



**NORTH OAKLAND COUNTY FIRE AUTHORITY**  
Proposed Agenda For January 18, 2022 3:00 PM at:  
NOCFA Station 1  
5051 Grange Hall Rd. Holly, MI 48442

**1. CALL TO ORDER / ROLL CALL**

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

**2. AGENDA APPROVAL**

**3. CONSENT AGENDA** - All items listed under "Consent Agenda" are considered to be routine, and non-controversial, do not require discussion by the NOCFA Board and will be approved by one motion. There will be no separate discussion. If discussion is desired on an item, that item will be removed from the consent agenda and will automatically be moved to the last item under New Business.

- a. Approval of meeting minutes from 12/21/2021
- b. Financial Reports:
  - i. General Fund Revenue & Expense Report Year to Date
  - ii. Equipment Replacement Fund Revenue & Expense Report Year to Date

Checking Account as of 12/31/2021	\$91,771.34
Statement Savings Account as of 12/31/2021	\$1,116.90
Capital / Equipment Replacement Account as of 12/31/2021	\$138,469.38
Bills For Payment Total: 12/21/2021 – 1/18/2022	\$38,799.61
Cost of Payroll: 12/27/2021 & 1/10/2022	\$94,000.11
Accounts Receivable: – MEDICAL as of 12/31/2021	\$79,459.83
Accounts Receivable: – FIRE as of 12/31/2021	\$6,308.50
Aging Accounts Turned Over To Collections Allowance as of 12/31/2021	\$81,887.80

c. December 2021 Run Counts & Year ending 2021 Total Run Counts

**4. REPORTS**

Chiefs Report    Rose Twp.    Holly Twp.    Citizen at Large

**5. PRESENTATIONS**

a)

**6. UNFINISHED BUSINESS**

- a) NOCFA Employee compliant letter dated 9/28/2021 – Attorneys response
- b) Schedule Attorney Interviews

**7. NEW BUSINESS**

- a) Annual NOCFA Board Officer appointments
- b) NOCFA Employee complaint letter dated 1/5/2022
- c) Approval to spend 15k on Tanker 1 repairs
- d) FY 2022 budget amendments
- e) Fire Chiefs annual appraisal submittal
- f) Labor / Union attorney

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**

Next meeting will be Tuesday February 15, 2022 at 3:00 PM Rose Township Offices. 9080 Mason St. Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY  
REGULAR MEETING MINUTES  
December 21, 2021

The following firefighters and guests were present.

Capt. 1 Tim Seal  
Matt Kirkpatrick  
Sgt. 2 Dan Miller  
Debbie Miller  
Allison Andras  
Michele Seal  
Julius Stern  
Randy Finkbeiner  
Mrs. Finkbeiner  
Sandy Villarreal  
Attn. Gary Felk

Chairperson Stouffer 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, Michigan, 48442.

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

**AGENDA APPROVAL**

Moved by Scheib-Snider, seconded Stouffer,, motion carried, to approve the agenda for the regular meeting NOCFA Board on December 21, 2021 as amended adding item 6c. Sanction of Chief Lintz, and adjusting the items that follow.

Voting yes – Scheib-Snider, Stouffer, Gambka.

Voting no – Winchester, Kullis.

**CONSENT AGENDA APPROVAL**

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the following items under the consent agenda with corrections to the minutes of November 19, 2021; add Chester Koop to the attendees list and simplify his public comments;

- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of November 30, 2021

North Oakland County Fire Authority Meeting December 21, 2021

- Checking Account \$ 24,995.26
- Statement Savings Account \$ 101,110.966
- Capital Replacement Savings Account as of 10/31/21 \$ 238,454.11
- Bills for Payment (11/17/21 to 12/21/21) \$ 69,322.76
- Cost of Payroll (11/15/21 & 12/8/21) \$ 157,501.65
  
- Accounts Receivable Report, Medical - \$72,770.12, Fire - \$ 7,101.50as of 11/30/2021.
- Aging Accounts Turned Over to Collections as of 11/30/21 - \$ 81,887.80
- 2021 November Run Report

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

**Reports**

**Chief Lintz**

Incident Run Data for November 99 runs for the department. Chief Lintz indicate The department did a boot drive and collected \$3000.00 that they gave HAYA for gifts for the kids. They have one ambulance out of service.

Rose Township – Ms. Scheib-Snider stated the township has adopted a marijuana care givers ordinance.

Holly Township – Mr. Kullis indicated that their township has applied for an opioid settlement.

Citizen At Large – No report.

**PRESENTATIONS** – There were no presentations.

**UNFINISHED BUSINESS**

**Anonymous Letter dated 9/7/2021 and Public Censure of Board Member**

Moved by Stouffer, seconded by Scheib-Snider, motion carried, to go into closed session at 3:12P.M. under MCL 15.268.1.8.a.

Ms. Winchester was opposed.

Moved by Scheib-Snider, seconded by Winchester, motion carried, to come back to open session at 3:42 P.M.

Moved by Scheib-Snider, seconded by Kullis, motion carried, to rescind the censure of Ms. Winchester at the October meeting.

Voting yes – Scheib-Snider, Kullis, Winchester.

Voting no – Gambka, Stouffer.

NOCFA Employee Complaint Letter dated 9/28/2021

Moved by Stouffer, seconded by Kullis, motion carried, to go into closed session at 3:53P.M. under MCL 15.268.8.1.a. The vote was unanimous.

Moved by Kullis, seconded by Scheib-Snider, motion carried, to come back into open session at 4:39 P.M. The vote was unanimous.

Moved by Scheib-Snider, seconded by Kullis, motion carried, to conduct an investigation per the discussion in closed session.

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

Voting no – None.

Sanction of Chief Lintz

Moved by Scheib-Snider, seconded by Stouffer, motion carried, to postpone the sanction of Chief Lintz due to the request for in investigation in closed session.

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

Voting no – None.

Board Members Access to Department Incident Notification System

A motion was offered but withdrawn after further discussion.

**NEW BUSINESS**

Letter from Rose Township Resident Chester Koop

The contents of the letter will be taken under advisement.

Review of Attorney RFPs

Moved by Stouffer, seconded by Winchester, motion carried, to invite four candidates to the next meeting.

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

Voting no – None.

**PUBLIC COMMENT**

Mr. Koop addressed the board.

Mrs. Villarreal addressed the board

Mr. Kullis read a letter from Roberta Pechota who could not be present at the meeting.

Ms. Winchester read a letter from Julius Stern who was present at the meeting.

**ADJOURNMENT.**

The meeting was adjourned at 5:35 P.M. Patricia A. Walls, Recording Secretary

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4035 · MISC REVENUE	223.88	0.00	223.88	100.0%
4050 · Revenues				
401 · Holly Township Contribution	849,926.00	849,926.00	0.00	100.0%
402 · Rose Township Contribution	849,926.00	849,926.00	0.00	100.0%
403 · Training/Education revenues	18,415.00	55,000.00	(36,585.00)	33.5%
404 · Fire Cost Recovery	3,770.00	10,000.00	(6,230.00)	37.7%
405 · Grant Receipts	14,031.02	0.00	14,031.02	100.0%
405.5 · SAFER Grant Receipts	72,783.00	72,116.45	666.55	100.9%
406 · Medical Cost Recovery	246,582.50	455,000.00	(208,417.50)	54.2%
410 · Sales-Small Items	1,335.00	1,000.00	335.00	133.5%
412 · Sales-Capital Items	0.00	0.00	0.00	0.0%
413 · Review and Inspection Services	19,613.13	20,000.00	(386.87)	98.1%
414 · Interest Earned	331.02	1,500.00	(1,168.98)	22.1%
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>2,176,712.67</b>	<b>2,314,568.45</b>	<b>(137,855.78)</b>	<b>94.0%</b>
<b>Total Income</b>	<b>2,176,936.55</b>	<b>2,314,568.45</b>	<b>(137,631.90)</b>	<b>94.1%</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>2,176,936.55</b>	<b>2,314,568.45</b>	<b>(137,631.90)</b>	<b>94.1%</b>
<b>Expense</b>				
6000 · Risk Management Insurance	30,264.00	30,500.00	(236.00)	99.2%
650 · Liability Insurance	24,829.00	43,000.00	(18,171.00)	57.7%
652 · Workers Compensation Insurance - Other	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>55,093.00</b>	<b>73,500.00</b>	<b>(18,407.00)</b>	<b>75.0%</b>
7000 · Personnel				
700 · Wages, Chief Full Time	45,697.12	87,350.00	(41,652.88)	52.3%
700.5 · Full Time Employee Wages	200,935.86	384,915.00	(183,979.14)	52.2%
700.7 · Full Time Overtime Wages	6,012.32	10,000.00	(3,987.68)	60.1%
700.9 · COVID19 Wages	0.00	0.00	0.00	0.0%
704 · Officer Wages	9,692.06	16,600.00	(6,907.94)	58.4%
705 · Instructor Wages	5,100.00	35,000.00	(29,900.00)	14.6%
706 · Recording Secretary	0.00	0.00	0.00	0.0%
707 · Special Event Pay	10,846.41	5,000.00	5,846.41	216.9%

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	99,367.40	162,810.00	(63,442.60)	61.0%
708.5 - Duty Shift Basic	168,672.10	323,968.00	(155,315.90)	52.1%
709 - Part Time Overtime Pay	11,495.79	15,000.00	(3,504.21)	76.6%
710 - Work Detail Pay	1,497.82	2,000.00	(502.18)	74.9%
711 - Training Wages	13,571.17	30,000.00	(16,428.83)	45.2%
712 - Incident run pay/POC Fire Wages	32,820.04	60,000.00	(27,179.96)	54.7%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	51,007.37	84,688.37	(33,681.00)	60.2%
715 - Medical Exp/Employees	580.00	1,500.00	(920.00)	38.7%
716 - Healthcare Insurance/Full Time	54,710.51	110,000.00	(55,289.49)	49.7%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	2,981.30	7,181.48	(4,200.18)	41.5%
717 - 401 Contribution - FT Emp	32,284.96	49,376.50	(17,091.54)	65.4%
717.2 - 401a contribution - POC EE	9,349.74	29,919.90	(20,570.16)	31.2%
718 - Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 - Life/Disability Insurance FT	2,703.30	6,800.00	(4,096.70)	39.8%
7000 - Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 - Personnel</b>	<b>759,325.27</b>	<b>1,422,129.25</b>	<b>(662,803.98)</b>	<b>53.4%</b>
<b>7200 - Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
720 - Supplies/Non Operating	8,026.53	10,000.00	(1,973.47)	80.3%
722 - Operating Supplies	1,919.18	2,500.00	(580.82)	76.8%
723 - Fire Prevention	7,919.14	12,000.00	(4,080.86)	66.0%
724 - Uniforms	6,126.32	17,000.00	(10,873.68)	36.0%
726 - Medical Supplies	0.00	0.00	0.00	0.0%
7200 - Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 - Supplies</b>	<b>23,991.17</b>	<b>41,500.00</b>	<b>(17,508.83)</b>	<b>57.8%</b>
<b>7500 - SAFER GRANT EXPENDITURES</b>	<b>0.00</b>	<b>174.19</b>	<b>(174.19)</b>	<b>0.0%</b>
751 - Instructor Wages	0.00	0.00	0.00	0.0%
752 - Workers Comp Ins/SS	0.00	360.00	(360.00)	0.0%
753 - Training Costs	0.00	162.58	(162.58)	0.0%
754 - Employee Physicals	0.00	0.00	0.00	0.0%
755 - Health Insurance	0.00	0.00	0.00	0.0%
756 - 401 Contributions SAFER FT Emp	66,000.00	70,000.00	(4,000.00)	94.3%
757 - Fringe Benefits	0.00	0.00	0.00	0.0%
758 - Life/Disability FT Employees	0.00	0.00	0.00	0.0%
759 - Education	1,487.08	72.58	1,414.50	2,048.9%
760 - Marketing	0.00	551.61	(551.61)	0.0%
761 - Equipment Purchases	0.00	0.00	0.00	0.0%
763 - Travel Expense	0.00	795.48	(795.48)	0.0%
765 - Lost Wages Reimbursement	0.00	0.00	0.00	0.0%
7500 - SAFER GRANT EXPENDITURES - Other	0.00	0.00	0.00	0.0%
<b>Total 7500 - SAFER GRANT EXPENDITURES</b>	<b>67,487.08</b>	<b>72,116.44</b>	<b>(4,629.36)</b>	<b>93.6%</b>
<b>8000 - Contracted Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
800 · Dispatching	14,596.95	36,000.00	(21,403.05)	40.5%
802 · Auditing	6,920.00	6,200.00	720.00	111.6%
804 · Legal	1,500.00	900.00	600.00	166.7%
806 · Medical Cost Recovery- Billing	11,286.98	21,000.00	(9,713.02)	53.7%
807 · Fire Cost Recovery Billing	0.00	1,000.00	(1,000.00)	0.0%
810 · Non Employee Instructor Wages	8,740.00	8,000.00	740.00	109.3%
812 · Employee Education	3,720.63	12,000.00	(8,279.37)	31.0%
814 · Dues, Fees, Subscriptions	14,535.47	15,000.00	(464.53)	96.9%
815 · Payroll Services	5,693.95	9,200.00	(3,506.05)	61.9%
816 · Administrative Services	3,713.15	7,700.00	(3,986.85)	48.2%
820 · Construction/Labor Services	1,575.00	3,000.00	(1,425.00)	52.5%
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>72,282.13</b>	<b>120,000.00</b>	<b>(47,717.87)</b>	<b>60.2%</b>
8500 · Operating Expenses	2,441.24	5,000.00	(2,558.76)	48.8%
850 · Communications	7,222.20	12,000.00	(4,777.80)	60.2%
851 · IT Operational Expenses	9,429.46	17,000.00	(7,570.54)	55.5%
852 · Fuel	0.00	200.00	(200.00)	0.0%
854 · Printing and Publishing	540.00	6,000.00	(5,460.00)	9.0%
855 · Training Supplies / Equipment	20,526.43	45,000.00	(24,473.57)	45.6%
858 · Utilities	2,247.54	6,000.00	(3,752.46)	37.5%
859 · Equipment Lease	7,614.13	22,000.00	(14,385.87)	34.6%
860 · Bldg & Grnds Repair/Maint.	7,069.43	8,000.00	(930.57)	88.4%
862 · Equip Maintenance	26,286.88	40,000.00	(13,713.12)	65.7%
866 · Vehicle Maintenance	113,415.10	185,000.00	(71,584.90)	61.3%
867 · Debt Write-Off-Medical	870.21	1,800.00	(929.79)	48.3%
867.5 · QAAP Medicaid Tax	702.00	1,500.00	(798.00)	46.8%
868 · Debt Write-Off-Fire	0.00	0.00	0.00	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>198,364.62</b>	<b>349,500.00</b>	<b>(151,135.38)</b>	<b>56.8%</b>
9500 · Debt Service	75,667.50	149,822.95	(74,155.45)	50.5%
950 · Debt Service	7,224.84	15,999.80	(8,774.96)	45.2%
952 · Interest on Debt	0.00	0.00	0.00	0.0%
9500 · Debt Service - Other	82,892.34	165,822.75	(82,930.41)	50.0%
<b>Total 9500 · Debt Service</b>	<b>82,892.34</b>	<b>165,822.75</b>	<b>(82,930.41)</b>	<b>50.0%</b>
9700 · Purchases	0.00	10,000.00	(10,000.00)	0.0%
970 · Capital Purchases +5,000	0.00	0.00	0.00	0.0%
971 · Capital Improvement/Fire Hall	7,542.45	10,000.00	(2,457.55)	75.4%
972 · Equipment Purchases -5,000	6,093.19	0.00	6,093.19	100.0%
973 · Grant Expenses	0.00	0.00	0.00	0.0%
974 · Grant Match	0.00	0.00	0.00	0.0%
975 · COVID19 Supplies/Equipment	0.00	0.00	0.00	0.0%

## North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH JANUARY 18, 2022

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget	% of Budget
999 - Capital replacement transfers	170,000.00	50,000.00	120,000.00	340.0%
9700 - Purchases - Other	0.00	0.00	0.00	0.0%
<b>Total 9700 - Purchases</b>	<b>183,635.64</b>	<b>70,000.00</b>	<b>113,635.64</b>	<b>262.3%</b>
<b>Total Expense</b>	<b>1,443,071.25</b>	<b>2,314,568.44</b>	<b>(871,497.19)</b>	<b>62.3%</b>
<b>Net Income</b>	<b>733,865.30</b>	<b>0.01</b>	<b>733,865.29</b>	<b>7,338,653,000.0%</b>



**NOCFA Equipment Replacement  
Revenue & Expense Report  
JULY 01, 2021 THROUGH JANUARY 18, 2022**

	Jul 1, '21 - Jan 18, 22	Budget	\$ Over Budget
<b>Income</b>			
4000 · Transfers from General Fund	170,000.00	50,000.00	120,000.00
4050 · Loan proceeds	0.00	0.00	0.00
4100 · Interest Income	112.41	60.00	52.41
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
<b>Total Income</b>	<b>170,112.41</b>	<b>50,060.00</b>	<b>120,052.41</b>
<b>Expense</b>			
Bank Fees	0.00	0.00	0.00
5000 · Capital Outlay	0.00	0.00	0.00
6000 · Office	100,000.00	0.00	100,000.00
6050 · Transfer to Checking Account	0.00	0.00	0.00
5000 · Capital Outlay - Other	0.00	0.00	0.00
<b>Total 5000 · Capital Outlay</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
6100 · Firefighting & Medical Supplies	0.00	0.00	0.00
6560 · Building & Grounds	0.00	0.00	0.00
9000 · CAPITAL PURCHASES	0.00	0.00	0.00
9001 · New fire hall	0.00	0.00	0.00
<b>Total Expense</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>Net Income</b>	<b>70,112.41</b>	<b>50,060.00</b>	<b>20,052.41</b>

1:46 PM

01/11/22

Accrual Basis

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

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	<u>Jul - Dec 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 - Cash-Checking	91,771.34
1001 - STATEMENT SAVINGS ACCOUNT	<u>1,116.90</u>
Total Checking/Savings	<u>92,888.24</u>
Total Current Assets	<u>92,888.24</u>
<b>TOTAL ASSETS</b>	<u><u>92,888.24</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

1:52 PM

01/11/22

Accrual Basis

# NOCFA Equipment Replacement Cash Balance Report

JULY 01, 2021 THROUGH DECEMBER 31, 2021

	Jul - Dec 21
1000 - Cash-Equipment Replacement	138,469.38
<b>TOTAL</b>	<b>138,469.38</b>

1:45 PM  
 01/11/22  
 Accrual Basis

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
 December 22, 2021 through January 18, 2022

Date	Memo	Amount
<b>ACCU-MED</b>		
01/06/2022	BILLING SERVICE 12/1-12/31	3,802.54
Total ACCU-MED		3,802.54
<b>AFLAC</b>		
01/10/2022	AFLAC EE CONTRIBUTIONS	273.31
Total AFLAC		273.31
<b>AMAZON CAPITAL SERVICES</b>		
01/06/2022	ACCT#A2VV761JHJLPOA	778.30
Total AMAZON CAPITAL SERVICES		778.30
<b>AT&amp;T MOBILITY</b>		
12/28/2021	FIRST NET	1,716.83
Total AT&T MOBILITY		1,716.83
<b>BOUND TREE MEDICAL</b>		
01/06/2022	ACCT#205418	4.40
Total BOUND TREE MEDICAL		4.40
<b>CARDMEMBER SERVICE / 9167</b>		
01/06/2022		702.94
Total CARDMEMBER SERVICE / 9167		702.94
<b>COMCAST (Station 1 TV)</b>		
01/06/2022	5051 - T.V.	27.15
Total COMCAST (Station 1 TV)		27.15
<b>COMCAST (Station 3 TV)</b>		
12/28/2021	STA.3 TV	9.23
Total COMCAST (Station 3 TV)		9.23
<b>COMCAST CABLE (OFF SITE INTERNET)</b>		
12/28/2021	COMMUNICATIONS	100.00
Total COMCAST CABLE (OFF SITE INTERNET)		100.00
<b>CONSUMERS ENERGY</b>		
12/28/2021		2,415.50
01/06/2022	ACCT 100054690407	825.34
Total CONSUMERS ENERGY		3,240.84
<b>DTE ENERGY</b>		
01/06/2022	280 ROSE CENTER	569.16
Total DTE ENERGY		569.16
<b>GALLS, LLC</b>		
12/28/2021		647.19
01/06/2022	ACCT# 3811359	61.22
Total GALLS, LLC		708.41
<b>IAFC</b>		

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 01/11/22  
 Accrual Basis

**North Oakland County Fire Authority**  
**BILLS FOR PAYMENT**  
 December 22, 2021 through January 18, 2022

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
01/06/2022	DUES 3/1/22 - 2/28/23	215.00
Total IAFC		215.00
<b>KERTON LUMBER CO</b>		
01/06/2022	CUST# NORT1	260.52
Total KERTON LUMBER CO		260.52
<b>MATTHEW KIRKPATRICK</b>		
01/06/2022	2022 DESIGN & U PRINT	1,487.08
Total MATTHEW KIRKPATRICK		1,487.08
<b>MERS/ALERUS</b>		
12/27/2021	TF/PT 4001K CONTRIBUTIONS & LOAN REPAY	3,627.64
12/27/2021	HCSP ER-EE CONTRIBUYTIONS	408.54
12/27/2021	457-EE CONTRIBUTIONS	508.96
01/10/2022	401K CONTRIBUTIONS & LOAN REPAY	3,580.54
01/10/2022	457 CONTRIBUTIONS	773.13
01/10/2022	ER-HCSP CONTRIBUTIONS	408.32
Total MERS/ALERUS		9,307.13
<b>MICHIGAN FIRE INSPECTORS SOCIETY</b>		
01/06/2022		405.00
Total MICHIGAN FIRE INSPECTORS SOCIETY		405.00
<b>MICROSOFT STORE</b>		
12/27/2021	IT EXPENSE	105.99
Total MICROSOFT STORE		105.99
<b>OAKLAND COUNTY MUTUAL AID ASSOC</b>		
01/06/2022	MEMBERSHIP RENEWAL 2022	3,300.00
Total OAKLAND COUNTY MUTUAL AID ASSOC		3,300.00
<b>OAKLAND COUNTY TREASURERS - DISPATCHING</b>		
01/06/2022	CUST#SHF011	2,919.39
Total OAKLAND COUNTY TREASURERS - DISPATCHING		2,919.39
<b>PITNEY BOWES</b>		
12/28/2021	POSTAGE METER LEASE	88.32
Total PITNEY BOWES		88.32
<b>RICOH USA Inc. (copier Lease)</b>		
01/06/2022	ACCT#3719865	259.25
Total RICOH USA Inc. (copier Lease)		259.25
<b>ROAD COMMISSION FOR OAKLAND COUNTY</b>		
12/28/2021	FUEL	698.07
Total ROAD COMMISSION FOR OAKLAND COUNTY		698.07
<b>STANDARD INSURANCE COMPANY RV</b>		
12/28/2021	PREMIUM JAN 2022	450.55

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Accrual Basis

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
December 22, 2021 through January 18, 2022

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total STANDARD INSURANCE COMPANY RV		450.55
<b>VERIZON</b> 12/28/2021	COMMUNICATIONS	483.19
Total VERIZON		483.19
<b>WATERWAY OF MICHIGAN, LLC</b> 01/06/2022	HOSE TESTING 7/26	4,028.10
Total WATERWAY OF MICHIGAN, LLC		4,028.10
<b>WEST SHORE FIRE INC</b> 01/06/2022	T3 MAINT	2,858.91
Total WEST SHORE FIRE INC		2,858.91
<b>TOTAL</b>		<b>38,799.61</b>

**North Oakland County Fire Authority**  
**PAYROLL EXPENSE REPORT**  
 December 27, 2021 through January 10, 2022

Dec 27, '21 - Jan 10, 22

<b>Expense</b>	
<b>7000 · Personnel</b>	
700 · Wages, Chief Full Time	6,528.16
700.5 · Full Time Employee Wages	29,608.86
700.7 · Full Time Overtime Wages	851.43
704 · Officer Wages	1,384.58
705 · Instructor Wages	0.00
707 · Special Event Pay	0.00
708 · Duty Shift Medic	13,526.83
708.5 · Duty Shift Basic	23,335.44
709 · Part Time Overtime Pay	1,800.00
710 · Work Detail Pay	0.00
711 · Training Wages	1,870.05
712 · Incident run pay/POC Fire Wages	5,128.69
714 · Social Sec/FICA	6,613.17
716 · Healthcare Insurance/Full Time	-368.00
716.5 · Health Care Savings Contrib	0.00
717.2 · 401a contribution - POC EE	0.00
<b>Total 7000 · Personnel</b>	<u>90,279.21</u>
<b>7500 · SAFER GRANT EXPENDITURES</b>	
757 · Fringe Benefits	3,000.00
765 · Lost Wages Reimbursement	0.00
<b>Total 7500 · SAFER GRANT EXPENDITURES</b>	<u>3,000.00</u>
<b>8000 · Contracted Services</b>	
812 · Employee Education	0.00
815 · Payroll Services	854.90
816 · Administrative Services	0.00
<b>Total 8000 · Contracted Services</b>	<u>854.90</u>
<b>8500 · Operating Expenses</b>	
850 · Communications	-134.00
<b>Total 8500 · Operating Expenses</b>	<u>-134.00</u>
<b>Total Expense</b>	<u>94,000.11</u>
<b>Net Income</b>	<u><u>-94,000.11</u></u>

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01/11/22

Accrual Basis

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

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	<u>Dec 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	6,308.50
1070 · A/R-Medical -ACCUMED	79,459.83
1070.6 · A/R AACB - ALL RUNS	<u>300,063.01</u>
Total Accounts Receivable	385,831.34
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>167,656.13</u>
<b>TOTAL ASSETS</b>	<u><u>167,656.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00



# North Oakland County Fire Authority Incident Run Data

## December-21

<b>Total Incidents</b>	<b>112</b>
------------------------	------------

<b>Incident Summary</b>	
Structure Fires	0
Vehicle Fires	1
Brush / Outdoor Fires	0
EMS Medicals	79
Vehicle Accidents w/ Injuries	5
Vehicle Accidents w/ No Injuries	3
Hazardous Cond.	3
Service Call	17
Good Intent	1
False Calls	3
Severe Weather	0
Other	0
<b>Total Calls</b>	<b>112</b>

Current Active Employees	40
Inactive Employees	1
Full Time	8
Part time / Paid on Call	33

Paramedic's	17
EMT's	21
MFR's	3

Number of shifts with no Coverage at Station 3	0
--	---

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	4
MUTUAL AID FIRE	15
MISC	1
<b>Total</b>	<b>20</b>

Total EMS Related Calls	82
Total NOCFA Transports	53
Patient Sign Offs / No Transport	29

	minutes	# of priority calls
Avg. Response Time To Priority Calls	8.3	49

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>92</b>
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>20</b>

Rose Twp.	55
Holly Twp.	34
I-75	3

Total Runs    112

North Oakland County Fire Authority  
Total Runs For 2021

	2021	2020	2019
<b>Total Incidents</b>	<b>1282</b>	<b>1102</b>	<b>1071</b>
<b>Incident Summary</b>			
Structure Fires	3	9	11
Vehicle Fires	9	4	8
Brush / Outdoor Fires	12	6	5
EMS Medicals	762	709	604
Vehicle Accidents w/ Injuries	62	68	49
Vehicle Accidents w/ No Injuries	45	23	46
Hazardous Cond.	62	39	39
Service Call	124	129	152
Good Intent	84	69	99
False Calls	39	37	56
Severe Weather	79	8	0
Other	1	1	2
<b>Total</b>	<b>1282</b>	<b>1102</b>	<b>1071</b>
<b>Out of District Runs</b>			
MUTUAL AID MEDICAL	123	70	56
MUTUAL AID FIRE	65	39	54
MISC	8	0	0
<b>Total</b>	<b>196</b>	<b>109</b>	<b>110</b>
<b>EMS Incidents</b>			
Total EMS Related Calls	807	749	640
Total NOCFA Transports	524	472	450
Other Agency Transported	8	0	0
Patient Sign Offs / No Transport	275	277	190
Average Response Time to Emergent Calls:	7.3 Min. 439 calls	7.2 Min. 375 calls	7.1 Min. 379 calls
<b>HOLLY TWP. TOTAL RUNS</b>	<b>499</b>	478	498
<b>ROSE TWP. TOTAL RUNS</b>	<b>532</b>	488	404
<b>I-75 TOTAL RUNS</b>	<b>55</b>	35	59
<b>OUT OF DISTRICT RUNS</b>	<b>196</b>	101	110

	Firm Name	Location	Hourly Rate Option	Retainer / Contract Fees Option	Municipal Experience	Employment / Labor Experience	Notes
1	Bodman Law	Troy	\$224 - \$340	N/A	yes	yes	
2	Fahey, Schultiz, Burzzych, Rhodes	Okemos	\$190 - \$240	N/A	yes	yes	
3	Foster Swift	Southfield	\$225 - \$250	N/A	yes	yes	*Time is charged at upon tenths of an hour (six minutes).
4	Garan, Lucow, Miller	Detroit	\$200 - \$250	\$60,000 - Annually	yes	yes	
5	Jeffrey S. Kragt	Rochester	\$125	N/A	yes	no	
6	McGraw, Morris	Troy	\$175	N/A	yes	yes	
7	Winegarden, Haley, Lindholm & Himelhoch	Grand Blanc	\$275 - \$325	N/A	yes	yes	*No charge for travel time. Local.



CSI Emergency Apparatus, LLC  
 2332 Dupont Street      Toll Free: 888-264-2877  
 Grayling, MI 49738      Fax: 989-348-8233

Service Order Number: [REDACTED]

**QUOTE**  
 Replace Akron valve controllers  
 Tanker 1

**North Oakland county fire authority**  
 holly mi. 48442  
  
 ATTN: Matt Weil

**SHIP TO:**

<b>INVOICE DATE</b>	<b>SHIP VIA</b>	<b>DATE</b>		<b>FOB</b>	
	Best Way			Grayling, Michigan	
<b>P.O. NO.</b>		<b>TERMS</b>	<b>S.O. NO.</b>	<b>SALES PERSON</b>	
		N30		Terry Paladino	

QTY	DESCRIPTION	EACH COST	TOTAL PRICE
1	Replace old 9313 valve controllers with new navigator pro 2.0 conversion kit.		
5	Navigator pro 2.0 9333 conversion kit	\$2,403.00	\$12,015.00
	Labor to remove old valve controllers and wiring harness install new valve controllers and wiring harness this would include drive time to and from station	\$1,300.00	\$1,300.00
	<b>NOTE</b> We do expect the new controllers to fit in the pump panel if any modifications to the panel are necessary this would be additional		
		Sub Total:	\$ 13,315.00
		Sales Tax:	0.00%

**THANK YOU FOR YOUR BUSINESS!** **TOTAL: 13,315.00**

**North Oakland County Fire Authority  
OPERATING BUDGET**

<b>Revenues</b>		<b>Budget FY 2022</b>	<b>Budget FY 2022</b>
		<b>Approved June 2021</b>	<b>For Amendment Jan. 2022</b>
<b>4000 - Revenues</b>	401 · Holly Township Contribution	\$ 849,926.00	\$ 849,926.00
	402 · Rose Township Contribution	\$ 849,926.00	\$ 849,926.00
	403 · Training / Education Revenues	\$ 55,000.00	\$ 55,000.00
	404 · Fire Cost Recovery	\$ 10,000.00	\$ 10,000.00
	405 · Grant Receipts	\$ -	\$ -
	405.5 - SAFER Grant Receipts	\$ -	\$ 91,870.00
	406 · Medical Cost Recovery	\$ 455,000.00	\$ 460,000.00
	410 · Sales-Small Items	\$ 1,000.00	\$ 1,000.00
	412 · Sales-Capital Items	\$ -	\$ 15,000.00
	413 · Review and Inspection Services	\$ 20,000.00	\$ 20,000.00
	414 · Interest Earned	\$ 1,500.00	\$ 1,500.00
	416 · Donations	\$ 100.00	\$ 100.00
	420 · Transfers IN From Capital Account	\$ -	\$ 100,000.00
	490 - Loan Proceeds	\$ -	\$ -
	<b>Grand Total Revenues</b>	<b>\$ 2,242,452.00</b>	<b>\$ 2,454,322.00</b>

**Expenditures**

<b>6000 - Insurance</b>	650 · Liability Insurance	\$ 30,500.00	\$ 30,500.00
	652 · Workers Compensation Insurance	\$ 43,000.00	\$ 45,700.00
	<b>Total 6000 - Insurance</b>	<b>\$ 73,500.00</b>	<b>\$ 76,200.00</b>

<b>7000 - Personnel</b>	700 · Wages, Chief Full Time	\$ 87,350.00	\$ 87,350.00
	700.5 · Full Time Employee Wages	\$ 384,915.00	\$ 384,915.00
	700.7 - Full Time Overtime Wages	\$ 10,000.00	\$ 10,000.00
	704 · Officer Wages	\$ 16,600.00	\$ 16,600.00
	705 · Instructor Wages	\$ 35,000.00	\$ 35,000.00
	707 - Special Event Pay	\$ 5,000.00	\$ 10,900.00
	708 - DUTY SHIFT MEDIC	\$ 162,810.00	\$ 162,810.00
	708.5 - DUTY SHIFT BASIC	\$ 323,988.00	\$ 323,988.00
	709 - Part Time Overtime Pay	\$ 15,000.00	\$ 15,000.00
	710 · Work Detail Pay	\$ 2,000.00	\$ 2,000.00
	711 · Training Wages	\$ 30,000.00	\$ 25,000.00
	712 · Incident Run Pay / POC Fire Wages	\$ 60,000.00	\$ 59,000.00
	714 · Social Sec / FICA	\$ 84,688.37	\$ 84,688.37
	715 · Medical Expenses - Employees	\$ 1,500.00	\$ 1,500.00
	716 · Healthcare Insurance - Full Time Employees	\$ 110,000.00	\$ 110,000.00
	716.2 - Health Care (opt out) Stipend	\$ -	\$ -
	716.5 - Health Care Savings Plan Contribution FT	\$ 7,181.48	\$ 6,800.00
	717 · 401a Contribution - Full Time Employees	\$ 49,376.50	\$ 49,376.50
	717 - 401a contribution - POC Employees	\$ 29,919.90	\$ 29,914.90
	719 · Life/Disability Insurance- Full Time Employees	\$ 6,800.00	\$ 6,800.00
	<b>Total 7000 - Personnel</b>	<b>\$ 1,422,129.25</b>	<b>\$ 1,421,642.77</b>

<b>7200 - Supplies</b>	722 · Operating Supplies	\$ 10,000.00	\$ 10,000.00
	723 · Fire Prevention	\$ 2,500.00	\$ 2,500.00
	724 · Uniforms	\$ 12,000.00	\$ 12,000.00
	726 · Medical Supplies	\$ 17,000.00	\$ 17,000.00
	<b>Total 7200 - Supplies</b>	<b>\$ 41,500.00</b>	<b>\$ 41,500.00</b>

<b>7500 - SAFER Grant</b>	751 - Instructor Wages	\$ -	\$ 1,800.00
	753 - Training Costs	\$ -	\$ 3,720.00

	754 - Employee Physicals	\$ -	\$ 1,680.00
	757 - Fringe Benefits	\$ -	\$ 70,000.00
	760 - Marketing	\$ -	\$ 750.00
	761 - Equipment Purchases	\$ -	\$ 5,700.00
	765 - Lost Wages Reimbursement	\$ -	\$ 8,220.00
	<b>Total 7500 - SAFER Grant</b>	\$ -	\$ 91,870.00

<b>8000- Contracted Services</b>			
	800 · Dispatching	\$ 36,000.00	\$ 36,000.00
	802 · Auditing	\$ 6,200.00	\$ 6,920.00
	804 · Legal	\$ 900.00	\$ 5,000.00
	806 · Medical Cost Recovery Billing- AccuMed	\$ 21,000.00	\$ 21,000.00
	807 · Fire Cost Recovery Billing- AccuMed	\$ 1,000.00	\$ 1,000.00
	810 · NON-Employee Instructor Wages	\$ 8,000.00	\$ 14,000.00
	812 · Education	\$ 12,000.00	\$ 7,000.00
	814 · Dues and Subscriptions	\$ 15,000.00	\$ 15,000.00
	815 · Payroll Services	\$ 9,200.00	\$ 9,200.00
	816 · Administrative Services / Book Keeping	\$ 7,700.00	\$ 7,700.00
	820 · Construction/Labor Services	\$ 3,000.00	\$ 3,000.00
	<b>Total 8000- Contracted Services</b>	\$ 120,000.00	\$ 125,820.00

<b>8500 - Operating Expenses</b>			
	850 · Communications	\$ 5,000.00	\$ 4,000.00
	851 · Information Technology Expenses	\$ 12,000.00	\$ 12,000.00
	852 · Fuel	\$ 17,000.00	\$ 17,000.00
	854 · Printing and Publishing	\$ 200.00	\$ 200.00
	855 · Training supplies / Equipment	\$ 6,000.00	\$ 4,000.00
	858 · Building Utilities	\$ 45,000.00	\$ 44,000.00
	859 · Equipment Lease	\$ 6,000.00	\$ 5,000.00
	860 · Building & Grnds Repair/Maint.	\$ 22,000.00	\$ 21,000.00
	862 · Equip Maintenance	\$ 8,000.00	\$ 8,000.00
	866 · Vehicle Maintenance	\$ 40,000.00	\$ 55,000.00
	867 - Debt Write Off - Medical Billing	\$ 185,000.00	\$ 187,966.48
	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>	\$ 349,500.00	\$ 361,466.48

<b>9500 - Debt Service</b>			
	950 · Debt Service Principle	\$ 149,822.95	\$ 149,822.95
	952 · Debt Service Interest	\$ 15,999.80	\$ 15,999.80
	<b>Total - 9500 Debt Service</b>	\$ 165,822.75	\$ 165,822.75

<b>9700 - Purchases</b>			
	970 · Capital Purchases +5,000	\$ 10,000.00	\$ 10,000.00
	971 - Capital Improvement Fire Hall	\$ -	\$ -
	972 · Equipment Purchases -5,000	\$ 10,000.00	\$ 10,000.00
	973 · Grant Expenses	\$ -	\$ -
	974 · Grant Match	\$ -	\$ -
	999 · Capital replacement transfers	\$ 50,000.00	\$ 150,000.00
	<b>Total 9700 Purchases</b>	\$ 70,000.00	\$ 170,000.00

	<b>Grand Total Expenditures</b>	\$ 2,242,452.00	\$ 2,454,322.00
	Balance	\$ -	\$ -

**North Oakland County Fire Authority  
Capital Fund Budget FY 2022**

**Income**

	Budget FY 2022	Budget FY 2022
	Approved June 2021	Amend Jan. 22
· Revenues		
4000 · Transfers in-from General Fund	\$ 50,000.00	\$ 150,000.00
4100 · Interest Income	\$ 60.00	\$ 60.00
4200 · Sales-Capital Items	\$ -	\$ -
4300 · Donations & Grants	\$ -	\$ -
4400 · Station Contribution	\$ -	\$ -
<b>Total · Revenues</b>	<b>\$ 50,060.00</b>	<b>\$ 150,060.00</b>

**Expense**

· Transfers out		
5000 Capital Outlay Total		
· Vehicle Purchases	\$ -	\$ -
· Fire fighting & Medical Supplies	\$ -	\$ 100,000.00
· Grant Expenditures	\$ -	\$ -
· Grant Match	\$ -	\$ -
· Building & Grounds	\$ -	\$ -
<b>Total · Purchases</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>

**Total Expense**

**Net Income**

	\$ -	\$ -
	<b>50,060.00</b>	<b>50,060.00</b>

# North Oakland County Fire Authority

## Fire Chiefs Performance Appraisal - 2021

EVALUATORS NAME -

**INSTRUCTIONS:** The appraisal contains 11 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 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
Continue to improve employee turn-over rates & retain highly skilled personnel.	<ul style="list-style-type: none"> <li>• Recruitment and retention of employees is one of the most difficult challenges facing all fire departments nationwide. To help stem the problem a proactive approach was take early in the year by proposing salary increases for the full time and the on-call firefighters in the 2021 annual budget submission. The Board approved the increases for the on-call employees and this action as planned reduced the turnover in this, the largest employee group.</li> <li>• Additionally, the Safer Grant was awarded, and a longevity bonus was funded and distributed to this employee group in late November and will pay dividends throughout this year based on employee feedback and their express excitement in again receiving the bonus this year.</li> <li>• Through the extensive use of Zoom training, training participation has increased dramatically. Many of the session had triple the attendance allowing for greater officer and staff interaction and it address the desire of many employees to work from home rather than traveling to the station on training days.</li> </ul>	MET
Work with the Board and the residents to become a Taxing Authority.	<ul style="list-style-type: none"> <li>• At the request of the Board, I was instructed to no longer pursue this avenue as an additional or alternative funding source. I fully complied with the instruction of the Board’s motion.</li> </ul>	MET



North Oakland County Fire Authority  
Fire Chiefs Performance Appraisal - 2021

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 replace and underfunding of the capital replacement fund.</li> <li>• Unique or severe incidents are shared with the necessary specificity for board to address citizens inquiry. Monthly run data is tabulated and presented. The report data, format and detail are modified and expanded as requested by several board members.</li> </ul>	MET
<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 2021 budget audit is was completed and received high grades.</li> <li>• Budget is constantly monitored and adjusted to keep within expenditures.</li> <li>• Rather than prepare just one budget, three budgets were present to the Board so options could be discussed and to arrive at an agreement each community could support. The impact on department operation were included with each of the three funding levels presented.</li> <li>• Unexpected expenditures are communicated to the Board.</li> <li>• Any purchases over \$5000 are brought to the Board for their review.</li> </ul>	MET
<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>• Planned two event a year in order to acknowledge the accomplishments of all fire department members and as a recognition of their commitment to the community.</li> <li>• Annual Fire and Medical academy facilitate the recruitment and early firsthand identification of high caliber talent.</li> <li>• The severe impact of Covid on staffing short falls do too quarantine and self-isolation requirements has been managed effectively. Although not all shifts were completely filled at no time was the community at an elevated risk. The management of the on-call staff mitigated this potential risk.</li> <li>• Although we did see less employee turnover in 2021, recruitment of new employees continues to be difficult. My goal was to hire on one full time employee and at least three more in-district part time employees. No full time employees were hired &amp; only one in-district part time employee was hired. <b>Its the result of this issue that I gave myself a NOT MET in this goal category.</b></li> </ul>	NOT MET

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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> </ul>	MET
<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> <li>• Chiefs from neighboring departments regularly contact me for advice on operation issues.</li> </ul>	MET

**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. This score is almost impossible to receive due to the stringent rules and detailed audit that is performed.</li> <li>• We have some aging apparatus that are in need of replacement. Breakdown &amp; repairs are starting to affect our responses and our operating budget. Minor repairs are dealt with in-house whenever possible, however we have been experiencing more major types of repairs due to aging apparatus. This requires us to take the apparatus out of the area for repairs.</li> </ul>	MET

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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. Our agency has set guidelines to maintain an average response time to our residents of 7.5 minutes. 2021 average response time was 7.3 minutes.</li> <li>• Personnel licenses &amp; Certifications were internally audited twice this past 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 awarded this past year allowed us to give a longevity stipend to our employees.</li> <li>• A representative from Munciple Employees Retirement System MERS was brought in to speak to employees about good financial planning and discussed the employee benefits that NOCFA has avaiable.</li> </ul>	MET
<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>• Added a new HR software to our training program and have used it to administer mandatory workplace harassment training.</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> </ul>	MET
<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 were able to host an open house this year despite covid restrictions and saw a very good turnout of the public.</li> <li>• We now added CO monitors in addition to our free smoke detector program for our residents and have installed a record number of them in resident's homes.</li> <li>• ISO rating continues to be one of the lowest in the State demonstrating to the public, from a third part source, the superior capability of the department as measure against the balance to the fire department in the state of Michigan or nationally. As a bonus many homeowners have seen a reduction in the homeowners insurance rate saving them real money.</li> </ul>	MET

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**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		
Work with the Board and the residents to become a Taxing Authority.	1		

**II. Management & Leadership**

Communication with Board	1		
Budget Conformance	1		
Employee & Management Team Effectiveness	0		
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		9

**Goals For 2022**
