



NORTH OAKLAND COUNTY FIRE AUTHORITY
Board of Directors Proposed Agenda For
Monday January 23, 2023 7PM
Location: NOCFA Station 1. 5051 Grange Hall Rd. 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 **12/19/2022**.
 - b. Financial Reports: General Fund & Capital Fund Revenue & Expense Year to Date.

Checking Account as of 12/31/2022	\$26,278.36
Statement Savings Account as of 12/31/2022	\$1,681.89
Capital / Equipment Replacement Account as of 12/31/2022	\$263,762.00
Bills For Payment Total: 12/20/2022 – 1/23/2023	\$85,288.94
Cost of Payroll: 12/23/2022 & 1/9/2023	\$97,147.17
Accounts Receivable: – MEDICAL as of 12/31/2022	\$61,881.05
Accounts Receivable: – FIRE as of 12/31/2022	\$2,471.00
Aging Accounts Turned Over To Collections Allowance as of 12/31/2022	\$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** – Swearing in of new full time firefighters – Chairman Kullis. FY 2022 audit presentation- Pfeffer, Hanniford & Palka.
7. **UNFINISHED BUSINESS**
 - a) Articles of Incorporation Revisions / Creating Board Policies
8. **NEW BUSINESS**
 - a) Request to approve revenue debt collections assessment to a 7 year period.
 - b) Fire Chiefs performance review for 2022.
 - c) Approval of updated WC policy 30.07. Approval of new Limited Duty Work policy 30.08.
 - d) Annual NOCFA Board Officer Appointments.
 - e) Move to closed session for attorney client privilege discussion.
9. **REPORTS** – Including Monthly Incident Data for: **December 2022 & Year end totals for 2022**
 Chiefs Report Firefighters Assoc. Holly Twp. Rose Twp. Citizen at Large
10. **PUBLIC COMMENT - General**
11. **ADJOURNMENT** Next meeting will be Monday February 27, 2023 at 7pm. (4th Monday in lieu of 2/20/23 Holiday) Rose Twp. Offices. 9080 Mason St. Holly, MI 48442

North Oakland County Fire Authority

Regular Minutes of December 19, 2022

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

Roll Call:

Members Present:

Paul Gambka
 George Kullis
 Debbie Miller
 Brad Stilwell
 Chief Lintz

Members Absent:

Karin Winchester

Motion by Kullis to approve absence. Seconded by Stilwell. Motion carried by unanimous verbal vote.

Pledge of Allegiance

Agenda Approval:

Motion by Gambka to approve the agenda. Supported by Stilwell. The motion was carried by a 4/0 roll call vote.

Consent Agenda: Minutes of 11/21/2022 meeting and Financial Reports

Motion by Gambka to approve the consent agenda with minutes as amended. Supported by Miller. The motion was carried by a 4/0 roll call vote.

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: 11/22/2022 – 12/19/2022	\$49,864.44
Cost of Payroll: 11/28/2022 – 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 as of 11/30/2022	\$77,019.47

Public Comment on Agenda Items Only:

- Dan Johnson, 8635 Tipsico Trail welcomed Miller to the board
- Julius Stern, 1445 Munger Rd. welcomed Miller to the board
- Gisela King, 9601 Fish Lake Rd welcomed Miller and thanked the board for the new cemetery lights

Presentations - None

Unfinished Business:

- a) Articles of Incorporation Revisions/Creating Board Policies – *attorney not present*

Motion by Stilwell to table this item. Seconded by Gambka. Motion carried by unanimous verbal vote.

New Business

- a) G. Noble Resignation Letter

Motion by Kullis to accept resignation. Seconded by Gambka. Motion carried by unanimous verbal vote.

- b) FY 2022 Audit Update – *auditor not present*

Audit will be completed next week and filed by 12/31/2022 in compliance with the law. All board members acknowledged that they received this information. Auditor will be at the January board meeting. No action needed.

- c) FY 2023 Budget Amendments

Motion by Kullis to approve FY2023 budget as amended. Seconded by Gambka. Motion carried by a 4/0 roll call vote.

- d) Fire Chief's Annual Performance Review for 2022

Motion by Gambka to postpone for a future meeting. Seconded by Miller. Motion carried by unanimous verbal vote.

- e) Fire Chief's employment contract – request to review and update

Motion by Stilwell to approve renewing the updated contract to begin 01/01/2023 and expire on 12/31/2028. Seconded by Miller. Motion carried by 4/0 roll call vote.

- f) Move to closed session for attorney client privilege discussion – *attorney not present*

Motion by Gambka to table this item. Seconded by Kullis. Motion carried by unanimous verbal vote.

Reports – including monthly incident data for November and December 2022

- **Chief's Report**
 - Large house fire on Tipsico assisted by area units - significant losses sustained
 - 2 FT fire professionals have tested and will begin work 01/01/2023
 - Risk assessment audit was completed last week – no issues

- **Firefighter's Association**
 - No report

- **Holly Twp - Kullis**
 - Preservation project - Ernst barn in Waterford being de-constructed and moved to Holly Farmstead site
 - Canoe/kayak launch on Fish Lake Rd. nearing completion. It has handicap access. The site includes 1 acre on the north side of the river and 38 acres on the south side of the river.
 - A new treasurer has been selected (Freeman retired). Name to be announced at a future date.

- **Rose Twp – Gambka**
 - Taxes went out on Dec. 2. Increases with new Oakland County assessments.

- **Citizen at large – Stilwell**
 - No report

Public Comment – General

- Dan Johnson, 8635 Tipsico Trail addressed the board
- Julius Stern, 1445 Munger Rd. addressed the board
- Finkbeiner, 15335 Catalina Way reported on the success of the recent Boot drive. Donations to HAYA and several families have been made with additional donations to be made.

Adjournment: Chairperson Kullis adjourned the meeting at 7:47 pm.

Diane Hill, Recording Secretary

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH JANUARY 23, 2023

Accrual Basis

	Jul 1, '22 - Jan 23, 23	Budget	\$ Over Budget	% of Budget
Income	0.00	0.00	0.00	0.0%
4035 - MISC REVENUE				
4050 - Revenues				
401 - Holly Township Contribution	986,000.00	986,000.00	0.00	100.0%
402 - Rose Township Contribution	986,000.00	986,000.00	0.00	100.0%
403 - Training/Education revenues	21,151.00	22,000.00	(849.00)	96.1%
404 - Fire Cost Recovery	5,289.00	8,000.00	(2,711.00)	66.1%
405 - Grant Receipts	500,000.00	700,000.00	(200,000.00)	71.4%
405.5 - SAFER Grant Receipts	81,814.35	100,000.00	(18,185.65)	81.8%
406 - Medical Cost Recovery	184,037.33	400,000.00	(215,962.67)	46.0%
410 - Sales-Small Items	12,075.25	12,000.00	75.25	100.6%
412 - Sales-Capital Items	0.00	0.00	0.00	0.0%
413 - Review and Inspection Services	9,975.00	10,000.00	(25.00)	99.8%
414 - Interest Earned	265.23	1,500.00	(1,234.77)	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	100,000.00	0.00	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%
Total 4050 - Revenues	2,886,607.16	3,325,600.00	(438,992.84)	86.8%
Total Income	2,886,607.16	3,325,600.00	(438,992.84)	86.8%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
50000 - Cost of Goods Sold				
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	2,886,607.16	3,325,600.00	(438,992.84)	86.8%
Expense				
6000 - Risk Management Insurance				
650 - Liability Insurance	34,938.00	35,000.00	(62.00)	99.8%
652 - Workers Compensation Insurance	54,070.00	70,500.00	(16,430.00)	76.7%
6000 - Risk Management Insurance - Other	0.00	0.00	0.00	0.0%
Total 6000 - Risk Management Insurance	89,008.00	105,500.00	(16,492.00)	84.4%
7000 - Personnel				
700 - Wages, Chief Full Time	51,212.67	96,000.00	(44,787.33)	53.3%
700.5 - Full Time Employee Wages	283,226.89	585,000.00	(301,773.11)	48.4%
700.7 - Full Time Overtime Wages	5,416.92	24,000.00	(18,583.08)	22.6%
700.9 - COVID19 Wages	0.00	0.00	0.00	0.0%
704 - Officer Wages	9,692.06	16,800.00	(7,107.94)	57.7%
705 - Instructor Wages	2,730.00	3,200.00	(470.00)	85.3%
706 - Recording Secretary	0.00	0.00	0.00	0.0%
707 - Special Event Pay	10,135.65	10,500.00	(364.35)	96.5%

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH JANUARY 23, 2023

Accrual Basis

	Jul 1, '22 - Jan 23, 23	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	80,704.82	190,000.00	(109,295.18)	42.5%
708.5 - Duty Shift Basic	170,439.25	267,566.00	(97,126.75)	63.7%
709 - Part Time Overtime Pay	15,601.65	23,000.00	(7,398.35)	67.8%
710 - Work Detail Pay	245.00	1,000.00	(755.00)	24.5%
711 - Training Wages	12,152.83	26,000.00	(13,847.17)	46.7%
712 - Incident run pay/POC Fire Wages	28,675.03	57,000.00	(28,324.97)	50.3%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	56,544.90	91,821.36	(35,276.46)	61.8%
715 - Medical Exp/Employees	1,089.00	1,500.00	(411.00)	72.6%
716 - Healthcare Insurance/Full Time	42,682.30	135,000.00	(92,317.70)	31.6%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	16,338.30	13,000.00	3,338.30	125.7%
717 - 401 Contribution - FT Emp	41,639.50	80,000.00	(38,360.50)	52.0%
717.2 - 401K CONTRIBUTIONS - POC EE	14,839.13	28,000.00	(13,160.87)	53.0%
718 - Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 - Life/Disability Insurance FT	2,703.30	8,800.00	(6,096.70)	30.7%
7200 - Personnel - Other	0.00	0.00	0.00	0.0%
Total 7000 - Personnel	846,069.20	1,658,187.36	(812,118.16)	51.0%
7200 - Supplies	0.00	0.00	0.00	0.0%
720 - Supplies/Non Operating	4,342.16	9,000.00	(4,657.84)	48.2%
722 - Operating Supplies	2,373.08	2,500.00	(126.92)	94.9%
723 - Fire Prevention	7,296.97	13,750.00	(6,453.03)	53.1%
724 - Uniforms	4,010.54	15,000.00	(10,989.46)	26.7%
726 - Medical Supplies	0.00	0.00	0.00	0.0%
7200 - Supplies - Other	0.00	0.00	0.00	0.0%
Total 7200 - Supplies	18,022.75	40,250.00	(22,227.25)	44.8%
7500 - SAFER GRANT EXPENDITURES	0.00	1,500.00	(1,500.00)	0.0%
751 - Instructor Wages	0.00	0.00	0.00	0.0%
752 - Workers Comp Ins/SS	126.90	4,000.00	(3,873.10)	3.2%
753 - Training Costs	1,916.00	1,500.00	416.00	127.7%
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	70,000.00	78,000.00	(8,000.00)	89.7%
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	124.15	1,000.00	(875.85)	12.4%
760 - Marketing	5,540.84	6,000.00	(459.16)	92.3%
761 - Equipment Purchases	0.00	0.00	0.00	0.0%
763 - Travel Expense	0.00	8,000.00	(8,000.00)	0.0%
765 - Lost Wages Reimbursement	0.00	0.00	0.00	0.0%
7500 - SAFER GRANT EXPENDITURES - Other	0.00	0.00	0.00	0.0%
Total 7500 - SAFER GRANT EXPENDITURES	77,707.89	100,000.00	(22,292.11)	77.7%
8000 - Contracted Services				

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2022 THROUGH JANUARY 23, 2023

Accrual Basis

	Jul 1, '22 - Jan 23, 23	Budget	\$ Over Budget	% of Budget
800 · Dispatching	15,033.20	37,000.00	(21,966.80)	40.6%
802 · Auditing	7,000.00	7,200.00	(200.00)	97.2%
804 · Legal	3,605.00	12,000.00	(8,395.00)	30.0%
806 · Medical Cost Recovery- Billing	7,288.95	18,000.00	(10,711.05)	40.5%
807 · Fire Cost Recovery- Billing	220.61	1,000.00	(779.39)	22.1%
810 · Non Employee Instructor Wages	11,560.00	13,000.00	(1,440.00)	88.9%
812 · Employee Education	5,772.96	9,000.00	(3,227.04)	64.1%
814 · Dues, Fees, Subscriptions	19,147.45	18,000.00	1,147.45	106.4%
815 · Payroll Services	5,705.95	9,000.00	(3,294.05)	63.4%
816 · Administrative Services	3,495.00	8,000.00	(4,505.00)	43.7%
820 · Construction/Labor Services	2,494.52	3,000.00	(505.48)	83.2%
828 · Website Services	0.00	0.00	0.00	0.0%
8000 · Contracted Services - Other	0.00	0.00	0.00	0.0%
Total 8000 · Contracted Services	81,323.64	135,200.00	(53,876.36)	60.2%
8500 · Operating Expenses				
850 · Communications	2,484.83	6,000.00	(3,515.17)	41.4%
851 · IT Operational Expenses	5,858.65	15,000.00	(9,141.35)	39.1%
852 · Fuel	17,451.61	25,000.00	(7,548.39)	69.8%
854 · Printing and Publishing	0.00	330.00	(330.00)	0.0%
855 · Training Supplies / Equipment	2,319.96	4,000.00	(1,680.04)	58.0%
858 · Utilities	22,486.84	47,000.00	(24,513.16)	47.8%
859 · Equipment Lease	2,247.54	5,000.00	(2,752.46)	45.0%
860 · Bldg & Grnds Repair/Maint.	10,958.77	20,000.00	(9,041.23)	54.8%
862 · Equip Maintenance	7,091.13	12,000.00	(4,908.87)	59.1%
866 · Vehicle Maintenance	39,860.69	54,000.00	(14,139.31)	73.8%
867 · Debt Write-Off-Medical	65,203.70	125,000.00	(59,796.30)	52.2%
867.5 · QAAP Medicaid Tax	757.84	1,800.00	(1,042.16)	42.1%
868 · Debt Write-Off-Fire	1,241.00	1,500.00	(259.00)	82.7%
869 · Debt Write Off/ Other	0.00	0.00	0.00	0.0%
8500 · Operating Expenses - Other	0.00	0.00	0.00	0.0%
Total 8500 · Operating Expenses	177,962.56	316,630.00	(138,667.44)	56.2%
9500 · Debt Service				
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%
Total 9500 · Debt Service	82,892.34	164,959.64	(82,067.30)	50.3%
9700 · Purchases				
970 · Capital Purchases +5,000	34,335.53	35,000.00	(664.47)	98.1%
971 · Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 · Equipment Purchases -5,000	1,563.34	7,000.00	(5,436.66)	22.3%
973 · Grant Expenses	500,000.00	700,000.00	(200,000.00)	71.4%
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 JANUARY 23, 2023

Accrual Basis

	Jul 1, '22 - Jan 23, 23	Budget	\$ Over Budget	% of Budget
999 - Capital replacement transfers	150,000.00	190,000.00	(40,000.00)	78.9%
9700 - Purchases - Other	0.00	0.00	0.00	0.0%
Total 9700 - Purchases	685,898.87	932,000.00	(246,101.13)	73.6%
Total Expense	2,058,885.25	3,452,727.00	(1,393,841.75)	59.6%
Net Income	827,721.91	(127,127.00)	954,848.91	(651.1)%

10:41 AM
01/18/23
Accrual Basis

**NOCFA Equipment Replacement
Revenue & Expense Report
JULY 01, 2022 THROUGH DECEMBER 31, 2022**

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4000 · Transfers from General Fund	150,000.00	90,000.00	60,000.00
4100 · Interest Income	175.99	60.00	115.99
Total Income	<u>150,175.99</u>	<u>90,060.00</u>	<u>60,115.99</u>
Expense			
5000 · Capital Outlay			
6050 · Transfer to Checking Account	125,000.00		
Total 5000 · Capital Outlay	<u>125,000.00</u>		
Total Expense	<u>125,000.00</u>		
Net Income	<u>25,175.99</u>	<u>90,060.00</u>	<u>-64,884.01</u>

North Oakland County Fire Authority
CASH BALANCES REPORT
JULY 01, 2022 THROUGH DECEMBER 31, 2022

10:28 AM
01/18/23
Accrual Basis

	Jul - Dec 22
ASSETS	
Current Assets	
Checking/Savings	26,278.36
1000 - Cash-Checking	1,681.89
1001 - STATEMENT SAVINGS ACCOUNT	
Total Checking/Savings	27,960.25
Total Current Assets	27,960.25
TOTAL ASSETS	<u>27,960.25</u>
LIABILITIES & EQUITY	<u>0.00</u>

10:42 AM

01/18/23

Accrual Basis

**NOCFA Equipment Replacement
Cash Balance Report
JULY 01, 2022 THROUGH DECEMBER 31, 2022**

	Jul - Dec 22
1000 - Cash-Equipment Replacement	<u>263,762.00</u>
TOTAL	<u><u>263,762.00</u></u>

North Oakland County Fire Authority
BILLS FOR PAYMENT

DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

10:51 AM
 01/18/23
 Accrual Basis

Date	Memo	Amount
01/05/2023	ACCU-MED	4,281.55
	Total ACCU-MED	4,281.55
01/09/2023	AFLAC	189.33
	EE-AFLAC CONTRIBUTIONS	
	Total AFLAC	189.33
01/16/2023	ALLIED FIRE SALES & SERVICE LLC	211.92
	GEAR	
	Total ALLIED FIRE SALES & SERVICE LLC	211.92
01/03/2023	AMAZON CAPITAL SERVICES	575.37
01/03/2023	ACCT# A2VW761JHJLPOA	65.75
	Total AMAZON CAPITAL SERVICES	641.12
01/16/2023	ARBOR PROFESSIONAL SOLUTIONS	54.70
	CLIENT# 8337	
	Total ARBOR PROFESSIONAL SOLUTIONS	54.70
01/16/2023	ASCENSION MICHIGAN EMPLOYER SOLUTIONS	683.00
	Total ASCENSION MICHIGAN EMPLOYER SOLUTIONS	683.00
12/22/2022	AT&T MOBILITY	56.98
	ACCT# 287284692825	
	Total AT&T MOBILITY	56.98
12/27/2022	BLUE CROSS BLUE SHIELD OF MICHIGAN	10,703.40
	HC DEC 2022	
	Total BLUE CROSS BLUE SHIELD OF MICHIGAN	10,703.40
12/22/2022	BOUND TREE MEDICAL	110.00
	ACCT# 205418	

North Oakland County Fire Authority
BILLS FOR PAYMENT
 DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

Date	Memo	Amount
Total BOUND TREE MEDICAL		110.00
BREATHING AIR SYSTEMS 01/03/2023	CUST-ID: 854277	931.45
Total BREATHING AIR SYSTEMS		931.45
CARDMEMBER SERVICE / 9167 01/03/2023	NORTH OAK CTY FIRE	230.00
Total CARDMEMBER SERVICE / 9167		230.00
CBMS 12/22/2022	SUPPLIES	119.98
01/03/2023	280 W ROSE CENTER	119.98
Total CBMS		239.96
CGC WATER TREATMENT 12/22/2022	5051 GRANGE HALL	270.78
Total CGC WATER TREATMENT		270.78
COMCAST (Station 1 TV) 01/16/2023	5051 GRANGE HALL RD	31.98
Total COMCAST (Station 1 TV)		31.98
COMCAST (Station 3 TV) 01/03/2023	280 W ROSE CENTER RD	20.06
Total COMCAST (Station 3 TV)		20.06
COMCAST CABLE (OFF SITE INTERNET) 12/28/2022	OFF-SITE INTERNET	120.00
Total COMCAST CABLE (OFF SITE INTERNET)		120.00
CONSUMERS ENERGY 01/03/2023		3,863.78
Total CONSUMERS ENERGY		3,863.78
CUMMINS SALES AND SERVICE		

North Oakland County Fire Authority
BILLS FOR PAYMENT
DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

Date	Memo	Amount
01/16/2023	280 W. ROSE CENTER-GENERATOR	1,673.47
Total CUMMINS SALES AND SERVICE		
DAVISON OVERHEAD DOOR		
01/05/2023	5051 RANGE HALL	895.30
01/16/2023	5051 GRANGE HALL RD.	660.58
Total DAVISON OVERHEAD DOOR		
DIANE HILL		
01/03/2023	ADM SERVICE	75.00
Total DIANE HILL		
DOUGLAS WATER CONDITIONING		
01/16/2023		126.00
Total DOUGLAS WATER CONDITIONING		
DTE ENERGY		
01/03/2023	ROSE CENTER FIRE STATION	685.79
Total DTE ENERGY		
FLAGPOLES ETC.		
01/03/2023	MAINT PROGRAM	650.00
Total FLAGPOLES ETC.		
GREAT LAKES ACE		
12/22/2022	ACCT# 207443	35.13
01/16/2023	CLOSING DATE: 12/31/22	108.27
Total GREAT LAKES ACE		
HIGHLAND TOWNSHIP FIRE DEPARTMENT		
01/03/2023	EMERGENCY RESPONSE	100.00
Total HIGHLAND TOWNSHIP FIRE DEPARTMENT		
HOLLY AUTOMOTIVE SUPPLY		
01/03/2023	CUST NO. 1820	176.22

North Oakland County Fire Authority
BILLS FOR PAYMENT
 DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

10:51 AM
 01/18/23
 Accrual Basis

Date	Memo	Amount
Total HOLLY AUTOMOTIVE SUPPLY		176.22
HOLLY TIRE & AUTO SERVICE, INC 12/22/2022	FORD-350 SERVICE	338.98
Total HOLLY TIRE & AUTO SERVICE, INC		338.98
LESSORS WELDING SUPPLY 12/22/2022	CUST# 0649	96.05
Total LESSORS WELDING SUPPLY		96.05
MADDIN HAUSER ATTY 01/03/2023	CORP FILE. 18766-0001	70.00
Total MADDIN HAUSER ATTY		70.00
MERS/ALERUS 12/23/2022	401K CONTRIBUTIONS & LOAN REPAY	4,331.58
12/23/2022	EE-457 CONTRIBUTIONS	1,056.40
12/23/2022	HCSP CONTRIBUTIONS	876.50
12/23/2022	457-EE CONTRIBUTIONS	21.12
12/23/2022	ER-401K CONTRIBUTIONS	63.36
01/09/2023	401K CONTRIBUTIONS & LOAN REPAY	4,288.06
01/09/2023	EE-457 CONTRIBUTIONS	1,050.75
01/09/2023	HCSP CONTRIBUTIONS	855.50
Total MERS/ALERUS		12,543.27
MICHIGAN RESCUE CONCEPTS 01/16/2023	ICE AWLS	67.90
Total MICHIGAN RESCUE CONCEPTS		67.90
MICHIGAN STATE FIREMEN'S ASSOCIATION 01/16/2023	JB 90083	126.90
Total MICHIGAN STATE FIREMEN'S ASSOCIATION		126.90
MICHIGAN URBAN SEARCH & RESCUE 01/03/2023		1,840.00
Total MICHIGAN URBAN SEARCH & RESCUE		1,840.00
MICROSOFT STORE		

North Oakland County Fire Authority
BILLS FOR PAYMENT
DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

Date	Memo	Amount
12/27/2022	RENEWAL MICROSOFT 365	105.99
Total MICROSOFT STORE		
MML WORKERS COMP FUND	POLICY# 5007620-22	105.99
01/03/2023		
Total MML WORKERS COMP FUND		
OAKLAND COUNTY MUTUAL AID ASSOC	DUES 2023 - NOCFA	16,614.00
01/03/2023		
Total OAKLAND COUNTY MUTUAL AID ASSOC		
OAKLAND COUNTY TREASURERS - DISPATCHING	CUST ID: CU001443	3,006.64
01/03/2023	CUST ID: CU001443	3,006.64
01/16/2023		
Total OAKLAND COUNTY TREASURERS - DISPATCHING		
PETER'S TRUE VALUE HARDWARE	CUST# 1308	6,013.28
12/22/2022		
Total PETER'S TRUE VALUE HARDWARE		
PFEFFER, HANNIFORD & PALKA	NOR4180	31.45
01/16/2023		
Total PFEFFER, HANNIFORD & PALKA		
PITNET PURCHASE POWER	METER LEASE - POSTAGE	7,000.00
12/28/2022		
Total PITNET PURCHASE POWER		
PROFESSIONAL HEATING AND COOLING	REPAIR HOT WATER TANK	88.32
12/22/2022		
Total PROFESSIONAL HEATING AND COOLING		
RICOH USA Inc. (copier Lease)	ACCT# 3719865	627.00
01/03/2023		
Total RICOH USA Inc. (copier Lease)		
		259.25
		259.25

North Oakland County Fire Authority
BILLS FOR PAYMENT
DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

Date	Memo	Amount
01/16/2023	ROAD COMMISSION FOR OAKLAND COUNTY WRK ORDER: FLO620	1,239.42
	Total ROAD COMMISSION FOR OAKLAND COUNTY	1,239.42
12/22/2022	STANDARD INSURANCE COMPANY RV JAN 2023	450.55
	Total STANDARD INSURANCE COMPANY RV	450.55
01/16/2023	STATE OF MICHIGAN LICENSING & REGULATORY 5051 GRANGE HALL - BOILER CERT	60.00
	Total STATE OF MICHIGAN LICENSING & REGULATORY	60.00
12/28/2022	SZOTT DODGE CHIEF'S VEHICLE	920.04
01/16/2023		35.63
	Total SZOTT DODGE	955.67
01/03/2023	T-MOBILE NOCFA SERVICE	194.39
	Total T-MOBILE	194.39
01/16/2023	TELEFLEX LLC ACCT# 1082913	308.50
	Total TELEFLEX LLC	308.50
01/03/2023	WEST SHORE FIRE INC ACCT# 7560-00-112410-6	3,626.64
	Total WEST SHORE FIRE INC	3,626.64
01/16/2023	WEX BANK MTHN ACCT# 7560-00-112410-6	280.61
	Total WEX BANK MTHN	280.61
01/05/2023	WLS 5051 GRANGE HALL	1,225.00

10:51 AM

01/18/23

Accrual Basis

North Oakland County Fire Authority

BILLS FOR PAYMENT

DECEMBER 20, 2022 THROUGH JANUARY 23, 2023

Date	Memo	Amount
Total WLS		1,225.00
TOTAL		85,288.94

10:35 AM

01/18/23

Accrual Basis

North Oakland County Fire Authority
PAYROLL EXPENSE REPORT
DECEMBER 23, 2022 THROUGH JANUARY 9, 2023

Dec 23, '22 - Jan 9, 23

Expense		
7000 · Personnel		
700 · Wages, Chief Full Time	6,756.38	
700.5 · Full Time Employee Wages	32,461.54	
700.7 · Full Time Overtime Wages	320.94	
704 · Officer Wages	1,384.58	
705 · Instructor Wages	0.00	
707 · Special Event Pay	0.00	
708 · Duty Shift Medic	16,207.59	
708.5 · Duty Shift Basic	22,222.00	
709 · Part Time Overtime Pay	5,842.50	
710 · Work Detail Pay	0.00	
711 · Training Wages	2,262.20	
712 · Incident run pay/POC Fire Wages	2,214.67	
714 · Social Sec/FICA	6,838.13	
716 · Healthcare Insurance/Full Time	-150.00	
716.5 · Health Care Savings Contrib	0.00	
Total 7000 · Personnel		96,360.53
7200 · Supplies		
724 · Uniforms	0.00	
Total 7200 · Supplies		0.00
7500 · SAFER GRANT EXPENDITURES		
757 · Fringe Benefits	0.00	
Total 7500 · SAFER GRANT EXPENDITURES		0.00
8000 · Contracted Services		
812 · Employee Education	0.00	
815 · Payroll Services	810.64	
816 · Administrative Services	0.00	
Total 8000 · Contracted Services		810.64
8500 · Operating Expenses		
850 · Communications	-24.00	
Total 8500 · Operating Expenses		-24.00
Total Expense		97,147.17
Net Income		<u>-97,147.17</u>

North Oakland County Fire Authority
ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED
DECEMBER 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	2,471.00
1070 · A/R-Medical -ACCUMED	61,881.05
1070.6 · A/R AACB - ALL RUNS	295,194.68
	<hr/>
Total Accounts Receivable	359,546.73
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	-218,175.21
	<hr/>
Total Other Current Assets	-218,175.21
	<hr/>
Total Current Assets	141,371.52
	<hr/>
TOTAL ASSETS	141,371.52
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00



North Oakland County Fire Authority

POLICIES

TITLE: 10.07 Firefighters Oath
SECTION: 10.00 Employment Practices
APPROVED: 07/16/2015

Firefighter's Oath

I

State Name

do hereby declare,

I will support the constitution of the United States,

the constitution of the State of Michigan,

and that, as a member of the North Oakland County Fire Authority

my duty is to serve the people,

and to safeguard and preserve life and property

against fire and other perils,

I will uphold the standards of my profession,

And I accept these obligations as my responsibility

and make these promises so solemnly, freely, and upon my honor.

Dated this 23 day of January, 2023

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"> • 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. • 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. • We are canvassing farther out from our district for paid on call applicants. 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Chief Gave Score as MET</div> 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>Communication with Board – The Fire Chief should proactively share relevant information in a timely manner, seeking direction and input as needed.</p>	<ul style="list-style-type: none"> • I attend and participate in all Monthly Board meetings, provide insight and recommended actions on topics on the agenda or brought before the Board. • 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. • Unique or severe incidents are shared with the board. • Monthly run data is tabulated and presented. 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Chief Gave Score as MET</div> <p>Evaluators Score:</p>
<p>Budget Conformance- Complies with generally accepted accounting practices including the Board Authorized budget. Implement sound business practices in department administration and monitors effectiveness.</p>	<ul style="list-style-type: none"> • FY 2022 budget audit was completed and was within scope. • Budget is constantly monitored and adjusted to keep within expenditures. • Unexpected expenditures are communicated to the Board. • Any purchases over \$5000 are brought to the Board for their review. • 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. • Awarded grant for \$500,000 for new ambulances. 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Chief Gave Score as MET</div> <p>Evaluators Score:</p>
<p>Employee & Management Team Effectiveness – Maintains positive & effective relationships with employees. Strives to retain, and when necessary, recruit high caliber, employees and leaders who can effectively establish direction, motivate, and gain commitment from their staff.</p>	<ul style="list-style-type: none"> • 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. • Annual Fire and Medical academy facilitate the recruitment and early firsthand identification of high caliber talent. • Minor apparatus & 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. • We offer and encourage all of employees to attend advanced education classes, the majority of which are paid for 100% by the department. 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Chief Gave Score as MET</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>Risk Management & Compliance – Complies with all Federal, State & Local regulations. Liability insurance & Workers Compensation audits are conducted. Handles legal matters well. Makes sure all department licenses, certifications and policies are valid.</p>	<ul style="list-style-type: none"> • All local, State & Federal regulations were met. • All audits completed with excellent ratings. • Internal audits for agency licenses & certifications were completed. • Any regulatory requirements that were required to be renewed were completed. • Legal matters or potential legal concerns are consulted with attorneys when needed. • Internal employee issues, violations and disciplinary measures are dealt with immediately and with great care and detail. 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Gave Score as MET</div> <p>Evaluators Score:</p>
<p>Professional Relationships – Maintains relationships & is active with other Local, County & State organizations & public officials.</p>	<ul style="list-style-type: none"> • I attend a North region & County wide Fire Chiefs meeting monthly. • I was again elected Treasurer for the North Oakland Mutual Aid Association. • I was again elected Treasurer for the County Chiefs MABAS 3201 and sit on the Executive Board. • I maintain good relations with surrounding Fire Department Chiefs, MSP Troopers, Holly Police, & Oakland County Sheriff's Dept. • Our department has several members that are part of the Michigan Task Force Team which is a State technical rescue organization that responds to both State and Federal disasters. 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Gave Score as MET</div> <p>Evaluators Score:</p>

III. Fire Department Operations

GOAL	RESULTS	MET / NOT MET
<p>Operational Readiness – Ensures all apparatus & equipment are in good working order & type to handle expected emergencies.</p>	<ul style="list-style-type: none"> • All apparatus were tested per State regulations & NFPA standards. • The department was audited by MDHHS this year for medical regulation & readiness, and passed with No negative marks. • 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. 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Chief Gave Score as MET</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>Employee Readiness - Ensures personnel certs & 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"> • Monthly run data reports are generated showing calls, response times, and number of calls per Twp. • 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. • Personnel licenses & Certifications were internally audited twice a year. • Consistently updating operational policies / procedures and informing personnel of changes. • Fire, Rescue & EMS training is conducted twice a week. • SAFER grant allows us to give a longevity stipend to our employees. • Recruitment of new employees is ongoing. • Shift personnel are required to train on a different piece of equipment / apparatus every shift that they work to be as proficient as possible. 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Chief Gave Score as MET </div> <p>Evaluators Score:</p>
<p>Personal Readiness - The Fire Chief personally maintains appropriate certifications and participates in drills, incidents, and continuing education.</p>	<ul style="list-style-type: none"> • I respond to as many incidents as needed. I am on call 24 hours a day in case of a critical type call. • I attend department trainings regularly. • Handle all scheduling changes including, time off and trade requests and keep hours restricted to try and keep overtime at a minimum. • Handle all payroll and benefit administration. • Oversee all record keeping and accounting. • 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. • Manage all of the new IAFF Union changes. 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Chief Gave Score as MET </div> <p>Evaluators Score:</p>
<p>Community - Ensures that department's community out-reach programs are effective & informative.</p>	<ul style="list-style-type: none"> • We hold annual openhouse which gets a great turn out from the public. • Participate in many events throughout the year in our community as well as other neighboring communities. • Teach first aid and CPR classes to the local schools teaching staff. 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Chief Gave Score as MET </div> <p>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

POLICIES

TITLE: 30.07 Workers Compensation
SECTION: 30.00 Compensation & Benefits
APPROVED: 07/16/2015

REVISED: 1/23/2023

I. PURPOSE

To provide workers compensation benefits for a work-related medical condition as required by law.

II. SCOPE

This policy applies to all employees of NOCFA.

III. POLICY

It is the Authority's policy to provide and promote a safe and healthy work place for employees. In the event of work-related injury or illness, the Authority will arrange for immediate medical attention, and will encourage the employee to return to work as soon as medically feasible. All employees of the NOCFA are insured and are provided benefits under the Workers' Compensation Act.

IV. GUIDELINES

- A. The Authority is committed to providing a safe and healthy workplace. The prevention of accidents, injuries, and illnesses is the primary objective. It is the responsibility of both employees and management to comply with occupational safety and health standards, as well as hazard identification and elimination, which are applicable to their own actions and job responsibilities.
- B. Employees are required to immediately report to their supervisor any injury or illness that is attributable to work, regardless of the severity.
- C. An Authority representative shall maintain frequent contact with an injured or ill employee to provide support and encouragement in the recovery process.
- D. It is the Authority's goal to return injured employees to their original jobs as soon as it is medically feasible. However, if a paid on call and /or part time injured employee is unable to perform all the duties of their original job, they are not permitted to return to work until they are able to perform their full work duties and are given permission to do so by their attending physician. The Authority only provides light duty assignments to full time / career employees.
- E. Worker's Compensation provides three types of benefits:



North Oakland County Fire Authority

POLICIES

1. **Compensation** – When an employee is unable to work due to a disability arising out of employment, the employee is eligible for payments as set forth by State law. Payment begins after a seven-calendar day waiting period. The practice of the Authority is to purchase a policy that does not coordinate with other disability policies the authority may purchase, with the intent to make up as much for the employee total income loss as possible, within the authority ability to purchase this insurance coverage expansion.
 2. **Medical Payments** – Payments for medical attention, including hospitalization, doctor's fees, etc. which are necessitated because of work-related injury or illness are paid in accordance with State law.
 3. **Awards** – If partial or permanent disability results from injury or illness arising out of employment, a further award may be made by the insurance carrier in accordance with State law.
- F. In the event an employee suffers a work-related injury or illness and leaves work due to such an event, the employee shall be paid for the entire scheduled shift.
- G. Under most circumstances, except in cases requiring urgent emergency care, the Authority shall require an employee with a work-related injury or illness to have their initial medical appointment with the Authority appointed physician as a condition of filing a Workers' Compensation claim on behalf of the employee. If the employee chooses not to be seen by the recommended physician, the employee may be denied eligibility for Workers' Compensation benefits.
- H. Any employee who has been absent due to a work-related injury or illness may be required to provide fitness-for-duty certification from a qualified health care provider as a condition of reinstatement. A fitness-for-duty examination, which demands professional expertise in the areas of occupational safety and health as they relate to emergency services, may be conducted by the Authority appointed physician, and shall be paid for by the Authority. Employees shall cooperate, participate, and comply with the medical evaluation process or eligibility for workers' compensation benefits may be denied.
- I. Determination of eligibility for Workers' Compensation benefits shall be at the discretion of the Worker's Compensation carrier.



North Oakland County Fire Authority

POLICIES

- J. An employee who is on Worker's Compensation may also be deemed eligible for coverage under the Family and Medical Leave Act. The Worker's Compensation Leave and Family Medical Leave may run concurrently.

V. PROCEDURE FOR FILING A WORKERS' COMPENSATION CLAIM

- A. The employee is to immediately notify the supervisor (or in the supervisor's absence, another member of management) of any work-related injury or illness. The employee and supervisor must both complete and sign a "Supervisor's Report of Accident" form and submit it to the Safety Officer or the Fire Chief within 24 hours.
- B. The supervisor shall obtain pertinent information about the injury or illness, notation of accident details, unsafe acts and conditions, witness statements, and remedies to prevent similar occurrences in the future.
- C. The Safety Officer or the Fire Chief shall notify the Workers' Compensation carrier and provide necessary reports, as required by law.
- D. Subsequent to the Authority filing the claim report, the Workers' Compensation carrier shall send forms directly to the employee for completion and submission in order to process payments as necessary.
- E. The Station Officer will complete the current required MIOSHA forms such as the MIOSHA 300 LOG OF WORK RELATED INJURIES AND ILLNESSES and MIOSHA 301 INJURY AND ILLNESS INCIDENT REPORT. Completed forms will be reviewed by the Safety Officer and entered on form 300A SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES in January of the following year for February posting.



North Oakland County Fire Authority

POLICIES

TITLE: 30.08 Limited Duty Work
SECTION: 30.00 Compensation & Benefits
APPROVED: 01/23/2023

I. PURPOSE

To establish the policy and provisions for light duty. This policy applies only to full time / career employees of The Authority.

II. SCOPE

The Light Duty Work Program is designed to keep an employee involved within the department by utilizing the skills of injured, ill, or other related conditions of career personnel during rehabilitation. At the discretion of the employer, Light duty assignments are available to career employees with medical disabilities due to on or off duty injuries or illnesses.

Physicians and physical therapists familiar with the job requirements of firefighters shall decide the functional capabilities of personnel after injuries, illnesses.

III. POLICY

Permanent light duty assignments or accommodation agreements shall not be made. Any light duty assignment that is required due to an employee's inability to perform the duties required of his or her position shall be limited to the equivalent of 6 months from the date of injury and will not exceed 1092 hours worked.

IV. PROCEDURES FOR LIGHT DUTY ASSIGNMENTS

- A. Any employee being treated for a job-related injury shall notify the Fire Chief immediately when he or she is released to light duty.
- B. Any employee released for light duty shall be placed on no more than a 40-hour week (Monday-Friday), with the consent of the treating physician. The Fire Chief will establish the working times.
- C. Assignments shall follow the treating physician's guidelines in conjunction with State of Michigan Workers' Compensation Laws.
- D. Employees shall be required to provide medical status report updates following each physician's visit.
- E. Overtime compensation will not be approved.
- F. Annual leave time shall be granted as normal; requests will be submitted at least one day before the leave day(s) is requested. Any leave already approved during



North Oakland County Fire Authority

POLICIES

the time that the employee is expected to be on light duty shall be reported to the Fire Chief when the employee first reports for light duty.

- G. A Platoon Employee while on the light duty program, may need to have their annual leave time and sick time accrual adjusted to fit the Administrative Employee leave time allowances. Changes to leave time will be calculated based on the total length of the light duty period that the employee worked.
- H. Personnel released from light duty to full and unrestricted duty shall immediately notify the Fire Chief. In order to return to full active duty, the employee shall have the written approval of the treating physician.

North Oakland County Fire Authority Incident Run Data

December-22

Total Incidents	88
------------------------	-----------

Incident Summary	
Structure Fires	2
Vehicle Fires	0
Brush / Outdoor Fires	0
EMS Medicals	63
Vehicle Accidents w/ Injuries	3
Vehicle Accidents w/ No Injuries	2
Hazardous Cond.	1
Service Call	5
Good Intent	5
False Calls	5
Severe Weather	
Other	2
Total Calls	88

Out of District Runs	
MUTUAL AID MEDICAL	6
MUTUAL AID FIRE	2
MISC	1
Total	9

Total EMS Related Calls	69
Total NOCFA Transports	52
Patient Sign Offs / No Transport	17

	minutes	# of priority calls
Avg. Response Time To Priority Calls	7.7	30

TOTAL RUNS IN FIRE DISTRICT	78
TOTAL OUT OF DISTRICT RUNS	9

Total Runs **87**

Total Employees	41
Full Time	10
Part time / Paid on Call	31

Paramedic's	15
EMT's	23
MFR's	3

Employees out on leave	1
------------------------	---

Employees Voluntary / Involuntary terminated last month	0
---	---

Employees Hired last month	1
----------------------------	---

Rose Twp.	41
Holly Twp.	32
I-75	5

North Oakland County Fire Authority
Run Data For 2022

	2022	2021	2020	2019
Total Incidents	1098	1282	1102	1071
Incident Summary				
Structure / Other Fires	13	3	9	11
Vehicle Fires	7	9	4	8
Brush / Outdoor Fires	6	12	6	5
EMS Medicals	670	762	709	604
Vehicle Accidents w/ Injuries	60	62	68	49
Vehicle Accidents w/ No Injuries	44	45	23	46
Hazardous Cond.	20	62	39	39
Service Call	101	124	129	152
Good Intent	90	84	69	99
False Calls	39	39	37	56
Severe Weather	46	79	8	0
Other	2	1	1	2
Total	1098	1282	1102	1071
Out of District Runs				
MUTUAL AID MEDICAL	70	123	70	56
MUTUAL AID FIRE	41	65	39	54
MISC	1	8	0	0
Total	112	196	109	110
EMS Incidents				
Total EMS Related Calls	773	807	749	640
Total NOCFA Transports	500	524	472	450
Other Agency Transported	0	8	0	0
Patient Sign Offs / No Transport	275	275	277	190
Average Response Time to Emergent Calls:	7.9 Min. 365 calls	7.3 Min. 439 calls	7.2 Min. 375 calls	7.1 Min. 379 calls
Holly Twp. Total Runs	470	499	478	498
Rose Twp. Total runs	457	532	488	404
I-75 Total Runs	59	55	35	59
Out of District Runs	112	196	101	110