



# NORTH OAKLAND COUNTY FIRE AUTHORITY

## Board of Directors Proposed Agenda For

Monday December 19, 2022 7PM

Location: Rose Township Offices. 9080 Mason St. Holly, MI 48442

1. **CALL TO ORDER / ROLL CALL**       P. Gambka     G. Kullis     D. Miller
2. **PLEDGE OF ALLEGIANCE**       K. Winchester     Brad Stilwell     Chief Lintz
3. **AGENDA APPROVAL**
4. **CONSENT AGENDA** - *All items listed under "Consent Agenda" are considered to be routine, and non-controversial, do not require discussion by the NOCFA Board and will be approved by one motion. There will be no separate discussion. If discussion is desired on an item, that item will be removed from the consent agenda and will automatically be moved to the last item under New Business.*
  - a. Approval of meeting minutes from **11/21/2022**.
  - b. Financial Reports: General Fund & Capital Fund Revenue & Expense Year to Date.

Checking Account as of 11/30/2022	\$19,934.92
Statement Savings Account as of 11/30/2022	\$1,681.00
Capital / Equipment Replacement Account as of 11/30/2022	\$288,737.82
Bills For Payment Total: 1/22/2022 – 12/19/2022	\$49,864.44
Cost of Payroll: 11/28/2022 through 12/12/2022	\$97,166.59
Accounts Receivable: – MEDICAL as of 11/30/2022	\$87,402.64
Accounts Receivable: – FIRE as of 11/30/2022	\$4,722.50
Aging Accounts Turned Over To Collections Allowance as of 11/30/2022	\$77,019.47

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** – None
7. **UNFINISHED BUSINESS**
  - a) Articles of Incorporation Revisions / Creating Board Policies
8. **NEW BUSINESS**
  - a) G. Noble Resignation Letter.
  - b) FY 2022 Audit update.
  - c) FY 2023 Budget Amendments.
  - d) Fire Chief's Annual Performance Review for 2022.
  - e) Fire Chief's employment contract – request to review & update.
  - f) Move to closed session for attorney client privilege discussion.
9. **REPORTS** – Including Monthly Incident Data for: **November 2022**  
 Chiefs Report     Firefighters Assoc.     Holly Twp.     Rose Twp.     Citizen at Large
10. **PUBLIC COMMENT - General**
11. **ADJOURNMENT** Next meeting will be Monday January 23, 2022 at 7pm. (4<sup>th</sup> Monday in lieu of 1/16/23 Holiday) NOCFA Station 1. 5051 Grange Hall Rd. Holly, MI 48442

# North Oakland County Fire Authority

## Regular Minutes of November 21, 2022

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

**Roll Call:**

**Members Present:**

George Kullis  
 Karin Winchester  
 Brad Stilwell  
 Glen Noble

**Members Absent:**

Jeremy Lintz (on Vacation)

**Pledge of Allegiance**

**Agenda Approval:**

- Winchester moved to approve the agenda as amended. Stilwell supported the motion. A voice vote was taken; all those present voted yes; the motion carried 5/0.

**Consent Agenda:** Minutes of 9/19/22 meeting and Financial Reports (10-17-22 meeting canceled).

- Winchester moved to approve the consent agenda. Gambka supported the motion. A roll call vote was taken; all those present voted yes; the motion carried 5/0.

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

Checking Account as of 10/31/2022	-\$21,753.00
Statement Savings Account as of 10/31/2022	\$51,680.78
Capital/Equipment Replacement Account as of 11/21/2022	\$388,712.45
Bills for Payment Total: 9/20/2022-9/19/2022	\$129,871.59
Cost of Payroll: 9/13/2022-11/21/2022	\$390,101.61
Accounts Receivable – MEDICAL as of 10/31/2022	\$68,122.27
Accounts Receivable – FIRE as of 10/31/2022	\$2,955.50
Aging Accounts Turned Over to Collections as of 10/31/2022	\$77,369.00

### **Unfinished Business:**

- a) **Articles of Incorporation Revisions/Creating Board Policies.**
  - **Gambka moved to postpone. Winchester supported the motion. A voice vote was taken; all those present voted yes; the motion carried 5/0.**
- b) **Status of Engine 1 Insurance Claim.**

The consensus was to let the insurance companies work out the claim. The Board took No Action.

### **New Business:**

- a) **Action Needed on Purchase of New Special Response Unit (SRU) Apparatus.**
  - **Winchester moved to approve, but not to exceed \$300,000.00 to contract with CSI of Grayling MI to build per specification the New Special Response Unit (SRU) Apparatus. Gambka supported the motion. A roll call vote was taken; all those present voted yes; the motion carried 5/0.**
- b) **Action Needed on Purchase of New Brush Truck Apparatus.**
  - **Winchester moved to approve the Purchase of a New 2023 Ford F350 Brush Truck Apparatus from Signature Ford using Mideal and FIN pricing not to exceed \$60,000.00. Gambka supported the motion. A roll call vote was taken; all those present voted yes; the motion carried 5/0.**
- c) **Submittal of Fire Chief's Annual Performance Review for 2022.**

The Board Took No Action.

**Reports** – including monthly incident data for September and October 2022.

#### **Assistant Chief Weil Report**

- Recent Rose Township House Fire.
- Michigan Renaissance Festival Update on NOCFA services and fees to the festival.

#### **Holly Township Report**

- Kullis on the status of Ernst Barn Project and the appointment of the new Holly Township Treasurer.

#### **Public Comment:**

- Randy Finkbeiner 15335 Catalina Way addressed the Board.

**Adjournment:** Chairperson Kullis adjourned the meeting at 7:52 p.m.

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH DECEMBER 19, 2022, 2022

	Jul 1 - Dec 19, 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4035 - MISC REVENUE	0.00	0.00	0.00	0.0%
4050 - Revenues				
401 - Holly Township Contribution	986,000.00	888,000.00	98,000.00	111.0%
402 - Rose Township Contribution	986,000.00	888,000.00	98,000.00	111.0%
403 - Training/Education revenues	21,151.00	55,000.00	(33,849.00)	38.5%
404 - Fire Cost Recovery	3,522.00	8,000.00	(4,478.00)	44.0%
405 - Grant Receipts	500,000.00	900,000.00	(400,000.00)	55.6%
405.5 - SAFER Grant Receipts	570.85	100,000.00	(99,429.15)	0.6%
406 - Medical Cost Recovery	163,014.13	475,000.00	(311,985.87)	34.3%
410 - Sales-Small Items	12,075.25	1,000.00	11,075.25	1,207.5%
412 - Sales-Capital Items	0.00	0.00	0.00	0.0%
413 - Review and Inspection Services	9,975.00	22,000.00	(12,025.00)	45.3%
414 - Interest Earned	264.94	1,500.00	(1,235.06)	17.7%
416 - Donations	0.00	100.00	(100.00)	0.0%
418 - Vehicle Use Payments	0.00	0.00	0.00	0.0%
420 - Transfers	100,000.00	0.00	100,000.00	100.0%
490 - Loan Proceeds-State Bank	0.00	0.00	0.00	0.0%
499 - Uncategorized Income	0.00	0.00	0.00	0.0%
4050 - Revenues - Other	0.00	0.00	0.00	0.0%
<b>Total 4050 - Revenues</b>	<b>2,782,573.17</b>	<b>3,338,600.00</b>	<b>(556,026.83)</b>	<b>83.3%</b>
<b>Total Income</b>	<b>2,782,573.17</b>	<b>3,338,600.00</b>	<b>(556,026.83)</b>	<b>83.3%</b>
<b>Cost of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
50000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>2,782,573.17</b>	<b>3,338,600.00</b>	<b>(556,026.83)</b>	<b>83.3%</b>
<b>Expense</b>				
6000 - Risk Management Insurance	34,938.00	33,000.00	1,938.00	105.9%
650 - Liability Insurance	37,456.00	66,000.00	(28,544.00)	56.8%
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%
<b>Total 6000 - Risk Management Insurance</b>	<b>72,394.00</b>	<b>99,000.00</b>	<b>(26,606.00)</b>	<b>73.1%</b>
7000 - Personnel	44,456.29	90,663.00	(46,206.71)	49.0%
700 - Wages, Chief Full Time	250,765.35	384,915.00	(134,149.65)	65.1%
700.5 - Full Time Employee Wages	5,095.98	14,000.00	(8,904.02)	36.4%
700.7 - Full Time Overtime Wages	0.00	0.00	0.00	0.0%
700.9 - COVID19 Wages	8,307.48	16,800.00	(8,492.52)	49.4%
704 - Officer Wages	2,730.00	12,000.00	(9,270.00)	22.8%
705 - Instructor Wages	0.00	0.00	0.00	0.0%
706 - Recording Secretary	10,135.65	13,000.00	(2,864.35)	78.0%
707 - Special Event Pay				

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH DECEMBER 19, 2022, 2022

	Jul 1 - Dec 19, 22	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	64,497.23	252,810.00	(188,312.77)	25.5%
708.5 - Duty Shift Basic	148,217.25	267,566.00	(119,348.75)	55.4%
709 - Part Time Overtime Pay	9,759.15	23,000.00	(13,240.85)	42.4%
710 - Work Detail Pay	245.00	2,000.00	(1,755.00)	12.3%
711 - Training Wages	9,890.63	28,000.00	(18,109.37)	35.3%
712 - Incident run pay/POC Fire Wages	26,460.36	57,000.00	(30,539.64)	46.4%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	49,706.77	81,322.78	(31,616.01)	61.1%
715 - Medical Exp/Employees	1,089.00	1,500.00	(411.00)	72.6%
716 - Healthcare Insurance/Full Time	42,832.30	126,000.00	(83,167.70)	34.9%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	4,768.90	5,095.78	(326.88)	93.6%
717 - 401 Contribution - FT Emp	36,010.57	53,637.80	(17,627.23)	67.1%
717.2 - 401K CONTRIBUTIONS - POC EE	13,342.12	30,000.00	(16,657.88)	44.5%
718 - Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 - Life/Disability Insurance FT	2,252.75	6,800.00	(4,547.25)	33.1%
7000 - Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 - Personnel</b>	<b>730,562.78</b>	<b>1,466,110.36</b>	<b>(735,547.58)</b>	<b>49.6%</b>
<b>7200 - Supplies</b>				
720 - Supplies/Non Operating	0.00	0.00	0.00	0.0%
722 - Operating Supplies	3,288.34	10,000.00	(6,711.66)	32.9%
723 - Fire Prevention	2,373.08	2,500.00	(126.92)	94.9%
724 - Uniforms	7,286.97	12,000.00	(4,703.03)	60.8%
726 - Medical Supplies	3,495.99	17,000.00	(13,504.01)	20.6%
7200 - Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 - Supplies</b>	<b>16,454.38</b>	<b>41,500.00</b>	<b>(25,045.62)</b>	<b>39.6%</b>
<b>7500 - SAFER GRANT EXPENDITURES</b>				
751 - Instructor Wages	0.00	1,500.00	(1,500.00)	0.0%
752 - Workers Comp Ins/SS	0.00	0.00	0.00	0.0%
753 - Training Costs	0.00	4,000.00	(4,000.00)	0.0%
754 - Employee Physicals	1,233.00	1,500.00	(267.00)	82.2%
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 - Fringe Benefits	70,000.00	78,000.00	(8,000.00)	89.7%
758 - Life/Disability FT Employees	0.00	0.00	0.00	0.0%
759 - Education	0.00	0.00	0.00	0.0%
760 - Marketing	124.15	1,000.00	(875.85)	12.4%
761 - Equipment Purchases	5,328.92	6,000.00	(671.08)	88.8%
763 - Travel Expense	0.00	0.00	0.00	0.0%
765 - Lost Wages Reimbursement	0.00	8,000.00	(8,000.00)	0.0%
7500 - SAFER GRANT EXPENDITURES - Other	0.00	0.00	0.00	0.0%
<b>Total 7500 - SAFER GRANT EXPENDITURES</b>	<b>76,686.07</b>	<b>100,000.00</b>	<b>(23,313.93)</b>	<b>76.7%</b>
8000 - Contracted Services				

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH DECEMBER 19, 2022, 2022

Accrual Basis

	Jul 1 - Dec 19, 22	Budget	\$ Over Budget	% of Budget
800 - Dispatching	9,019.92	37,000.00	(27,980.08)	24.4%
802 - Auditing	0.00	7,200.00	(7,200.00)	0.0%
804 - Legal	3,535.00	23,000.00	(19,465.00)	15.4%
806 - Medical Cost Recovery- Billing	5,399.44	23,000.00	(17,600.56)	23.5%
807 - Fire Cost Recovery Billing	149.87	1,000.00	(850.13)	15.0%
810 - Non Employee Instructor Wages	11,560.00	15,000.00	(3,440.00)	77.1%
812 - Employee Education	3,602.96	10,000.00	(6,397.04)	36.0%
814 - Dues, Fees, Subscriptions	13,464.31	18,000.00	(4,535.69)	74.8%
815 - Payroll Services	4,896.31	10,200.00	(5,304.69)	48.0%
816 - Administrative Services	3,420.00	8,000.00	(4,580.00)	42.8%
820 - Construction/Labor Services	1,269.52	3,000.00	(1,730.48)	42.3%
828 - Website Services	0.00	0.00	0.00	0.0%
8000 - Contracted Services - Other	0.00	0.00	0.00	0.0%
<b>Total 8000 - Contracted Services</b>	<b>56,316.33</b>	<b>155,400.00</b>	<b>(99,083.67)</b>	<b>36.2%</b>
<b>8500 - Operating Expenses</b>				
850 - Communications	2,224.48	6,000.00	(3,775.52)	37.1%
851 - IT Operational Expenses	5,108.47	15,000.00	(9,891.53)	34.1%
852 - Fuel	15,109.39	20,000.00	(4,890.61)	75.5%
854 - Printing and Publishing	0.00	330.00	(330.00)	0.0%
855 - Training Supplies / Equipment	2,319.96	6,000.00	(3,680.04)	38.7%
858 - Utilities	17,181.35	47,000.00	(29,818.65)	36.6%
859 - Equipment Lease	1,899.97	6,000.00	(4,100.03)	31.7%
860 - Bldg & Grnds Repair/Maint.	5,786.49	22,000.00	(16,213.51)	26.3%
862 - Equip Maintenance	3,083.74	12,000.00	(8,916.26)	25.7%
866 - Vehicle Maintenance	37,719.13	54,000.00	(16,280.87)	69.9%
867 - Debt Write-Off-Medical	44,889.29	210,000.00	(165,110.71)	21.4%
867.5 - CAAP Medicaid Tax	757.84	1,800.00	(1,042.16)	42.1%
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%
<b>Total 8500 - Operating Expenses</b>	<b>136,080.11</b>	<b>401,630.00</b>	<b>(265,549.89)</b>	<b>33.9%</b>
<b>9500 - Debt Service</b>				
950 - Debt Service	78,648.76	149,722.95	(71,074.19)	52.5%
952 - Interest on Debt	4,243.58	15,236.69	(10,993.11)	27.9%
9500 - Debt Service - Other	0.00	0.00	0.00	0.0%
<b>Total 9500 - Debt Service</b>	<b>82,892.34</b>	<b>164,959.64</b>	<b>(82,067.30)</b>	<b>50.3%</b>
<b>9700 - Purchases</b>				
970 - Capital Purchases +5,000	34,335.53	10,000.00	24,335.53	343.4%
971 - Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 - Equipment Purchases -5,000	1,309.99	10,000.00	(8,690.01)	13.1%
973 - Grant Expenses	500,000.00	900,000.00	(400,000.00)	55.6%
974 - Grant Match	0.00	0.00	0.00	0.0%
975 - COVID19 Supplies/Equipment	0.00	0.00	0.00	0.0%

North Oakland County Fire Authority  
**REVENUE & EXPENSE REPORT**

JULY 01, 2022 THROUGH DECEMBER 19, 2022, 2022

Accrual Basis

	Jul 1 - Dec 19, 22	Budget	\$ Over Budget	% of Budget
999 - Capital replacement transfers	150,000.00	90,000.00	60,000.00	166.7%
9700 - Purchases - Other	0.00	0.00	0.00	0.0%
Total 9700 - Purchases	685,645.52	1,010,000.00	(324,354.48)	67.9%
Total Expense	1,857,031.53	3,438,600.00	(1,581,568.47)	54.0%
Net Income	925,541.64	(100,000.00)	1,025,541.64	(925.5)%

NOCFA Equipment Replacement  
 Revenue & Expense Report

JULY 01, 2022 THROUGH november 30, 2022

0:57 AM  
 2/14/22  
 Accrual Basis

	Jul 1 - Dec 19, 22	Budget	\$ Over Budget
Income			
4000 - Transfers from General Fund	150,000.00	90,000.00	60,000.00
4050 - Loan proceeds	0.00	0.00	0.00
4100 - Interest Income	151.81	60.00	91.81
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	150,151.81	90,060.00	60,091.81
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	100,000.00	0.00	100,000.00
5000 - Capital Outlay - Other	0.00	0.00	0.00
Total 5000 - Capital Outlay	100,000.00	0.00	100,000.00
6100 - Firefighting & Medical Supplies	0.00	0.00	0.00
6360 - 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	100,000.00	0.00	100,000.00
Net Income	50,151.81	90,060.00	-39,908.19



10:53 AM  
12/14/22  
Accrual Basis

North Oakland County Fire Authority  
**CASH BALANCES REPORT**  
JULY 01, 2022 THROUGH NOVEMBER 30, 2022

	<u>Jul - Nov 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	19,934.92
1001 · STATEMENT SAVINGS ACCOUNT	<u>1,681.60</u>
Total Checking/Savings	<u>21,616.52</u>
Total Current Assets	<u>21,616.52</u>
<b>TOTAL ASSETS</b>	<u><u>21,616.52</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

10:58 AM  
12/14/22  
Accrual Basis

**NOCFA Equipment Replacement  
Cash Balance Report  
JULY 01, 2022 THROUGH NOVEMBER 30, 2022**

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	<u>Jul - Nov 22</u>
1000 · Cash-Equipment Replacement	<u>288,737.82</u>
TOTAL	<u><u>288,737.82</u></u>

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**

NOVEMBER 21, 2022 THROUGH DECEMBER 19, 2022

3:52 AM  
 2/14/22  
 accrual Basis

Date	Memo	Amount
12/07/2022	11/1-11/30	1,242.23
Total ACCU-MED		1,242.23
12/12/2022	DUE TO AFLAC CONTRIBUTIONS	273.31
Total AFLAC		273.31
12/08/2022	ALLIED FIRE SALES & SERVICE LLC	3,489.80
12/14/2022	UNIFORMS	387.49
12/14/2022	UNIFORMS	748.06
Total ALLIED FIRE SALES & SERVICE LLC		4,625.35
12/06/2022	AMAZON CAPITAL SERVICES ACCT# A2VV761JHJLPOA	25.95
Total AMAZON CAPITAL SERVICES		25.95
12/08/2022	AT&T MOBILITY ACCT# 287284692825	131.06
Total AT&T MOBILITY		131.06
11/23/2022	BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH INS DEC	10,703.40
Total BLUE CROSS BLUE SHIELD OF MICHIGAN		10,703.40
12/06/2022	BOUND TREE MEDICAL 199.91	199.91
Total BOUND TREE MEDICAL		199.91
12/08/2022	CARDMEMBER SERVICE / 9167 GFG EQUIPMENT	511.86
Total CARDMEMBER SERVICE / 9167		511.86
12/06/2022	COMCAST (Station 1 TV) 5051 GRANCE HALL	37.15

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**

NOVEMBER 21, 2022 THROUGH DECEMBER 19, 2022

0:52 AM  
 2/14/22  
 Accrual Basis

Date	Memo	Amount
Total COMCAST (Station 1 TV)		37.15
COMCAST (Station 3 TV)	280 ROSE CENTER	18.44
12/06/2022		
Total COMCAST (Station 3 TV)		18.44
COMCAST CABLE (OFF SITE INTERNET)	OFF SITE INTERNET	120.00
11/28/2022		
Total COMCAST CABLE (OFF SITE INTERNET)		120.00
COMMUNITY DISPOSAL SERVICE, INC	ACCT# 106873	113.30
12/06/2022	5051/280 DISPOAL	226.60
12/14/2022		
Total COMMUNITY DISPOSAL SERVICE, INC		339.90
CONSUMERS ENERGY		2,650.97
12/09/2022		
Total CONSUMERS ENERGY		2,650.97
DTE ENERGY	280 W. ROSE CENTER	493.72
12/06/2022		
Total DTE ENERGY		493.72
GALLS, LLC		388.08
12/06/2022		
Total GALLS, LLC		388.08
HOLLY AUTOMOTIVE SUPPLY	CUST# 1820	157.73
12/06/2022		
Total HOLLY AUTOMOTIVE SUPPLY		157.73
INTERNATIONAL CODE COUNCIL, INC	MEMBERSHIP NO: 5155401	145.00
12/06/2022		
Total INTERNATIONAL CODE COUNCIL, INC		145.00
KRAUS FIRE EQUIPMENT		

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**

NOVEMBER 21, 2022 THROUGH DECEMBER 19, 2022

10:52 AM  
 12/14/22  
 Central Basis

Date	Memo	Amount
12/06/2022	STATIONS 280 & 5051	145.00
Total KRAUS FIRE EQUIPMENT		
		145.00
MAZICH, PAMELA		
12/06/2022	NOV & DEC ADM SERVICE	1,080.00
Total MAZICH, PAMELA		
		1,080.00
MERS/ALERUS		
11/28/2022	401K CONTRIBUTIONS & LOAN REPAY	4,383.77
11/28/2022	457 - EE CONTRIBUTIONS	776.48
11/28/2022		876.60
12/12/2022	401K CONTRIBUTIONS & LOAN REPAY	4,642.26
12/12/2022	EE-457 CONTRIBUTIONS	1,127.84
12/12/2022		949.48
Total MERS/ALERUS		
		12,756.43
MES		
12/06/2022	CUST # C241549	115.00
Total MES		
		115.00
MI DEPT OF HEALTH & HUMAN SERVICES		
12/14/2022	10/1 - 12/31/22 QAA	438.56
Total MI DEPT OF HEALTH & HUMAN SERVICES		
		438.56
NDS SALES		
12/06/2022	CASPR PRO	1,028.00
Total NDS SALES		
		1,028.00
OAKLAND COUNTY TREASURERS - DISPATCHING		
12/06/2022	CUSTOMER ID: CU001443	3,006.64
Total OAKLAND COUNTY TREASURERS - DISPATCHING		
		3,006.64
PETER'S TRUE VALUE HARDWARE		
12/06/2022	CUST NO: 1308	383.71
12/14/2022	CUST 1308	14.99
Total PETER'S TRUE VALUE HARDWARE		
		398.70

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**

NOVEMBER 21, 2022 THROUGH DECEMBER 19, 2022

10:52 AM  
 12/14/22  
 Accrual Basis

Date	Memo	Amount
12/06/2022	RICOH USA Inc. (copier Lease) ACCT# 3719865	259.25
	Total RICOH USA Inc. (copier Lease)	259.25
12/14/2022	ROAD COMMISSION FOR OAKLAND COUNTY WORK ORDER# FLO620	2,407.11
	Total ROAD COMMISSION FOR OAKLAND COUNTY	2,407.11
11/28/2022	SAMS CLUB/SYNCHRONY BANK SUPLIES	247.32
	Total SAMS CLUB/SYNCHRONY BANK	247.32
12/06/2022	STANDARD INSURANCE COMPANY RV PREMIUM DEC 2022	450.55
	Total STANDARD INSURANCE COMPANY RV	450.55
12/14/2022	T-MOBILE NOCFA	192.54
	Total T-MOBILE	192.54
12/06/2022	US ACUTE CARE SOLUTIONS MEDICAL DEWEY	522.00
	Total US ACUTE CARE SOLUTIONS	522.00
12/06/2022	WEST SHORE FIRE INC VEHICLE TRUCK DOT	4,753.28
	Total WEST SHORE FIRE INC	4,753.28
	<b>TOTAL</b>	<b>49,864.44</b>

10:45 AM  
12/14/22  
Accrual Basis

North Oakland County Fire Authority  
**PAYROLL EXPENSE REPORT**  
NOVEMBER 28, 2022 THROUGH DECEMBER 12, 2022

Nov 28 - Dec 12, 22

Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	6,756.38
700.5 · Full Time Employee Wages	34,923.08
700.7 · Full Time Overtime Wages	1,431.34
704 · Officer Wages	1,384.58
705 · Instructor Wages	0.00
707 · Special Event Pay	0.00
708 · Duty Shift Medic	10,868.00
708.5 · Duty Shift Basic	24,412.00
709 · Part Time Overtime Pay	1,458.00
710 · Work Detail Pay	0.00
711 · Training Wages	1,232.17
712 · Incident run pay/POC Fire Wages	7,676.28
714 · Social Sec/FICA	6,866.77
716 · Healthcare Insurance/Full Time	-160.00
716.5 · Health Care Savings Contrib	0.00
Total 7000 · Personnel	<u>96,847.60</u>
7200 · Supplies	
724 · Uniforms	0.00
Total 7200 · Supplies	<u>0.00</u>
7500 · SAFER GRANT EXPENDITURES	
757 · Fringe Benefits	0.00
Total 7500 · SAFER GRANT EXPENDITURES	<u>0.00</u>
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	342.99
816 · Administrative Services	0.00
Total 8000 · Contracted Services	<u>342.99</u>
8500 · Operating Expenses	
850 · Communications	-24.00
Total 8500 · Operating Expenses	<u>-24.00</u>
Total Expense	<u>97,166.59</u>
Net Income	<u><u>-97,166.59</u></u>

10:47 AM

12/14/22

Accrual Basis

**North Oakland County Fire Authority**  
**ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED**  
**NOVEMBER 30, 2022**

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	<u>Nov 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	4,722.50
1070 · A/R-Medical -ACCUMED	87,402.64
1070.6 · A/R AACB - ALL RUNS	295,194.68
Total Accounts Receivable	<u>387,319.82</u>
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	<u>-218,175.21</u>
Total Other Current Assets	<u>-218,175.21</u>
Total Current Assets	<u>169,144.61</u>
<b>TOTAL ASSETS</b>	<u><u>169,144.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00



Date: 1 Dec, 2022

**GLEN NOBLE**

Re  
Resignation

1445 Ranch Road  
Holly, Michigan

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

Attn;  
Mr. George Kullis, Chairmen

Please accept my resignation as Rose Township 'representative' to your Authority.

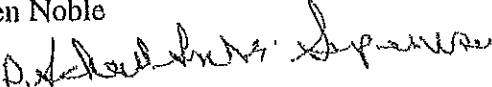
I appreciated the opportunity to observe the management and operation of the Authority medical/ fire protection services offered. Of special interest was the comradeship of the staff which is essential for medical and fire protection services offered. The partnership of the NOCFA staff is superior.

The 'sub-set' organizations, within the Authority, are interesting for their social and political activities: *North Oakland Firefighters Association, Union Local, Save NOCFA.*

A recent post in a 'face book' note regarding *Rose Township recall ...*, NOCFA SUPPORTS 100%" [*roseship news and politics, October 23 2022*].

Respectively;

Glen Noble

cc: 

12/15/22, 10:56 AM

North Oakland County Fire Authority Mail - Audit Financial statement



Jeremy Lintz <jlintz@nocfa.com>

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## Audit Financial statement

1 message

---

CHARLIE HAINSTOCK <CHAINSTOCK@phpcpa.com>  
To: Jeremy Lintz <jlintz@nocfa.com>

Thu, Dec 15, 2022 at 12:18 AM

Chief Lintz,

As discussed by phone today, we are currently still in the process of drafting the NOCFA financial statements and do not anticipate they will be ready prior to your upcoming board meeting on 12/19. I believe we will have the financial statements completed and a digital PDF copy to you by 12/22.

If the board is agreeable, the board can accept the audit as submitted virtually upon receipt and we can submit to the State prior to the December 31, 2022 filing deadline. Upon doing so, we can then arrange to present the financial statement at your January board meeting and be available for any questions that you or the Board may have.

If you have any questions, please let me know.

Charlie Hainstock

Charles Hainstock  
Pfeffer, Hanniford & Palka CPA's  
225 E. Grand River, Suite 104  
Brighton, MI 48116  
810-229-5550 office  
734-323-2414 cell  
810-229-5578 fax  
www.phpcpa.com

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North Oakland County Fire Authority  
OPERATING BUDGET FYE 2023

	Budget FY 2023		Budget FY 2023	
	Approved June 2022	Amend December 2022	Approved June 2022	Amend December 2022
<b>Revenues</b>				
401 - Holly Township Contribution	\$ 888,000.00	\$ 888,000.00	\$ 888,000.00	\$ 888,000.00
402 - Rose Township Contribution	\$ 888,000.00	\$ 888,000.00	\$ 888,000.00	\$ 888,000.00
403 - Training / Education Revenues	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 22,000.00
404 - Fire Cost Recovery	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
405 - Grant Receipts	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 700,000.00
405.5 - SAFER Grant Receipts	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
406 - Medical Cost Recovery	\$ 475,000.00	\$ 475,000.00	\$ 475,000.00	\$ 400,000.00
410 - Sales-Small Items	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00
412 - Sales-Capital Items	\$ -	\$ -	\$ -	\$ -
413 - Review and Inspection Services	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 10,000.00
414 - Interest Earned	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
416 - Donations	\$ 400,100.00	\$ 400,100.00	\$ 400,100.00	\$ 100.00
419 - Insurance Reimbursement				\$ 17,500.00
419.1 - Wages Reimbursement				\$ 500.00
420 - Transfers IN From Capital Account	\$ -	\$ -	\$ -	\$ 100,000.00
490 - Loan Proceeds	\$ -	\$ -	\$ -	\$ -
<b>Grand Total Revenues</b>	\$ 3,338,600.00	\$ 3,338,600.00	\$ 3,338,600.00	\$ 3,343,900.00

**Expenditures**

650 - Liability Insurance	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 35,000.00
652 - Workers Compensation Insurance	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00	\$ 70,500.00
<b>Total 6000 - Insurance</b>	\$ 99,000.00	\$ 99,000.00	\$ 99,000.00	\$ 105,500.00
<b>700 - Personnel</b>				
700 - Wages, Chief Full Time	\$ 90,663.00	\$ 90,663.00	\$ 90,663.00	\$ 96,000.00
700.5 - Full Time Employee Wages	\$ 384,915.00	\$ 384,915.00	\$ 384,915.00	\$ 585,000.00
700.7 - Full Time Overtime Wages	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 24,000.00
704 - Officer Wages	\$ 16,800.00	\$ 16,800.00	\$ 16,800.00	\$ 16,800.00
705 - Instructor Wages	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 3,200.00
707 - Special Event Pay	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 10,500.00
708 - DUTY SHIFT MEDIC	\$ 252,810.00	\$ 252,810.00	\$ 252,810.00	\$ 190,000.00
708.5 - DUTY SHIFT BASIC	\$ 267,566.00	\$ 267,566.00	\$ 267,566.00	\$ 267,566.00
709 - Part Time Overtime Pay	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
710 - Work Detail Pay	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00
711 - Training Wages	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 26,000.00
712 - Incident Run Pay / POC Fire Wages	\$ 57,000.00	\$ 57,000.00	\$ 57,000.00	\$ 57,000.00
714 - Social Sec / FICA	\$ 81,322.78	\$ 81,322.78	\$ 81,322.78	\$ 91,321.35
715 - Medical Expenses - Employees	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

716 - Healthcare Insurance - Full Time Employees	\$	126,000.00	\$	135,000.00
716.2 - Health Care (opt out) Stipend	\$	-	\$	-
716.5 - Health Care Savings Plan Contribution FT	\$	5,095.78	\$	13,000.00
717 - 401a Contribution - Full Time Employees	\$	53,637.80	\$	80,000.00
717 - 401a contribution - POC Employees	\$	30,000.00	\$	28,000.00
719 - Life/Disability Insurance- Full Time Employees	\$	6,800.00	\$	8,800.00
Total 7000 - Personnel	\$	1,466,110.36	\$	1,658,187.36
722 - Operating Supplies	\$	10,000.00	\$	9,000.00
723 - Fire Prevention	\$	2,500.00	\$	2,500.00
724 - Uniforms	\$	12,000.00	\$	13,750.00
726 - Medical Supplies	\$	17,000.00	\$	15,000.00
Total 7200 - Supplies	\$	41,500.00	\$	40,250.00
751 - Instructor Wages	\$	1,500.00	\$	1,500.00
753 - Training Costs	\$	4,000.00	\$	4,000.00
754 - Employee Physicals	\$	1,500.00	\$	1,500.00
757 - Fringe Benefits	\$	78,000.00	\$	78,000.00
760 - Marketing	\$	1,000.00	\$	1,000.00
761 - Equipment Purchases	\$	6,000.00	\$	6,000.00
765 - Lost Wages Reimbursement	\$	8,000.00	\$	8,000.00
Total 7500 - SAFER Grant	\$	100,000.00	\$	100,000.00
800 - Dispatching	\$	37,000.00	\$	37,000.00
802 - Auditing	\$	7,200.00	\$	7,200.00
804 - Legal	\$	23,000.00	\$	12,000.00
806 - Medical Cost Recovery Billing- AccuMed	\$	23,000.00	\$	18,000.00
807 - Fire Cost Recovery Billing- AccuMed	\$	1,000.00	\$	1,000.00
810 - NON-Employee Instructor Wages	\$	15,000.00	\$	13,000.00
812 - Education	\$	10,000.00	\$	9,000.00
814 - Dues and Subscriptions	\$	18,000.00	\$	18,000.00
815 - Payroll Services	\$	10,200.00	\$	9,000.00
816 - Administrative Services / Book Keeping	\$	8,000.00	\$	8,000.00
820 - Construction/Labor Services	\$	3,000.00	\$	3,000.00
Total 8000- Contracted Services	\$	155,400.00	\$	135,200.00
850 - Communications	\$	6,000.00	\$	6,000.00
851 - Information Technology Expenses	\$	15,000.00	\$	15,000.00
852 - Fuel	\$	20,000.00	\$	25,000.00
854 - Printing and Publishing	\$	330.00	\$	330.00

0 - Operating  
enses

855 - Training supplies / Equipment	\$	6,000.00	\$	4,000.00
858 - Building Utilities	\$	47,000.00	\$	47,000.00
859 - Equipment Lease	\$	6,000.00	\$	5,000.00
860 - Building & Grnds Repair/Maint.	\$	22,000.00	\$	20,000.00
862 - Equip Maintenance	\$	12,000.00	\$	12,000.00
866 - Vehicle Maintenance	\$	54,000.00	\$	54,000.00
867 - Debt Write Off - Medical Billing	\$	210,000.00	\$	125,000.00
867.5 - QAAP Medicaid Tax	\$	1,800.00	\$	1,800.00
868 - Debt Write Off - Fire Cost Recovery	\$	1,500.00	\$	1,500.00
<b>Total 8500 - Operating Expenses</b>	\$	<b>401,630.00</b>	\$	<b>316,630.00</b>

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

970 - Capital Purchases +5,000	\$	410,000.00	\$	35,000.00
971 - Capital Improvement Fire Hall	\$	-	\$	-
972 - Equipment Purchases -5,000	\$	10,000.00	\$	7,000.00
973 - Grant Expenses	\$	500,000.00	\$	700,000.00
974 - Grant Match	\$	-	\$	-
999 - Capital replacement transfers	\$	90,000.00	\$	190,000.00
<b>Total 9700 Purchases</b>	\$	<b>1,010,000.00</b>	\$	<b>932,000.00</b>

<b>Grand Total Expenditures</b>	\$	<b>3,338,600.00</b>	\$	<b>3,352,727.00</b>
---------------------------------	----	---------------------	----	---------------------

Balance \$ (8,827.00)

(0.00) \$

North Oakland County Fire Authority

**Fire Chiefs Performance Appraisal - 2022 BOARD MEMBERS COPY TO COMPLETE**

EVALUATORS NAME -

**INSTRUCTIONS:** The appraisal contains 10 categories or "goals" that the Fire Chief will be evaluated on, including two 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 goal in section I. is 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		
Continue to improve employee turn-over rates & retain highly skilled personnel.	<ul style="list-style-type: none"> <li>• We are currently going through the hiring process to hire two additional full time employees which will greatly help maintain 24/7 coverage of the shifts at both of the fire stations.</li> <li>• Recruitment and retention of paid on call / part time employees still remains difficult. In 2022 we had a total of seven Terminated employees. Three resigned to go work for career departments, three resigned due to time commitments and one was discharged for policy violation. However NOCFA was able to hire three new employees this year who are all currently active.</li> <li>• We are canvassing farther out from our district for paid on call applicants.</li> </ul>	<table border="1" style="width: 100%;"> <tr> <td align="center">Chief Gave Score as MET</td> </tr> <tr> <td align="center">Evaluators Score:</td> </tr> </table>	Chief Gave Score as MET	Evaluators Score:
Chief Gave Score as MET				
Evaluators Score:				

North Oakland County Fire Authority  
 Fire Chiefs Performance Appraisal - 2022 **BOARD MEMBERS COPY TO COMPLETE**

**II. Management & Leadership**

GOAL	RESULTS	MET / NOT MET
<p><b>Communication with Board</b> – 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"> <li>• I attend and participate in all Monthly Board meetings, provide insight and recommended actions on topics on the agenda or brought before the Board.</li> <li>• All significant items that affect dept. operations or the budget were presented monthly. This includes developing issues or long-term issues such as vehicle replacement and underfunding of the capital replacement fund.</li> <li>• Unique or severe incidents are shared with the board.</li> <li>• Monthly run data is tabulated and presented.</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Chief Gave Score as <b>MET</b></div> <p>Evaluators Score:</p>
<p><b>Budget Conformance</b>– 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"> <li>• FY 2022 budget audit was completed and was within scope.</li> <li>• Budget is constantly monitored and adjusted to keep within expenditures.</li> <li>• Unexpected expenditures are communicated to the Board.</li> <li>• Any purchases over \$5000 are brought to the Board for their review.</li> <li>• Economical management is a priority with the budget. I revisit vendor contracts and try to re-negotiate costs regularly. This past year I switched cell phone carriers which resulted in a \$3000 annual savings. I re-negotiated pricing with our payroll company for a \$6,000 per year savings. Retrofitted both stations lights to LED to save on electric consumption. General janito / housekeeping supplies are bought in bulk at Sams Club, Costco or Amazon.</li> <li>• Awarded grant for \$500,000 for new ambulances.</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Chief Gave Score as <b>MET</b></div> <p>Evaluators Score:</p>
<p><b>Employee &amp; Management Team Effectiveness</b> – Maintains positive &amp; 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"> <li>• Our administrative Officers are all highly skilled and each has their own specialties that help facilitate education, safety, and communication within the department. I have encouraged each officer to use their individual talent in training and motivating the staff resulting in maximum outcomes.</li> <li>• Annual Fire and Medical academy facilitate the recruitment and early firsthand identification of high caliber talent.</li> <li>• Minor apparatus &amp; equipment repairs, Building repairs and landscaping are done in house by our employees. We utilize their abilities to make these repairs while they are working a shift instead of hiring contractors.</li> <li>• We offer and encourage all of employees to attend advanced education classes, the majority of which are paid for 100% by the department.</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Chief Gave Score as <b>MET</b></div> <p>Evaluators Score:</p>

## North Oakland County Fire Authority

### Fire Chiefs Performance Appraisal - 2022 **BOARD MEMBERS COPY TO COMPLETE**

GOAL	RESULTS	MET / NOT MET
<p><b>Risk Management &amp; Compliance –</b> Complies with all Federal, State &amp; Local regulations. Liability Insurance &amp; 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"> <li>• All local, State &amp; Federal regulations were met.</li> <li>• All audits completed with excellent ratings.</li> <li>• Internal audits for agency licenses &amp; certifications were completed.</li> <li>• Any regulatory requirements that were required to be renewed were completed.</li> <li>• Legal matters or potential legal concerns are consulted with attorneys when needed.</li> <li>• Internal employee issues, violations and disciplinary measures are dealt with immediately and with great care and detail.</li> </ul>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Gave Score as <b>MET</b></div> <p>Evaluators Score:</p>
<p><b>Professional Relationships –</b> Maintains relationships &amp; is active with other Local, County &amp; State organizations &amp; public officials.</p>	<ul style="list-style-type: none"> <li>• I attend a North region &amp; County wide Fire Chiefs meeting monthly.</li> <li>• I was again elected Treasurer for the North Oakland Mutual Aid Association.</li> <li>• I was again elected Treasurer for the County Chiefs MABAS 3201 and sit on the Executive Board.</li> <li>• I maintain good relations with surrounding Fire Department Chiefs, MSP Troopers, Holly Police, &amp; Oakland County Sheriff's Dept.</li> <li>• 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.</li> </ul>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Gave Score as <b>MET</b></div> <p>Evaluators Score:</p>

### III. Fire Department Operations

GOAL	RESULTS	MET / NOT MET
<p><b>Operational Readiness –</b> Ensures all apparatus &amp; equipment are in good working order &amp; type to handle expected emergencies.</p>	<ul style="list-style-type: none"> <li>• All apparatus were tested per State regulations &amp; NFPA standards.</li> <li>• The department was audited by MDHHS this year for medical regulation &amp; readiness, and passed with No negative marks.</li> <li>• Due to grant money and help from the two Townships, we purchased two new ambulances to replace our aging ones. We are also currently going through the initial purchasing procedures for a new SRU and Brush truck.</li> </ul>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Gave Score as <b>MET</b></div> <p>Evaluators Score:</p>



## North Oakland County Fire Authority

### Fire Chiefs Performance Appraisal - 2022 **BOARD MEMBERS COPY TO COMPLETE**

GOAL	RESULTS	MET / NOT MET
<p><b>Employee Readiness -</b> Ensures personnel certs &amp; licenses are up to date and valid. Ensures personnel are trained to operate equipment to provide 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"> <li>• Monthly run data reports are generated showing calls, response times, and number of calls per Twp.</li> <li>• All incidents are reviewed for proper response times to include time of call to time en-route, time it took to get on scene, time spent on scene, and time spent at the hospital in the case of a medical transport.</li> <li>• Personnel licenses &amp; Certifications were Internally audited twice a year.</li> <li>• Consistently updating operational policies / procedures and informing personnel of changes.</li> <li>• Fire, Rescue &amp; EMS training is conducted twice a week.</li> <li>• SAFER grant allows us to give a longevity stipend to our employees.</li> <li>• Recruitment of new employees is ongoing.</li> <li>• Shift personnel are required to train on a different piece of equipment / apparatus every shift that they work to be as proficient as possible.</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Chief Gave Score as <b>MET</b> </div> <p style="text-align: center;">Evaluators Score:</p>
<p><b>Personal Readiness -</b> The Fire Chief personally maintains appropriate certifications and participates in drills, incidents, and continuing education.</p>	<ul style="list-style-type: none"> <li>• I respond to as many incidents as needed. I am on call 24 hours a day in case of a critical type call.</li> <li>• I attend department trainings regularly.</li> <li>• Handle all scheduling changes including, time off and trade requests and keep hours restricted to try and keep overtime at a minimum.</li> <li>• Handle all payroll and benefit administration.</li> <li>• Oversee all record keeping and accounting.</li> <li>• I am very proficient in Word, Excel and powerpoint. This past year due to the payroll change, a new way to keep track of wages and hours was needed. I was able to create a very detailed and interactive excel spreadsheet that has many variables and formulas in it.</li> <li>• Manage all of the new IAFF Union changes.</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Chief Gave Score as <b>MET</b> </div> <p style="text-align: center;">Evaluators Score:</p>
<p><b>Community -</b> Ensures that department's community out-reach programs are effective &amp; informative.</p>	<ul style="list-style-type: none"> <li>• We hold annual openhouse which gets a great turn out from the public.</li> <li>• Participate in many events throughout the year in our community as well as other neighboring communities.</li> <li>• Teach first aid and CPR classes to the local schools teaching staff.</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Chief Gave Score as <b>MET</b> </div> <p style="text-align: center;">Evaluators Score:</p>

North Oakland County Fire Authority

Fire Chiefs Performance Appraisal - 2022 **BOARD MEMBERS COPY TO COMPLETE**

**EVALUATION WORKSHEET**

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

GOAL	Met - 1 Not Met - 0		Evaluators Comments Section
	Chief	Evaluator	
Continue to improve employee turn-over rates & retain highly skilled personnel	1		

**II. Management & Leadership**

Communication with Board	1		
Budget Conformance	1		
Employee & Management Team Effectiveness	1		
Risk Management & Compliance	1		
Professional Relationships	1		

**III. Fire Department Operations**

Operational Readiness - Equipment	1		
Employee Readiness	1		
Personal Readiness	1		
Community	1		

Total Points Received -	Chief	Evaluator	Points Needed to meet 80%
Merit is awarded at 80% of Met goals	10		8

# North Oakland County Fire Authority Incident Run Data

## November-22

<b>Total Incidents</b>	<b>100</b>
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<b>Incident Summary</b>	
Structure Fires	3
Vehicle Fires	0
Brush / Outdoor Fires	4
EMS Medicals	51
Vehicle Accidents w/ Injuries	2
Vehicle Accidents w/ No Injuries	6
Hazardous Cond.	4
Service Call	8
Good Intent	6
False Calls	2
Severe Weather	8
Other	
<b>Total Calls</b>	<b>94</b>

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	4
MUTUAL AID FIRE	3
MISC	
<b>Total</b>	<b>7</b>

Total EMS Related Calls	55
Total NOCFA Transports	36
Patient Sign Offs / No Transport	19

	minutes	# of priority calls
Avg. Response Time To Priority Calls	7.2	30

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>87</b>
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>7</b>

Total Runs     **94**

Total Employees	40
Full Time	8
Part time / Paid on Call	32

Paramedic's	14
EMT's	23
MFR's	3

Employees out on leave	1
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Employees Voluntary / Involuntary terminated last month	2
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Employees Hired last month	1
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Rose Twp.	44
Holly Twp.	39
I-75	4