



**NORTH OAKLAND COUNTY FIRE AUTHORITY**  
**Board of Directors Proposed Agenda For**  
**Monday May 20, 2024, 6:30PM**  
**Location: NOCFA Station 1. 5051 Grange Hall Rd. Holly, MI 48442**

- 1. **PLEDGE OF ALLEGIANCE**       Kullis       Miller       Scheib-Snyder
- 2. **CALL TO ORDER / ROLL CALL**       Winchester       Stilwell       Chief Lintz
- 3. **AGENDA APPROVAL**
- 4. **CONSENT AGENDA** - *All items listed under "Consent Agenda" are considered to be routine, and non-controversial, do not require discussion by the NOCFA Board and will be approved by one motion. There will be no separate discussion. If discussion is desired on an item, that item will be removed from the consent agenda and will automatically be moved to the last item under New Business.*
  - a. Approval of meeting minutes from 4/15/2024
  - b. Financial Reports: General Fund Revenue & Expense Year to Date.

Checking Account as of: 4/30/2024	\$-1048.21
Statement Savings Account as of: 4/30/2024	\$273,278.01
Equipment Replacement Money Market Account as of: 4/30/2024	\$422,899.87
Accounts Receivable: – MEDICAL as of: 4/30/2024	\$109,980.46
Accounts Receivable: – FIRE as of: 4/30/2024	\$1,925.00
Aging Accounts Turned Over to Collections Allowance as of: 4/30/2024	\$37,544.47
Cost of Payroll: 4/29/2024 & 5/13/2024	\$97,138.06
<b>Bills For Payment Total: 4/16/2024 through 5/20/2024</b>	<b>\$44,809.75</b>

- 5. **PUBLIC COMMENT- ON AGENDA ITEMS ONLY:** Members of the public may address the board once recognized by the chair. Comments are limited to 3 minutes. Prior to addressing the board, members of the public will state their name and address for the record. A second public comment is available prior to adjournment of the meeting for all other comments. Thank you for your cooperation.
- 6. **PRESENTATIONS**
  - a) None
- 7. **UNFINISHED BUSINESS**
  - a) Articles of Incorporation Revisions / Creating Board Policies – Rita Lauer
- 8. **NEW BUSINESS**
  - a) New Fire Chief’s contract negotiation
  - b) FYE 2025 NOCFA Budget
  - c) Request to add 2 additional people to bank accounts
  - d) Request to purchase old Chiefs vehicle
  - e) Request to purchase tractor
- 9. **REPORTS** – Including Monthly Incident Data for: **April 2024**
  - Chiefs Report     Firefighters Assoc.     Holly Twp.     Rose Twp.     Citizen at Large
- 10. **PUBLIC COMMENT - General**
- 11. **ADJOURNMENT** Next meeting will be Monday June 17, 2024, at 6:30pm. Rose Township Offices. 9080 Mason St. Holly, MI 48442

# North Oakland County Fire Authority

## Regular Minutes of April 15, 2024

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### 1. PLEDGE OF ALLEGIANCE

**2. CALL TO ORDER / ROLL CALL:** Chairperson Kullis called the regular meeting of the North Oakland County Fire Authority Board to order at 6:40 p.m. at Rose Township Offices, 9080 Mason St., Holly, MI 48442

**Members Present:**

Kullis  
Winchester  
Miller  
Stilwell  
Scheib-Snider  
Chief Lintz

**Members Absent:** None

### 3. AGENDA APPROVAL:

**Motion by Winchester to approve the agenda as presented. Support by Scheib-Snider. The motion was carried by a 5/0 voice vote.**

### 4. CONSENT AGENDA:

- a. Approval of meeting minutes from 03/18/2024
- b. Financial Reports: General Fund & Capital Fund Revenue & Expense Year to Date

Checking Account as of: 3/31/2024	\$14,931.92
Statement Savings Account as of: 3/31/2024	\$323,187.44
Equipment Replacement Money Market Account as of: 3/31/2024	\$421,514.07
Accounts Receivable – MEDICAL as of: 3/31/2024	\$89,846.91
Accounts Receivable – FIRE as of: 3/31/2024	\$2,870.54
Aging Accounts Turned Over to Collections as of: 3/31/2024	\$37,544.47
Cost of Payroll: 3/18/2024 & 4/1/2024	\$96,933.87
Bills for Payment Total: 3/19/2024 through 4/15/2024	\$39,154.24

**Motion by Scheib-Snider to approve the Consent Agenda as amended with corrections to the minutes on page 2 to reflect, New Business 8A. Motion was carried by a 5-0 voice vote instead of a 3-0 voice vote. Support by Stilwell. The motion was carried by a 5/0 roll call vote.**

**5. PUBLIC COMMENT – ON AGENDA ITEMS ONLY:** None

**6. PRESENTATIONS –** None

## 7. UNFINISHED BUSINESS:

- a) Articles of Incorporation Revisions/Creating Board Policies

Chief Lintz indicated there was nothing new to report. No action was taken.

## 8. NEW BUSINESS:

- a) Fire Chief's job description (10.50)

Chief Lintz indicated he was tasked with updating the policy and job description of the Fire Chief. He took into consideration some of the notations the Board wanted included in the update. He indicated the strike out version was included in the packet and there were not many changes. Discussion ensued on certain inclusions.

**Motion by Winchester to approve the Fire Chief's job description (10.50) with the changes but leaving in the old number 14 they are not to be construed as an exhaustive list of all the job duties performed by the Fire Chief. Support by Scheib-Snyder. The motion was carried by a 5/0 voice vote.**

- b) Administrative Manager job description (10.46)

Chief Lintz indicated the second thing the Board tasked him with is a fire administrator job description because there was not one. Included in the packet is a brand-new policy that was created based on different skill sets and responsibilities and is similar to other fire department administrative job descriptions. Discussion ensued.

**Motion by Winchester to approve the Administrative Manager job description (10.46) with amendments as presented. Support by Miller. The motion was carried by a 5/0 voice vote.**

- c) Fire Chief open position posting

Chairperson Kullis discussed in detail the Fire Chief open position posting and compared it to the Springfield Fire Chief position with changes. Clerk Winchester discussed promoting from within if you have someone in the department who has the qualifications the natural progression is to for them to move forward.

**Motion by Winchester to rescind the motion to post for the Fire Chief's job and to appoint Matt Weil as the Fire Chief. Support by Miller. Extensive discussion ensued.**

**Voting Yes: Stilwell, Kullis, Winchester, Miller**  
**Voting No: Scheib-Snyder**  
**Absent/Excused: None**

## 9. REPORTS – including monthly incident data for **March 2024**

- Chief's Report
  - 78 calls in March - 59 were medical with 44 transports; 23 calls were in Rose Township, Holly Township was 42, 8 were mutual aid, Response time was 8 and half minutes for priority one calls. The Chief further indicated the 18% increase in insurance, and he is actively getting insurance quotes that are comparable going forward while staying within the budget.
  - Deputy Fire Chief Smith reported on the Michigan Fire Conference he attended along with 2 others last week and credits earned by attending. Chief Weil gave a brief update on the presentation and other benefits for fire personnel including the mental health aspects of the job.
  
- Firefighter's Association – Breanne Gugin
  - Breanne Gugin suggested checking your mailboxes for the invitations for the banquet, there is no date set yet, but they are working on it. The golf outing is scheduled for September 14, 2024.
  
- Holly Twp. – Supervisor Kullis
  - Nothing to report.
  
- Rose Twp – Supervisor Scheib-Snider
  - Supervisor Scheib-Snider indicated she has been dealing with a lot of flood calls. The Rose Township Board approved the 2025 fiscal year operating budget. It was unanimous.
  
- Citizen at large – Stilwell
  - Brad indicated he was attending The Michigan Township Association Conference next week.

## 10. PUBLIC COMMENT - General

- Mike Maher, 7855 Water Road, addressed the Board regarding health care challenges. He recently joined Christian Healthcare Ministries as an Insurance provider and suggested it may be an opportunity to consider going forward.

## 11. ADJOURNMENT: Chairperson Kullis adjourned the meeting at 7:21 p.m.

The next meeting will be Monday, May 20, 2024, at 6:30pm N.O.C.F.A. Station 1, 5051 Grange Hall Road, Holly, MI 48442.

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Angie Guillen, Recording Secretary

# North Oakland County Fire Authority

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
<b>Income</b>						
4050 Revenues						
401 Holly Township Contribution	1,056,000.00	1,056,000.00	0.00	0.00	100.00 %	0.00 %
402 Rose Township Contribution	1,056,000.00	1,056,000.00	0.00	0.00	100.00 %	0.00 %
403 Training/Education revenues	37,175.00	37,000.00	175.00	-175.00	100.47 %	-0.47 %
404 Fire Cost Recovery	2,444.00	2,000.00	444.00	-444.00	122.20 %	-22.20 %
405 Grant Receipts	412,932.89	372,000.00	40,932.89	-40,932.89	111.00 %	-11.00 %
405.5 SAFER Grant Receipts	102,433.55	100,000.00	2,433.55	-2,433.55	102.43 %	-2.43 %
406 Medical Cost Recovery	378,303.67	430,000.00	-51,696.33	51,696.33	87.98 %	12.02 %
410 Sales-Small Items	1,471.98	18,000.00	-16,528.02	16,528.02	8.18 %	91.82 %
412 Sales-Capital Items	0.00	0.00	0.00	0.00		
413 Review and Inspection Services	31,500.15	31,500.00	0.15	-0.15	100.00 %	-0.00 %
414 Interest Earned	13,607.13	750.00	12,857.13	-12,857.13	1,814.28 %	-1,714.28 %
416 Donations	67,729.10	67,000.00	729.10	-729.10	101.09 %	-1.09 %
419 INS-REIMBURSE		0.00	0.00	0.00		
419.1 Wage Reimbursement	2,282.79	1,256.42	1,026.37	-1,026.37	181.69 %	-81.69 %
420 Transfers	0.00		0.00	0.00		
<b>Total 4050 Revenues</b>	<b>3,161,880.26</b>	<b>3,171,506.42</b>	<b>-9,626.16</b>	<b>9,626.16</b>	<b>99.70 %</b>	<b>0.30 %</b>
4999 UNCATEGORIZED INCOME	13,862.84		13,862.84	-13,862.84		
Services	137.19		137.19	-137.19		
<b>Total Income</b>	<b>\$3,175,880.29</b>	<b>\$3,171,506.42</b>	<b>\$4,373.87</b>	<b>\$ -4,373.87</b>	<b>100.14 %</b>	<b>-0.14 %</b>
<b>GROSS PROFIT</b>	<b>\$3,175,880.29</b>	<b>\$3,171,506.42</b>	<b>\$4,373.87</b>	<b>\$ -4,373.87</b>	<b>100.14 %</b>	<b>-0.14 %</b>
<b>Expenses</b>						
6000 Risk Management Insurance						
650 Liability Insurance	40,363.00	41,000.00	-637.00	637.00	98.45 %	1.55 %
652 Workers Compensation Insurance	70,849.00	74,500.00	-3,651.00	3,651.00	95.10 %	4.90 %
<b>Total 6000 Risk Management Insurance</b>	<b>111,212.00</b>	<b>115,500.00</b>	<b>-4,288.00</b>	<b>4,288.00</b>	<b>96.29 %</b>	<b>3.71 %</b>
7000 Personnel						
700 Wages, Chief Full Time	87,286.57	93,393.00	-6,106.43	6,106.43	93.46 %	6.54 %
700.5 Full Time Employee Wages	553,854.38	635,000.00	-81,145.62	81,145.62	87.22 %	12.78 %
700.7 Full Time Overtime Wages	26,741.53	25,000.00	1,741.53	-1,741.53	106.97 %	-6.97 %
700.9 COVID19 Wages		0.00	0.00	0.00		
704 Officer Wages	13,799.77	15,800.00	-2,000.23	2,000.23	87.34 %	12.66 %
705 Instructor Wages	2,360.00	2,500.00	-140.00	140.00	94.40 %	5.60 %
707 Special Event Pay	13,673.78	14,000.00	-326.22	326.22	97.67 %	2.33 %
708 Duty Shift Medic	107,522.34	135,000.00	-27,477.66	27,477.66	79.65 %	20.35 %
708.5 Duty Shift Basic	191,052.89	210,000.00	-18,947.11	18,947.11	90.98 %	9.02 %
709 Part Time Overtime Pay	9,703.50	13,000.00	-3,296.50	3,296.50	74.64 %	25.36 %
710 Work Detail Pay	1,556.75	2,000.00	-443.25	443.25	77.84 %	22.16 %
711 Training Wages	17,506.94	24,000.00	-6,493.06	6,493.06	72.95 %	27.05 %
712 Incident run pay/POC Fire Wages	32,081.47	50,000.00	-17,918.53	17,918.53	64.16 %	35.84 %
714 Social Sec/FICA	86,347.10	85,378.51	968.59	-968.59	101.13 %	-1.13 %
715 Medical Exp/Employees	695.00	1,000.00	-305.00	305.00	69.50 %	30.50 %
716 Healthcare Insurance/Full Time	143,087.19	160,000.00	-16,912.81	16,912.81	89.43 %	10.57 %
716.2 Health Care Stipend	4,000.00	4,000.00	0.00	0.00	100.00 %	0.00 %
716.5 Health Care Savings Contrib	14,704.04	15,467.86	-763.82	763.82	95.06 %	4.94 %
717 401 Contribution - FT Emp	94,280.81	100,541.09	-6,260.28	6,260.28	93.77 %	6.23 %
717.2 401K CONTRIBUTIONS - POC EE	17,160.54	20,000.00	-2,839.46	2,839.46	85.80 %	14.20 %
719 Life/Disability Insurance FT	7,480.05	8,800.00	-1,319.95	1,319.95	85.00 %	15.00 %
<b>Total 7000 Personnel</b>	<b>1,424,894.65</b>	<b>1,614,880.46</b>	<b>-189,985.81</b>	<b>189,985.81</b>	<b>88.24 %</b>	<b>11.76 %</b>
7200 Supplies						
722 Operating Supplies	6,335.00	9,000.00	-2,665.00	2,665.00	70.39 %	29.61 %

# North Oakland County Fire Authority

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
723 Fire Prevention	2,209.88	2,500.00	-290.12	290.12	88.40 %	11.60 %
724 Uniforms	8,169.91	14,000.00	-5,830.09	5,830.09	58.36 %	41.64 %
726 Medical Supplies	16,994.73	15,000.00	1,994.73	-1,994.73	113.30 %	-13.30 %
<b>Total 7200 Supplies</b>	<b>33,709.52</b>	<b>40,500.00</b>	<b>-6,790.48</b>	<b>6,790.48</b>	<b>83.23 %</b>	<b>16.77 %</b>
<b>7500 SAFER GRANT EXPENDITURES</b>						
751 Instructor Wages		1,500.00	-1,500.00	1,500.00		100.00 %
752 Workers Comp Ins/SS		0.00	0.00	0.00		
753 Training Costs	12,637.48	4,000.00	8,637.48	-8,637.48	315.94 %	-215.94 %
754 Employee Physicals		1,500.00	-1,500.00	1,500.00		100.00 %
755 Health Insurance		0.00	0.00	0.00		
756 401 Contributions SAFER FT Emp		0.00	0.00	0.00		
757 Fringe Benefits	75,850.00	78,000.00	-2,150.00	2,150.00	97.24 %	2.76 %
758 Life/Disability FT Employees	0.00	0.00	0.00	0.00		
760 Marketing		1,000.00	-1,000.00	1,000.00		100.00 %
761 Equipment Purchases	3,056.75	6,000.00	-2,943.25	2,943.25	50.95 %	49.05 %
763 Travel Expense		0.00	0.00	0.00		
765 Lost Wages Reimbursement	3,400.00	8,000.00	-4,600.00	4,600.00	42.50 %	57.50 %
<b>Total 7500 SAFER GRANT EXPENDITURES</b>	<b>94,944.23</b>	<b>100,000.00</b>	<b>-5,055.77</b>	<b>5,055.77</b>	<b>94.94 %</b>	<b>5.06 %</b>
<b>8000 Contracted Services</b>						
800 Dispatching	35,806.00	38,500.00	-2,694.00	2,694.00	93.00 %	7.00 %
802 Auditing	7,530.00	7,600.00	-70.00	70.00	99.08 %	0.92 %
804 Legal	12,884.47	11,000.00	1,884.47	-1,884.47	117.13 %	-17.13 %
806 Medical Cost Recovery- Billing	20,367.94	23,000.00	-2,632.06	2,632.06	88.56 %	11.44 %
807 Fire Cost Recovery Billing		500.00	-500.00	500.00		100.00 %
810 Non Employee Instructor Wages	22,479.40	22,500.00	-20.60	20.60	99.91 %	0.09 %
812 Employee Education	8,503.86	10,000.00	-1,496.14	1,496.14	85.04 %	14.96 %
814 Dues, Fees, Subscriptions	21,523.86	24,000.00	-2,476.14	2,476.14	89.68 %	10.32 %
815 Payroll Services	4,695.10	6,000.00	-1,304.90	1,304.90	78.25 %	21.75 %
816 Administrative Services	7,075.00	8,700.00	-1,625.00	1,625.00	81.32 %	18.68 %
820 Construction/Labor Services	30,006.56	24,000.00	6,006.56	-6,006.56	125.03 %	-25.03 %
<b>Total 8000 Contracted Services</b>	<b>170,872.19</b>	<b>175,800.00</b>	<b>-4,927.81</b>	<b>4,927.81</b>	<b>97.20 %</b>	<b>2.80 %</b>
<b>8500 Operating Expenses</b>						
850 Communications	1,893.29	5,000.00	-3,106.71	3,106.71	37.87 %	62.13 %
851 IT Operational Expenses	59,406.89	70,000.00	-10,593.11	10,593.11	84.87 %	15.13 %
852 Fuel	16,894.88	27,000.00	-10,105.12	10,105.12	62.57 %	37.43 %
854 Printing and Publishing	336.60	350.00	-13.40	13.40	96.17 %	3.83 %
855 Training Supplies / Equipment	7,619.18	8,000.00	-380.82	380.82	95.24 %	4.76 %
858 Utilities	36,992.05	48,000.00	-11,007.95	11,007.95	77.07 %	22.93 %
859 Equipment Lease	3,888.26	5,000.00	-1,111.74	1,111.74	77.77 %	22.23 %
860 Bldg & Grnds Repair/Maint.	18,620.51	20,000.00	-1,379.49	1,379.49	93.10 %	6.90 %
862 Equip Maintenance	19,169.11	15,000.00	4,169.11	-4,169.11	127.79 %	-27.79 %
866 Vehicle Maintenance	52,157.59	45,000.00	7,157.59	-7,157.59	115.91 %	-15.91 %
867 Debt Write-Off-Medical	156,310.71	150,000.00	6,310.71	-6,310.71	104.21 %	-4.21 %
867.5 QAAP Medical Tax	1,232.54	2,000.00	-767.46	767.46	61.63 %	38.37 %
868 Debt Write-Off-Fire	2,875.00	700.00	2,175.00	-2,175.00	410.71 %	-310.71 %
<b>Total 8500 Operating Expenses</b>	<b>377,396.61</b>	<b>396,050.00</b>	<b>-18,653.39</b>	<b>18,653.39</b>	<b>95.29 %</b>	<b>4.71 %</b>
<b>9500 Debt Service</b>						
950 Debt Service	158,648.35	149,000.00	9,648.35	-9,648.35	106.48 %	-6.48 %
952 Interest on Debt	7,136.33	14,721.02	-7,584.69	7,584.69	48.48 %	51.52 %
<b>Total 9500 Debt Service</b>	<b>165,784.68</b>	<b>163,721.02</b>	<b>2,063.66</b>	<b>-2,063.66</b>	<b>101.26 %</b>	<b>-1.26 %</b>
<b>9700 Purchases</b>						
970 Capital Purchases +5,000	83,332.96	80,000.00	3,332.96	-3,332.96	104.17 %	-4.17 %

# North Oakland County Fire Authority

Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
972 Equipment Purchases -5,000	8,697.30	10,000.00	-1,302.70	1,302.70	86.97 %	13.03 %
973 Grant Expenses	413,891.76	372,000.00	41,891.76	-41,891.76	111.26 %	-11.26 %
974 Grant Match	26,022.33	23,000.00	3,022.33	-3,022.33	113.14 %	-13.14 %
975 COVID19 Supplies/Equipment		0.00	0.00	0.00		
999 Capital replacement transfers	0.00	80,000.00	-80,000.00	80,000.00	0.00 %	100.00 %
<b>Total 9700 Purchases</b>	<b>531,944.35</b>	<b>565,000.00</b>	<b>-33,055.65</b>	<b>33,055.65</b>	<b>94.15 %</b>	<b>5.85 %</b>
<b>Total Expenses</b>	<b>\$2,910,758.23</b>	<b>\$3,171,451.48</b>	<b>\$ -260,693.25</b>	<b>\$260,693.25</b>	<b>91.78 %</b>	<b>8.22 %</b>
NET OPERATING INCOME	<b>\$265,122.06</b>	<b>\$54.94</b>	<b>\$265,067.12</b>	<b>\$ -265,067.12</b>	<b>482,566.55 %</b>	<b>-482,466.55 %</b>
NET INCOME	<b>\$265,122.06</b>	<b>\$54.94</b>	<b>\$265,067.12</b>	<b>\$ -265,067.12</b>	<b>482,566.55 %</b>	<b>-482,466.55 %</b>

# North Oakland County Fire Authority

## Balance Sheet As of April 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash-Checking	-1,048.21
1001 STATEMENT SAVINGS ACCOUNT	273,278.01
1002 Money Market	422,899.87
<b>Total Bank Accounts</b>	<b>\$695,129.67</b>
Accounts Receivable	
1060 A/R-Fire Cost Recovery	1,925.00
1070 A/R-Medical -ACCUMED	109,980.46
1070.6 A/R AACB - ALL RUNS	146,658.09
1073 Training Receivables	1,989.00
1075 A/R-General	-19,755.97
<b>Total Accounts Receivable</b>	<b>\$240,796.58</b>
Other Current Assets	
1070.7 ALLOWANCE FOR BAD ACCTS	-109,113.62
1499 Undeposited Funds	15,797.23
1600 PREPAID EXPENDITURES	29,469.64
<b>Total Other Current Assots</b>	<b>\$ -63,846.75</b>
<b>Total Current Assets</b>	<b>\$872,079.50</b>
<b>TOTAL ASSETS</b>	<b>\$872,079.50</b>
<b>LIABILITIES AND EQUITY</b>	
	<b>\$872,079.50</b>



# North Oakland County Fire Authority

## Payroll Cost

April 16 - May 20, 2024

	TOTAL
Income	
<b>Total Income</b>	
<b>GROSS PROFIT</b>	<b>\$0.00</b>
Expenses	
7000 Personnel	
700 Wages, Chief Full Time	7,184.08
700.5 Full Time Employee Wages	52,217.36
700.7 Full Time Overtime Wages	1,550.12
704 Officer Wages	1,199.98
705 Instructor Wages	0.00
707 Special Event Pay	0.00
708 Duty Shift Medic	4,406.16
708.5 Duty Shift Basic	14,831.71
709 Part Time Overtime Pay	882.00
710 Work Detail Pay	192.00
711 Training Wages	1,733.77
712 Incident run pay/POC Fire Wages	2,816.03
716 Healthcare Insurance/Full Time	-400.00
716.5 Health Care Savings Contrib	1,295.42
717 401 Contribution - FT Emp	8,420.41
717.2 401K CONTRIBUTIONS - POC EE	809.02
<b>Total 7000 Personnel</b>	<b>97,138.06</b>
<b>Total Expenses</b>	<b>\$97,138.06</b>
<b>NET OPERATING INCOME</b>	<b>\$ -97,138.06</b>
<b>NET INCOME</b>	<b>\$ -97,138.06</b>

**North Oakland County Fire Authority**  
**Expenses Paid**  
**April 16 - May 20, 2024**

	Date	Memo/Description	Amount
<b>ACCU-MED</b>			
	05/02/2024	April billing fees	-1,352.71
<b>ALLIED FIRE SALES &amp; SERVICE LLC</b>			
	04/26/2024		-222.25
	05/09/2024	fire gear - Grant	-3,238.40
<b>AMAZON CAPITAL SERVICES</b>			
	05/06/2024	scanner, tow kits, cutting blades,	-1,481.75
<b>Angela Guillen</b>			
	04/26/2024	April meeting recording secretary	-75.00
<b>ARMSTEAD AUTOMOTIVE REPAIR</b>			
	04/26/2024	CC 6414 - Tac 1 repair	-150.00
<b>AT&amp;T MOBILITY</b>			
	04/30/2024	Mobile phone	-47.36
<b>BELLE TIRE</b>			
	04/17/2024	Rescue 3 Tire repair	-578.97
<b>BOUND TREE MEDICAL</b>			
	04/17/2024	MEDICAL SUPPLIES	-1,518.10
	05/09/2024		-941.68
<b>CARDMEMBER SERVICE / 9167</b>			
	04/18/2024	website software	-118.72
<b>COMCAST (OFF SITE INTERNET)</b>			
	04/29/2024	Offsite internet	-140.00
<b>COMCAST (Station 1 Internet)</b>			
	05/08/2024	COMCAST Sta1 Internet	-288.89
<b>COMCAST (Station 1 TV)</b>			
	05/09/2024		-31.86
<b>COMCAST (Station 3 internet)</b>			

	04/16/2024	Sta.3 Internet- April	-203.26
<b>COMCAST (Statlon 3 TV)</b>			
	04/26/2024		-10.80
<b>CONSUMERS ENERGY</b>			
	04/18/2024	Station 3 Gas	-797.47
	05/14/2024	Station 1 Electric	-992.26
<b>CUMMINS SALES AND SERVICE</b>			
	04/24/2024	Station 1&3 Generator service agreement	-407.40
<b>DELUXE FOR BUSINESS</b>			
	04/18/2024	Checks	-1,032.39
<b>DIESEL TECH</b>			
	05/09/2024	TAC 1 repairs	-1,020.48
<b>DOUGLAS WATER CONDITIONING</b>			
	05/09/2024	Softner salt	-137.00
<b>DTE ENERGY</b>			
	05/13/2024	Station 3 Electric	-758.19
<b>GALLS, LLC</b>			
	04/17/2024	Uniforms	-570.53
<b>GOOGLE LLC</b>			
	05/01/2024	XX6414 cc PAYMENT	-486.72
<b>GREAT LAKES ACE</b>			
	04/26/2024	Building hardare supplies	-78.21
<b>HASTINGS AIR-ENERGY CONTROL, INC.</b>			
	04/26/2024	Exhaust repair	-400.00
<b>HINES PARK FORD</b>			
	04/30/2024	XX6414 CC - Res. 3 Oil change	-212.39
<b>HOLLY AUTOMOTIVE SUPPLY</b>			
	05/09/2024	Misc Vehicle parts	-548.95
<b>Instant Promotion</b>			
	04/26/2024	Fire Prevention sign	-334.88

INTUIT	04/17/2024	INTUIT * QBooks Onl 8725051 April	-45.00
KERTON LUMBER CO	05/02/2024	Misc Hardware	-23.80
MADDIN HAUSER ATTY	05/09/2024	Legal fees March & April 2024	-1,347.50
MAZICH, PAMELA	04/26/2024		-625.00
MES	05/02/2024	Fire Gear	-202.00
MML WORKERS COMP FUND	04/17/2024		-14,239.00
NATURE'S RAIN	04/26/2024		-289.00
NET2PHONE	04/22/2024	Landline phones	-235.58
OAKLAND COUNTY TREASURERS - DISPATCHING	04/26/2024		-3,968.75
PETER'S TRUE VALUE HARDWARE	05/09/2024	hardware	-12.99
QUILL	04/26/2024	Office Supplies	-202.33
RICOH USA Inc. (copier Lease)	05/02/2024		-259.25
RICOH USA, INC (copy charges)	05/09/2024		-257.70
SAMS CLUB	04/29/2024	SAMS BRC PAYMENT XXXXXXXX1145123	-403.37
SMITH, C. DOUGLAS			

	04/17/2024	reimburse for conference	-498.57
<b>STANDARD INSURANCE COMPANY RV</b>			
	04/23/2024	Life / LTD Insurance	-781.00
<b>T-MOBILE</b>			
	05/01/2024	T-MOBILE.COM PCS SVC 2742654	-163.44
	05/03/2024	MAY CELL PHONE BILL	-163.44
<b>THE STATE BANK</b>			
	04/30/2024	SERVICE CHARGE	-3.50
<b>VC3, INC</b>			
	04/26/2024	computer software	-2,159.99
	04/26/2024		-89.66
<b>WEX BANK MTHN</b>			
	04/23/2024		-198.01
	05/10/2024	Marathon Fuel	-261.10
<b>WITMER PUBLIC SAFETY GROUP</b>			
	04/26/2024	Fire Gear	-203.15
		<b>TOTAL</b>	<b>-44,809.75</b>

Wednesday, May 15, 2024 10:32:24 AM GMT-7

## **Offer of Employment & Compensation Package**

### **Memorandum**

The execution of this memorandum does not nullify the "at will" employment relationship between Jeremy Lintz and North Oakland County Fire Authority. "At Will" means employment is subject to termination with or without cause at any time by either party.

**Date of Offer:** December 19<sup>th</sup>, 2022

**Position:** Fire Chief, NOCFA

**Offered To:** Jeremy Lintz

**Start Date:** January 1st, 2023

**End Date:** December 31, 2028

**Employment Status:** An exempt (as defined under FLSA). An exempt position is one in which employees are not paid overtime for hours worked in excess of 40 hours per week.

The position of Fire Chief is an 'At Will' employee of the N.O.C.F.A. In this capacity he will be eligible to receive the benefits of employment outlined below under the terms and conditions contained in the North Oakland County Policy & Procedures Manual and regulations set forth by its Board of Directors.

- Establishing salary and hours of work;
- Establishing criteria for and conducting performance evaluation;
- Grievance and complaint procedures;
- Establishing policy and procedures for investigating complaints involving the Chief, as well as the imposition of disciplinary action, including discharge.
- Establishing job description, duties and responsibilities and procedures filling vacancies.

**Contract Length:** 5 years.

**Compensation:**

*Salary:*

Starting Salary \$93,149 with wage increases every third year based on approved Fire Chief Wages Schedule. See attached wage schedule.

*After Hours Pay:*

Standard hourly shift pay for medical and fire responses. No additional pay for evening meetings etc. related to regular duties/responsibilities.

*Severance Pay:*

1 week for each year of service with credited years of service beginning at his original departmental hire-in date (4/1/1997). Calculated on current salary  
Note:

- No severance pay in instances of a "voluntary quit," discharge for malfeasance/misfeasance or conviction of a Circuit Court misdemeanor or felony.

*Credited Years of Service*

Created years of services are calculated from his original departmental hire-in date for benefits.

**Benefit Package:**

*Health Insurance:*

- Health Insurance Plan
- Vision Care Plan
- Dental Care Coverage

*Life Insurance:*

Term Policy - \$150,000

*Retirement:*

Defined Contribution Plan (401)

Notes:

- Employer Contribution; 10%-13%
- Employee Voluntary Contribution
- HCSP. Employer / Employee Contribution 2%

*Long Term Disability:*

- Disability Insurance Plan Included (no short term).

*Vacation:*

Per North Oakland County Fire Authority Full Time Employees Policy.

*Holidays:*

New Year's Day	July 4 <sup>th</sup>	Friday After
M.L. King Day	Labor Day	Thanksgiving
Presidents' Day	Columbus Day	Christmas Eve
Good Friday	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving	

*Sick Time:* Per NOCFA Full Time Employee Policies

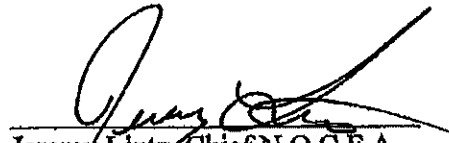
*Leave of Absences:* Per NOCFA policies  
Jury Duty  
Federal Family Leave Act

**Department Vehicle Usage** Per NOCFA Policies.

**Outside Employment:** Any outside employment undertaken shall in no way deter the chief from satisfactorily performing his N.O.C.F.A. duties. Prior to accepting outside employment, the Chief shall notify the N.O.C.F.A. Board in writing of his intent. The Chief shall not solicit or accept outside employment or compensation that would be in conflict with or hinder his work performance with N.O.C.F.A. Nor shall he receive outside/additional income or compensation for goods or services produced as a consequence of his employment with the N.O.C.F.A.

**Performance Evaluation:** The N.O.C.F.A. Board of Directors is solely responsible for conducting annual performance evaluation completed in the month of November.

  
George Kullis, NOCFA Board Chairman

  
Jeremy Lintz, Chief N.O.C.F.A.

Date: 12-20-22

Date: 12/20/22



**NOCFA FIRE CHIEF SALARY SCHEDULE (for 2023 - 2028 Amended Agreement)**

**NOCFA FIRE CHIEF SALARY SCHEDULE  
(Appendix to  
Employment Contract)**

Increases	Year	Consumer Price Index	Yearly Salary
<b>Increase I</b>	<b>1/1/2023</b>		<b>\$93,393</b>
End of Year 1	12/31/2023	0.02	\$1,868
End of Year 2	12/31/2024		\$0
<b>Increase II</b>	<b>1/1/2025</b>		<b>\$95,261</b>
End of Year 3	12/31/2025		\$0
End of Year 4	12/31/2026		\$0
<b>Increase III</b>	<b>1/1/2027</b>		<b>\$95,261</b>
End of Year 5	12/31/2027		\$0
End of Year 6	12/31/2028		\$0
<b>Increase IV</b>	<b>1/1/2029</b>		<b>\$95,261</b>

**Note:** Increases are determined by multiplying the current salary by the annual rate of inflation (2.0% cap) for each of the two prior years and then adding to the current yearly salary at year 3. The actual CPI (From the CPI-U Price Index, Detroit-Ann Arbor-Flint, Mich) will be applied but is capped at the maximum allowable rate of 2.0% annually.

*[Signature]*  
George Kullis - Chairman

Date: 12-29-23

North Oakland County Fire Authority  
 OPERATING BUDGET FYE 2025

		BUDGET FY 2024 Current Budget	Budget FY 2025
		Amended 1/22/2024	DRAFT
<b>Revenues</b>			
4000 - Revenues	401 · Holly Township Contribution	\$ 1,056,000.00	\$ 1,103,000.00
	402 · Rose Township Contribution	\$ 1,056,000.00	\$ 1,103,000.00
	403 · Training / Education Revenues	\$ 37,000.00	\$ 10,000.00
	404 · Fire Cost Recovery	\$ 2,000.00	\$ 5,000.00
	405 · Grant Receipts	\$ 372,000.00	\$ 50,000.00
	405.5 - SAFER Grant Receipts	\$ 100,000.00	\$ 100,000.00
	406 · Medical Cost Recovery	\$ 430,000.00	\$ 430,000.00
	410 · Sales-Small Items	\$ 18,000.00	\$ 10,000.00
	412 · Sales-Capital Items	\$ -	\$ -
	413 · Review and Inspection Services	\$ 31,500.00	\$ 32,000.00
	414 · Interest Earned	\$ 750.00	\$ 750.00
	416 · Donations	\$ 67,000.00	\$ 500.00
	419 - Insurance Reimbursement	\$ -	\$ -
	419.1 - Wages Reimbursement	\$ 1,256.42	\$ 1,500.00
	420 · Transfers IN From Capital Account	\$ -	\$ -
	490 - Loan Proceeds	\$ -	\$ -
	<b>Grand Total Revenues</b>	<b>\$ 3,171,506.42</b>	<b>\$ 2,845,750.00</b>
			-10%
<b>Expenditures</b>			
6000 - Insurance	650 · Liability Insurance	\$ 41,000.00	\$ 43,000.00
	652 · Workers Compensation Insurance	\$ 74,500.00	\$ 76,500.00
	<b>Total 6000 - Insurance</b>	<b>\$ 115,500.00</b>	<b>\$ 119,500.00</b>
			3%
7000 - Personnel	700 · Wages, Chief Full Time	\$ 93,393.00	\$ 93,393.00
	700.5 · Full Time Employee Wages	\$ 635,000.00	\$ 726,471.00
	700.7 · Full Time Overtime Wages	\$ 25,000.00	\$ 25,000.00
	700.9 - Full Time Administrative Position	\$ -	\$ 65,000.00
	704 · Officer Wages	\$ 15,800.00	\$ 15,800.00
	705 · Instructor Wages	\$ 2,500.00	\$ 3,000.00
	707 - Special Event Pay	\$ 14,000.00	\$ 14,000.00
	708 - DUTY SHIFT MEDIC	\$ 135,000.00	\$ 142,464.00
	708.5 - DUTY SHIFT BASIC	\$ 210,000.00	\$ 193,600.00
	709 - Part Time Overtime Pay	\$ 13,000.00	\$ 12,000.00
	710 · Work Detail Pay	\$ 2,000.00	\$ 2,000.00
	711 · Training Wages	\$ 24,000.00	\$ 26,000.00
	712 · Incident Run Pay / POC Fire Wages	\$ 50,000.00	\$ 55,000.00
	714 · Social Sec / FICA	\$ 85,378.51	\$ 105,090.19

715 - Medical Expenses - Employees	\$	1,000.00	\$	1,500.00
716 - Healthcare Insurance - Full Time Employees	\$	160,000.00	\$	191,400.00
716.2 - Health Care (opt out) Stipend	\$	4,000.00	\$	4,000.00
716.5 - Health Care Savings Plan Contribution FT	\$	15,467.86	\$	18,597.28
717 - 401a Contribution - Full Time Employees	\$	100,541.09	\$	119,842.32
717.2 - 401a contribution - POC Employees	\$	20,000.00	\$	18,500.00
719 - Life/Disability Insurance- Full Time Employees	\$	8,800.00	\$	10,200.00
<b>Total 7000 - Personnel</b>	<b>\$</b>	<b>1,614,880.46</b>	<b>\$</b>	<b>1,842,857.79</b>

14%

7200 - Supplies	\$	9,000.00	\$	10,000.00
722 - Operating Supplies	\$	2,500.00	\$	2,500.00
723 - Fire Prevention	\$	14,000.00	\$	15,000.00
724 - Uniforms	\$	15,000.00	\$	16,000.00
726 - Medical Supplies	\$	40,500.00	\$	43,500.00
<b>Total 7200 - Supplies</b>	<b>\$</b>	<b>40,500.00</b>	<b>\$</b>	<b>43,500.00</b>

7%

7500 - SAFER Grant	\$	1,500.00	\$	1,500.00
751 - Instructor Wages	\$	4,000.00	\$	4,000.00
753 - Training Costs	\$	1,500.00	\$	1,500.00
754 - Employee Physicals	\$	78,000.00	\$	78,000.00
757 - Fringe Benefits	\$	1,000.00	\$	1,000.00
760 - Marketing	\$	6,000.00	\$	6,000.00
761 - Equipment Purchases	\$	8,000.00	\$	8,000.00
765 - Lost Wages Reimbursement	\$	100,000.00	\$	100,000.00
<b>Total 7500 - SAFER Grant</b>	<b>\$</b>	<b>100,000.00</b>	<b>\$</b>	<b>100,000.00</b>

0%

8000- Contracted Services	\$	38,500.00	\$	47,600.00
800 - Dispatching	\$	7,600.00	\$	7,700.00
802 - Auditing	\$	11,000.00	\$	9,000.00
804 - Legal	\$	23,000.00	\$	24,000.00
806 - Medical Cost Recovery Billing- AccuMed	\$	500.00	\$	1,000.00
807 - Fire Cost Recovery Billing- AccuMed	\$	22,500.00	\$	8,000.00
810 - NON-Employee Instructor Wages	\$	10,000.00	\$	12,000.00
812 - Education	\$	24,000.00	\$	22,000.00
814 - Dues and Subscriptions	\$	6,000.00	\$	5,000.00
815 - Payroll Services	\$	8,700.00	\$	9,000.00
816 - Administrative Services / Book Keeping	\$	24,000.00	\$	5,000.00
820 - Construction/Labor Services	\$	175,800.00	\$	150,300.00
<b>Total 8000- Contracted Services</b>	<b>\$</b>	<b>175,800.00</b>	<b>\$</b>	<b>150,300.00</b>

-15%



# North Oakland County Fire Authority Incident Run Data

April-24

<b>Total Incidents</b>	<b>118</b>
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<b>Incident Summary</b>	
Structure Fires	1
Vehicle Fires	0
Brush / Outdoor Fires	1
EMS Medicals	67
Vehicle Accidents w/ Injuries	8
Vehicle Accidents w/ No Injuries	1
Hazardous Cond.	7
Service Call	16
Good Intent	10
False Calls	7
Severe Weather	0
Other	0
<b>Total Calls</b>	<b>118</b>

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	5
MUTUAL AID FIRE	4
MISC	0
<b>Total</b>	<b>9</b>

Total EMS Related Calls	74
Total NOCFA Transports	50
Patient Sign Offs / No Transport	24

	minutes	# of priority calls
Avg. Response Time To Priority Calls	8.1	33

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>109</b>
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>9</b>

Total Runs **118**

Total Employees	35
Full Time	12
Part time / Paid on Call	23

Paramedic's	14
EMT's	18
MFR's	3

Employees out on leave	0
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Employees Voluntary / Involuntary terminated last month	0
Employees Hired last month	0

Rose Twp.	42
Holly Twp.	60
I-75	7