



NORTH OAKLAND COUNTY FIRE AUTHORITY
Proposed Agenda For November 16, 2021 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 10/19/2021
- 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 10/31/2021	\$39,577.10
Statement Savings Account as of 10/31/2021	\$201,083.66
Capital / Equipment Replacement Account as of 10/31/2021	\$238,434.51
Bills For Payment Total: 10/20/2021 – 11/16/2021	\$39,099.64
Cost of Payroll: 10/18/2021 & 11/1/2021	\$90,616.49
Accounts Receivable: – MEDICAL as of 10/31/2021	\$48,001.77
Accounts Receivable: – FIRE as of 10/31/2021	\$6,421.00
Aging Accounts Turned Over To Collections Allowance as of 10/31/2021	\$87,220.60

c. October 2021 Run Counts

4. REPORTS

Chiefs Report Rose Twp. Holly Twp. Citizen at Large

5. PRESENTATIONS

a) NOCFA FYE 2021 Audit presented by PHP

6. UNFINISHED BUSINESS

- a) Anonymous Letter dated 9/7/2021
- b) NOCFA Employee complaint letter dated 9/28/2021
- c) Approval of meeting minutes from 9/27/2021 (public comment revisions)
- d) Update on attorney hiring process

7. NEW BUSINESS

- a) Granting NOCFA Board of Directors access to Incident Notification System
- b) Request from Board member that Chief submits a monthly department crew schedule.

8. PUBLIC COMMENT

9. ADJOURNMENT

Next meeting will be Tuesday December 21, 2021 at 3:00 PM Rose Township Offices. 9080 Mason St. Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR MEETING MINUTES
October 19, 2021

The following firefighters and guests were present.

Chief 3 Doug Smith
Chief 2 Matt Weil
Capt. 1 Tim Seal
Matt Kirkpatrick
Sgt. 2 Dan Miller
Debbie Miller
Allison Andras
Michele Seal

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:00 PM. at the Rose Township Offices, 9080 Mason St., Holly, Michigan.

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

AGENDA APPROVAL

Moved by Stouffer, seconded Winchester, motion carried, to approve the agenda for the regular meeting NOCFA Board on October 19, 2021 as amended.

CONSENT AGENDA APPROVAL

Moved by Kullis, seconded by Winchester, motion carried, to approve the following items under the consent agenda:

- Approval of meeting minutes from September 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 September 30, 2021
- Checking Account \$ 18,823.01
- Statement Savings Account \$ 351,038.00
- Capital Replacement Savings Account as of 9/30/21 \$ 238,414.26
- Bills for Payment (9/22/21 to 10/19/21) \$ 40,875.31
- Cost of Payroll (9/20/21 & 10/4/21) \$ 94,381.68

- Accounts Receivable Report, Medical - \$42,950.34, Fire - \$ 8,179.00 as of 9/30/2021.
- Aging Accounts Turned Over to Collections as of 9/30/21 - \$ 87,220.60

➤ 2021 September Run Report

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

Voting no – None.

Reports

Incident Run Data for September 118 runs for the department. The open house on October 3rd had about 200 people attend which is down. He congratulated Sgt. Miller for completing his Staff and Command class with a score of 97%. He indicated that we have 8 full time personnel and 32 paid on call. The Renaissance Festival report was included.

Rose Township – Ms. Scheib-Snyder stated that Gov. Witmer was at their MTA meeting. The project on Buckhorn Creek is on schedule. DTE has identified 90 places that need repair.

Holly Township – Mr. Kullis stated that they had their fall clean up.

Citizen At Large – No report.

PRESENTATIONS - There were no presentations.

UNFINISHED BUSINESS

Anonymous Letter

Moved by Winchester, seconded by Kullis, motion failed:

WHEREAS, at its September 27, 2021 Special Meeting the NOCFA Board approved a motion to censure NOCFA Secretary Karin Winchester ,and

WHEREAS, the NOCFA Board does not have approved authority to censure a member provided for under the Roberts Rules of Order because the NOCFA Board has not adopted the Roberts Rules of Order as the policy for meeting as required by its Articles of Incorporation Ordinance, and

WHEREAS, the wrongfully approved motion ensure contained factually false statements; and

WHEREAS, according to the United States Postal Service and it Domestic Mail Manual Section 4.0 *Delivery of mail to Individuals at Organization*, mail addressed to a governmental organization or to an official of the organization is not “personal” mail and may be opened by the “organization’s president or equivalent official”. In effect you can not have personal mail sent to the township; if it’s addressed to you at the township’s address, it is township mail;

WHEREAS, per MCL 41.65, the organizations president or equivalent official is the Clerk of the township that is the only authorized official with the statutory authority and responsibility for the mail, the decision on how to deliver the mail and whether to deliver the mail opened or unopened would be made by the clerk; and

WHEREAS, documentation of the facts provided in this motion have been provided to the NOCFA Board, today, at its October 19, 2021 regular meeting,

NOW THEREFORE BE IT RESOLVED and hereby motioned to rescind the September 27, 2021 motion of censure of NOCFA Secretary, Karin Winchester.

Voting yes – Winchester, Kullis.

Voting no –Scheib-Snider, Gambka.
Abstaining – Stouffer.

Moved by Scheib-Snider, seconded by Kullis, motion carried, to postpone discussion of the Anonymous Letter until the NOCFA Board has legal counsel in a closed session in accordance with MCL 15.268 (a).

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

NEW BUSINESS

Minutes of September 27, 2021

Moved by Kullis, seconded by Winchester, motion carried, to correct the minutes of September 27, 2021 to state that Ms. Winchester voted no and her vote was disallowed by Chairperson Stouffer.

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

Moved by Scheib-Snider, seconded by Gambka, motion carried, to add Ms. Villarreal’s public comments verbatim to the public comments for the September 27, 2021 minutes.

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

Attorney Resignation Letter

Moved by Scheib-Snider, seconded by Kullis, motion carried, to accept the resignation letter from Mr. Lattie as attorney for NOCFA.

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

NOCFA Attorney – General Discussion

Moved by Kullis, seconded by Winchester, motion carried, to retain Bodman Attorney and Counselors Law firm on an interim basis for all NOCFA matters .

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

Moved by Kullis, seconded by Winchester, motion carried, to send out a RFP for a NOCFA attorney modeled after Brighton Fire Authority as amended.

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

NOCFA Employee Complaint Letter

Moved by Kullis, seconded by Gambka, motion carried, to postpone discussion regarding the NOCFA employee complaint letter until NOCFA has legal counsel.

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

Granting NOCFA Board of Directors Access to Incident Notification System

Moved by Scheib-Snider, seconded by Gambka, motion carried, to grant NOCFA Board of Directors access to the Incident Notification System including the Holly Township and Rose Township Supervisors.

Voting yes – Scheib-Snider, Gambka, Stouffer.

Voting no – Winchester, Kullis.

Grant Resolution

Moved by Kullis, seconded by Winchester, motion carried, to approve two pieces of workout equipment, one for each station.

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

Voting no – None.

Results of the Annual Audit

Moved by Winchester, seconded by Gambka, motion carried, to postpone the results of audit meeting until it is compiled and ready for the board.

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

Voting no – None

PUBLIC COMMENT

Chief 2 Matt Weil commented that for the last several months the board has done nothing but dysfunctional (garbled). It's affecting our department poorly. We have a lot of business that we need to do; trucks that need to be purchased; we have activities that need support. This is getting us nowhere. OK, we are trying to do our jobs and keep ourselves in check, compliant with laws, mandates, keep our rolling stock moving down the road, keep our stations maintained, and keep our department moving along. This is doing nothing for the health of us; mentally, physically, or even from the stance of the morale of the department. It's not just me; it's Tim, it's Michelle, it's Matt, it's everybody that just left out of here to run up to the village to run a mutual aid call because they need our help. We need your help, OK, please. Enough of this. Let's move forward. Let's stay focused. You guys do your jobs, let us do ours, please. Thank you.

Chief Lintz commented that As I've stated before to this board about a year ago I went back in the board meeting minutes 12 years and found that out of all of those years prior to a couple years ago all of the votes that this board had on agenda items were unanimous except for two. Whether they had a positive impact or a negative impact it was always a unanimous vote between all of the five board members except for two in a twelve year span. And since then I've lost count. There's got to be more than thirty in the last two years. We never had a bunch of closed sessions that we had to schedule, we never had a bunch of special meetings that we had to schedule, we didn't have township boards voting on agenda items before they came to the NOCFA board for discussion, we didn't have board members secretly calling current and past employees questioning leadership abilities of the management, we didn't have board members interfering with employment policies and procedures, we didn't have rude, unprofessional, condescending, back-and-forth arguing within the board members, I've never received failing scores in my annual performance review until last year when the two Rose Township members gave me failing scores, we never had a situation where a budget approval was in jeopardy, we didn't

have anonymous letters circulating, we didn't owe \$12K in legal fees because every year I've always keep a budget of \$500 and many of those years we never touched it, we didn't have employees organizing under unions, we didn't have attorneys resigning, we didn't have the low employee morale within the entire department that we have today because of these issues I've just mentioned. I've run this department for 17 years without having any of the problems that I just talked about. In fact none of these issues has ever plagued this authority until two and a half years ago when the new citizen at large seat changed and that negative transformation started to happen when this new three member majority rule suddenly formed and began micro-managing this fire department. There are many things that are broken and that need to be fixed and changed and done differently but it is within this board and not the department. Thank You.

ADJOURNMENT.

The meeting was adjourned at 5:20 P.M. Patricia A. Walls, Recording Secretary

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH NOVEMBER 16, 2021

	Jul 1 - Nov 16, 21	Budget	\$ Over Budget	% of Budget
Income				
4035 . MISC REVENUE	223.88	0.00	223.88	100.0%
4050 . Revenues				
401 . Holly Township Contribution	424,963.00	849,926.00	(424,963.00)	50.0%
402 . Rose Township Contribution	424,963.00	849,926.00	(424,963.00)	50.0%
403 . Training/Education revenues	16,665.00	55,000.00	(38,335.00)	30.3%
404 . Fire Cost Recovery	2,770.00	10,000.00	(7,230.00)	27.7%
405 . Grant Receipts	14,031.02	0.00	14,031.02	100.0%
405.5 . SAFER Grant Receipts	0.00	0.00	0.00	0.0%
406 . Medical Cost Recovery	83,555.00	455,000.00	(371,445.00)	18.4%
410 . Sales-Small Items	35.00	1,000.00	(965.00)	3.5%
412 . Sales-Capital Items	0.00	0.00	0.00	0.0%
413 . Review and Inspection Services	19,613.13	20,000.00	(386.87)	98.1%
414 . Interest Earned	297.78	1,500.00	(1,202.22)	19.9%
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	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	986,892.93	2,242,452.00	(1,255,559.07)	44.0%
Total Income	987,116.81	2,242,452.00	(1,255,335.19)	44.0%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
50000 . Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	987,116.81	2,242,452.00	(1,255,335.19)	44.0%
Expense				
6000 . Risk Management Insurance	30,264.00	30,500.00	(236.00)	99.2%
650 . Liability Insurance	14,387.00	43,000.00	(28,613.00)	33.5%
652 . Workers Compensation Insurance	0.00	0.00	0.00	0.0%
6000 . Risk Management Insurance - Other	0.00	0.00	0.00	0.0%
Total 6000 . Risk Management Insurance	44,651.00	73,500.00	(28,849.00)	60.7%
7000 . Personnel				
700 . Wages, Chief Full Time	29,376.72	87,350.00	(57,973.28)	33.6%
700.5 . Full Time Employee Wages	126,913.71	384,915.00	(258,001.29)	33.0%
700.7 . Full Time Overtime Wages	3,817.80	10,000.00	(6,182.20)	38.2%
700.9 . COVID19 Wages	0.00	0.00	0.00	0.0%
704 . Officer Wages	6,230.61	16,600.00	(10,369.39)	37.5%
705 . Instructor Wages	5,100.00	35,000.00	(29,900.00)	14.6%
706 . Recording Secretary	0.00	101.33	(101.33)	0.0%
707 . Special Event Pay	10,846.41	5,000.00	5,846.41	216.9%

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH NOVEMBER 16, 2021

	Jul 1 - Nov 16, 21	Budget	\$ Over Budget	% of Budget
708 . Duty/Shift Medic	66,530.07	162,810.00	(96,279.93)	40.9%
708.5 . Duty/Shift Basic	110,510.90	323,988.00	(213,477.10)	34.1%
709 . Part Time Overtime Pay	7,376.25	15,000.00	(7,623.75)	49.2%
710 . Work Detail Pay	1,470.22	2,000.00	(529.78)	73.5%
711 . Training Wages	9,400.94	30,000.00	(20,599.06)	31.3%
712 . Incident run pay/POC Fire Wages	21,684.61	60,000.00	(38,335.39)	36.1%
713 . Court Appearance Wages	0.00	0.00	0.00	0.0%
714 . Social Sec/FICA	30,328.99	84,688.37	(54,359.38)	35.8%
715 . Medical Exp/Employees	58.00	1,500.00	(1,442.00)	3.9%
716 . Healthcare Insurance/Full Time	36,964.29	110,000.00	(73,035.71)	33.6%
716.2 . Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 . Health Care Savings Contrib	1,764.29	7,181.48	(5,417.19)	24.6%
717 . 401 Contribution - FT Emp	17,643.42	49,376.50	(31,733.08)	35.7%
717.2 . 401a contribution - POC EE	6,123.64	29,919.90	(23,796.26)	20.5%
718 . Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 . Life/Disability Insurance FT	1,802.20	6,800.00	(4,997.80)	26.5%
7000 . Personnel - Other	0.00	0.00	0.00	0.0%
Total 7000 . Personnel	493,923.07	1,422,230.58	(928,307.51)	34.7%
7200 . Supplies				
720 . Supplies/Non Operating	0.00	0.00	0.00	0.0%
722 . Operating Supplies	6,557.46	10,000.00	(3,442.54)	65.6%
723 . Fire Prevention	1,810.28	2,500.00	(689.72)	72.4%
724 . Uniforms	3,657.35	12,000.00	(8,342.65)	30.5%
726 . Medical Supplies	3,968.48	17,000.00	(13,031.52)	23.3%
7200 . Supplies - Other	0.00	0.00	0.00	0.0%
Total 7200 . Supplies	15,993.57	41,500.00	(25,506.43)	38.5%
7500 . SAFER GRANT EXPENDITURES				
751 . Full Time Recruit & Retention	0.00	0.00	0.00	0.0%
752 . Workers Comp Ins/SS	0.00	0.00	0.00	0.0%
753 . Training Wage Reimbursement	0.00	0.00	0.00	0.0%
754 . Medical Expense	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	0.00	0.00	0.00	0.0%
757 . 401 Contributions POC SAFER Emp	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 . IT Expenses	0.00	0.00	0.00	0.0%
761 . Equipment Purchases	0.00	0.00	0.00	0.0%
763 . Travel Expense	0.00	0.00	0.00	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	0.00	0.00	0.00	0.0%
8000 . Contracted Services				

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH NOVEMBER 16, 2021

	Jul 1 - Nov 16, 21	Budget	\$ Over Budget	% of Budget
800 . Dispatching	8,758.17	36,000.00	(27,241.83)	24.3%
802 . Auditing	6,920.00	6,200.00	720.00	111.6%
804 . Legal	0.00	900.00	(900.00)	0.0%
806 . Medical Cost Recovery- Billing	(40,237.16)	21,000.00	(61,237.16)	(191.6)%
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	3,596.28	12,000.00	(8,403.72)	30.0%
814 . Dues, Fees, Subscriptions	10,072.48	15,000.00	(4,927.52)	67.1%
815 . Payroll Services	3,634.40	9,200.00	(5,565.60)	39.5%
816 . Administrative Services	2,240.00	7,700.00	(5,460.00)	29.1%
820 . Construction/Labor Services	0.00	3,000.00	(3,000.00)	0.0%
828 . Website Services	0.00	0.00	0.00	0.0%
8000 . Contracted Services - Other	0.00	0.00	0.00	0.0%
Total 8000 . Contracted Services	3,724.17	120,000.00	(116,275.83)	3.1%
8500 . Operating Expenses				
850 . Communications	1,310.78	5,000.00	(3,689.22)	26.2%
851 . IT Operational Expenses	3,848.60	12,000.00	(8,151.40)	32.1%
852 . Fuel	7,150.85	17,000.00	(9,849.15)	42.1%
854 . Printing and Publishing	0.00	200.00	(200.00)	0.0%
855 . Training Supplies / Equipment	90.00	6,000.00	(5,910.00)	1.5%
858 . Utilities	11,816.95	45,000.00	(33,183.05)	26.3%
859 . Equipment Lease	1,383.02	6,000.00	(4,616.98)	23.1%
860 . Bldg & Grnds Repair/Maint.	5,151.25	22,000.00	(16,848.75)	23.4%
862 . Equip Maintenance	2,154.19	8,000.00	(5,845.81)	26.9%
866 . Vehicle Maintenance	7,692.83	40,000.00	(32,307.17)	19.2%
867 . Debt Write-Off-Medical	72,142.47	185,000.00	(112,857.53)	39.0%
867.5 . QAAP Medicaid Tax	510.08	1,800.00	(1,289.92)	28.3%
868 . Debt Write-Off-Fire	0.00	1,500.00	(1,500.00)	0.0%
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	113,251.02	349,500.00	(236,248.98)	32.4%
9500 . Debt Service				
950 . Debt Service	75,667.50	149,822.95	(74,155.45)	50.5%
952 . 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	6,401.86	10,000.00	(3,598.14)	64.0%
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 NOVEMBER 16, 2021

	Jul 1 - Nov 16, 21	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	182,495.05	70,000.00	112,495.05	260.7%
Total Expense	936,930.22	2,242,553.33	(1,305,623.11)	41.8%
Net Income	50,186.59	(101.33)	50,287.92	(49,527.9)%

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

	<u>Jul 1 - Nov 16, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
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	77.54	60.00	17.54
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	<u>170,077.54</u>	<u>50,060.00</u>	<u>120,017.54</u>
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	0.00	0.00	0.00
5000 · Capital Outlay - Other	0.00	0.00	0.00
Total 5000 · Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>170,077.54</u></u>	<u><u>50,060.00</u></u>	<u><u>120,017.54</u></u>

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

	Jul - Oct 21
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash-Checking	39,577.10
1001 - STATEMENT SAVINGS ACCOUNT	201,083.66
Total Checking/Savings	240,660.76
Total Current Assets	240,660.76
TOTAL ASSETS	240,660.76
LIABILITIES & EQUITY	0.00

10:58 AM
11/09/21
Accrual Basis

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

	<u>Jul - Oct 21</u>
1000 · Cash-Equipment Replacement	<u>238,434.51</u>
TOTAL	<u>238,434.51</u>

10:48 AM

11/09/21

Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 OCTOBER 20, 2021 THROUGH NOVEMBER 16, 2021

Date	Memo	Amount
11/02/2021	ACCU-MED BILLING SERVICE - OCT	1,690.69
	Total ACCU-MED	1,690.69
10/20/2021	AFLAC EE-AFLAC CONTRIBUTIONS	448.42
11/01/2021		273.31
	Total AFLAC	721.73
11/02/2021	AMAZON CAPITAL SERVICES SUPPLIES	1,076.60
	Total AMAZON CAPITAL SERVICES	1,076.60
10/20/2021	AT&T MOBILITY MOBILE CELL	248.79
	Total AT&T MOBILITY	248.79
10/20/2021	BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH INS	9,425.11
	Total BLUE CROSS BLUE SHIELD OF MICHIGAN	9,425.11
10/27/2021	BOUND TREE MEDICAL MEDICAL SUPPLIES	128.25
	Total BOUND TREE MEDICAL	128.25
10/27/2021	BREEN, BARB INSTRUCTOR WAGES 9/18-9/25	280.00
	Total BREEN, BARB	280.00
11/02/2021	CARDMEMBER SERVICE / 9167 EDUCATION / SUPPLIES	150.03
	Total CARDMEMBER SERVICE / 9167	150.03
11/02/2021	CARDMEMBER SERVICE/4234 TOOLS - DUES	334.99

10:48 AM
 11/09/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 OCTOBER 20, 2021 THROUGH NOVEMBER 16, 2021

Date	Memo	Amount
Total CARDMEMBER SERVICE/4234		334.99
COMCAST (Station 3 TV)		
10/27/2021	STA.3 TV	8.10
Total COMCAST (Station 3 TV)		8.10
COMCAST CABLE (OFF SITE INTERNET)		
10/28/2021	OFF-SITE INTERNET	100.00
Total COMCAST CABLE (OFF SITE INTERNET)		100.00
CONSUMERS ENERGY		
10/27/2021	STA1 ELECTRIC	1,042.39
11/02/2021		327.64
Total CONSUMERS ENERGY		1,370.03
DANIEL MILLER		
10/27/2021	INSTRUCTOR 9/1-9/25/21	1,900.00
Total DANIEL MILLER		1,900.00
DTE ENERGY		
10/27/2021	STA.3 ELECTRIC	442.58
Total DTE ENERGY		442.58
FIRE SMART PROMOTIONS		
10/27/2021	FIRE PREVENTION	813.00
Total FIRE SMART PROMOTIONS		813.00
GALLS, LLC		
10/27/2021	UNIFORMS	94.24
Total GALLS, LLC		94.24
GINA SKELLETT		
10/27/2021	INSTRUCTOR 9/18-9/25	280.00
Total GINA SKELLETT		280.00
GREG DRUKER		
Total GINA SKELLETT		280.00

10:48 AM

11/09/21

Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 OCTOBER 20, 2021 THROUGH NOVEMBER 16, 2021

Date	Memo	Amount
10/27/2021	INSTRUCTOR 9/18-8/25	280.00
	Total GREG DRUKER	280.00
	KERTON LUMBER CO	
11/02/2021	BLDG & GRNDS MAINT	71.32
	Total KERTON LUMBER CO	71.32
	MAZICH, PAMELA	
10/20/2021	OCT ADM	540.00
	Total MAZICH, PAMELA	540.00
	MERS/ALERUS	
11/01/2021	401K CONTRIBUTIONS & LOAN REPAY	3,294.34
11/01/2021	ER/EE-HCSP CONTRIBUTIONS	369.12
11/01/2021		659.10
	Total MERS/ALERUS	4,322.56
	MICHIGAN URBAN SEARCH & RESCUE	
10/27/2021	EDUCATION - DUNBAR	725.00
11/02/2021	ROPE RESCUE	760.00
	Total MICHIGAN URBAN SEARCH & RESCUE	1,485.00
	MICROSOFT STORE	
10/20/2021	IT EXPENSE	105.99
10/20/2021	IT EXPENSE	105.99
10/22/2021	IT EXPENSE-OFFICE 365	74.19
10/27/2021	IT EXPENSE OFFC 365	105.99
	Total MICROSOFT STORE	392.16
	NATURE'S RAIN	
10/20/2021	WINTERIZATION	240.00
	Total NATURE'S RAIN	240.00
	NETPHONE	
10/20/2021	COMMUNICATION	385.14
	Total NETPHONE	385.14

North Oakland County Fire Authority
BILLS FOR PAYMENT
 OCTOBER 20, 2021 THROUGH NOVEMBER 16, 2021

Date	Memo	Amount
10/27/2021	NFPA ID#113789	1,345.50
	Total NFPA	1,345.50
10/27/2021	NICK WEIL INSTRUCTOR WAGES 9/18	160.00
	Total NICK WEIL	160.00
10/27/2021	NOAH JACKSON INSTRUCTOR 9/18-9/25	280.00
	Total NOAH JACKSON	280.00
10/27/2021	NYE UNIFORM UNIFORM - DUNBAR	120.00
	Total NYE UNIFORM	120.00
10/20/2021	OAKLAND COUNTY TREASURERS-CASH RADIO ACCESS	54.00
	Total OAKLAND COUNTY TREASURERS-CASH	54.00
10/20/2021	PFEFFER, HANNIFORD & PALKA #1000058071	6,920.00
	Total PFEFFER, HANNIFORD & PALKA	6,920.00
11/02/2021	R&R FIRE TRUCK REPAIR RESCUE 2 MAINT	845.14
	Total R&R FIRE TRUCK REPAIR	845.14
11/02/2021	RICOH USA Inc. (copier Lease) ACCT#398271-3719865	259.25
	Total RICOH USA Inc. (copier Lease)	259.25
10/23/2021	SAMS CLUB/SYNCHRONY BANK OPEN HOUSE SUPPLIES	543.53
	Total SAMS CLUB/SYNCHRONY BANK	543.53

10:48 AM
 11/09/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 OCTOBER 20, 2021 THROUGH NOVEMBER 16, 2021

Date	Memo	Amount
10/27/2021	STANDARD INSURANCE COMPANY RV POLICY PREM NOV2021	450.55
	Total STANDARD INSURANCE COMPANY RV	450.55
11/02/2021	STATE OF MICHIGAN MDHHS LIFE SUPPORT AGENCY RENEWAL	200.00
	Total STATE OF MICHIGAN MDHHS	200.00
10/20/2021	UNDERWOOD FIRE EQUIPMENT STA.1 FIRE PUMP REPAIR	810.00
	Total UNDERWOOD FIRE EQUIPMENT	810.00
10/27/2021	VERIZON COMMUNICATION	230.69
	Total VERIZON	230.69
10/20/2021	WEST SHORE FIRE INC VEHICLE MAINT	110.66
	Total WEST SHORE FIRE INC	110.66
	TOTAL	39,099.64

North Oakland County Fire Authority
PAYROLL EXPENSE REPORT
October 18 through November 16, 2021

	<u>Oct 18 - Nov 16, 21</u>
Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	6,528.16
700.5 · Full Time Employee Wages	28,397.34
700.7 · Full Time Overtime Wages	819.28
704 · Officer Wages	1,384.58
705 · Instructor Wages	1,320.00
707 · Special Event Pay	4,043.00
708 · Duty Shift Medic	11,664.06
708.5 · Duty Shift Basic	23,295.00
709 · Part Time Overtime Pay	1,011.00
710 · Work Detail Pay	180.00
711 · Training Wages	2,247.37
712 · Incident run pay/POC Fire Wages	3,058.45
714 · Social Sec/FICA	6,377.05
716 · Healthcare Insurance/Full Time	-368.00
Total 7000 · Personnel	<u>89,957.29</u>
7500 · SAFER GRANT EXPENDITURES	
765 · Lost Wages Reimbursement	0.00
Total 7500 · SAFER GRANT EXPENDITURES	<u>0.00</u>
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	793.20
816 · Administrative Services	0.00
Total 8000 · Contracted Services	<u>793.20</u>
8500 · Operating Expenses	
850 · Communications	-134.00
Total 8500 · Operating Expenses	<u>-134.00</u>
Total Expense	<u>90,616.49</u>
Net Income	<u><u>-90,616.49</u></u>

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

	<u>Oct 31, 21</u>
ASSETS	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	6,421.00
1070 · A/R-Medical -ACCUMED	48,001.77
1070.6 · A/R AACB - ALL RUNS	<u>286,167.21</u>
Total Accounts Receivable	340,589.98
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	<u>-198,946.61</u>
Total Other Current Assets	<u>-198,946.61</u>
Total Current Assets	<u>141,643.37</u>
TOTAL ASSETS	<u><u>141,643.37</u></u>
LIABILITIES & EQUITY	0.00

North Oakland County Fire Authority Incident Run Data

October-21

Total Incidents	101
------------------------	------------

Incident Summary	
Structure Fires	0
Vehicle Fires	1
Brush / Outdoor Fires	0
EMS Medicals	65
Vehicle Accidents w/ Injuries	2
Vehicle Accidents w/ No Injuries	8
Hazardous Cond.	2
Service Call	9
Good Intent	11
False Calls	3
Severe Weather	0
Other	0
Total Calls	101

Current Active Employees	40
Inactive Employees	2
Full Time	8
Part time / Paid on Call	34

Paramedic's	17
EMT's	22
MFR's	3

Out of District Runs	
MUTUAL AID MEDICAL	10
MUTUAL AID FIRE	5
MISC	
Total	15

Total EMS Related Calls	76
Total NOCFA Transports	48
Patient Sign Offs / No Transport	28

	minutes	# of priority calls
Avg. Response Time To Priority Calls	7.5	39

TOTAL RUNS IN FIRE DISTRICT	86
TOTAL OUT OF DISTRICT RUNS	15

Rose Twp.	39
Holly Twp.	40
I-75	7

Total Runs 101

September 7, 2021

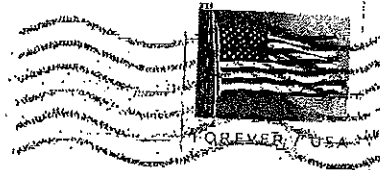
Dear Chairman Stouffer.

I'm an employee of NOCFA and am writing this letter anonymously. One of the other female employees told me that back at the beginning of this year Supervisor Dianne asked her who she thought would make a good Chief instead of Jeremy. She told her Captain Seal and then asked her why? Dianne said because he (Jeremy) thinks he can do whatever he wants. He is a chauvinist fuck and he is not going to get away with firing all of these woman, me (Dianne), Janet, Sandy, Pam.

I am telling you this because I think this will end up hurting the department and I thought the rest of the NOCFA Board needed to know.

METROPLEX MI 480

10 SEP 2021 PM 4 1



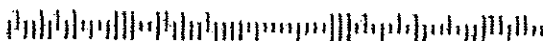
RECEIVED

SEP 13 2021

HOLLY TOWNSHIP

NOCFA BOARD CHAIRMAN
PETER STOUFFER
102 CIVIC DR.
HOLLY, MI 48442

48442-150502



**Chief Lintz
Fire Chief
North Oakland County Fire Authority
5051 Grange Hall Road
Holly, Michigan 48442**

Chief Lintz,

Sir, I'm writing to inform you about a threatening situation that developed immediately following the 09/27/2021 NOCFA Fire Board meeting. At approximately 5:40 pm, I was confronted by Rose Township Supervisor Dianne Schelb-Snyder in the classroom at NOCFA Station 1 located at 5051 Grange Hall Road, Holly Township, MI. 48442.

I was on my scheduled duty shift when Supervisor Schelb-Snyder aggressively approached me from the back of the classroom while I was engaged in conversation with Sandi Villarreal. Supervisor Schelb-Snyder interrupted my conversation, pointed at me with a set of keys in her hand and proceeded to berate me in a threatening manner. Supervisor Schelb-Snyder, looked at me and said *"Oh I know about the letter you wrote the night I stopped up to visit Fawn, you're full of shit."* This statement made me feel very uncomfortable and her aggressive posturing was extremely threatening. I did not reply to her intimidating statement out of fear that it would only escalate the encounter.

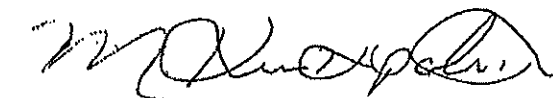
It is my belief that it was the direct result of the incident report I wrote on 02/14/2021 which involved Paramedic Fawn Colombatto and Supervisor Schelb-Snyder that took place at NOCFA Station 3. In that report, I detailed what I believed to be a HIPAA privacy violation as well as violating NOCFA policy for Standards of Conduct.

After consulting with my attorney, Supervisor Schelb-Snyder has violated my rights under 15 U.S. Code § 2087 - The Whistleblower Protection Act. These laws prohibit employers from retaliating against employees having engaged in activities protected under those laws, specifically against intimidation or harassment.

Supervisor Schelb-Snyder has created an inhospitable work environment by intimidation. Her actions have caused me fright, embarrassment and humiliation in full witness to the public I proudly serve.

Sincerely,

Matthew Kirkpatrick



**Firefighter / EMT
North Oakland County Fire Authority**

Original

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR/SPECIAL MEETING MINUTES
September 27, 2021

The following firefighters and guests were present.

- Chief 3 Doug Smith
- Chief 2 Matt Weil
- Capt. 1 Tim Seal
- Julius Stern
- Chester Koop
- Matt Kirkpatrick
- Sgt. 2 Dan Miller
- Glen Noble
- Debbie Miller

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:01 PM.

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

AGENDA APPROVAL

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the agenda for the regular / special meeting NOCFA Board as presented.

CONSENT AGENDA APPROVAL

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

- Approval of meeting minutes from August 17, 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 August 31, 2021
- Checking Account \$ 139,192.00
- Statement Savings Account \$ 400,975.10
- Capital Replacement Savings Account as of 8/31/21 \$ 238,394.67
- Bills for Payment (8/18/21 to 9/6/21) \$ 99,365.71
- Cost of Payroll (8/23/21 & 9/6/21) \$ 89,246.67

- Accounts Receivable Report, Medical - \$64,683.61, Fire - \$ 7,797.00 as of 8/31/2021.
- Aging Accounts Turned Over to Collections as of 8/31/21 - \$ 87,220.60

- 2021 August Run Report

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

Voting no – None.

Reports

Incident Run Data for August 156 runs for the department, of which about 55 were due to storms. The open house is on October 3, 2021 at Station #1. Chief Lintz stated that a long time employee has retired.

Rose Township – Ms. Scheib-Snider stated that she and Doug Smith had looked into the repair of the dry hydrant at Lake Braemar. She has explored the oak wilt problem in the area. Rose Township is working on a marijuana care givers ordinance. She is in meetings with DTE and Oakland County regarding the ongoing power outage situation.

Holly Township – Mr. Kullis asked the firefighters to tell about one of their rescues during the storm.

Citizen At Large – No report.

PRESENTATIONS - There were no presentations.

UNFINISHED BUSINESS

Health and Safety Policies – TB and Bloodborne Pathogen Policy

Moved by Winchester, seconded by Kullis, motion carried, to amend the revised TB and Bloodborne Pathogen Policy.

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

Voting no – none.

NEW BUSINESS

Fire and EMS Academy Information

Chief Lintz distributed information regarding the Academies put on by the department with revenues and expenditure and other information.

SAFER Grant - A Recruitment and Retention Grant

Capt. Seal went through the grant line by line to explain it.

Moved by Kullis, seconded by Winchester, motion carried, to approve acceptance of the SAFER Grant.

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

Voting no – none.

Anonymous Letter

Ms. Winchester delivered the anonymous letter to Chairman Stouffer.

I, Chairman Stouffer, move the following resolution to censure:

Whereas, Ms. Karin Winchester, North Oakland County Fire Authority (NOCFA) Secretary, committed Mail Theft; a federal crime providing that you cannot “destroy, hide, open, or embezzle” mail that is not addressed to you; and

Whereas, the NOCFA Secretary openly embezzled, by copying and distributing the illegally obtained letter to other members of NOCFA; and either directly and/or by reference to the general public, other members of government, and the press; and

Whereas, the NOCFA Secretary was given an opportunity to correct the “error” via email from the NOCFA Chairman, but chose instead to further the Mail Theft and add the illegally obtained letter to the NOCFA agenda; and

Whereas, the Mail Theft is now the subject of a Federal United States Postal Service investigation; and

Whereas, the purpose of the Mail Theft was to distribute pernicious information regarding another member of the NOCFA Board, to further the NOCFA Secretary’s political agenda and personal vendetta; and

Whereas, the NOCFA Secretary attempted to usurp the authority of the Chair; and

Whereas, the sharing of the illegally obtained letter by the NOCFA Secretary is a potential violation of personal privacy laws in the State of Michigan; and

Whereas, Robert’s Rules of Order define a censure as “an expression of strong disapproval or harsh criticism” and can be adopted with or without disciplinary procedures;

Resolved, that Ms. Karin Winchester, NOCFA Secretary, be CENSURED; and

Resolved, that Holly Township Board, the Rose Township Board, and the general public through the press, be notified of the censure.

Seconded by Gambka, motion carried.

Voting yes – Stouffer, Gambka, Scheib-Snider.

Voting no – Kullis.

Ms. Winchester’s vote was censured.

An amendment to the motion was offered by Mr. Kullis regarding postponing action pending the outcome of the postal service but failed.

Moved by Kullis, seconded by Winchester, motion carried, to postpone action on the anonymous letter to the next meeting.

Voting yes – Kullis, Winchester, Gambka, Stouffer.

Voting no – Scheib-Snider.

PUBLIC COMMENT

Mr. Stern make comments about one of the board members.

Mr. Noble made comments about the fire academy information.

Sandy Villarreal stated that she had worked for NOCFA for many years. She indicated that she has worked very closely with Chief Lintz in the past and been around when he has wanted other members off the board. She has been asked to do many things for the chief but she would not tell something if it wasn't true. She does not understand why he is after Ms. Scheib-Snider since she has voted in favor of motions and is doing a good job. She feels that Ms. Scheib-Snider has knowledge from being a firefighter that is very valuable to the board.

Mr. Kullis in the public comment that P. Walls is not part of the NOCFA board and he doesn't know why her name is being mentioned.

ADJOURNMENT.

The meeting was adjourned at 4:43 P.M. Patricia A. Walls, Recording Secretary

Revised
11-8-2021

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR/SPECIAL MEETING MINUTES
September 27, 2021

The following firefighters and guests were present.

Chief 3 Doug Smith
Chief 2 Matt Weil
Capt. 1 Tim Seal
Julius Stern
Chester Koop
Matt Kirkpatrick
Sgt. 2 Dan Miller
Glen Noble
Debbie Miller

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:01 PM.

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

AGENDA APPROVAL

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the agenda for the regular / special meeting NOCFA Board as presented.

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- 2021 August Run Report

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

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Holly Township – Mr. Kullis asked the firefighters to tell about one of their rescues during the storm.
Citizen At Large – No report.

PRESENTATIONS - There were no presentations.

UNFINISHED BUSINESS

Health and Safety Policies – TB and Bloodborne Pathogen Policy

Moved by Winchester, seconded by Kullis, motion carried, to amend the revised TB and Bloodborne Pathogen Policy.

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

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SAFER Grant - A Recruitment and Retention Grant

Capt. Seal went through the grant line by line to explain it.

Moved by Kullis, seconded by Winchester, motion carried, to approve acceptance of the SAFER Grant.

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

Voting no – none.

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Whereas, the Mail Theft is now the subject of a Federal United States Postal Service investigation; and

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Resolved, that Ms. Karin Winchester, NOCFA Secretary, be CENSURED; and

Resolved, that Holly Township Board, the Rose Township Board, and the general public through the press, be notified of the censure.

Seconded by Gambka, motion carried.

Voting yes – Stouffer, Gambka, Scheib-Snider.

Voting no – Winchester, Kullis.

Ms. Winchester’s vote was ~~censored~~ disallowed by Chairperson Stouffer, which made the vote 3 yes, 1 no.

An amendment to the motion was offered by Mr. Kullis regarding postponing action pending the outcome of the postal service but failed.

Moved by Kullis, seconded by Winchester, motion carried, to postpone action on the anonymous letter to the next meeting.

Voting yes – Kullis, Winchester, Gambka, Stouffer.

Voting no – Scheib-Snider.

PUBLIC COMMENT

Mr. Stern make comments about one of the board members.

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A motion was made at the regular meeting on October 19, 2021 to add Sandy Villarreal's comments verbatim to the minutes.

Do you mind if I sit with my broken foot? Sandra Villarreal, Rose Township, Ottieway Ct.

I wasn't sure if I would speak today but after seeing this letter floating around publicly from an anonymous person and it's obvious that its purpose is to get rid of Dianne Snider and probably our citizen at large because I have heard several comments of how the board is stacked "the wrong way" when it is always going to go one way or the other.

I'd like to preface what I have to say, after seeing all of this crap today, with the fact that I have volunteered with Holly since Holly Volunteer Ambulance days in the 80's. I worked for NOCFA as the EMS Coordinator and as the Medical Instructor until I quit in 2014 due to, I would say, differences in morality and integrity. Okay, so let me leave that there and now I am seeing all of this crap again. So I would like to point out a few things for those that haven't been around as long as I have.

But anyway, I would like to tell you, this is all Deja Vu. I helped Jeremy build what is now our Medical, wonderful medical response. I would like to preface this again with, I have respect for all of our medical people, the fire fighters. I worked with all of them. I helped train them. I get it. It is so important to have this response in our community. I worked with Medical Control, the doctors, Quality Improvement, all of it, okay, so I'm not picking on anyone that does all of this. But I also worked with Jeremy on other projects such as eliminating a board member in Rose Township back in the day. I think Glen Noble would probably remember that. Actually, I think as Supervisor at the time, he had to correct me a couple of times because I may have overstepped and then I would gladly go back. But um, our Chief didn't want this member. She kinda did some odd things and I agreed that she needed to go but when he (the Chief Jeremy) sets out to eliminate somebody, he does, and he gets a lot of people involved. I wouldn't have said this until I saw this today so I'm going to say it now. I was one of his spokespeople back in the day so

that he could remain in the background and act innocent. I remember having him show me the facts before I prepped my public comment. And I would go Oh wait a minute, wait a minute, where does this come from? Show me where that is and if he couldn't show me, I wouldn't include it. If it wasn't factual, wasn't provable, I wouldn't say it. So I remember his dismay, or what I perceived to be his dismay if I said no, not saying that. That's pushing something that is potentially not true. So I have seen it all and I'm pretty good at speaking and making myself clear but I won't speak an untruth if I know it's an untruth. Um, I remember him utilizing his friends at the Tri County Times and I see it again this week. He's done it again to a point of (unintelligible). Someone shoulda told Sharon Stone to shut up. Included the emails? My God! He's got some pull at the TCTimes. I remember meetings at his house where he interviewed potential opponents to seats he wanted to replace people on and wanted them stacked in his favor. It appears that Dianne is now one of his new targets and he is gathering his people. He's got people lined up to get other people out of their seats. Last election they lost but they are moving forward still (unintelligible).

Page 2 of 2

I don't know why he is after Dianne, in my opinion, (I made some comment about taking a Zyrtec (for allergies) that made my mouth dry). Anyway, Dianne has voted most times in favor of NOCFA and what they need. I've seen it and I've watched it in amazement many times, her being nonbiased. (Some random comment I made about me not wanting a public office job). She really is nonbiased as far as I'm concerned. She does a great job. Her experience in the medical response and fire field is such a positive thing for all of you, to have somebody that knows what they are talking about. It's like our school board. When we vote for our school board, we vote for teachers and parents. People that can say...wait, wait, that's not right. Let me explain to you why that won't work. So people like her, with her experience, is really beneficial.

Oh, anyway, so the last thing I'd like to say is the disgruntled losers of the last election need to stop the BS until the next election.

And let's be more civilized and work towards the good of Holly. That's it!

Mr. Kullis in the public comment that P. Walls is not part of the NOCFA board and he doesn't know why her name is being mentioned.

ADJOURNMENT.

The meeting was adjourned at 4:43 P.M. Patricia A. Walls, Recording Secretary

Corrected



Jeremy Lintz <jlintz@nocfa.com>

Second Item I need an opinion on

1 message

Jeremy Lintz <jlintz@nocfa.com>

Thu, Oct 21, 2021 at 1:58 PM

To: "Burr ridge, Alexander" <aburr ridge@bodmanlaw.com>

Alex

The fire department uses an electronic notification system for all of its calls that we respond to. This system sends a text message out to all personnels phones, tablets, etc. and contains a link which when opened gives all of the information on the emergency call that we are responding to. These documents are called "D-Cards". The information can include: Patients address, phone numbers, name, age, gender, DOB, medical issues including any medical history and medications the patient may be on. The information may also contain things like Law Enforcement Information or LEIN information as well as security codes to enter into homes or where spare keys may be hidden to make entry into a home. The amount of information in these D-CARDS has become more and more detailed and more descriptive over the years as software and technology have advanced.

Up until recently we had some additional persons, outside of just employees that were put on the list to receive these notifications. They were placed on the list for a number of reasons. Some of the non-employees on the list were what we called our support people. They are not employees but a group of volunteers like spouses of employees, or ex employees that wanted to help out on large scale scenes by providing food and beverages to the personnel. Included on this list of non-employees was Rose Township Supervisor & NOCFA Board Member Dianne Scheib- Snider. She had requested to be placed on the incident notification system about five years ago so she could monitor the calls that go on in Rose Township. At the time I guess we didn't have an issue with it because the sensitive information was not as detailed as it is now on the D-Card and over time, it was also kind of forgotten about that she and the others had access to the system.

We recently were reminded by our dispatch center and by CLEMIS, which is the County entity that provides the software and information within the D-Card, that agencies should go through and "self-audit" who has access to the notification system information due to the sensitivity of the information that's provided.

A few weeks ago we did just that. My Assistant Chief who oversees the system went through and removed all persons that were not active employees including Ms. Scheib-Snider. Ms. Schieb -Snider was not happy that she was removed and feels that she and any other Board Member should have access to the system if they want. It is my opinion that some of the information contained in the system is protected information under HIPAA laws and therefore should not be allowed to be disseminated to non-employees.

This matter was added to the agenda at our Board meeting this past Tuesday and after discussion the Board voted 3 to 2 to give MS. Scheib-Snider and any other Supervisor access to the system. I was told to immediately reinstate her into the system. I feel that I may be breaking a law but that if I do not do what the Board says that I could be disciplined.

I need some advice on what I should do.

If you would like to speak with me by phone about this please contact me. 248-459-8316

Thank You

Jeremy Lintz

Fire Chief
North Oakland County Fire Authority
Office # 248-634-4511 ext. 101
Fax # 248-634-3817

From: Manning, Jim
Sent: Friday, October 8, 2021 1:31 PM
To: dianne@rosetownship.com
Cc: Jeff Nesmith (nesmithj@oakgov.com) <nesmithj@oakgov.com>
Subject: FD Incident Notification System

Hello Supervisor Scheib-Snider,

Following up on our phone conversation regarding access to NOCFA's Incident Notification System. CLEMIS did request all agencies to conduct an audit of the registered numbers that are programmed to receive incident notification for fire incidents. This was done because several agencies had a very high number of contacts programmed into the system when compared to their current roster. We believed that some numbers may have been inadvertently left in the system after personnel had left the agency. Our intent was to purge the system of numbers of personnel who are no longer connected to the agency.

Programming the numbers into the system to receive the incident notifications is at the discretion of the agency. CLEMIS does not govern who the agency provides the information to as the information belongs to the agency. We do consistently remind agencies that they are responsible for the information and that their could be personal and/or HIPAA information included with the data on the incident notification. Again, it is the responsibility of the agency to ensure that they are following the HIPAA regulations.

Best Regards,

Jim Manning

CLEMIS Chief

Law Enforcement and Public Safety Technology

Department of Information Technology

248-858-9313 – Office

manningjt@oakgov.com

www.clemis.org

Burridge, Alexander <ABurridge@bodmanlaw.com>

Thu, Oct 28, 2021 at 10:35 AM

To: Jeremy Lintz <jlintz@nocfa.com>

Cc: "GFealk@BODMANLAW.COM" <GFealk@bodmanlaw.com>

Chief,

Provided below is the guidance we previously provided concerning a Board Member's receipt of Protected Health Information under HIPAA. Please share this information with the NOCFA Board Members for their consideration. Additionally, we have prepared a HIPAA Confidentiality Acknowledgement for each Board Member to sign if the Board confirms its decision to provide Board Members notifications through the D-Card system. If you have any additional questions, please let me know.

Based on the information provided, we believe that NOCFA is a HIPAA covered entity (NOCFA bills individuals for medical services and has contracts with Medicare, Medicaid and private insurance companies). We also understand that the D-Card system contains identifying information and medical history/medication information, which would constitute protected health information ("PHI") under HIPAA. PHI can be used/disclosed to NOCFA's workforce (which can include volunteers and other persons under NOCFA's direct control) for treatment purposes (and payment and health care operations/activities). However, this does not mean that every member of the workforce should have the right to access/receive the PHI. For example, a nurse at a hospital who is not involved in the treatment of a particular patient cannot review that patient's file (e.g., a nurse looking up a relative or a famous person's medical record whom she is not treating).

To ensure HIPAA compliance, NOCFA needs to consider whether Board Members, based on their role, need to receive or have access to the PHI. Are Board Members involved with activities that constitute, treatment, payment or healthcare operations? Below is an excerpt from HIPAA regulatory guidance. Do Board Members have any of the following responsibilities? If the answer is "no" the Board's access to D-Card electronic notifications should be limited because access is not compliant with HIPAA and puts NOCFA at risk. If the answer is "yes" Board Members who are permitted to receive updates through the D-Card electronic notification system should sign the attached HIPAA Confidentiality Acknowledgement to ensure Board Members are notified of HIPAA requirements and to add a layer of protection for NOCFA.

What are Treatment, Payment, and Health Care Operations? The core health care activities of "Treatment," "Payment," and "Health Care Operations" are defined in the Privacy Rule at 45 CFR 164.501.

• "Treatment" generally means the provision, coordination, or management of health care and related services among health care providers or by a health care provider with a third party,

consultation between health care providers regarding a patient, or the referral of a patient from one health care provider to another.

• “Payment” encompasses the various activities of health care providers to obtain payment or be reimbursed for their services and of a health plan to obtain premiums, to fulfill their coverage responsibilities and provide benefits under the plan, and to obtain or provide reimbursement for the provision of health care. In addition to the general definition, the Privacy Rule provides examples of common payment activities which include, but are not limited to:

- Determining eligibility or coverage under a plan and adjudicating claims;
- Risk adjustments;
- Billing and collection activities;
- Reviewing health care services for medical necessity, coverage, justification of charges, and the like;
- Utilization review activities; and
- Disclosures to consumer reporting agencies (limited to specified identifying information about the individual, his or her payment history, and identifying information about the covered entity).

• “Health care operations” are certain administrative, financial, legal, and quality improvement activities of a covered entity that are necessary to run its business and to support the core functions of treatment and payment. These activities, which are limited to the activities listed in the definition of “health care operations” at 45 CFR 164.501, include:

- Conducting quality assessment and improvement activities, population-based activities relating to improving health or reducing health care costs, and case management and care coordination;
- Reviewing the competence or qualifications of health care professionals, evaluating provider and health plan performance, training health care and non-health care professionals, accreditation, certification, licensing, or credentialing activities;
- Underwriting and other activities relating to the creation, renewal, or replacement of a contract of health insurance or health benefits, and ceding, securing, or placing a contract for reinsurance of risk relating to health care claims
- Conducting or arranging for medical review, legal, and auditing services, including fraud and abuse detection and compliance programs;
- Business planning and development, such as conducting cost-management and planning analyses related to managing and operating the entity; and

- Business management and general administrative activities, including those related to implementing and complying with the Privacy Rule and other Administrative Simplification Rules, customer service, resolution of internal grievances, sale or transfer of assets, creating de-identified health information or a limited data set, and fundraising for the benefit of the covered entity. General Provisions at 45 CFR 164.506.

Alexander J Burrige

1901 St. Antoine Street | 6th Floor at Ford Field | Detroit MI 48226
o: 313-393-7560 | c: 602-980-2189 | ABurrige@BODMANLAW.COM

North Oakland County Fire Authority

Confirmation of Receipt of the Policy on Confidentiality and Dissemination of Patient Information

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our work. NOCFA prohibits the release of any patient information to anyone outside the department except in limited circumstances and discussions or disclosures of protected health information (PHI) within the organization should be limited to the minimum necessary that is needed for the recipient of the information to perform their job. Acceptable uses of PHI within NOCFA include, but are not limited to, peer review, internal audits, quality assurance, business planning and development, and budgeting.

In signing this Confirmation of Receipt of the Policy on Confidentiality and Dissemination of Patient Information ("Confirmation"), I acknowledge the following:

- I understand NOCFA provides services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of NOCFA patients.
- I understand that it is necessary, in rendering of NOCFA's services, that patients provide PHI and that such information may exist in a variety of forms such as electronic, oral, written, or photographic and that all such information is strictly confidential and protected by federal and state laws that prohibit its unauthorized use or disclosure.
- I have received training in the confidentiality policies and procedures set in place by NOCFA and agree to comply with such policies and procedures during the entire time I serve as a NOCFA Board Member.
- If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify NOCFA's HIPAA Privacy Officer Liaison immediately.
- I understand that breach of patient confidentiality or privacy may result in disciplinary action up to and including suspension or removal from the NOCFA Board. Upon separation from the NOCFA Board for any reason, or at any time upon request, I agree to return any and all patient confidential information in my possession.
- I have read and understand all privacy policies and procedures that have been provided to me by NOCFA and agree to abide by the privacy policies and procedures and HIPPA's privacy requirements.

Signature: _____ Date: _____

Printed Name: _____

On Friday, November 5, 2021, 02:59:01 PM EDT, Manning, Jim <manningjt@oakgov.com> wrote:

Hello Mrs. Stern,

I have received your letter and I would like to clarify a few things. CLEMIS, Courts Law Enforcement Management of Information System, is basically a records management system. We maintain police and fire records for many public safety entities in Oakland County and nine other counties in southeast Michigan. We are not a law enforcement entity.

- The Incident Notification System is a text messaging system that is attached to our computer aided dispatch, CAD, program. When a fire agency is dispatched to an incident by a dispatch center that subscribes to our CAD program they can also receive a text message with details of the incident via their phone. The text message is automatically sent when the incident is dispatched.
- The data and information in the text belongs to the agency. It is up to the agency to determine who should receive this information. CLEMIS does not regulate who the agency provides the INS text to.
- Because the information on the incident notes may contain personal information and medical information, all agencies are advised to restrict who receives this information. Because there may be medical information in the text, it is possible there could be a violation of the HIPAA statute if a non-eligible individual receives the information.
- CLEMIS did an audit of the INS system and noted that many agencies had a high number of telephone numbers programmed into the system.
- I sent a letter requesting all fire agencies that receive messages via the INS to do an internal audit of the numbers that they had programmed into the system. It was our belief that it was possible some individuals have left the agency and their number was not removed from INS.
- I did have a phone conversation with Dianne Scheib-Snider. Dianne advised me that she is the Rose Twp. Supervisor. She also advised me that she was on the Fire Board for the NOCFA.
 - Dianne asked if I had directed agencies to conduct an audit of their INS members. I advised her that I had sent all fire agencies a letter requesting them to conduct an audit of the numbers programmed into INS.
 - Dianne advised me that she had recently been removed from the INS.
 - I advised Dianne that it was up to the agency who received the INS information. However, the agency is responsible for compliance to the HIPAA statute. And only specific individuals are allowed to receive personal medical

information. I also explained that is not uncommon for the INS messages to contain very personal and or medical information therefore the information should be restricted.

- o Dianne advised me that she liked to receive the information so that she knew what was going on in the township.
- o Dianne did advise me that she was a firefighter and an EMT but not currently practicing. There was no discussion on the current status of her EMT license. However, in my opinion, if an EMT is not involved in the treatment / care of a patient they should not receive personal medical information, regardless of the status of their EMT license.

In review – CLEMIS does not regulate who the fire agency provides INS information to as the information belongs to the agency. CLEMIS does regularly remind chiefs of agencies that it is their responsibility to ensure that the INS information is only shared with individuals who are authorized to receive the information as outlined in HIPAA.

I recommend this issue be discussed with legal council for NOCFA.

Best Regards,

Jim Manning

CLEMIS Chief

RE: Need Agenda items for 11/16 NOCFA Meeting

External
Inbox

Dianne Scheib-Snyder

Tue, Nov 9,
11:43 AM (1
day ago)

to me, Karin, George, Peter, Paul

Good Morning All,

Kirkpatrick's letter needs to be on the agenda. I have asked that the board of directors go into closed session for both letters with council next week. Please have council present.

Also not an agenda item but going forward with the monthly report I would like a calendar for each previous month, showing the duty crews that were stationed (or not) at 1 & 3.

Also for the NOCFA board, I would like Ken to provide a chart or graph with written explanation for the last 6 years showing the increases in budget and explaining the reason for increases.

Thank you,

Dianne Scheib-Snyder
Rose Township Supervisor
9080 Mason Street
Holly, MI 48442
Phone (248) 634-6889
Fax (248) 634-6888