



NORTH OAKLAND COUNTY FIRE AUTHORITY

Proposed Agenda For March 16, 2021 3:00 PM

Due to public meeting restrictions this meeting will be hosted virtually via Zoom. Use the link below to access the meeting or go to www.nocfa.org and locate the link under the NOCFA Board Meeting button.

<https://zoom.us/j/94330733714?pwd=c1ZzT0xDRXU0bndUY2lXdFgvdjZYdz09>

1. CALL TO ORDER

2. ROLL CALL

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

3. CONSENT AGENDA

- a. Approval of proposed agenda for March 16, 2021
- b. Approval of meeting minutes from February 16, 2021
- c. Financial Reports
 - General Fund revenue & Expense Report Year to Date
 - Equipment Replacement & Expense Report Year to Date

Checking Account as of 2/28/2021	\$134,538.70
Statement Savings Account as of 2/28/2021	\$530,597.12
Capital / Equipment Replacement Account as of 2/28/2021	\$68,345.55
Bills For Payment Total: 2/174/2021 – 3/16/2021	\$100,876.80
Cost of Payroll: 2/15/2021 & 2/28/2021	\$95,041.93
Accounts Receivable: – MEDICAL as of 2/28/2021	\$65,185.54
Accounts Receivable: – FIRE as of 2/28/2021	\$7,966.00
Aging Accounts Turned Over To Collections Allowance as of 2/28/2021	\$92,432.67

d. February 2021 Run Counts

4. REPORTS

- Chiefs Report
- Rose Twp.
- Holly Twp.
- Citizen at Large

5. PRESENTATIONS

- a) NONE

6. UNFINISHED BUSINESS

- a) Employee Issue
- b) Articles of Incorporation Update Status

7. NEW BUSINESS

- a) Review & amendment to NOCFA Policy 30.01 Compensation
- b) Review of budget draft for FY 2021

8. PUBLIC COMMENT

9. ADJOURNMENT

Next meeting will be TUESDAY April 20, 2021 at 3:00 PM Rose Township Offices, 2080 Mason ST. Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR MEETING MINUTES
February 16, 2021

Due to public meeting restrictions this meeting will be hosted virtually via Zoom.

The following firefighters and guests were present.

Chief 3 Doug Smith
Chief 2 Matt Weil
Randy Flnkbeiner
Capt. 1 Tim Seal
Linda Stouffer
Sgt 1 Ian Dunbar
Lt. 1 Joe Durocher
Fawn Colombatto
Lt 3 Scott Blaska

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order virtually at 3:00 PM via Zoom.

Roll Call: Present –P. Gambka, P. Stouffer, K. Winchester, G. Kullis (not present until 4:21 P.M.),
D. Scheib-Snider, Chief Lintz.
Absent -None.

CONSENT AGENDA APPROVAL

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the following items under the consent agenda as amended:

- Proposed agenda for February 16, 2021 with the following rearrangements: Reports – Item 4, Presentations – Item 5, Unfinished Business – Item 6, New Business – Item 7 adding D. Employee Issue.
- Approval of meeting minutes from January 19, 2021 with the following corrections; 1. Moved by Stouffer Scheib-Snider, seconded by Gambka Stouffer, motion carried, to appoint Ms. Karin Winchester as Secretary of the NOCFA Board. 2. Change 'homestead' to 'farmstead'.
- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of January 31, 2021
- Checking Account \$ 260,222.13
- Statement Savings Account \$ 530,515.73
- Capital Replacement Savings Account as of 1/31/21 \$ 68,342.93

North Oakland County Fire Authority Regular Meeting February 16, 2021

- Bills for Payment (1/20/21 to 2/16/21) \$ 60,093.80
- Cost of Payroll (1/15/21 & 1/29/21) \$ 96,304.40

- Accounts Receivable Report, Medical - \$57,435.86, Fire - \$ 6, 882.00 as of 1/31/2021.
- Aging Accounts Turned Over to Collections as of 1/31/21 - \$ 93,452.67
- January 2021 Run Report

Voting yes – Winchester, Scheib-Snider, Stouffer, Gambka, Kullis was not present yet.

Voting no – None.

PRESENTATIONS - There were no presentations.

Reports

Incident Run Data for January was 101 runs for the department. Chief Lintz indicated that Consumers Energy upgraded lights at Station #1 with LEDs which should save money.

Chief 3 Doug Smith reported that Consumers Energy has set the pole and run line to the well on Fish Lake Rd.

Rose Township – Mr. Gambka reported that Rose Township had passed the amendments to the Articles of Incorporation.

Holly Township – No report.

Citizen At Large – Mr. Stouffer spoke to Roberts Rules of Order and how comments will be listened to.

UNFINISHED BUSINESS

Articles of Incorporation Update Status

Chairperson Stouffer indicated that the board has finished business on the Articles of Incorporation. He is seeking advice from Mr. Lattie on how to proceed. For the time being, the Articles will remain unchanged.

Moved by Winchester, seconded by Scheib-Snider, motion failed, to change the address in the Articles of Incorporation.

- Voting yes – Winchester.
- Voting no – Scheib-Snider, Gambka.
- Abstaining – Stouffer.
- Not present – Kullis.

Ms. Winchester did not like what Chairman Stouffer did by abstaining.

Chairperson Stouffer stated that he chose not to vote as chairman.

NEW BUSINESS

Chiefs Performance Review Submittal

Stouffer asked that all reviews be sent to him. All reviews except Mr. Kullis' was received. He tallied up the results and the count was 33 points out of 44, with 77.3% which does not trigger a merit raise.

The following comments will be placed here for continuity.

At 4:21 P.M. Mr. Kullis arrived via Zoom.

Moved by Winchester, seconded by Kullis, motion carried, to appeal the decision of the chair and have Mr. Kullis' Chief's review considered.

Voting yes – Winchester, Kullis, Gambka,

Voting no – Scheib-Snider, Stouffer.

This brought the tally up to 45 out of 55 which amounts to 81.5% which would trigger a merit raise for Chief Lintz.

Department Recruitment and Retention Discussion

Chief Lintz read a prepared statement regarding the status of recruitment and retention. It was discussed that larger departments have more funds to attract people from our department. More discussion will be had on how to proceed.

Supplemental Insurance

Moved by Winchester, seconded by Kullis, motion carried, to approve AFLAC for NOCFA employees if they choose to participate.

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

Voting no – None.

Employee Issue

Chairperson Stouffer indicated that he has an opinion letter from Attorney Lattie regarding going into closed session for the employee issue.

PUBLIC COMMENTS

Capt. Seal was in favor of the AFLAC decision.

Linda Dagenhardt asked questions about how training sessions were paid.

CLOSED SESSION

Moved by Stouffer, seconded by Scheib-Snider, motion carried, to move to closed session at 4:40 to discuss a personal issue according to Attorney Lattie's opinion.

North Oakland County Fire Authority Regular Meeting February 16, 2021

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

BACK TO OPEN SESSION

Moved by Kullis, seconded by Winchester, motion carried, to go back to open session at 5:15.

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

Voting no – None.

Moved by Scheib-Snider, seconded by Gambka, motion carried, to set up a meeting with the NOCFA Attorney to go to closed session for a human resources issue.

Voting yes – Scheib-Snider, Gambka, Stouffer.

Voting no – Kullis, Winchester.

ADJOURNMENT.

The meeting was adjourned at 5:18. Patricia A. Walls, Recording Secretary

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

Accrual Basis

JULY 01, THROUGH MARCH 16, 2021

	Jul 1, '20 - Mar 16, 21	Budget	\$ Over Budget
Income			
4035 · MISC REVENUE	0.00	0.00	0.00
4050 · Revenues			
401 · Holly Township Contribution	818,000.00	818,000.00	0.00
402 · Rose Township Contribution	818,000.00	818,000.00	0.00
403 · Training/Education revenues	53,018.00	68,500.00	(15,482.00)
404 · Fire Cost Recovery	11,146.00	10,000.00	1,146.00
405 · Grant Receipts	152,949.48	166,000.00	(13,050.52)
405.5 · SAFER Grant Receipts	67,536.00	47,500.00	20,036.00
406 · Medical Cost Recovery	329,546.95	420,000.00	(90,453.05)
410 · Sales-Small Items	0.00	1,000.00	(1,000.00)
412 · Sales-Capital Items	3,000.00	25,000.00	(22,000.00)
413 · Review and Inspection Services	2,316.60	5,000.00	(2,683.40)
414 · Interest Earned	653.73	1,200.00	(546.27)
416 · Donations	200.00	200.00	0.00
418 · Vehicle Use Payments	0.00	0.00	0.00
420 · Transfers	0.00	0.00	0.00
490 · Loan Proceeds-State Bank	0.00	0.00	0.00
499 · Uncategorized Income	0.00	0.00	0.00
4050 · Revenues - Other	0.00	0.00	0.00
Total 4050 · Revenues	2,256,366.76	2,380,400.00	(124,033.24)
Total Income	2,256,366.76	2,380,400.00	(124,033.24)
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	2,256,366.76	2,380,400.00	(124,033.24)
Expense			
6000 · Risk Management Insurance			
650 · Liability Insurance	27,736.00	27,800.00	(64.00)
652 · Workers Compensation Insurance	24,254.00	38,000.00	(13,746.00)
6000 · Risk Management Insurance - Other	0.00	0.00	0.00
Total 6000 · Risk Management Insurance	51,990.00	65,800.00	(13,810.00)
7000 · Personnel			
700 · Wages, Chief Full Time	57,460.98	85,440.00	(27,979.02)
700.5 · Full Time Employee Wages	234,822.02	377,240.00	(142,417.98)
700.7 · Full Time Overtime Wages	914.08	10,000.00	(9,085.92)
704 · Officer Wages	12,800.00	18,500.00	(5,700.00)
705 · Instructor Wages	26,207.38	35,000.00	(8,792.62)
706 · Recording Secretary	0.00	0.00	0.00
707 · Special Event Pay	988.60	2,000.00	(1,011.40)
708 · Duty Shift Medlc	89,788.02	143,600.00	(53,811.98)
708.5 · Duty Shift Basic	180,848.79	298,410.00	(117,561.21)
709 · Part Time Overtime Pay	11,775.68	10,000.00	1,775.68
710 · Work Detail Pay	245.00	3,000.00	(2,755.00)
711 · Training Wages	12,725.00	22,000.00	(9,275.00)
712 · Incident run pay/POC Fire Wages	31,209.25	55,000.00	(23,790.75)
713 · Court Appearance Wages	0.00	0.00	0.00
714 · Social Sec/FICA	54,313.12	80,114.25	(25,801.13)
715 · Medical Exp/Employees	994.00	1,500.00	(506.00)
716 · Healthcare Insurance/Full Time	66,804.72	115,500.00	(48,695.28)
716.2 · Health Care Stipend	0.00	0.00	0.00
716.5 · Health Care Savings Contrib	3,588.41	5,000.00	(1,411.59)
717 · 401 Contribution - FT Emp	32,526.68	48,768.00	(16,241.32)
717.2 · 401a contribution - POC EE	6,139.83	12,500.00	(6,360.17)
718 · Life/Disability Insurance/POC	0.00	0.00	0.00
719 · Life/Disability Insurance FT	3,406.43	6,450.00	(3,043.57)
7000 · Personnel - Other	0.00	0.00	0.00
Total 7000 · Personnel	827,567.99	1,330,022.25	(502,464.26)

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

Accrual Basis

JULY 01, THROUGH MARCH 16, 2021

	Jul 1, '20 - Mar 16, 21	Budget	\$ Over Budget
7200 · Supplies			
720 · Supplies/Non Operating	0.00	0.00	0.00
722 · Operating Supplies	4,533.93	9,000.00	(4,466.07)
723 · Fire Prevention	1,070.47	2,500.00	(1,429.53)
724 · Uniforms	9,092.83	12,000.00	(2,907.17)
726 · Medical Supplies	12,804.28	15,000.00	(2,195.72)
7200 · Supplies - Other	0.00	0.00	0.00
Total 7200 · Supplies	27,501.51	38,500.00	(10,998.49)
7500 · SAFER GRANT EXPENDITURES			
751 · Full Time Recruit & Retention	17,705.72	17,705.72	0.00
752 · Workers Comp Ins/SS	1,518.66	1,518.66	0.00
753 · Training Wage Reimbursement	0.00	0.00	0.00
754 · Medical Expense	0.00	0.00	0.00
755 · Health Insurance	4,500.00	4,500.00	0.00
756 · 401 Contributions SAFER FT Emp	1,998.56	1,998.56	0.00
757 · 401 Contributions POC SAFER Emp	4,056.93	4,056.93	0.00
758 · Life/Disability FT Employees	197.97	197.97	0.00
759 · Education	0.00	0.00	0.00
760 · IT Expenses	0.00	0.00	0.00
761 · Equipment Purchases	0.00	0.00	0.00
763 · Travel Expense	2,000.00	2,000.00	0.00
765 · Lost Wages Reimbursement	990.00	990.00	0.00
7500 · SAFER GRANT EXPENDITURES - Other	0.00	0.00	0.00
Total 7500 · SAFER GRANT EXPENDITURES	32,967.84	32,967.84	0.00
8000 · Contracted Services			
800 · Dispatching	16,656.01	28,600.00	(11,943.99)
802 · Auditing	6,100.00	6,200.00	(100.00)
804 · Legal	430.00	500.00	(70.00)
806 · Medical Cost Recovery- Billing	14,216.83	18,500.00	(4,283.17)
807 · Fire Cost Recovery Billing	276.15	1,000.00	(723.85)
812 · Employee Education	9,657.00	12,000.00	(2,343.00)
814 · Dues, Fees, Subscriptions	10,782.28	16,000.00	(5,217.72)
815 · Payroll Services	6,279.96	8,500.00	(2,220.04)
816 · Administrative Services	4,275.00	7,680.00	(3,405.00)
820 · Construction/Labor Services	0.00	3,000.00	(3,000.00)
828 · Website Services	0.00	0.00	0.00
8000 · Contracted Services - Other	0.00	0.00	0.00
Total 8000 · Contracted Services	68,673.23	101,980.00	(33,306.77)
8500 · Operating Expenses			
850 · Communications	3,738.25	5,000.00	(1,261.75)
851 · IT Operational Expenses	16,908.63	20,000.00	(3,091.37)
852 · Fuel	7,798.87	15,000.00	(7,201.13)
854 · Printing and Publishing	0.00	200.00	(200.00)
858 · Utilities	33,772.35	37,000.00	(3,227.65)
859 · Equipment Lease	3,268.26	5,500.00	(2,231.74)
860 · Bldg & Grnds Repair/Maint.	16,329.41	22,000.00	(5,670.59)
862 · Equip Maintenance	10,421.38	12,000.00	(1,578.62)
866 · Vehicle Maintenance	34,748.02	38,000.00	(3,251.98)
867 · Debt Write-Off-Medical	134,533.33	155,000.00	(20,466.67)
867.5 · QAAP Medical Tax	475.14	1,600.00	(1,124.86)
868 · Debt Write-Off-Fire	5,849.00	4,000.00	1,849.00
8500 · Operating Expenses - Other	0.00	0.00	0.00
Total 8500 · Operating Expenses	267,842.64	315,300.00	(47,457.36)
9500 · Debt Service			
950 · Debt Service	149,002.11	149,749.00	(746.89)
952 · Interest on Debt	16,782.57	15,465.25	1,317.32
9500 · Debt Service - Other	0.00	0.00	0.00
Total 9500 · Debt Service	165,784.68	165,214.25	570.43

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

Accrual Basis

JULY 01, THROUGH MARCH 16, 2021

	Jul 1, '20 - Mar 16, 21	Budget	\$ Over Budget
9700 · Purchases			
970 · Capital Purchases +5,000	31,455.54	32,000.00	(544.46)
971 · Capital Improvement/Fire Hall	0.00	0.00	0.00
972 · Equipment Purchases -5,000	12,511.64	10,000.00	2,511.64
973 · Grant Expenses	113,239.00	112,315.00	924.00
974 · Grant Match	4,837.10	5,000.00	(162.90)
999 · Capital replacement transfers	0.00	150,000.00	(150,000.00)
9700 · Purchases - Other	0.00	0.00	0.00
Total 9700 · Purchases	162,043.28	309,315.00	(147,271.72)
Total Expense	1,604,361.17	2,359,099.34	(754,738.17)
Net Income	652,005.59	21,300.66	630,704.93

10:23 AM
03/12/21
Accrual Basis

NOCFA Equipment Replacement Revenue & Expense Report JULY 01 THROUGH MARCH 16, 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4000 · Transfers from General Fund	0.00	100,000.00	-100,000.00
4100 · Interest Income	22.74	60.00	-37.26
Total Income	<u>22.74</u>	<u>100,060.00</u>	<u>-100,037.26</u>
Expense			
6100 · Firefighting & Medical Supplies	0.00	0.00	0.00
6560 · Building & Grounds	0.00	100,000.00	-100,000.00
Total Expense	<u>0.00</u>	<u>100,000.00</u>	<u>-100,000.00</u>
Net Income	<u><u>22.74</u></u>	<u><u>60.00</u></u>	<u><u>-37.26</u></u>

1:26 PM
03/11/21
Accrual Basis

North Oakland County Fire Authority
CASH BALANCES REPORT
JULY 01, 2020 THROUGH FEBRUARY 28, 2021

	<u>Jul '20 - Feb 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	134,538.70
1001 · STATEMENT SAVINGS ACCOUNT	<u>530,597.12</u>
Total Checking/Savings	<u>665,135.82</u>
Total Current Assets	<u>665,135.82</u>
TOTAL ASSETS	<u><u>665,135.82</u></u>
LIABILITIES & EQUITY	0.00

1:09 PM
03/11/21
Accrual Basis

**NOCFA Equipment Replacement
Cash Balance Report**
JULY 01, 2020 THROUGH FEBRUARY 28, 2021

	Jul '20 - Feb 21
1000 - Cash-Equipment Replacement	<u>68,345.55</u>
TOTAL	<u><u>68,345.55</u></u>

1:24 PM
 03/11/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 February 17 through March 16, 2021

Date	Memo	Amount
ACCU-MED		
03/03/2021	Medical Cost Recovery	907.25
Total ACCU-MED		907.25
ALBERT LENZ JR		
03/10/2021	Instructor Wages	680.00
Total ALBERT LENZ JR		680.00
AMAZON		
02/22/2021	BLDG & GRNDS mAINT	30.94
02/26/2021	SUPPLIES	52.96
Total AMAZON		83.90
ASCENSION MICHIGAN AT WORK		
03/03/2021	Employee Physical	512.00
Total ASCENSION MICHIGAN AT WORK		512.00
ASSET ACCEPTANCE, LLC		
03/10/2021	GARNISHMENT	1,661.00
Total ASSET ACCEPTANCE, LLC		1,661.00
AT&T MOBILITY		
02/24/2021	Mobile Communications	306.46
Total AT&T MOBILITY		306.46
BLUE CROSS BLUE SHIELD OF MICHIGAN		
02/17/2021	Healthcare Insurance	8,796.13
Total BLUE CROSS BLUE SHIELD OF MICHIGAN		8,796.13
BOUND TREE MEDICAL		
02/17/2021		393.69
02/24/2021	Medical Supplies	51.96
Total BOUND TREE MEDICAL		445.65
CDW GOVERNMENT INC		
03/03/2021	IT Expense	2,301.38
03/10/2021	IT EXPENSE	79.84
03/10/2021	IT EXPENSE	60.00
Total CDW GOVERNMENT INC		2,441.22
COMCAST (Station 1 TV)		
03/10/2021	STA.1 TV	23.88
Total COMCAST (Station 1 TV)		23.88
COMCAST (Station 3 TV)		
03/03/2021	Sta.3 Cable T.V.	8.10
Total COMCAST (Station 3 TV)		8.10
COMMUNITY DISPOSAL SERVICE, INC		
02/17/2021	Disposal Service	113.30
03/10/2021	UTILITIES	113.30

1:24 PM
 03/11/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 February 17 through March 16, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total COMMUNITY DISPOSAL SERVICE, INC		226.60
CONSUMERS ENERGY		
02/24/2021	Utilities	1,162.13
03/03/2021		3,277.72
03/10/2021	STA.3 GAS	1,814.57
Total CONSUMERS ENERGY		6,254.42
CUMMINS BRIDGEWAY LLC		
03/03/2021	Sta.1 Generator Repair	1,179.98
Total CUMMINS BRIDGEWAY LLC		1,179.98
DAVID PLATZ		
03/10/2021	Instructor Wages	180.00
Total DAVID PLATZ		180.00
DISCOUNT TIRE		
02/24/2021	Rescue 1 Tires	1,395.00
Total DISCOUNT TIRE		1,395.00
DOUGLAS WATER CONDITIONING		
02/24/2021	Supplies	115.00
03/10/2021	WATER DELIVERY	114.45
Total DOUGLAS WATER CONDITIONING		229.45
DOUGLASS SAFETY SYSTEMS, LLC		
02/24/2021	AFG GRANT PURCHASE 2019	1,411.14
Total DOUGLASS SAFETY SYSTEMS, LLC		1,411.14
DTE ENERGY		
02/24/2021	Sta.3 Electric	642.45
Total DTE ENERGY		642.45
EASTERN MICHIGAN UNIVERSITY		
03/03/2021	D.Miller Tuition	3,250.00
Total EASTERN MICHIGAN UNIVERSITY		3,250.00
ETHAN BERGER		
03/10/2021	Instructor Wages	360.00
Total ETHAN BERGER		360.00
GALLS, LLC		
03/03/2021	Uniforms	1,009.10
Total GALLS, LLC		1,009.10
HOLLY AUTOMOTIVE SUPPLY		
03/10/2021	Vehicle Maint	31.27
Total HOLLY AUTOMOTIVE SUPPLY		31.27
INTERSTATE SIGN PRODUCTS, INC		
02/17/2021	Fire Prevention	78.23

1:24 PM
 03/11/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 February 17 through March 16, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total INTERSTATE SIGN PRODUCTS, INC		78.23
JERRY'S TIRES		
03/03/2021	Rescue 4 Tires	2,052.72
Total JERRY'S TIRES		2,052.72
KERTON LUMBER CO		
03/03/2021	Bldg & Grnds Maint	7.70
Total KERTON LUMBER CO		7.70
LESSORS WELDING SUPPLY		
03/03/2021	Medical Supplies	88.05
Total LESSORS WELDING SUPPLY		88.05
MAD DIESEL PERFORMANCE		
03/10/2021	VEHICLE MAINT	3,850.80
Total MAD DIESEL PERFORMANCE		3,850.80
MAZICH, PAMELA		
02/24/2021	Feb Adm Service	540.00
Total MAZICH, PAMELA		540.00
MERCURY MEDICAL		
02/17/2021	Medical Supplies	318.35
Total MERCURY MEDICAL		318.35
MERS/ALERUS		
02/26/2021	457 & LOAN	1,751.14
02/26/2021	HCSP CONTRIBUTIONS ER-EE	436.88
02/26/2021	EE 457 CONTRIBUTIONS	348.41
Total MERS/ALERUS		2,536.43
NET2PHONE		
02/22/2021	UTILITIES	385.42
Total NET2PHONE		385.42
NICK GEORGE		
03/10/2021	Instructor Wages	120.00
Total NICK GEORGE		120.00
NYE UNIFORM		
02/24/2021		173.10
03/10/2021	UNIFORMS	153.00
Total NYE UNIFORM		326.10
PAYPAL		
02/24/2021	EMPLOYEE EDUCATION	155.00
02/24/2021	EDUCATION-SMITH	155.00
Total PAYPAL		310.00
PROFESSIONAL HEATING AND COOLING		

1:24 PM
 03/11/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 February 17 through March 16, 2021

Date	Memo	Amount
03/10/2021	SERVICE NO HEAT	173.70
Total PROFESSIONAL HEATING AND COOLING		173.70
RICOH USA Inc. (copier Lease)		
03/03/2021	Copier Lease	259.25
Total RICOH USA Inc. (copier Lease)		259.25
ROAD COMMISSION FOR OAKLAND COUNTY		
02/24/2021	January Fuel	946.86
03/10/2021	FUEL	586.75
Total ROAD COMMISSION FOR OAKLAND COUNTY		1,533.61
SAMS CLUB/SYNCHRONY BANK		
02/17/2021	Supplies	85.64
Total SAMS CLUB/SYNCHRONY BANK		85.64
SEW DARN GOOD		
03/10/2021	HEAT PRESS JACKETS	40.00
Total SEW DARN GOOD		40.00
STANDARD INSURANCE COMPANY RV		
02/24/2021	Life/Dis Ins	450.55
Total STANDARD INSURANCE COMPANY RV		450.55
TELEFLEX LLC		
02/17/2021	Medical Supplies	1,215.50
Total TELEFLEX LLC		1,215.50
THE STATE BANK		
03/02/2021		54,013.72
Total THE STATE BANK		54,013.72
VERIZON		
02/24/2021	Communications	215.80
Total VERIZON		215.80
WEST SHORE FIRE INC		
02/17/2021	Tanker 3 Maint	78.69
Total WEST SHORE FIRE INC		78.69
WEX BANK MTHN		
03/10/2021	FUEL	128.15
Total WEX BANK MTHN		128.15
WEX BANK SHL		
03/03/2021	FUEL	33.39
Total WEX BANK SHL		33.39
TOTAL		100,876.80

10:37 AM

03/12/21

Accrual Basis

North Oakland County Fire Authority
PAYROLL EXPENSE REPORT
February 12 - 28, 2021

	Feb 12 - 28, 21
Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	9,537.16
700.5 · Full Time Employee Wages	31,686.66
700.7 · Full Time Overtime Wages	226.30
704 · Officer Wages	1,500.00
705 · Instructor Wages	1,325.00
707 · Special Event Pay	0.00
708 · Duty Shift Medic	10,770.00
708.5 · Duty Shift Basic	23,828.25
709 · Part Time Overtime Pay	1,944.00
710 · Work Detail Pay	70.00
711 · Training Wages	2,400.00
712 · Incident run pay/POC Fire Wages	4,528.00
714 · Social Sec/FICA	6,717.86
Total 7000 · Personnel	94,533.23
7500 · SAFER GRANT EXPENDITURES	
765 · Lost Wages Reimbursement	0.00
Total 7500 · SAFER GRANT EXPENDITURES	0.00
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	680.70
816 · Administrative Services	0.00
Total 8000 · Contracted Services	680.70
8500 · Operating Expenses	
850 · Communications	-172.00
Total 8500 · Operating Expenses	-172.00
Total Expense	95,041.93
Net Income	-95,041.93

1:18 PM

03/11/21

Accrual Basis

North Oakland County Fire Authority
ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED
FEBRUARY 28,2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	7,966.00
1070 · A/R-Medical -ACCUMED	65,185.54
1070.6 · A/R AACB - ALL RUNS	291,379.28
	<hr/>
Total Accounts Receivable	364,530.82
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	-198,946.61
	<hr/>
Total Other Current Assets	-198,946.61
	<hr/>
Total Current Assets	165,584.21
	<hr/>
TOTAL ASSETS	165,584.21
	<hr/>
LIABILITIES & EQUITY	0.00

North Oakland County Fire Authority Incident Run Data

February-21

Total Incidents	65
------------------------	-----------

Incident Summary	
Structure Fires	1
Vehicle Fires	0
Brush / Outdoor Fires	0
EMS Medicals	43
Vehicle Accidents w/ Injuries	5
Vehicle Accidents w/ No Injuries	3
Hazardous Cond.	1
Service Call	4
Good Intent	6
False Calls	2
Severe Weather	0
Other	0
Total Calls	65

Out of District Runs	
MUTUAL AID MEDICAL	8
MUTUAL AID FIRE	4
MISC	
Total	12

Total EMS Related Calls	71
Total NOCFA Transports	51
Patient Sign Offs / No Transport	20

	minutes	# of priority calls
Avg. Response Time To Priority Calls	8	28

TOTAL RUNS IN FIRE DISTRICT	53
TOTAL OUT OF DISTRICT RUNS	12

Rose Twp.	26
Holly Twp.	23



North Oakland County Fire Authority

POLICIES

TITLE: 30.01 Compensation
SECTION: 30.00 Compensation & Benefits
APPROVED: 10/2018

I. PURPOSE

The Compensation Plan is based on the recognition that a workforce of competent and motivated employees is essential to the provision of high quality emergency services to the citizens. NOCFA seeks to attract and retain personnel of the highest caliber by providing a competitive compensation package. The purpose of this policy is to provide a compensation plan that shall provide internal equity and externally competitive wages, while allowing for a career-oriented platform that encourages employee growth and retention.

II. SCOPE

This policy applies to all Full Time, Part Time, & Paid On-Call NOCFA employees.

III. POLICY

It is the policy of the Authority to provide a compensation plan that sets forth Wages for each position classification or skill set achieved, along with guidelines to allow for compensation adjustments for various circumstances. **For the purpose of FULL TIME EMPLOYEES overtime compensation, the Authority shall operate under the US Department of Labor - Fair Labor Standards Act section 7 (k) exemption plan with a work period of 28 days / 212 hours as outlined by the Act.** FULL TIME employees upon hiring will also agree to all articles set forth in the *North Oakland County Fire Authority Full Time Employee Memorandum of Understanding*, and shall be required to sign said document. Compensation shall be based on the Authority's ability to pay. The compensation schedules are approved by the Board and set forth in the classification system administered by the Fire Chief. Any new position or position reclassification that results in an increase in the total approved budget must also be approved by the Board. ***See Wage Schedule***

IV. GUIDELINES.

- A. **Wages** – Newly hired employees shall be paid the minimum wage rate for their position, unless special circumstances are deemed by the Fire Chief to warrant a hiring rate at a higher level.
- B. **Straight Time Wages** – An employee's straight time wage will be paid for all regular hours worked that do not exceed the 28 days / 212 hours threshold (~~full time employees~~), and 7 days / 40 hours threshold (~~Administrative & part time employees~~).



North Oakland County Fire Authority

POLICIES

- C. **Overtime Wages** – All employees that exceed the 28 days / 212 hours ~~or the 7 days / 40 hours~~ thresholds shall be compensated at 1.5 times their straight time base wage. The employer and employee agree to exclude those hours permitted under the FLSA "Hours Worked" exemptions as defined.
- D. **Skill Based Pay** – In recognition of the added value of skill certification and or Licensure, employees shall receive additional compensation above the base rate, if it is deemed necessary within their assigned position to use and maintain the skills for which they are certified.
- E. **Officer Based Pay** – Paid on Call Officers of the Authority will receive additional compensation based on the rank and the responsibilities of the position. These additional wage rates are at the discretion of the Fire Chief.
- F. **Part Time Hourly Wages** – Hourly wages will be paid for all part time Duty Shifts. Time and one half-½ will be paid on the following Holidays: New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
*Time ½ starts at 06:00 hrs. & ends at 06:00 hrs. the next day.
- G. **Training Pay** – Training wages are set at a fixed rate per each training session, not hourly.
- H. **Wages Changes** - All wage changes will take effect at the next pay period.
- I. **Life Insurance & Disability** – All employees of the Authority will receive life insurance and disability insurance.
- J. **Deferred Compensation Plan** – All employees of the Authority will be offered the option to participate in a deferred compensation plan as outlined by IRS code section 457 savings plan. This plan is strictly for employee based contributions. The Authority does not contribute money to this plan.
- K. **Educational Incentive Pay** – In recognition of employees' efforts to further their education, educational incentive pay may be granted upon the completion of certain Licenses or Certifications.
- L. **Education Financial Assistance Program** – To encourage employees to further their education and help offset the cost of educational courses, the Authority will institute a finance assistance & reimbursement program. *See Policy Title 30.11*



North Oakland County Fire Authority

POLICIES

- M. **Incentive Awards** – The Fire Chief may grant a special performance award for outstanding performance. Such awards may constitute a gift certificate, an extra day off with pay, or a cash award, depending upon the nature and scope involved of the specific assignment in which the employee went above and beyond the normal scope of duty. All such awards shall be at the discretion of the Fire Chief.
- N. **Compensation Adjustments** – Base wages will be reviewed from time to time by the Fire Chief in order to maintain comparable levels of other benchmark agencies. The Fire Authority Board maintains the right to review the need of interim adjustments to compensate for significant external economic trends.