 · Fuel	19,521.88	25,000.00	(5,478.12)	78.1%
854 · Printing and Publishing	0.00	330.00	(330.00)	0.0%
855 · Training Supplies / Equipment	2,319.96	4,000.00	(1,680.04)	58.0%
858 · Utilities	28,342.51	47,000.00	(18,657.49)	60.3%
859 · Equipment Lease	2,764.49	5,000.00	(2,235.51)	55.3%
860 · Bldg & Grnds Repair/Maint.	11,476.80	20,000.00	(8,523.20)	57.4%
862 · Equip Maintenance	8,331.92	12,000.00	(3,668.08)	69.4%
866 · Vehicle Maintenance	39,851.51	54,000.00	(14,148.49)	73.8%
867 · Debt Write-Off-Medical	71,495.94	125,000.00	(53,504.06)	57.2%
867.5 · QAAP Medicaid Tax	757.84	1,800.00	(1,042.16)	42.1%
868 · Debt Write-Off-Fire	1,241.00	1,500.00	(259.00)	82.7%
869 · Debt Write Off/ Other	42,956.23	0.00	42,956.23	100.0%
8500 · Operating Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 8500 · Operating Expenses</b>	<b>238,273.07</b>	<b>316,630.00</b>	<b>(78,356.93)</b>	<b>75.3%</b>
<b>9500 · Debt Service</b>				
950 · Debt Service	156,740.11	149,722.95	7,017.16	104.7%
952 · Interest on Debt	9,044.57	15,236.69	(6,192.12)	59.4%
9500 · Debt Service - Other	0.00	0.00	0.00	0.0%
<b>Total 9500 · Debt Service</b>	<b>165,784.68</b>	<b>164,959.64</b>	<b>825.04</b>	<b>100.5%</b>
<b>9700 · Purchases</b>				
970 · Capital Purchases +5,000	34,335.53	35,000.00	(664.47)	98.1%
971 · Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 · Equipment Purchases -5,000	1,836.62	7,000.00	(5,163.38)	26.2%
973 · Grant Expenses	500,000.00	700,000.00	(200,000.00)	71.4%
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, 2022 THROUGH FEBRUARY 27, 2023

Accrual Basis

	Jul 1, '22 - Feb 27, 23	Budget	\$ Over Budget	% of Budget
999 - Capital replacement transfers	0.00	190,000.00	(190,000.00)	0.0%
9700 - Purchases - Other	0.00	0.00	0.00	0.0%
<b>Total 9700 - Purchases</b>	<b>536,172.15</b>	<b>932,000.00</b>	<b>(395,827.85)</b>	<b>57.5%</b>
<b>Total Expense</b>	<b>2,264,687.24</b>	<b>3,452,727.00</b>	<b>(1,188,039.76)</b>	<b>65.6%</b>
<b>Net Income</b>	<b>560,280.21</b>	<b>(127,127.00)</b>	<b>687,407.21</b>	<b>(440.7)%</b>

**NOCFA Equipment Replacement  
Revenue & Expense Report  
JULY 01, 2022 THROUGH FEBRUARY 27, 2023**

	Jul 1, '22 - Feb 27, 23	Budget	\$ Over Budget
<b>Income</b>			
4000 · Transfers from General Fund	150,000.00	90,000.00	60,000.00
4050 · Loan proceeds	0.00	0.00	0.00
4100 · Interest Income	299.91	60.00	239.91
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
<b>Total Income</b>	<b>150,299.91</b>	<b>90,060.00</b>	<b>60,239.91</b>
<b>Expense</b>			
Bank Fees	0.00	0.00	0.00
5000 · Capital Outlay			
6000 · Office	0.00	0.00	0.00
6050 · Transfer to Checking Account	0.00	0.00	0.00
5000 · Capital Outlay - Other	0.00	0.00	0.00
<b>Total 5000 · Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>150,299.91</b>	<b>90,060.00</b>	<b>60,239.91</b>

North Oakland County Fire Authority  
**CASH BALANCES REPORT**  
 JULY 01, 2022 THROUGH JANUARY 31, 2023

11:02 AM  
 02/21/23  
 Accrual Basis

	Jan 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	138,953.06
1000 - Cash-Checking	581,801.10
1001 - STATEMENT SAVINGS ACCOUNT	720,754.16
Total Checking/Savings	720,754.16
Total Current Assets	720,754.16
<b>TOTAL ASSETS</b>	720,754.16
<b>LIABILITIES &amp; EQUITY</b>	0.00

11:09 AM  
02/21/23  
Accrual Basis

**NOCFA Equipment Replacement  
Cash Balance Report**  
JULY 01, 2022 THROUGH JANUARY 31, 2023

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	<u>Jul '22 - Jan 23</u>
1000 - Cash-Equipment Replacement	<u>388,885.92</u>
<b>TOTAL</b>	<b><u><u>388,885.92</u></u></b>

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
 JANUARY 24, 2023 THROUGH FEBRUARY 27, 2023

11:01 AM  
 02/21/23  
 Accrual Basis

Date	Memo	Amount
02/06/2023	REISSUE CK# 11409 LOST IN MAIL - 2/1/ - 2/31/22	4,281.55
Total ACCU-MED		4,281.55
02/02/2023	JAN 23 BILLING	686.22
Total ACCUMEDWEB LLC		686.22
02/06/2023	EE CONTRIBUTIONS	273.31
Total AFLAC		273.31
02/21/2023	ALLIED FIRE SALES & SERVICE LLC	6,025.42
Total ALLIED FIRE SALES & SERVICE LLC		6,025.42
02/02/2023	AMAZON CAPITAL SERVICES	204.33
Total AMAZON CAPITAL SERVICES		204.33
01/24/2023	AT&T MOBILITY	57.30
Total AT&T MOBILITY		57.30
01/24/2023	BOUND TREE MEDICAL	1,533.05
02/02/2023	ACCT# 205418	134.88
Total BOUND TREE MEDICAL		1,667.93
02/02/2023	BREATHING AIR SYSTEMS	628.79
Total BREATHING AIR SYSTEMS		628.79
02/02/2023	CARDMEMBER SERVICE/4234	89.02
Total BREATHING AIR SYSTEMS		89.02

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
JANUARY 24, 2023 THROUGH FEBRUARY 27, 2023

Date	Memo	Amount
Total CARDMEMBER SERVICE/4234		89.02
<b>COMCAST (Station 1 TV)</b>		
02/06/2023	5051 GRANGE HALL RD	21.98
Total COMCAST (Station 1 TV)		21.98
<b>COMCAST CABLE (OFF SITE INTERNET)</b>		
01/30/2023	OFF-SITE INTERNET	120.00
Total COMCAST CABLE (OFF SITE INTERNET)		120.00
<b>COMMUNITY DISPOSAL SERVICE, INC</b>		
02/06/2023	ACCT# 106873	113.30
Total COMMUNITY DISPOSAL SERVICE, INC		113.30
<b>CONSUMERS ENERGY</b>		
02/02/2023		3,381.36
02/02/2023	280 W ROSE CENTER RD	884.65
Total CONSUMERS ENERGY		4,266.01
<b>COSTCO WHOLESAL</b>		
01/30/2023	SUPPLIES	202.39
Total COSTCO WHOLESAL		202.39
<b>DIANE HILL</b>		
02/02/2023	RECORDING 1/23/23	125.00
Total DIANE HILL		125.00
<b>DTE ENERGY</b>		
01/24/2023	280 W ROSE CENTER	750.50
Total DTE ENERGY		750.50
<b>FRANKLIN BINGHAM FIRE DEPARTMENT</b>		
02/14/2023	FA2023-1 REFUND	450.00
02/21/2023	FA-REFUND	450.00
Total FRANKLIN BINGHAM FIRE DEPARTMENT		900.00
<b>GALLS, LLC</b>		

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
JANUARY 24, 2023 THROUGH FEBRUARY 27, 2023

Date	Memo	Amount
02/02/2023	UNIFORMS	992.48
Total GALLS, LLC		992.48
<b>GREAT LAKES ACE</b>		
02/14/2023	ACCT# 207443	53.31
Total GREAT LAKES ACE		53.31
<b>HOLLY TWP</b>		
02/02/2023	PUMPER LOAN PAYMENT	28,878.62
Total HOLLY TWP		28,878.62
<b>HOME DEPOT</b>		
01/30/2023	BLDG MAINT	41.94
Total HOME DEPOT		41.94
<b>IAFC</b>		
02/02/2023	3/1/23-2/28/24 DUES	215.00
Total IAFC		215.00
<b>KERTON LUMBER CO</b>		
02/02/2023	CUST: NORT1	53.96
Total KERTON LUMBER CO		53.96
<b>MADDIN HAUSER ATTY</b>		
02/21/2023	SERVICE - 1/31/23	770.00
Total MADDIN HAUSER ATTY		770.00
<b>MAZICH, PAMELA</b>		
01/24/2023	MONTHLY ADM	540.00
02/21/2023		540.00
Total MAZICH, PAMELA		1,080.00
<b>MERS/ALERUS</b>		
02/06/2023	401K CONTRIBUTIONS & LOAN REPAY	5,528.64
02/06/2023	457-EE CONTRIBUTIONS	1,081.57
02/06/2023		1,230.42
02/17/2023	401K CONTRIBUTIONS & LOAN REPAY	5,003.75



North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
JANUARY 24, 2023 THROUGH FEBRUARY 27, 2023

Date	Memo	Amount
02/17/2023	HCSP CONTRIBUTIONS	1,076.52
02/17/2023	EE-457 CONTRIBUTIONS	1,195.07
	Total MERS/ALERUS	15,115.97
	<b>MML WORKERS COMP FUND</b>	
02/06/2023	# 5007620-22	16,613.00
	Total MML WORKERS COMP FUND	16,613.00
	<b>OAKLAND COMMUNITY / CREST</b>	
02/21/2023		200.00
	Total OAKLAND COMMUNITY / CREST	200.00
	<b>OAKLAND COUNTY TREASURERS - DISPATCHING</b>	
01/24/2023	CUST ID: CU001443	3,006.64
02/06/2023	CUST NO: CU001443	3,006.64
	Total OAKLAND COUNTY TREASURERS - DISPATCHING	6,013.28
	<b>RICOH USA Inc. (copier Lease)</b>	
02/02/2023	ACCT# 3719865	259.25
	Total RICOH USA Inc. (copier Lease)	259.25
	<b>RICOH USA, INC (copy charges)</b>	
02/14/2023	CUST NO: 3350295	257.70
	Total RICOH USA, INC (copy charges)	257.70
	<b>ROAD COMMISSION FOR OAKLAND COUNTY</b>	
02/06/2023	WRK ORDER: FL0620	1,796.56
	Total ROAD COMMISSION FOR OAKLAND COUNTY	1,796.56
	<b>SAMS CLUB/SYNCHRONY BANK</b>	
01/30/2023	SUPPLIES	125.88
	Total SAMS CLUB/SYNCHRONY BANK	125.88
	<b>STANDARD INSURANCE COMPANY RV</b>	
01/24/2023	PREM FEB 2023	582.53

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
JANUARY 24, 2023 THROUGH FEBRUARY 27, 2023

Date	Memo	Amount
Total STANDARD INSURANCE COMPANY RV		582.53
<b>STATE OF MICHIGAN - MI STATE POLICE</b> 01/24/2023	CUST ID: 51894	300.00
Total STATE OF MICHIGAN - MI STATE POLICE		300.00
<b>STRYKER SALES CORPORATION</b> 01/24/2023	CUST P.O. Q 00162003	612.00
Total STRYKER SALES CORPORATION		612.00
<b>T-MOBILE</b> 02/02/2023		192.54
Total T-MOBILE		192.54
<b>TELEFLEX LLC</b> 02/02/2023	ACCT no. 1082913	612.50
Total TELEFLEX LLC		612.50
<b>THE STATE BANK</b> 02/14/2023	NOCFA LOAN	54,013.72
Total THE STATE BANK		54,013.72
<b>WEX BANK MTHN</b> 02/14/2023	ACCT# 7560-00-1124106	273.71
Total WEX BANK MTHN		273.71
<b>TOTAL</b>		<b>149,467.00</b>

**North Oakland County Fire Authority**  
**PAYROLL EXPENSE REPORT**  
**JANUARY 23, 2023 THROUGH FEBRUARY 17, 2023**

	Jan 23 - Feb 17, 23
<b>Expense</b>	
7000 · Personnel	
700 · Wages, Chief Full Time	13,197.27
700.5 · Full Time Employee Wages	62,190.18
700.7 · Full Time Overtime Wages	2,138.15
704 · Officer Wages	1,799.97
705 · Instructor Wages	0.00
707 · Special Event Pay	0.00
708 · Duty Shift Medic	18,290.43
708.5 · Duty Shift Basic	31,674.50
709 · Part Time Overtime Pay	3,189.00
710 · Work Detail Pay	0.00
711 · Training Wages	2,915.74
712 · Incident run pay/POC Fire Wages	4,179.15
714 · Social Sec/FICA	10,632.85
716 · Healthcare Insurance/Full Time	-280.00
716.5 · Health Care Savings Contrib	0.00
<b>Total 7000 · Personnel</b>	<b>149,927.24</b>
7200 · Supplies	
724 · Uniforms	0.00
<b>Total 7200 · Supplies</b>	<b>0.00</b>
7500 · SAFER GRANT EXPENDITURES	
757 · Fringe Benefits	0.00
<b>Total 7500 · SAFER GRANT EXPENDITURES</b>	<b>0.00</b>
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	524.71
816 · Administrative Services	0.00
<b>Total 8000 · Contracted Services</b>	<b>524.71</b>
8500 · Operating Expenses	
850 · Communications	-36.00
<b>Total 8500 · Operating Expenses</b>	<b>-36.00</b>
<b>Total Expense</b>	<b>150,415.95</b>
<b>Net Income</b>	<b>-150,415.95</b>

North Oakland County Fire Authority  
**ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED**  
FEBRUARY 28, 2023

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	<u>Feb 28, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Accounts Receivable</b>	
1060 · A/R-Fire Cost Recovery	3,492.00
1070 · A/R-Medical -ACCUMED	79,666.83
1070.6 · A/R AACB - ALL RUNS	<u>157,323.21</u>
<b>Total Accounts Receivable</b>	240,482.04
<b>Other Current Assets</b>	
1070.7 · ALLOWANCE FOR BAD ACCTS	<u>-109,113.62</u>
<b>Total Other Current Assets</b>	<u>-109,113.62</u>
<b>Total Current Assets</b>	<u>131,368.42</u>
<b>TOTAL ASSETS</b>	<u><u>131,368.42</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

# North Oakland County Fire Authority Incident Run Data

## January-23

<b>Total Incidents</b>	<b>84</b>
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<b>Incident Summary</b>	
Structure Fires	2
Vehicle Fires	0
Brush / Outdoor Fires	0
EMS Medicals	55
Vehicle Accidents w/ Injuries	8
Vehicle Accidents w/ No Injuries	4
Hazardous Cond.	1
Service Call	3
Good Intent	3
False Calls	8
Severe Weather	
Other	0
<b>Total Calls</b>	<b>84</b>

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	4
MUTUAL AID FIRE	1
MISC	0
<b>Total</b>	<b>5</b>

Total EMS Related Calls	59
Total NOCFA Transports	41
Patient Sign Offs / No Transport	18

	minutes	# of priority calls
Avg. Response Time To Priority Calls	7.4	38

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>79</b>
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>5</b>

Total Runs     **84**

Total Employees	41
Full Time	10
Part time / Paid on Call	31

Paramedic's	14
EMT's	24
MFR's	3

Employees out on leave	2
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Employees Voluntary / Involuntary terminated last month	1
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Employees Hired last month	1
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Rose Twp.	31
Holly Twp.	40
I-75	8



# North Oakland County Fire Authority

## POLICIES

TITLE: 10.39 Performance Review's  
SECTION: 10.000 Employment Practices  
APPROVED: 07/16/2015 REVISED; 2/2023

Deleted: UPDATED

### I. PURPOSE

To periodically record essential information concerning the performance level and strengths/weaknesses of an employee in relation to career development, including potential for advancement and suitability for other jobs and training.

### II. SCOPE

This policy applies to all employees of the North Oakland County Fire Authority.

### III. POLICY

It is the policy of the NOCFA to utilize a performance appraisal program to maximize employee's overall job performance and professional development.

### IV. PROCEDURE

A. Employees may be evaluated annually relative to their performance within the context of their job.

Deleted: will

B. "Special" reviews may occur at the discretion of the Fire Chief to review outstanding or unsatisfactory performance.

C. All general staff employees' and Sergeants' performance reviews will be completed / evaluated by Command Staff Officer's designated by the Fire Chief.

Deleted: the employee's station Lieutenant or Captain.

D. All Command Staff Officer's (Chief's, Captain's, EMS Coordinator) performance review's will be completed / evaluated by the Fire Chief, Assistant Chief, and / or the EMS Coordinator.

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E. Employees who attain a poor performance review may be counseled in regards to improving their performance and/ or may be placed on a probationary period.

F. Employees who repeatedly attain a poor performance review may be terminated.

North Oakland County Fire Authority  
OPERATING BUDGET FYE 2024

\$70k / 7% Increase  
\$70k / 7% Increase

Revenues	Budget FY 2023 (current)	DRAFT Budget FY 2024
	Amended December 2023	
4000 - Revenues		
401 · Holly Township Contribution	\$ 986,000.00	\$ 1,056,000.00
402 · Rose Township Contribution	\$ 986,000.00	\$ 1,056,000.00
403 · Training / Education Revenues	\$ 26,000.00	\$ 30,000.00
404 · Fire Cost Recovery	\$ 8,000.00	\$ 8,000.00
405 · Grant Receipts	\$ 700,000.00	\$ 173,000.00
405.5 - SAFER Grant Receipts	\$ 100,000.00	\$ 100,000.00
406 · Medical Cost Recovery	\$ 380,000.00	\$ 410,000.00
410 · Sales-Small Items	\$ 12,000.00	\$ 18,000.00
412 · Sales-Capital Items	\$ -	\$ -
413 · Review and Inspection Services	\$ 10,000.00	\$ 10,000.00
414 · Interest Earned	\$ 500.00	\$ 500.00
416 · Donations	\$ -	\$ -
419 - Insurance Reimbursement	\$ 17,500.00	\$ -
419.1 - Wages Reimbursement	\$ 1,100.00	\$ -
420 · Transfers IN From Capital Account	\$ -	\$ -
490 - Loan Proceeds	\$ -	\$ -
<b>Grand Total Revenues</b>	<b>\$ 3,227,100.00</b>	<b>\$ 2,861,500.00</b>

**Expenditures**

6000 - Insurance	\$ 35,000.00	\$ 36,000.00
650 · Liability Insurance	\$ 35,000.00	\$ 36,000.00
652 · Workers Compensation Insurance	\$ 70,700.00	\$ 75,000.00
<b>Total 6000 - Insurance</b>	<b>\$ 105,700.00</b>	<b>\$ 111,000.00</b>
7000 - Personnel	\$ 96,750.00	\$ 93,393.00
700 · Wages, Chief Full Time	\$ 545,000.00	\$ 589,500.00
700.5 · Full Time Employee Wages	\$ 18,000.00	\$ 15,000.00
700.7 - Full Time Overtime Wages	\$ 16,800.00	\$ 15,800.00
704 · Officer Wages	\$ 3,200.00	\$ 5,000.00
705 · Instructor Wages	\$ 10,500.00	\$ 13,000.00
707 - Special Event Pay	\$ 150,000.00	\$ 177,660.00
708 - DUTY SHIFT MEDIC	\$ 267,566.00	\$ 280,876.00
708.5 - DUTY SHIFT BASIC	\$ 23,000.00	\$ 15,000.00
709 - Part Time Overtime Pay	\$ 1,000.00	\$ 2,000.00
710 · Work Detail Pay	\$ 26,000.00	\$ 28,000.00
711 · Training Wages	\$ 57,000.00	\$ 60,000.00
712 · Incident Run Pay / POC Fire Wages	\$ 91,821.36	\$ 90,666.03
714 · Social Sec / FICA	\$ 1,200.00	\$ 1,500.00
715 · Medical Expenses - Employees	\$ -	\$ -

	716 · Healthcare Insurance - Full Time Employees	\$	133,000.00	\$	144,000.00
	716.2 - Health Care (opt out) Stipend	\$	-	\$	2,500.00
	716.5 - Health Care Savings Plan Contribution FT	\$	13,000.00	\$	14,357.86
	717 · 401a Contribution - Full Time Employees	\$	85,000.00	\$	93,326.09
	717 · 401a contribution - POC Employees	\$	25,000.00	\$	20,000.00
	719 · Life/Disability Insurance- Full Time Employees	\$	9,300.00	\$	7,300.00
	<b>Total 7000 - Personnel</b>	\$	<b>1,573,137.36</b>	\$	<b>1,668,878.98</b>
	<b>7200 - Supplies</b>	\$	<b>9,000.00</b>	\$	<b>10,000.00</b>
	722 · Operating Supplies	\$	2,500.00	\$	2,500.00
	723 · Fire Prevention	\$	12,000.00	\$	14,000.00
	724 · Uniforms	\$	13,000.00	\$	15,000.00
	726 · Medical Supplies	\$	36,500.00	\$	41,500.00
	<b>Total 7200 - Supplies</b>	\$	<b>1,500.00</b>	\$	<b>1,500.00</b>
	<b>7500 - SAFER Grant</b>	\$	<b>4,000.00</b>	\$	<b>4,000.00</b>
	751 - Instructor Wages	\$	1,500.00	\$	1,500.00
	753 - Training Costs	\$	1,500.00	\$	1,500.00
	754 - Employee Physicals	\$	78,000.00	\$	78,000.00
	757 - Fringe Benefits	\$	1,000.00	\$	1,000.00
	760 - Marketing	\$	6,000.00	\$	6,000.00
	761 - Equipment Purchases	\$	8,000.00	\$	8,000.00
	765 - Lost Wages Reimbursement	\$	100,000.00	\$	100,000.00
	<b>Total 7500 - SAFER Grant</b>	\$	<b>100,000.00</b>	\$	<b>100,000.00</b>
	<b>8000- Contracted Services</b>	\$	<b>37,000.00</b>	\$	<b>38,500.00</b>
	800 · Dispatching	\$	7,000.00	\$	7,200.00
	802 · Auditing	\$	9,000.00	\$	10,000.00
	804 · Legal	\$	15,000.00	\$	19,000.00
	806 · Medical Cost Recovery Billing- AccuMed	\$	800.00	\$	1,000.00
	807 · Fire Cost Recovery Billing- AccuMed	\$	13,000.00	\$	15,000.00
	810 · NON-Employee Instructor Wages	\$	9,000.00	\$	10,000.00
	812 · Education	\$	22,000.00	\$	22,000.00
	814 · Dues and Subscriptions	\$	8,000.00	\$	5,500.00
	815 · Payroll Services	\$	8,000.00	\$	8,700.00
	816 · Administrative Services / Book Keeping	\$	3,000.00	\$	3,000.00
	820 · Construction/Labor Services	\$	131,800.00	\$	139,900.00
	<b>Total 8000- Contracted Services</b>	\$	<b>131,800.00</b>	\$	<b>139,900.00</b>
	<b>8500 - Operating Expenses</b>	\$	<b>5,500.00</b>	\$	<b>6,000.00</b>
	850 · Communications	\$	15,000.00	\$	30,000.00
	851 · Information Technology Expenses	\$	27,000.00	\$	30,000.00
	852 · Fuel	\$	330.00	\$	300.00
	854 · Printing and Publishing	\$		\$	



	855 - Training supplies / Equipment	\$	4,000.00	\$	5,000.00
	858 - Building Utilities	\$	47,000.00	\$	48,000.00
	859 - Equipment Lease	\$	5,000.00	\$	5,000.00
	860 - Building & Grnds Repair/Maint.	\$	20,000.00	\$	22,000.00
	862 - Equip Maintenance	\$	12,000.00	\$	20,000.00
	866 - Vehicle Maintenance	\$	54,000.00	\$	45,000.00
	867 - Debt Write Off - Medical Billing	\$	125,000.00	\$	130,000.00
	867.5 - QAAP Medicaid Tax	\$	1,800.00	\$	2,000.00
	868 - Debt Write Off - Fire Cost Recovery	\$	1,500.00	\$	1,500.00
	869- Debt Write Off / Other - COLLECTIONS	\$	42,956.00		
	<b>Total 8500 - Operating Expenses</b>	\$	<b>361,086.00</b>	\$	<b>344,800.00</b>

<b>9500 - Debt Service</b>	950 - Debt Service Principle	\$	149,722.95	\$	149,000.00
	952 - Debt Service Interest	\$	15,236.69	\$	14,721.02
	<b>Total - 9500 Debt Service</b>	\$	<b>164,959.64</b>	\$	<b>163,721.02</b>

<b>9700 - Purchases</b>	970 - Capital Purchases +5,000	\$	35,000.00	\$	20,000.00
	971 - Capital Improvement Fire Hall	\$	-	\$	-
	972 - Equipment Purchases -5,000	\$	5,000.00	\$	10,000.00
	973 - Grant Expenses	\$	700,000.00	\$	173,000.00
	974 - Grant Match	\$	-	\$	8,700.00
	999 - Capital replacement transfers	\$	55,000.00	\$	80,000.00
	<b>Total 9700 Purchases</b>	\$	<b>795,000.00</b>	\$	<b>291,700.00</b>

	<b>Grand Total Expenditures</b>	\$	<b>3,268,183.00</b>	\$	<b>2,861,500.00</b>
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Balance \$ (41,083.00) \$ (0.00)

**North Oakland County Fire Authority  
Capital Fund Budget FYE 2024**

**Income**

		Budget FY 2024	
		DRAFT	
· Revenues			
4000 · Transfers in-from General Fund	\$		80,000.00
4100 · Interest Income	\$		60.00
4200 · Sales-Capital Items	\$		-
4300 · Donations & Grants	\$		-
4400 · Station Contribution	\$		-
<b>Total · Revenues</b>	<b>\$</b>		<b>80,060.00</b>

**Expense**

· Transfers out			
<b>5000 Capital Outlay Total</b>			
· Vehicle Purchases	\$		-
· Fire fighting & Medical Supplies			
· Grant Expenditures	\$		-
· Grant Match	\$		-
· Building & Grounds	\$		-
<b>Total · Purchases</b>	<b>\$</b>		<b>-</b>

**Total Expense**

**Net Income**

\$		-
		<b>80,060.00</b>

NOCFA FY 2024 Proposed Budget

Budget Increase Notes

700.5 - Full time wages: negotiated raises, 5k contingency for sick time hours banked, funding 2 new full time employees for full year.	\$	44,000.00
708 - Duty Shift Medic Wages: Backfill wages to cover full time employees education hours allowance. \$1 hourly wage increase to part time employees. Anticipate more Medics the EMTs covering shifts.	\$	27,000.00
708.5 - Duty Shift Basic Wages: \$1 hourly wage increase to part time employees.	\$	12,000.00
716 - Full time health care: Anticipated 5% premium increase.	\$	11,000.00
717 - 401 Retirement plan: Full year of new employer percentage match (10% to 13%).	\$	8,500.00
851- IT Expenses: Annual contract with IT consultant service	\$	15,000.00
862 - Equip. Maint: 12 lead monitors service annual service contract. Original contract was covered under 2018 grant for 5 years. This has expired.	\$	8,000.00
Total	\$	125,500.00