



NORTH OAKLAND COUNTY FIRE AUTHORITY

Proposed Agenda For February 16 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/98556478996?pwd=b1lyUElyME9zMFM5b21hd2tkQmZWQT09>

1. CALL TO ORDER

2. ROLL CALL

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

3. CONSENT AGENDA

- a. Approval of proposed agenda for February 16, 2021
- b. Approval of meeting minutes from January 19, 2021
- c. Financial Reports
 - General Fund revenue & Expense Report Year to Date
 - Equipment Replacement & Expense Report Year to Date

Checking Account as of 1/31/2021	\$260,222.13
Statement Savings Account as of 1/31/2021	\$530,515.73
Capital / Equipment Replacement Account as of 1/31/2021	\$68,342.93
Bills For Payment Total: 1/20/2021 – 2/16/2021	\$60,093.80
Cost of Payroll: 1/15/2021 & 1/29/2021	\$96,304.40
Accounts Receivable: – MEDICAL as of 1/31/2021	\$57,435.86
Accounts Receivable: – FIRE as of 1/31/2021	\$6,882.00
Aging Accounts Turned Over To Collections Allowance as of 1/31/2021	\$93,452.67

d. January 2021 Run Counts

4. PRESENTATIONS

- a) NONE

5. OLD CONTINUING BUSINESS

- a) Articles of Incorporation Update Status

6. NEW BUSINESS

- a) Fire Chiefs Performance Review
- b) Department Recruitment & Retention discussion
- c) Supplemental Insurance. Approval for optional employee payroll deduction

7. REPORTS

- Chief's Report
- Rose Twp.
- Holly Twp.
- Citizen at Large

8. PUBLIC COMMENT

9. ADJOURNMENT

Next meeting will be TUESDAY March 16, 2021 at 3:00 PM NOCFA Station 1 – 5051 Grange Hall Rd. Holly, MI 48442

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

The following firefighters and guests were present.

Chief 3 Doug Smith
Chief 2 Matt Weil
EMS Coordinator Dan Miller
Randy Finkbeiner
Capt. 1 Tim Seal
Julius Stern
Linda Stouffer

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

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

CONSENT AGENDA APPROVAL

Moved by Stouffer, seconded by Kullis, motion carried, to approve the following items under the consent agenda as amended moving New Business D. to C.:

- Proposed agenda for January 19, 2021
- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of December 31, 2020
- Checking Account \$ 31,275.18
- Statement Savings Account \$ 50,456.69
- Capital Replacement Savings Account as of 12/31/20 \$ 68,340.03
- Bills for Payment (12/16/20 to 1/19/21) \$ 78,418.18
- Cost of Payroll (12/30/20) \$ 21,015.95

- Accounts Receivable Report, Medical - \$64,338.76, Fire - \$ 8,073.00 as of 12/31/2020.
- Aging Accounts Turned Over to Collections as of 12/31/20 - \$ 94,446.47.
- December and year end 2020 Run Report

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

Voting no – None.

PRESENTATIONS - There were no presentations.

OLD CONTINUING BUSINESS

Articles of Incorporation Update Status

Ms. Scheib-Snyder recommended possible dates for the joint meeting of the Holly and Rose Township boards. Ms. Winchester stated that her board had not met yet but would get back to Ms. Scheib-Snyder after their board meeting on the next day.

NEW BUSINESS

Chiefs Performance Review Submittal

Chief Lintz indicated that the performance review is in the packet. Members are to consider it and bring it to the next meeting.

EMS Fee Update for 2021

Moved by Kullis, seconded by Stouffer, motion carried, to approve the EMS fee update for Treat/No Transport from \$ 405.00 to \$ 440.00.

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

Voting no – None.

Attorneys Letter of Opinion Regarding Recording Secretary

Attorney Lattie concluded that there is not conflict of interest regarding a Rose Township trustee serving as the recording secretary for the NOCFA board.

NOCFA Board Officer Appointments

Moved by Scheib-Snyder, seconded by Gambka, motion carried, to appoint Peter Stouffer as the Chairman of the NOCFA Board.

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

Voting no – Winchester.

Moved by Stouffer, seconded by Gambka, motion carried, to appoint George Kullis as Vice Chairman of the NOCFA Board.

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

Voting no – none.

Moved by Stouffer, seconded by Gambka, motion carried, to appoint Ms. Karin Winchester as Secretary of the NOCFA Board.

Voting yes – Stouffer, Gambka, Winchester, Gambka, Kullis.

Voting no – none.

Recording of Minutes

After discussion and amendment the following motion was approved.

Moved by Stouffer, seconded by Scheib-Snider, motion carried, to, from this day forward, record meetings of the NOCFA Board, audio and video, to be put on the NOCFA website and shared by Holly and Rose Townships.

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

Voting no – None.

Reports

Incident Run Data for December 2020 was 104 for the department. Chief Lintz indicated that they have 1102 for 2020.

Chief Lintz stated the AFG grants have opened up. He will be submitting soon for a brush truck and power paks (?) to help lift patients into the ambulances.

Chief Lintz responded to comments made at the Rose Township Board meeting by Supervisor Scheib-Snider.

Capt. 1 Tim Seal thanked the NOCFA board for their support and appreciates their backing. He presented a slide show about a tragic house fire in another area.

EMS Coordinator Dan Miller also thanked the NOCFA Board for their support. He told about an incident with a family member that challenged his motivation to go on being on the department. But he did and he needs the NOCFA Board support to do this.

Rose Township – Ms. Scheib-Snider felt that it was interesting that she was called a liar when she only told the truth.

Holly Township -Mr. Kullis stated that the Holly Township Board will be getting a presentation tomorrow night regarding development of the homestead. The Chamber of Commerce is rolling out a program to help the local businesses.

Citizen At Large – Mr. Stouffer thanked the board members for their support of his chairmanship. He is troubled by any discussion of dissolution of NOCFA. He called for the board to use Roberts Rules of Order for more effectiveness.

PUBLIC COMMENTS

J. Stern felt that Capt. 1 Seal's presentation is the highlight of the year and feels that the department does a good job.

Matt Weil speaking his personal comments stated that talk of dissolution of NOCFA affects him personally and needs the NOCFA board to be unified. He stated that he has worked with Chief Lintz for a long time and feels that he has leadership and a unified team.

North Oakland County Fire Authority Regular Meeting January 19, 2021

Randy Finkbeiner indicated that he has been on the department longer than all but two people. He would like to see the NOCFA board come together and maybe disagree but do their jobs.

ADJOURNMENT.

The meeting was adjourned at 4:59 P.M. Patricia A. Walls, Recording Secretary

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

Accrual Basis

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Income				
4035 · MISC REVENUE	0.00	0.00	0.00	0.0%
4050 · Revenues				
401 · Holly Township Contribution	818,000.00	818,000.00	0.00	100.0%
402 · Rose Township Contribution	818,000.00	818,000.00	0.00	100.0%
403 · Training/Education revenues	50,520.00	68,500.00	(17,980.00)	73.8%
404 · Fire Cost Recovery	7,380.00	10,000.00	(2,620.00)	73.8%
405 · Grant Recelpts	152,025.48	166,000.00	(13,974.52)	91.6%
405.5 · SAFER Grant Recelpts	35,408.00	47,500.00	(12,092.00)	74.5%
406 · Medical Cost Recovery	286,351.45	420,000.00	(133,648.55)	68.2%
410 · Sales-Small Items	0.00	1,000.00	(1,000.00)	0.0%
412 · Sales-Capital Items	3,000.00	25,000.00	(22,000.00)	12.0%
413 · Review and Inspection Services	2,281.60	5,000.00	(2,718.40)	45.6%
414 · Interest Earned	550.87	1,200.00	(649.13)	45.9%
416 · Donations	200.00	200.00	0.00	100.0%
420 · Transfers	0.00	0.00	0.00	0.0%
Total 4050 · Revenues	2,173,717.40	2,380,400.00	(206,682.60)	91.3%
Total Income	2,173,717.40	2,380,400.00	(206,682.60)	91.3%
Gross Profit	2,173,717.40	2,380,400.00	(206,682.60)	91.3%
Expense				
6000 · Risk Management Insurance				
650 · Liability Insurance	27,736.00	27,800.00	(64.00)	99.8%
652 · Workers Compensation Insurance	24,254.00	38,000.00	(13,746.00)	63.8%
Total 6000 · Risk Management Insurance	51,990.00	65,800.00	(13,810.00)	79.0%
7000 · Personnel				
700 · Wages, Chief Full Time	47,923.82	85,440.00	(37,516.18)	56.1%
700.5 · Full Time Employee Wages	203,135.36	377,240.00	(174,104.64)	53.8%
700.7 · Full Time Overtime Wages	687.78	10,000.00	(9,312.22)	6.9%
704 · Officer Wages	11,300.00	18,500.00	(7,200.00)	61.1%
705 · Instructor Wages	24,882.38	35,000.00	(10,117.62)	71.1%
706 · Recording Secretary	0.00	0.00	0.00	0.0%
707 · Special Event Pay	988.60	2,000.00	(1,011.40)	49.4%
708 · Duty Shift Medic	79,018.02	143,600.00	(64,581.98)	55.0%
708.5 · Duty Shift Basic	157,020.54	298,410.00	(141,389.46)	52.6%
709 · Part Time Overtime Pay	9,831.68	10,000.00	(168.32)	98.3%
710 · Work Detail Pay	175.00	3,000.00	(2,825.00)	5.8%
711 · Training Wages	10,325.00	22,000.00	(11,675.00)	46.9%
712 · Incident run pay/POC Fire Wages	26,681.25	55,000.00	(28,318.75)	48.5%
714 · Social Sec/FICA	47,595.26	80,114.25	(32,518.99)	59.4%
715 · Medical Exp/Employees	994.00	1,500.00	(506.00)	66.3%
716 · Healthcare Insurance/Full Time	58,008.59	115,500.00	(57,491.41)	50.2%
716.2 · Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 · Health Care Savings Contrib	3,392.71	5,000.00	(1,607.29)	67.9%
717 · 401 Contribution - FT Emp	29,224.29	48,768.00	(19,543.71)	59.9%
717.2 · 401a contribution - POC EE	5,105.86	12,500.00	(7,394.14)	40.8%
718 · Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 · Life/Disability Insurance FT	2,955.88	6,450.00	(3,494.12)	45.8%
Total 7000 · Personnel	719,246.02	1,330,022.25	(610,776.23)	54.1%
7200 · Supplies				
720 · Supplies/Non Operating	0.00	0.00	0.00	0.0%
722 · Operating Supplies	4,201.86	9,000.00	(4,798.14)	46.7%
723 · Fire Prevention	992.24	2,500.00	(1,507.76)	39.7%
724 · Uniforms	7,717.63	12,000.00	(4,282.37)	64.3%
726 · Medical Supplies	10,736.73	15,000.00	(4,263.27)	71.6%
Total 7200 · Supplies	23,648.46	38,500.00	(14,851.54)	61.4%
7500 · SAFER GRANT EXPENDITURES				
751 · Full Time Recruit & Retention	17,705.72	17,705.72	0.00	100.0%
752 · Workers Comp Ins/SS	1,518.66	1,518.66	0.00	100.0%

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

Accrual Basis

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
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	4,500.00	4,500.00	0.00	100.0%
756 · 401 Contributions SAFER FT Emp	1,998.56	1,998.56	0.00	100.0%
757 · 401 Contributions POC SAFER Emp	4,056.93	4,056.93	0.00	100.0%
758 · Life/Disability FT Employees	197.97	197.97	0.00	100.0%
759 · Education	0.00	0.00	0.00	0.0%
761 · Equipment Purchases	0.00	0.00	0.00	0.0%
763 · Travel Expense	2,000.00	2,000.00	0.00	100.0%
765 · Lost Wages Reimbursement	990.00	990.00	0.00	100.0%
Total 7500 · SAFER GRANT EXPENDITURES	32,967.84	32,967.84	0.00	100.0%
8000 · Contracted Services				
800 · Dispatching	16,656.01	28,600.00	(11,943.99)	58.2%
802 · Auditing	6,100.00	6,200.00	(100.00)	98.4%
804 · Legal	430.00	500.00	(70.00)	86.0%
806 · Medical Cost Recovery- Billing	12,709.55	18,500.00	(5,790.45)	68.7%
807 · Fire Cost Recovery Billing	276.15	1,000.00	(723.85)	27.6%
812 · Employee Education	6,097.00	12,000.00	(5,903.00)	50.8%
814 · Dues, Fees, Subscriptions	10,779.25	16,000.00	(5,220.75)	67.4%
815 · Payroll Services	5,599.26	8,500.00	(2,900.74)	65.9%
816 · Administrative Services	3,735.00	7,680.00	(3,945.00)	48.6%
820 · Construction/Labor Services	0.00	3,000.00	(3,000.00)	0.0%
Total 8000 · Contracted Services	62,382.22	101,980.00	(39,597.78)	61.2%
8500 · Operating Expenses				
850 · Communications	3,387.99	5,000.00	(1,612.01)	67.8%
851 · IT Operational Expenses	13,940.45	20,000.00	(6,059.55)	69.7%
852 · Fuel	6,103.72	15,000.00	(8,896.28)	40.7%
854 · Printing and Publishing	0.00	200.00	(200.00)	0.0%
858 · Utilities	25,883.61	37,000.00	(11,116.39)	70.0%
859 · Equipment Lease	3,009.01	5,500.00	(2,490.99)	54.7%
860 · Bldg & Grnds Repair/Maint.	14,784.56	22,000.00	(7,215.44)	67.2%
862 · Equip Maintenance	10,421.38	12,000.00	(1,578.62)	86.8%
866 · Vehicle Maintenance	27,303.56	38,000.00	(10,696.44)	71.9%
867 · Debt Write-Off-Medical	112,378.76	155,000.00	(42,621.24)	72.5%
867.5 · QAAP Medical Tax	475.14	1,600.00	(1,124.86)	29.7%
868 · Debt Write-Off-Fire	3,417.00	4,000.00	(583.00)	85.4%
Total 8500 · Operating Expenses	221,105.18	315,300.00	(94,194.82)	70.1%
9500 · Debt Service				
950 · Debt Service	101,616.47	149,749.00	(48,132.53)	67.9%
952 · Interest on Debt	10,154.49	15,465.25	(5,310.76)	65.7%
Total 9500 · Debt Service	111,770.96	165,214.25	(53,443.29)	67.7%
9700 · Purchases				
970 · Capital Purchases +5,000	31,455.54	32,000.00	(544.46)	98.3%
971 · Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 · Equipment Purchases -5,000	11,100.50	10,000.00	1,100.50	111.0%
973 · Grant Expenses	113,239.00	112,315.00	924.00	100.8%
974 · Grant Match	4,837.10	5,000.00	(162.90)	96.7%
999 · Capital replacement transfers	0.00	150,000.00	(150,000.00)	0.0%
Total 9700 · Purchases	160,632.14	309,315.00	(148,682.86)	51.9%
Total Expense	1,383,742.82	2,359,099.34	(975,356.52)	58.7%
Net Income	789,974.58	21,300.66	768,673.92	3,708.7%

NOCFA Equipment Replacement Revenue & Expense Report FY 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	20.12	60.00	-39.88
Total Income	20.12	100,060.00	-100,039.88
Expense			
6100 · Firefighting & Medical Supplies	0.00	0.00	0.00
6560 · Building & Grounds	0.00	100,000.00	-100,000.00
Total Expense	0.00	100,000.00	-100,000.00
Net Income	<u>20.12</u>	<u>60.00</u>	<u>-39.88</u>

2:28 PM
02/10/21
Accrual Basis

North Oakland County Fire Authority
CASH BALANCES REPORT
July 01, 2020 THROUGH January 31,2021

	<u>Jul '20 - Jan 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash-Checking	260,222.13
1001 - STATEMENT SAVINGS ACCOUNT	530,515.73
Total Checking/Savings	<u>790,737.86</u>
Total Current Assets	<u>790,737.86</u>
TOTAL ASSETS	<u><u>790,737.86</u></u>
LIABILITIES & EQUITY	0.00

2:34 PM
02/10/21
Accrual Basis

**NOCFA Equipment Replacement
Cash Balance Report
This FY 2021 to date**

	<u>Jul 1, '20 - Feb 10, 21</u>
1000 · Cash-Equipment Replacement	<u>68,342.93</u>
TOTAL	<u><u>68,342.93</u></u>

2:26 PM

02/10/21

Accrual Basis

North Oakland County Fire Authority

BILLS FOR PAYMENT

January 20 through February 16, 2021

Date	Memo	Amount
ACCU-MED		
02/03/2021	Medical & Fire Cost Recovery	1,615.75
Total ACCU-MED		1,615.75
ALBERT LENZ JR		
02/09/2021		520.00
Total ALBERT LENZ JR		520.00
AMAZON		
01/25/2021	IT EXPENSE	47.99
01/25/2021	BLDG & GRNDS	299.00
01/28/2021	VEHICLE MAINT	35.98
Total AMAZON		382.97
ASCENSION GENESYS HOSPITAL - PHARMACY		
01/27/2021	Medical Supplies	15.00
Total ASCENSION GENESYS HOSPITAL - PHARMACY		15.00
AT&T MOBILITY		
01/27/2021	Wireless Service	306.44
Total AT&T MOBILITY		306.44
BLUE CROSS BLUE SHIELD OF MICHIGAN		
01/20/2021	HEALTHCARE INS-FEB	8,796.13
Total BLUE CROSS BLUE SHIELD OF MICHIGAN		8,796.13
BOUND TREE MEDICAL		
01/27/2021		420.47
02/09/2021		368.11
Total BOUND TREE MEDICAL		788.58
BREATHING AIR SYSTEMS		
02/08/2021	Equip Maint	440.44
Total BREATHING AIR SYSTEMS		440.44
CDW GOVERNMENT INC		
01/20/2021		1,312.21
02/09/2021		63.34
Total CDW GOVERNMENT INC		1,375.55
COMCAST (Station 1 TV)		
02/09/2021		23.88
Total COMCAST (Station 1 TV)		23.88
COMCAST (Station 3 TV)		
01/27/2021	Sfa.3 Cable TV	8.10
Total COMCAST (Station 3 TV)		8.10
COMCAST CABLE (OFF SITE INTERNET)		
01/28/2021	OFF SITE INTERNET	104.95

2:26 PM
 02/10/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 January 20 through February 16, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total COMCAST CABLE (OFF SITE INTERNET)		104.95
CONSUMERS ENERGY		
01/27/2021		2,707.80
01/28/2021	Sta.1 Gas	1,480.28
Total CONSUMERS ENERGY		4,188.08
CUMMINS BRIDGEWAY LLC		
02/03/2021	Sta. 1 Generator Repair	796.67
Total CUMMINS BRIDGEWAY LLC		796.67
DAVID PLATZ		
02/09/2021		120.00
Total DAVID PLATZ		120.00
DTE ENERGY		
01/27/2021	Sta. 3 Electric	582.35
Total DTE ENERGY		582.35
ETHAN BERGER		
02/09/2021		280.00
Total ETHAN BERGER		280.00
FIRE SMART PROMOTIONS		
02/03/2021	Fire Prevention	752.00
Total FIRE SMART PROMOTIONS		752.00
G.A.P.		
02/08/2021	2019 AFG GRANT	924.00
Total G.A.P.		924.00
GALLS, LLC		
01/20/2021		1,018.86
01/27/2021		529.72
02/08/2021		105.30
Total GALLS, LLC		1,653.88
HOLLY AUTOMOTIVE SUPPLY		
02/08/2021		62.90
Total HOLLY AUTOMOTIVE SUPPLY		62.90
IAFC		
02/03/2021	3/1/21 -2/28/22 MEMBERSHIP	215.00
Total IAFC		215.00
JEFF PASZKOWSKI		
02/09/2021		120.00
Total JEFF PASZKOWSKI		120.00
KERTON LUMBER CO		
02/03/2021	Fire Academy Supplies	124.24

2:26 PM
 02/10/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 January 20 through February 16, 2021

Date	Memo	Amount
Total KERTON LUMBER CO		124.24
M. COOK		
02/09/2021		120.00
Total M. COOK		120.00
MAZICH, PAMELA		
01/27/2021	JAN 2021 - Bookkeeping	540.00
Total MAZICH, PAMELA		540.00
MCLAREN FLINT EDUCATIONAL RESOURCES		
02/03/2021	Employee Educations	42.00
Total MCLAREN FLINT EDUCATIONAL RESOURCES		42.00
MERS/ALERUS		
01/29/2021	401 CONTRIBUTIONS & LOAN REPAY	2,602.88
01/29/2021	HCSP CONTRIBUTIONS	385.32
01/29/2021	457-EE CONTRIBUTIONS	348.41
Total MERS/ALERUS		3,336.61
MML WORKERS COMP FUND		
02/03/2021	Workers Comp 7/1/20 to 7/1/21	8,850.00
02/08/2021	WC Policy 5007620-20	8,849.00
Total MML WORKERS COMP FUND		17,699.00
MUNICIPAL EMERGENCY SEVICES DEPOSITORY AC		
02/03/2021	2 Ssets Fire Gear	4,330.00
Total MUNICIPAL EMERGENCY SEVICES DEPOSITORY AC		4,330.00
NICK GEORGE		
02/09/2021		120.00
Total NICK GEORGE		120.00
OAKLAND COUNTY TREASURERS-CASH		
02/08/2021	Communications	138.30
Total OAKLAND COUNTY TREASURERS-CASH		138.30
OAKLAND COUNTY TREASURERS - DISPATCHING		
01/27/2021	Dispatch	2,379.43
02/09/2021		2,379.43
Total OAKLAND COUNTY TREASURERS - DISPATCHING		4,758.86
OFFICE DEPOT		
01/26/2021	SUPPLIES	23.10
Total OFFICE DEPOT		23.10
PAT WALLS		
02/09/2021		40.00
Total PAT WALLS		40.00
POWERBRITE OF MICHIGAN, INC.		

North Oakland County Fire Authority
BILLS FOR PAYMENT
January 20 through February 16, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
01/20/2021	BLDG&GRNDS MAINT	170.80
Total POWERBRITE OF MICHIGAN, INC.		170.80
PREMIER SAFETY		
02/09/2021		313.17
Total PREMIER SAFETY		313.17
PURCHASE POWER		
01/27/2021	Supplies	246.29
Total PURCHASE POWER		246.29
QUILL		
02/09/2021		116.97
Total QUILL		116.97
RICOH USA Inc. (copier Lease)		
02/03/2021	Copier Lease	259.25
Total RICOH USA Inc. (copier Lease)		259.25
RICOH USA, INC (copy charges)		
02/09/2021		257.70
Total RICOH USA, INC (copy charges)		257.70
ROAD COMMISSION FOR OAKLAND COUNTY		
01/20/2021	FUEL	660.17
Total ROAD COMMISSION FOR OAKLAND COUNTY		660.17
SAMS CLUB/SYNCHRONY BANK		
01/20/2021	OPERATING SUPPLIES	142.11
Total SAMS CLUB/SYNCHRONY BANK		142.11
STANDARD INSURANCE COMPANY RV		
01/27/2021	Life / Disability Ins	450.55
Total STANDARD INSURANCE COMPANY RV		450.55
SUPER FLITE OIL CO		
02/09/2021		357.84
Total SUPER FLITE OIL CO		357.84
VERIZON		
02/09/2021		215.80
Total VERIZON		215.80
WEST SHORE FIRE INC		
01/20/2021	VEHICLE MAINT	719.05
Total WEST SHORE FIRE INC		719.05
WEX BANK MTHN		
02/09/2021		76.68

2:26 PM
02/10/21
Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
January 20 through February 16, 2021

<i>Date</i>	<i>Memo</i>	<i>Amount</i>
Total WEX BANK MTHN		76.68
WEX BANK SHL		
01/27/2021	Fuel	39.00
Total WEX BANK SHL		39.00
ZOLL MEDICAL CORPORATION		
02/09/2021		723.64
Total ZOLL MEDICAL CORPORATION		723.64
TOTAL		60,093.80

North Oakland County Fire Authority
PAYROLL EXPENSE REPORT
January 15, 2021 & January 29, 2021

	<u>Jan 1 - Feb 1, 21</u>
Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	6,846.26
700.5 · Full Time Employee Wages	31,686.66
700.7 · Full Time Overtime Wages	0.00
700.9 · COVID19 Wages	0.00
704 · Officer Wages	1,500.00
705 · Instructor Wages	337.50
707 · Special Event Pay	0.00
708 · Duty Shift Medic	14,457.50
708.5 · Duty Shift Basic	23,574.29
709 · Part Time Overtime Pay	4,356.68
710 · Work Detail Pay	20.00
711 · Training Wages	2,275.00
712 · Incident run pay/POC Fire Wages	3,489.50
714 · Social Sec/FICA	6,773.61
716 · Healthcare Insurance/Full Time	0.00
716.2 · Health Care Stipend	0.00
Total 7000 · Personnel	<u>95,317.00</u>
7500 · SAFER GRANT EXPENDITURES	
751 · Full Time Recruit & Retention	0.00
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	1,159.40
816 · Administrative Services	0.00
Total 8000 · Contracted Services	<u>1,159.40</u>
8500 · Operating Expenses	
850 · Communications	-172.00
Total 8500 · Operating Expenses	<u>-172.00</u>
Total Expense	<u>96,304.40</u>
Net Income	<u><u>-96,304.40</u></u>

North Oakland County Fire Authority
ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED
As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	6,882.00
1070 · A/R-Medical -ACCUMED	57,435.86
1070.6 · A/R AACB - ALL RUNS	292,399.28
	<hr/>
Total Accounts Receivable	356,717.14
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	-198,946.61
	<hr/>
Total Other Current Assets	-198,946.61
	<hr/>
Total Current Assets	157,770.53
	<hr/>
TOTAL ASSETS	157,770.53
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

North Oakland County Fire Authority Incident Run Data

January-21

Total Incidents	101
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Incident Summary	
Structure Fires	0
Vehicle Fires	1
Brush / Outdoor Fires	0
EMS Medicals	73
Vehicle Accidents w/ Injuries	0
Vehicle Accidents w/ No Injuries	0
Hazardous Cond.	2
Service Call	4
Good Intent	13
False Calls	8
Severe Weather	0
Other	0
Total Calls	101

Out of District Runs	
MUTUAL AID MEDICAL	12
MUTUAL AID FIRE	1
MISC	
Total	13

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	7.2	36

TOTAL RUNS IN FIRE DISTRICT	88
TOTAL OUT OF DISTRICT RUNS	13

Rose Twp.	36
Holly Twp.	46

FIRE CHIEFS PERFORMANCE APPRAISAL - 2020

EVALUATORS NAME: FIRE CHIEFS' SUBMITTAL

INSTRUCTIONS: The appraisal contains 11 categories or "goals" that the Fire Chief will be evaluated on, including 2 Specific Performance goals that are set annually. The Fire Chief will explain the results of each goal listed and indicate whether the goal was **MET** or **NOT MET**. The last page of the appraisal is the Evaluation Worksheet which includes a summary of the goal categories with a MET or NOT MET column and a comments section. A MET goal is worth 1 point. A NOT MET goal is worth 0 points. Points are added up and put into the Total Points Received box. The Points Needed box is based on 80% of the total number of goal categories. If the total points received is 80% or more of the total points needed, the Authority Board may grant the Chief a merit award in the amount of 3% of the Chiefs salary for that year.

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

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

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

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

GOAL	RESULTS	MET / NOT MET
<p>➤ Continue to improve employee turn-over rates & retain highly skilled personnel.</p>	<ul style="list-style-type: none"> Turnover rates have decreased since the wage increase in 2019, however it is important to continue increasing wages for both full time and paid on call employees in order to keep up with other fire departments. Call volume continues to increase and training requirements continue to become more challenging. Our full time employees are able to get much more training / education than our paid on call employees due their availability. Compared to other paid on call departments however I believe that the skillset of our paid on call employees is much higher. 	MET

GOAL	RESULTS	MET / NOT MET
<p>➤ Work with the Board and the residents to become a Taxing Authority.</p>	<ul style="list-style-type: none"> Although the Taxing Authority discussion was terminated early last year I will continue to promote it and hope that in the near future we as a board can open it back up for discussion. I truly believe that becoming a taxing authority will bring about a much less political climate and give more representation to the citizens of the district that we serve. It will be a much fairer and equal way to subsidize the Fire Authority and I am confident that this is the next step to us growing as an Authority. 	NOT MET

FIRE CHIEFS PERFORMANCE APPRAISAL - 2020

II. Management & Leadership

GOAL	RESULTS	MET / NOT MET
<p>Communication with Board – The Fire Chief should proactively share relevant information in a timely manner, seeking direction and input as needed.</p>	<ul style="list-style-type: none"> • I was present at all NOCFA Board Meeting for 2020 • The Board is informed of all significant items that affect dept. operations or the budget. Unique or severe incidents are shared. Monthly run data is shared. • Agenda items compiled & sent out myself to Board. 	MET
<p>Budget Conformance- Complies with generally accepted accounting practices including the Board Authorized budget. Implement sound business practices in department administration and monitors effectiveness.</p>	<ul style="list-style-type: none"> • FY 2020 budget audit is completed and received high grades. • Budget is constantly monitored and adjusted to keep within expenditures. • Negotiated a higher discount price with our medical supply vendor. • Went with a new apparatus mechanic that charges lower rates for work and inspections. • Negotiated new Liability Insurance premium and saved \$2500 	MET
<p>Employee & Management Team Effectiveness – Maintains positive & effective relationships with employees. Strives to retain, and when necessary, recruit high caliber, employees and leaders who can effectively establish direction, motivate, and gain commitment from their staff.</p>	<ul style="list-style-type: none"> • Having 7 full time employees has improved day to day operation responsibilities and overall department readiness. The growing administration functions are also easier to manage as well. • Money from SAFFR grant has been used to reimburse lost wages and give bonuses for employees attending classes. • Our administrative Officers are all highly skilled and each has their own specialties that help facilitate education, safety, and communication within the department. 	MET
<p>Risk Management & Compliance – Complies with all Federal, State & Local regulations. Liability insurance & Workers Compensation audits are conducted. Handles legal matters well. Makes sure all department licenses, certifications and policies are valid.</p>	<ul style="list-style-type: none"> • All local, State & Federal regulations were met. • All audits completed with excellent ratings. • Internal audits for agency licenses & certifications were completed. • Any regulatory requirements that were required to be renewed were completed. 	MET
<p>Professional Relationships – Maintains relationships & is active with other Local, County & State organizations & public officials.</p>	<ul style="list-style-type: none"> • I attend a North region & County wide Fire Chiefs meeting monthly. • I was again elected Treasurer for the North Oakland Mutual Aid Association. • I was again elected Treasurer for the County Chiefs MABAS 3201 and sit on the Executive Board. • I maintain good relations with surrounding Fire Department Chiefs, MSP Troopers, Holly Police, & Oakland County Sheriff's Dept. • Our department has several members that are part of the Michigan Task Force Team which is a State technical rescue organization that responds to both State and Federal disasters. • Chiefs from neighboring departments regularly contact me for advice on operation issues. 	MET

FIRE CHIEFS PERFORMANCE APPRAISAL - 2020

III. Fire Department Operations

GOAL	RESULTS	MET / NOT MET
<p>Operational Readiness Equipment – Ensures all apparatus and equipment certifications are maintained & are in good working order & type to handle expected emergencies.</p>	<ul style="list-style-type: none"> • Our greatest obstacle this year was the COVID outbreak. Our department immediately put together a committee to meet the demands of promoting safe operations for our employees and procuring the needed PPE. Keeping up with the daily State & Local protocol changes was a huge task but our department prevailed and we were able to operate with no employees being exposed and contracting the virus while working. • All apparatus were tested per State regulations & NFPA standards. • Purchased a better condition used ambulance for only 10k to replace a badly deteriorating one. • Received a small grant for purchase of tech rescue shoring and stability equipment. • Purchased new fire reporting and personnel 	MET
<p>Employee Readiness - Ensures that all personnel certifications & licenses are up to date and valid Ensures a sufficient number of personnel are trained to operate equipment to assure a timely and adequate response to all emergencies. Implements measures to retain experienced and valued employees and oversees an effective and on-going recruitment program.</p>	<ul style="list-style-type: none"> • Monthly run data reports are generated showing calls, response times, and number of calls per Twp. • Personnel licenses & Certifications were internally audited twice this past year. • Consistently updating operational policies / procedures and informing personnel of changes. • More advanced training classes offered by the department. • Fire, Rescue & EMS training conducted twice a week. 	MET
<p>Personal Readiness - The Fire Chief personally maintains appropriate certifications and participates in drills, incidents, and continuing education.</p>	<ul style="list-style-type: none"> • I respond to as many incidents as needed. I am on call 24 hours a day in case of a critical type call. I attend department trainings regularly. • Renewed my EMT license this past year. • Attended many training classes on our new software programs in order to help implement them to the department. • Handle all payroll and benefit administration. • Oversee all record keeping and accounting. 	MET
<p>Community - Ensures that department's community out-reach programs are effective & Informative.</p>	<ul style="list-style-type: none"> • Although the Corona Virus restricted our ability to provide in-person events our Public Education Team reached out through social media to educate residents on fire prevention. They also did countless birthday drive by parades for our residents. • Our free smoke detector program for our residents is still active. • ISO rating continues to be one of the lowest in the State for rural type departments. 	MET

FIRE CHIEFS PERFORMANCE APPRAISAL - 2020

EVALUATION WORKSHEET

I. Specific Performance Objectives / Goals Set For The Year

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

II. Management & Leadership

GOAL	Chief	Evaluator	Evaluators Comments
Communication with Board	1		
Budget Conformance	1		
Employee & Management Team Effectiveness	1		
Risk Management & Compliance	1		
Professional Relationships	1		

III. Fire Department Operations

GOAL	Chief	Evaluator	Evaluators Comments
Operational Readiness Equipment	1		
Employee Readiness	1		
Personal Readiness	1		
Community	1		

TOTAL Points Received Points Needed

Merit amount is awarded at 80% of met goals.	Chief	Evaluator	9
	10		

If awarded by Board, merit amount is 3% of current salary.

GOALS FOR 2021

Instructions: The Fire Chief and the Board should take part in establishing priorities and setting objectives for the coming year. These should be based on job-related duties and assignments as set and communicated by the job description, department objectives, individual objectives, special assignments, etc. Objectives should be specific, clearly defined, and measurable.

	OBJECTIVES/GOALS
	Continue to improve employee turn-over rates & retain highly skilled personnel.
	Work with the Board and the residents to become a Taxing Authority.