



NORTH OAKLAND COUNTY FIRE AUTHORITY
Proposed Agenda For August 17, 2021 3:00 PM at:
Rose Township Offices
9080 Mason St.
Holly, MI 48442

1. CALL TO ORDER / ROLL CALL

P. Gambka G. Kullis D. Schieb-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 June 15, 2021 (July meeting canceled)
- 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 7/31/2021	\$249,780.78
Statement Savings Account as of 7/31/2021	\$400,907.00
Capital / Equipment Replacement Account as of 7/31/2021	\$238,374.42
Bills For Payment Total: 6/15/2021 – 8/17/2021	\$184,839.13
Cost of Payroll: 6/15/2021, 6/30/2021, 7/12/2021, 7/26/2021, 8/9/2021	\$249,348.35
Accounts Receivable: – MEDICAL as of 7/31/2021	\$37,488.11
Accounts Receivable: – FIRE as of 7/31/2021	\$8,297.00
Aging Accounts Turned Over To Collections Allowance as of 7/31/2021	\$88,452.57

- c. June & July 2021 Run Counts

4. REPORTS

Chiefs Report Rose Twp. Holly Twp. Citizen at Large

5. PRESENTATIONS

6. UNFINISHED BUSINESS

- a) NONE

7. NEW BUSINESS

- a) Health & Safety Policies- Requesting to amend revised TB & Bloodborne Pathogen policy. Requesting approval to add Mandatory COVID-19 Vaccine Policy.
- b) Full Time employees International Association of Fire Fighters (IAFF) bargaining unit.

8. PUBLIC COMMENT

9. ADJOURNMENT

Next meeting will be Tuesday September 21, 2021 at NOCFA Station 1. 5051 Grange Hall Rd.
Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY
REGULAR MEETING MINUTES
June 15, 2021

The following firefighters and guests were present.

Chief 3 Doug Smith
Chief 2 Matt Weil
Capt. 1 Tim Seal
Sgt. 1 Ian Dunbar
Aaron Graves
Nathan Dennison
Julius Stern

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:15 PM.

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

CONSENT AGENDA APPROVAL

Moved by Scheib-Snyder, seconded by Winchester, motion carried, to approve the following items under the consent agenda:

- Proposed agenda for June 15, 2021 as presented.
- Approval of meeting minutes from May 18, 2021 and Special Meeting on May 25, 2021 as presented.
- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of May 31, 2021
- Checking Account \$ - 4,808.15
- Statement Savings Account \$ 280,811.76
- Capital Replacement Savings Account as of 5/31/21 \$ 68,354.16
- Bills for Payment (5/19/21 to 6/15/21) \$ 28,234.22
- Cost of Payroll (5/14/21 & 5/28/21) \$ 93,882.37

- Accounts Receivable Report, Medical - \$61,304.80, Fire - \$ 6,489.00 as of 5/31/2021.
- Aging Accounts Turned Over to Collections as of 5/31/21 - \$ 156,464.04

- May 2021 Run Report

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

Voting no – None.

Reports

Incident Run Data for May was 92 runs for the department.

Chief Lintz stated that the department is starting up the fire prevention program with free smoke detectors. The Belfor Company made a \$2000.00 donation to the department. The department is down two ambulances right now for repairs.

Rose Township – Ms. Scheib-Snider stated that congresswoman Slotkin sent her a very nice congratulatory letter for her being appointed to the Assension Genesys Emergency Medical Services Education Board.

Holly Township – Mr. Kullis reported that Holly Township board passed the NOCFA budget. He stated that they have two road projects underway at this time.

Citizen At Large – No report.

PRESENTATIONS - There were no presentations.

UNFINISHED BUSINESS

Employee Issue

CLOSED SESSION

Moved by Kullis, seconded by Winchester, motion carried, to enter into closed session at 3:24 P.M. to discuss a personal issue according to MCL 15.243, section 13.c.

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

Voting no – None.

TO OPEN SESSION

Moved by Kullis, seconded by Winchester, motion carried, to close the closed session at 5:10 P.M.

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

Voting no – none.

Moved by Kullis, seconded by Winchester, motion carried, to move based on an independent legal investigation, this board has concluded that a harassment complaint made by an employee was thoroughly investigated and that remedial action was taken and further the NOCFA board has decided to adopt recommendations made by legal counsel to further document NOCFA 's investigation and remedial action.

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

Voting no – None.

NEW BUSINESS

Budget for FY 2022

Moved by Kullis, seconded by Scheib-Snider, motion carried, to approve the NOCFA FY 2022 budget as presented in the packet of June 15, 2021.

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

Voting no – None.

FY 2021 Budget Amendments

Moved by Winchester, seconded by Kullis, motion carried, to approve the FY NOCFA budget amendments as presented.

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

Voting no – None.

FY 2022 Wage Schedule

Moved by Winchester, seconded by Kullis, motion carried, to approve the part time and paid on call employees wage schedule as presented.

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

Voting no – None.

FY 2022 Board Meeting Dates

Moved by Winchester, seconded by Kullis, motion carried, to approve the FY 2022 NOCFA Board meeting dates at presented.

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

Voting no – None.

PUBLIC COMMENTS

J. Stern made comments on the state of the board.

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 AUGUST 17, 2021

	Jul 1 - Aug 17, 21	Budget	\$ Over Budget	% of Budget
Income				
4035 - MISC REVENUE	0.00	0.00	0.00	0.0%
4050 - Revenues				
401 - Holly Township Contribution	0.00	849,926.00	(849,926.00)	0.0%
402 - Rose Township Contribution	0.00	849,926.00	(849,926.00)	0.0%
403 - Training/Education revenues	16,665.00	55,000.00	(38,335.00)	30.3%
404 - Fire Cost Recovery	1,000.00	10,000.00	(9,000.00)	10.0%
405 - Grant Receipts	11,728.83	0.00	11,728.83	100.0%
405.5 - SAFER Grant Receipts	0.00	0.00	0.00	0.0%
406 - Medical Cost Recovery	0.00	455,000.00	(455,000.00)	0.0%
410 - Sales-Small Items	0.00	1,000.00	(1,000.00)	0.0%
412 - Sales-Capital Items	0.00	0.00	0.00	0.0%
413 - Review and Inspection Services	0.00	20,000.00	(20,000.00)	0.0%
414 - Interest Earned	96.83	1,500.00	(1,403.17)	6.5%
416 - Donations	0.00	100.00	(100.00)	0.0%
418 - Vehicle Use Payments	0.00	0.00	0.00	0.0%
420 - Transfers	0.00	0.00	0.00	0.0%
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	29,490.66	2,242,452.00	(2,212,961.34)	1.3%
Total Income	29,490.66	2,242,452.00	(2,212,961.34)	1.3%
Cost of Goods Sold				
50000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	29,490.66	2,242,452.00	(2,212,961.34)	1.3%
Expense				
6000 - Risk Management Insurance	0.00	30,500.00	(30,500.00)	0.0%
650 - Liability Insurance	14,387.00	43,000.00	(28,613.00)	33.5%
652 - Workers Compensation Insurance	0.00	0.00	0.00	0.0%
6000 - Risk Management Insurance - Other	0.00	0.00	0.00	0.0%
Total 6000 - Risk Management Insurance	14,387.00	73,500.00	(59,113.00)	19.6%
7000 - Personnel				
700 - Wages, Chief Full Time	9,792.24	87,350.00	(77,557.76)	11.2%
700.5 - Full Time Employee Wages	44,185.29	384,915.00	(340,729.71)	11.5%
700.7 - Full Time Overtime Wages	2,002.74	10,000.00	(7,997.26)	20.0%
700.9 - COVID19 Wages	0.00	0.00	0.00	0.0%
704 - Officer Wages	2,076.87	16,600.00	(14,523.13)	12.5%
705 - Instructor Wages	2,600.00	35,000.00	(32,400.00)	7.4%
706 - Recording Secretary	0.00	40.00	(40.00)	0.0%
707 - Special Event Pay	681.50	5,000.00	(4,318.50)	13.6%

**North Oakland County Fire Authority
REVENUE & EXPENSE REPORT
JULY 01, 2021 THROUGH AUGUST 17, 2021**

	Jul 1 - Aug 17, 21	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	24,872.17	162,810.00	(137,937.83)	15.3%
708.5 - Duty Shift Basic	42,989.45	323,988.00	(280,998.55)	13.3%
709 - Part Time Overtime Pay	2,355.00	15,000.00	(12,645.00)	15.7%
710 - Work Detail Pay	221.98	2,000.00	(1,778.02)	11.1%
711 - Training Wages	4,197.37	30,000.00	(25,802.63)	14.0%
712 - Incident run pay/POC Fire Wages	9,523.74	60,000.00	(50,476.26)	15.9%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	11,054.94	84,688.37	(73,633.43)	13.1%
715 - Medical Exp/Employees	0.00	1,500.00	(1,500.00)	0.0%
716 - Healthcare Insurance/Full Time	8,689.26	110,000.00	(101,310.74)	7.9%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	632.77	7,181.48	(6,548.71)	8.8%
717 - 401 Contribution - FT Emp	6,327.97	49,376.50	(43,048.53)	12.8%
717.2 - 401a contribution - POC EE	2,012.07	29,919.90	(27,907.83)	6.7%
718 - Life/Disability Insurance/POC	0.00	5,810.00	(5,810.00)	0.0%
719 - Life/Disability Insurance FT	450.55	6,800.00	(6,349.45)	6.6%
7000 - Personnel - Other	0.00	0.00	0.00	0.0%
Total 7000 - Personnel	174,665.91	1,427,979.25	(1,253,313.34)	12.2%
7200 - Supplies	0.00	1,004.65	(1,004.65)	0.0%
720 - Supplies/Non Operating	6,290.02	10,000.00	(3,709.98)	62.9%
722 - Operating Supplies	0.00	2,500.00	(2,500.00)	0.0%
723 - Fire Prevention	511.87	12,000.00	(11,488.13)	4.3%
724 - Uniforms	2,021.13	17,000.00	(14,978.87)	11.9%
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	8,823.02	42,504.65	(33,681.63)	20.8%
7500 - SAFER GRANT EXPENDITURES	0.00	0.00	0.00	0.0%
751 - Full Time Recruit & Retention	0.00	0.00	0.00	0.0%
752 - Workers Comp Ins/SS	0.00	0.00	0.00	0.0%
753 - Training Wage Reimbursement	0.00	0.00	0.00	0.0%
754 - Medical Expense	0.00	0.00	0.00	0.0%
755 - Health Insurance	0.00	0.00	0.00	0.0%
756 - 401 Contributions SAFER FT Emp	0.00	0.00	0.00	0.0%
757 - 401 Contributions POC SAFER Emp	0.00	0.00	0.00	0.0%
758 - Life/Disability FT Employees	0.00	0.00	0.00	0.0%
759 - Education	0.00	0.00	0.00	0.0%
760 - FT Expenses	0.00	0.00	0.00	0.0%
761 - Equipment Purchases	0.00	0.00	0.00	0.0%
763 - Travel Expense	0.00	0.00	0.00	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	0.00	0.00	0.00	0.0%
8000 - Contracted Services				

North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH AUGUST 17, 2021

	Jul 1 - Aug 17, 21	Budget	\$ Over Budget	% of Budget
800 - Dispatching	2,919.39	36,000.00	(33,080.61)	8.1%
802 - Auditing	0.00	6,200.00	(6,200.00)	0.0%
804 - Legal	0.00	900.00	(900.00)	0.0%
806 - Medical Cost Recovery- Billing	765.71	21,000.00	(20,234.29)	3.6%
807 - Fire Cost Recovery Billing	0.00	1,000.00	(1,000.00)	0.0%
810 - Non Employee Instructor Wages	0.00	8,000.00	(8,000.00)	0.0%
812 - Employee Education	0.00	12,000.00	(12,000.00)	0.0%
814 - Dues, Fees, Subscriptions	4,754.00	15,000.00	(10,246.00)	31.7%
815 - Payroll Services	1,241.50	9,200.00	(7,958.50)	13.5%
816 - Administrative Services	580.00	7,700.00	(7,120.00)	7.5%
820 - Construction/Labor Services	0.00	3,000.00	(3,000.00)	0.0%
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	10,260.60	120,000.00	(109,739.40)	8.6%
8500 - Operating Expenses				
850 - Communications	242.93	5,000.00	(4,757.07)	4.9%
851 - IT Operational Expenses	509.81	12,000.00	(11,490.19)	4.2%
852 - Fuel	1,595.95	17,000.00	(15,404.05)	9.4%
854 - Printing and Publishing	0.00	200.00	(200.00)	0.0%
855 - Training Supplies / Equipment	90.00	6,000.00	(5,910.00)	1.5%
858 - Utilities	3,090.15	45,000.00	(41,909.85)	6.9%
859 - Equipment Lease	516.95	6,000.00	(5,483.05)	8.6%
860 - Bldg & Grnds Repair/Maint.	587.52	22,000.00	(21,412.48)	2.7%
862 - Equip Maintenance	0.00	8,000.00	(8,000.00)	0.0%
866 - Vehicle Maintenance	803.56	40,000.00	(39,196.44)	2.0%
867 - Debt Write-Off-Medical	8,623.92	185,000.00	(176,376.08)	4.7%
867.5 - QAAP Medicaid Tax	0.00	1,800.00	(1,800.00)	0.0%
868 - Debt Write-Off-Fire	0.00	1,500.00	(1,500.00)	0.0%
869 - Debt Write Off/ Other	0.00	0.00	0.00	0.0%
8500 - Operating Expenses - Other	0.00	0.00	0.00	0.0%
Total 8500 - Operating Expenses	16,060.79	349,500.00	(333,439.21)	4.6%
9500 - Debt Service				
950 - Debt Service	27,500.00	149,822.95	(122,322.95)	18.4%
952 - Interest on Debt	1,378.62	15,999.80	(14,621.18)	8.6%
9500 - Debt Service - Other	0.00	0.00	0.00	0.0%
Total 9500 - Debt Service	28,878.62	165,822.75	(136,944.13)	17.4%
9700 - Purchases				
970 - Capital Purchases +5,000	0.00	10,000.00	(10,000.00)	0.0%
971 - Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 - Equipment Purchases -5,000	4,310.39	10,000.00	(5,689.61)	43.1%
973 - Grant Expenses	5,787.68	0.00	5,787.68	100.0%
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 AUGUST 17, 2021

	Jul 1 - Aug 17, 21	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%
Total 9700 - Purchases	180,098.07	70,000.00	110,098.07	257.3%
Total Expense	433,174.01	2,249,306.65	(1,816,132.64)	19.3%
Net Income	(403,683.35)	(6,854.65)	(396,828.70)	5,889.2%

**NOCCA Equipment Replacement
Revenue & Expense Report
JULY 01, 2021 THROUGH AUGUST 17, 2021**

	Jul 1 - Aug 17, 21	Budget	\$ Over Budget
Income			
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	17.45	60.00	-42.55
4200 · Sale of Capital Items	0.00	0.00	0.00
4300 · DONATIONS & GRANTS	0.00	0.00	0.00
4400 · STATION CONTRIBUTION	0.00	0.00	0.00
Total Income	170,017.45	50,060.00	119,957.45
Expense			
Bank Fees	0.00	0.00	0.00
5000 · Capital Outlay	0.00	0.00	0.00
6000 · Office	0.00	0.00	0.00
6050 · Transfer to Checking Account	0.00	0.00	0.00
5000 · Capital Outlay - Other	0.00	0.00	0.00
Total 5000 · Capital Outlay	0.00	0.00	0.00
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
Total Expense	0.00	0.00	0.00
Net Income	170,017.45	50,060.00	119,957.45

2:40 PM

08/11/21

Accrual Basis

North Oakland County Fire Authority

CASH BALANCES REPORT

JULY 01, 2021 THROUGH JULY 31, 2021

	<u>Jul 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	249,780.78
1001 · STATEMENT SAVINGS ACCOUNT	400,907.00
Total Checking/Savings	<u>650,687.78</u>
Total Current Assets	<u>650,687.78</u>
TOTAL ASSETS	<u><u>650,687.78</u></u>
LIABILITIES & EQUITY	0.00

2:51 PM
08/11/21
Accrual Basis

**NOCFA Equipment Replacement
Cash Balance Report
JULY 01, 2021 THROUGH JULY 31, 2021**

	<u>Jul 21</u>
1000 · Cash-Equipment Replacement	<u>238,374.42</u>
TOTAL	<u><u>238,374.42</u></u>

North Oakland County Fire Authority
BILLS FOR PAYMENT
 JUNE 15, 2021 THROUGH AUGUST 17, 2021

Date	Memo	Amount
ACCU-MED		
07/06/2021	MEDICAL COST BILLING	1,731.82
08/03/2021	BILLING SERVICE	765.71
Total ACCU-MED		2,497.53
ACTIVE 911		
07/02/2021	DUES	624.00
Total ACTIVE 911		624.00
AEDLAND.COM		
07/19/2021	BATTERY	147.99
Total AEDLAND.COM		147.99
AFLAC		
06/15/2021	AFLAC EE CONTRIBUTIONS	364.44
07/12/2021	EE-AFLAC CONTRIBUTIONS	364.44
08/09/2021	DUE TO AFALC - EE	364.44
Total AFLAC		1,093.32
AHS RESCUE		
07/14/2021	ROPE RESCUE EQUIP	2,465.58
07/22/2021	EQUIP PURCHASE	350.25
Total AHS RESCUE		2,815.83
ALERT-ALL CORP.		
06/22/2021	fire prevention	780.00
Total ALERT-ALL CORP.		780.00
AMAZON		
07/27/2021	CARDS	1,950.00
07/28/2021	CARDS	1,000.00
Total AMAZON		2,950.00
AMAZON CAPITAL SERVICES		
07/06/2021		573.47
08/03/2021	7/1-7/31/21 BILLING	815.75
Total AMAZON CAPITAL SERVICES		1,389.22
APOLLO		
07/14/2021	AFG GRANT	5,787.68
Total APOLLO		5,787.68
ASCENSION GENESYS HOSPITAL		
07/28/2021	EMT BLS CARDS	90.00
Total ASCENSION GENESYS HOSPITAL		90.00
AT&T MOBILITY		
06/22/2021	WIRELESS SERVICE	248.84
07/22/2021	WIRELESS	248.82
Total AT&T MOBILITY		497.66
BLUE CROSS BLUE SHIELD OF MICHIGAN		

2:36 PM
 08/11/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 JUNE 15, 2021 THROUGH AUGUST 17, 2021

Date	Memo	Amount
06/16/2021	HEALTH INS	9,057.26
07/22/2021	POLICY7027862	9,057.26
Total BLUE CROSS BLUE SHIELD OF MICHIGAN		18,114.52
BODMAN PLC		
06/30/2021		6,241.06
Total BODMAN PLC		6,241.06
BOUND TREE MEDICAL		
06/22/2021		227.06
07/22/2021		2,164.13
08/03/2021		5.00
08/11/2021	MED SUPPLIES	50.38
Total BOUND TREE MEDICAL		2,446.57
Brandon Raiche		
07/13/2021		1,359.00
Total Brandon Raiche		1,359.00
BREATHING AIR SYSTEMS		
06/22/2021	EQUIP MAINT	504.75
Total BREATHING AIR SYSTEMS		504.75
BYERS WRECKER SERVICE, INC.		
07/14/2021	09FORD	180.00
Total BYERS WRECKER SERVICE, INC.		180.00
CARDMEMBER SERVICE/3576		
06/30/2021	PITNER BOWES	88.32
08/03/2021	LIC.RENEWAL	455.00
Total CARDMEMBER SERVICE/3576		543.32
CARDMEMBER SERVICE/4234		
08/03/2021	TOWELS CENTER	137.33
Total CARDMEMBER SERVICE/4234		137.33
CDW GOVERNMENT INC		
06/16/2021	IT EXPENSE	72.00
Total CDW GOVERNMENT INC		72.00
CLYDES FRAME & WHEEL SERVICE		
06/22/2021	RESCUE 2 REPAIRS	4,997.37
Total CLYDES FRAME & WHEEL SERVICE		4,997.37
COMCAST (Station 1 Internet)		
06/28/2021	STA.1 INTERNET	104.95
Total COMCAST (Station 1 Internet)		104.95
COMCAST (Station 1 TV)		
07/08/2021	STA.1 INTERNET	217.44
07/14/2021	STA.1TV	23.88

2:36 PM
 08/11/21
 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 JUNE 15, 2021 THROUGH AUGUST 17, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
08/11/2021	STA.1 TV	23.88
	Total COMCAST (Station 1 TV)	265.20
06/16/2021	COMCAST (Station 3 Internet)	146.70
	Total COMCAST (Station 3 Internet)	146.70
06/30/2021	COMCAST (Station 3 TV)	8.10
07/28/2021	COMCAST (Station 3 TV)	8.10
	Total COMCAST (Station 3 TV)	16.20
07/28/2021	COMCAST CABLE (OFF SITE INTERNET)	111.46
	Total COMCAST CABLE (OFF SITE INTERNET)	111.46
06/16/2021	COMMUNITY DISPOSAL SERVICE, INC	113.30
07/14/2021	DISPOSAL SERVICE	113.30
08/11/2021	DISPOSAL SERVICE	113.30
	Total COMMUNITY DISPOSAL SERVICE, INC	339.90
06/30/2021	CONSUMERS ENERGY	1,495.75
07/28/2021	CONSUMERS ENERGY	1,367.91
08/03/2021	STA.3 GAS	0.26
	Total CONSUMERS ENERGY	2,863.92
07/26/2021	COSTCO WHOLESALE	361.12
	Total COSTCO WHOLESALE	361.12
07/01/2021	DECKER AGENCY	30,264.00
	Total DECKER AGENCY	30,264.00
06/30/2021	DISCOUNT TIRE	1,184.00
	Total DISCOUNT TIRE	1,184.00
06/30/2021	DOUGLAS WATER CONDITIONING	98.10
07/22/2021	SUPPLIES	155.03
08/11/2021	DURACUBE	103.55
	Total DOUGLAS WATER CONDITIONING	356.68
06/30/2021	DTE ENERGY	502.22
07/28/2021	STA.3 ELECT	602.38
	Total DTE ENERGY	1,104.60
	EAGLE ENGRAVING, INC.	

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 Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
 JUNE 15, 2021 THROUGH AUGUST 17, 2021

Date	Memo	Amount
08/11/2021	PLAQUES	1,956.00
Total EAGLE ENGRAVING, INC.		1,956.00
ESO SOLUTIONS, INC		
07/14/2021	FY2022 ESO SUBSCRIPTION	2,778.69
07/22/2021	FY2022 SUBSCRIPTION	818.31
Total ESO SOLUTIONS, INC		3,597.00
FIRE SMART PROMOTIONS		
06/22/2021	FIRE PREVENTION	450.00
Total FIRE SMART PROMOTIONS		450.00
FIRST CHOICE PEST CONTROL, INC.		
06/30/2021	STA.3 PEST CONTROL	380.00
Total FIRST CHOICE PEST CONTROL, INC.		380.00
GALLS, LLC		
06/30/2021		277.20
08/11/2021		511.87
Total GALLS, LLC		789.07
GOOGLE LLC		
07/06/2021	FY21	506.40
Total GOOGLE LLC		506.40
GREAT LAKES ACE		
07/14/2021	BLDG & GRNDS	101.70
08/11/2021	BLDG & GRNDS	84.60
Total GREAT LAKES ACE		186.30
GREAT LAKES LANDCARE INC		
07/14/2021	STA.3 LAWN	25.50
Total GREAT LAKES LANDCARE INC		25.50
HOLLY AUTOMOTIVE SUPPLY		
08/11/2021	VEHICLE MAINT	473.58
Total HOLLY AUTOMOTIVE SUPPLY		473.58
HOLLY TWP		
07/22/2021	FIRE TRUCK LOAN	28,878.62
Total HOLLY TWP		28,878.62
HOME DEPOT		
07/06/2021	BLDG & GRNDS MAINT	101.89
Total HOME DEPOT		101.89
KERTON LUMBER CO		
07/06/2021	BLDG.MAINT	9.49
08/03/2021	BLDG MAINT	52.32
Total KERTON LUMBER CO		61.81

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North Oakland County Fire Authority
BILLS FOR PAYMENT
 JUNE 15, 2021 THROUGH AUGUST 17, 2021

Date	Memo	Amount
LESSORS WELDING SUPPLY		
06/30/2021		144.80
Total LESSORS WELDING SUPPLY		144.80
MAZICH, PAMELA		
06/22/2021	JUNE ADM SERVICE	540.00
07/28/2021	ADM SERVICE	540.00
Total MAZICH, PAMELA		1,080.00
MERS/ALERUS		
06/15/2021	401 CONTRIBUTIONS & LOAN REPAY	4,216.46
06/15/2021	HCSP EE&ER CONTRIBUTIONS	514.78
06/15/2021	457-EE CONTRIBUTIONS	1,684.29
06/30/2021	401 CONTRIBUTIONS & LOAN REPAY	2,641.62
06/30/2021	HCSP EE-ER CONTRIBUTIONS	393.10
06/30/2021	EE-457 CONTRIBUTIONS	371.03
07/12/2021	401 & LOAN CONTRIBUTIONS	4,033.73
07/12/2021	HCSP CONTRIBUTIONS EE/ER	489.16
07/12/2021	457-EE CONTRIBUTIONS	1,478.11
07/26/2021	701 CONTRIBUTIONS & LOAN REPAY	3,205.77
07/26/2021	HCSP CONTRIBUTIONS	397.44
07/26/2021	457 EE-CONTRIBUTIONS	854.19
08/09/2021	HCSP CONTRIBUTIONS	378.94
08/09/2021	EE-457 CONTRIBUTIONS	874.57
08/09/2021	401K CONTRIBUTIONS	3,162.08
Total MERS/ALERUS		24,695.27
MML WORKERS COMP FUND		
07/28/2021	AUDIT PREM POLICY #5007620-20	3,945.00
08/11/2021	W/C INSTALLMENT #2	10,442.00
Total MML WORKERS COMP FUND		14,387.00
NATURE'S RAIN		
06/16/2021		240.00
Total NATURE'S RAIN		240.00
NET2PHONE		
06/21/2021	COMMUNICATIONS	385.42
07/20/2021	COMMUNICATIONS	385.42
Total NET2PHONE		770.84
OAKLAND COUNTY MEDICAL CONTROL AUTHORITY		
07/14/2021	WEBSITE SUPPORT	75.00
Total OAKLAND COUNTY MEDICAL CONTROL AUTHORITY		75.00
OAKLAND COUNTY TREASURERS - DISPATCHING		
06/22/2021	APRIL DISPATCH	2,919.39
07/28/2021	MAY DISPATCH	2,919.39
Total OAKLAND COUNTY TREASURERS - DISPATCHING		5,838.78
PAT WALLS		
07/22/2021	JUNE BRD MEETING	40.00

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North Oakland County Fire Authority
BILLS FOR PAYMENT
 JUNE 15, 2021 THROUGH AUGUST 17, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total PAT WALLS		40.00
PITNET PURCHASE POWER		
07/06/2021	POSTAGE	280.33
Total PITNET PURCHASE POWER		280.33
RANDY WISE FORD		
06/21/2021	ECNO VEHICLE MAINT	515.27
Total RANDY WISE FORD		515.27
RICOH USA Inc. (copier Lease)		
06/30/2021	COPIER LEASE	259.25
08/03/2021	LEASE	259.25
Total RICOH USA Inc. (copier Lease)		518.50
RICOH USA, INC (copy charges)		
08/11/2021	COPY CHARGES	257.70
Total RICOH USA, INC (copy charges)		257.70
ROAD COMMISSION FOR OAKLAND COUNTY		
06/16/2021	FUEL	955.78
07/14/2021	FUEL	1,250.22
Total ROAD COMMISSION FOR OAKLAND COUNTY		2,206.00
SAMS CLUB/SYNCHRONY BANK		
06/16/2021	SUPPLIES & MEMBERSHIP	350.96
07/22/2021	CARD FEES	45.61
Total SAMS CLUB/SYNCHRONY BANK		396.57
SITEONE LANDSCAPE		
07/21/2021	GRNDS MAINT	102.20
Total SITEONE LANDSCAPE		102.20
STANDARD INSURANCE COMPANY RV		
06/22/2021	JULY PREMIUM	450.55
07/22/2021	AUG PREMIUM	450.55
Total STANDARD INSURANCE COMPANY RV		901.10
UNITED STATES TREASURY		
06/30/2021	EMPLOYER ID # 38-2947893	2,667.33
Total UNITED STATES TREASURY		2,667.33
VERIZON		
06/22/2021	COMMUNICATIONS	231.16
07/28/2021	COMMUNICATIONS	231.11
Total VERIZON		462.27
VIEW NEWSPAPER GROUP		
07/06/2021	BRD.MEETINGS	330.12
Total VIEW NEWSPAPER GROUP		330.12
WEB MATTERS BY KRISTIE		

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Accrual Basis

North Oakland County Fire Authority
BILLS FOR PAYMENT
JUNE 15, 2021 THROUGH AUGUST 17, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
07/14/2021	WEBSITE	203.40
Total WEB MATTERS BY KRISTIE		203.40
WEX BANK MTHN		
06/16/2021	FUEL	279.74
07/14/2021	FUEL	307.13
08/11/2021	FUEL	339.88
Total WEX BANK MTHN		926.75
WEX BANK SHL		
07/28/2021	FUEL	5.85
Total WEX BANK SHL		5.85
TOTAL		184,839.13

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Accrual Basis

North Oakland County Fire Authority
PAYROLL EXPENSE REPORT
June 15 through August 9, 2021

	<u>Jun 15 - Aug 9, 21</u>
Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	16,864.40
700.5 · Full Time Employee Wages	75,969.87
700.7 · Full Time Overtime Wages	4,773.34
704 · Officer Wages	3,576.87
705 · Instructor Wages	6,069.25
707 · Special Event Pay	681.50
708 · Duty Shift Medic	35,452.17
708.5 · Duty Shift Basic	62,590.45
709 · Part Time Overtime Pay	7,326.00
710 · Work Detail Pay	241.98
711 · Training Wages	5,197.37
712 · Incident run pay/POC Fire Wages	11,924.49
714 · Social Sec/FICA	17,546.56
716 · Healthcare Insurance/Full Time	-368.00
	<hr/>
Total 7000 · Personnel	247,846.25
7500 · SAFER GRANT EXPENDITURES	
765 · Lost Wages Reimbursement	0.00
	<hr/>
Total 7500 · SAFER GRANT EXPENDITURES	0.00
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	1,911.10
816 · Administrative Services	0.00
	<hr/>
Total 8000 · Contracted Services	1,911.10
8500 · Operating Expenses	
850 · Communications	-409.00
	<hr/>
Total 8500 · Operating Expenses	-409.00
Total Expense	<hr/> 249,348.35
Net Income	<hr/> <hr/> -249,348.35

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

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	8,297.00
1070 · A/R-Medical -ACCUMED	37,488.11
1070.6 · A/R AACB - ALL RUNS	287,399.18
	<hr/>
Total Accounts Receivable	333,184.29
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	-198,946.61
	<hr/>
Total Other Current Assets	-198,946.61
	<hr/>
Total Current Assets	134,237.68
	<hr/>
TOTAL ASSETS	134,237.68
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

North Oakland County Fire Authority Incident Run Data

June-21

Total Incidents	114
------------------------	------------

Incident Summary	
Structure Fires	0
Vehicle Fires	1
Brush / Outdoor Fires	1
EMS Medicals	63
Vehicle Accidents w/ Injuries	3
Vehicle Accidents w/ No Injuries	3
Hazardous Cond.	5
Service Call	18
Good Intent	6
False Calls	3
Severe Weather	11
Other	0
Total Calls	114

Out of District Runs	
MUTUAL AID MEDICAL	17
MUTUAL AID FIRE	8
MISC	
Total	25

Total EMS Related Calls	62
Total NOCFA Transports	41
Patient Sign Offs / No Transport	21

	minutes	# of priority calls
Avg. Response Time To Priority Calls	17.7	28

TOTAL RUNS IN FIRE DISTRICT	89	Rose Twp.	48
TOTAL OUT OF DISTRICT RUNS	25	Holly Twp.	37

North Oakland County Fire Authority Incident Run Data

July-21

Total Incidents	126
------------------------	------------

Incident Summary	
Structure Fires	1
Vehicle Fires	
Brush / Outdoor Fires	
EMS Medicals	66
Vehicle Accidents w/ Injuries	5
Vehicle Accidents w/ No Injuries	2
Hazardous Cond.	20
Service Call	19
Good Intent	6
False Calls	4
Severe Weather	3
Other	0
Total Calls	126

Out of District Runs	
MUTUAL AID MEDICAL	15
MUTUAL AID FIRE	2
MISC	
Total	17

Total EMS Related Calls	74
Total NOCFA Transports	55
Patient Sign Offs / No Transport	19

	minutes	# of priority calls
Avg. Response Time To Priority Calls	7.3	36

TOTAL RUNS IN FIRE DISTRICT	109
TOTAL OUT OF DISTRICT RUNS	17

Rose Twp.	55
Holly Twp.	52



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

TITLE: Bloodborne Pathogens

APPROVED: 02/13/2015

Updated: 7/2021

Policy

The North Oakland County Fire Authority is committed to providing a safe and healthy work environment for our entire staff. To achieve this the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with MIOSHA rules 325.70001-.70018, "Occupational Exposure to Bloodborne Infectious Diseases."

The ECP is a key document that will assist our department in implementing and ensuring compliance with the standard, thereby protecting our employees.

This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control that include Universal
- Precautions, Work Practice Controls, SOP's, PPE, and Housekeeping.
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation for this standard are discussed in the following pages of our ECP.

Program Administration

The Safety Coordinator and the Fire are responsible for the implementation of the exposure control plan. The Safety Coordinator will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP.

The Fire Chief and the Safety Coordinator will maintain and provide all necessary personal protective equipment, engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The Fire Chief will ensure that an adequate supply of the necessary equipment is available and are in the appropriate sizes.

The Safety Coordinator will be responsible for ensuring that all medical actions required are preformed and that appropriate employee and MIOSHA records are maintained.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

The Safety Coordinator and the Training Officer will be responsible for training, documentation of training, and making the written ECP available to employees, MIOSHA, and NIOSHA representatives.

Employee Exposure Determination

The following is a list of all job classifications within our department that have been determined to be at risk for exposure to bloodborne pathogens:

- Firefighters
- Medical First Responders
- Emergency Medical Technicians
- Paramedics

Tasks or procedures that maybe performed while working for NOCFA that have been determined to put an employee at risk for exposure to bloodborne pathogens:

- Management of patients
- Rescue Operations
- Emergency Care
- Disentanglement
- Patient Removal or Transport
- Cleaning and decontamination of equipment and apparatus

Methods of Implementation and Control

Universal Precautions

All employees will utilize universal precautions. It is impossible for healthcare workers to know what body fluids are infected. As a result, we will treat all blood and body fluids as if they are known to be infectious for HIV, HBV and other bloodborne pathogens.

Exposure Control Plan

Employees covered by the bloodborne infectious diseases standard receive an explanation of this ECP during their initial training/hiring session. It will also be reviews in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts or by contacting the Safety Coordinator. If requested, NOCFA will provide an employee with a copy of the ECP free of charge and within 15 business days of the request.

The Safety Coordinator is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Standard Operating Procedures

Standard Operating Procedures (SOP's) provide specific guidance on controls and practices that shall be used when performing tasks involving occupational exposure to bloodborne pathogen. It is prudent to minimize all exposure to bloodborne pathogens. Risks of exposure to bloodborne pathogens should never be underestimated.

Contingency Plan

Where circumstances can be foreseen in which recommended SOP's could not be followed, NOCFA will prepare contingency plans for employee protection, incident investigation and medical follow-up as part of the SOP. See FORM B

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens.

Engineering controls reduce exposure in the workplace by removing/ isolating the hazard or removing/isolating the worker from exposure. Examples include sharps containers, biohazard boxes, bags, or hampers)

Work Practices is the manner in which tasks are performed. These practices reduce the likelihood of exposure by altering the manner in which a task is performed. Examples include prohibiting recapping of needles, etc.

Sharps disposal containers are inspected and maintained or replaced by the medical duty crew daily or whenever necessary to prevent overfilling.

The North Oakland County Fire Authority identifies the need for changing engineering control and work practices through MIOSHA records, employee interviews, and committee activities.

New procedures and new products will be evaluated through field studies, manufacturer training and information, and MIOSHA compliance recommendations and requirements.

Firefighters, Medical First Responders, Emergency Medical Technicians, and Paramedics will be involved in this process by conducting field studies and by offering input on the product or procedure.

The Safety Coordinator and the Fire Chief will ensure effective implementation of these recommendations.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training will be provided by the Safety Coordinator or Training Officer in the use of the appropriate PPE for tasks or procedures employees will perform.

The types of PPE available to employees are Hepa Masks, gloves, eye protection, etc. PPE is located at all fire stations and on apparatus and the Fire Chief will ensure that all needed PPE is available.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE
- Remove PPE after it becomes contaminated, and before leaving the work area
- Used PPE maybe disposed of in bio-hazard bags or other receptacles for contaminated or soiled items.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or other body fluids, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is comprised.
- Utility gloves maybe decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or other materials pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or other body fluids, in such a way as to avoid contact with the outer surface.

Contaminated face shields, eye protection, and resuscitation equipment must be decontaminated using a 10 parts water and 1 part bleach solution or by disposal and replacement.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

When sharps containers are full they are to be taken to Genesys Health Park for proper disposal.

Other regulated waste is to be placed and sealed in red bio-hazard bags and taken to Genesys Health Park for proper disposal.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms and labeled or color coded appropriately. Sharps disposal containers are available on apparatus and at every fire station.

Bins and pails are to be cleaned and decontaminated as soon as feasible after visible contamination. Disposable items need to be placed into the proper receptacles.

Broken glassware which may be contaminated is picked up using a brush and dust pan.

Laundry

Contaminated fire gear and clothing need to be laundered in the designated washer and dryers at Station 1 or Station 3.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible
- Place wet contaminated laundry in leak proof, labeled or color coded containers or bags before transport. Use red bags or bags marked with the bio-hazard symbol for this purpose.
- Wear gloves when handling and/or sorting contaminated laundry

Labeling

The following labeling method(s) are used within this department:

- Equipment to be labeled
- Label Type
- Contaminated laundry
- red bag, biohazard label

The Fire Chief and the medical duty crews will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the fire stations. Employees are to notify the Fire Chief or your station lieutenants if they discover regulated waste containers, refrigerators containing blood or other body fluids, contaminated equipment, etc without proper labels.

Hepatitis B Vaccination

Administration:

The Safety Coordinator will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. The Hepatitis B vaccination series is available at no cost after training and within 10 days of official assignment to employees identified in the exposure determination section of this plan. Vaccinations are performed under the supervision of a licensed physician or other healthcare professional. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vacation is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a copy of the declination form (FORM C). Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal and receipt of the vaccination will be kept in your personnel record and in the safety coordinators bloodborne pathogen compliance file.

Vaccination will be provided by Genesys Occupational Clinic.

Following hepatitis B vaccination, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

Post- Exposure Evaluations and Follow-Up

Should an exposure incident occur, contact the Fire Chief or the Safety Coordinator.

- An immediately available confidential medical evaluation and follow-up will be conducted by Genesys Health Park. Following the initial first aid (cleans the wound, flush the eyes or other mucous membranes, etc), the following activities will be performed:
- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state, federal or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test result were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV, and or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV, and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Administration of Post-Exposure Evaluation and Follow-Up

The Safety Coordinator or the Fire Chief will ensure that health care professionals responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of MIOSHA's bloodborne infectious disease standard.

The Safety Coordinator or the Fire Chief will ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

The Fire Chief or the Safety Coordinator will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident The Safety Coordinator and the safety committee will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of device being used, protective equipment or clothing that was used at the time of the exposure incident (gloves, eye protection, etc)
- location of incident (pt home, in ambulance, at hospital)
- procedure being performed when the incident occurred
- employee's training

If it is determined that revisions need to be made, the Safety Coordinator will ensure that appropriate changes are made to this exposure control plan.

Employee Training

All employees who have occupational exposure to bloodborne pathogen receive training conducted by the Safety Coordinator or by the department's medical instructor coordinators.

All employees who have occupational exposures to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and other body fluids, including what constitutes an exposure incident
- an explanation of the use and limitation of engineering controls, work practices and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on hepatitis b vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and the persons to contact in an emergency involving blood or other body fluids
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used by this department.
- an opportunity for interactive questions and answers with the person conducting the training session

Training materials for this facility are available by contacting the Safety Coordinator.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least 3 years by the Safety Coordinator.

The training records include:

- the dates of training
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions
- Employee training records are provided within request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the safety Coordinator.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with Part 432/R325.52101-.52137, "Access to Employee Exposure and Medical Records."

The safety Coordinator is responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Fire Chief or the Safety Coordinator.

MIOSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets MIOSHA's Recordkeeping Requirements (Part 11). This determination and the recording activities are done by the Safety Coordinator.

Sharps Injury Log

A sharps injury log is established and maintained for recordkeeping percutaneous injuries from contaminated sharps. The log includes:

- type and brand of device involved in the injury
- department or work area where the exposure occurred
- explanation of how the incident occurred

The log is recorded and maintained to protect the confidentiality of the injured employee. The Part 11 Recording and Reporting of Occupational Injuries and Illnesses 300 Log of Work Related Injuries and Illnesses may be used to record this information.

The Safety Coordinator is responsible for the maintenance of the sharps injury log.

CONTACT INFORMATION: Fire Chief, Jeremy Lintz: 248-459-8316
Safety Officer, Paul Kravetz: 248-931-5990
Training Officer, Timothy Seal Jr.: 313-910-1091

Program Review

The Safety Officer shall review this Bloodborne Pathogen Policy annually for necessary changes. This Bloodborne Pathogen Policy was implemented: January 2007.

Fire Chief Signature: _____

An annual review documentation sheet will be maintained in the master safety files



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

TITLE: TUBERCULOSIS EXPOSURE CONTROL PROGRAM

APPROVED: 03/2008

Updated: 7/2021

POLICY

This General Order shall govern the Tuberculosis Exposure Control Program.

During emergency response and transport situations employees may provide emergency services to patients with suspected or confirmed Tuberculosis (TB). The North Oakland County Fire Authority recognizes its employees are at risk for exposure to Mycobacterium tuberculosis (TB). In accordance with the Centers for Disease Control and Prevention (CDC) 1994 Guidelines for the Prevention of Mycobacterium Tuberculosis (TB) in Health Care Facilities, all employees who provide care to suspect or confirmed TB patients shall comply with the provisions of this TB Exposure Control Program. This TB Exposure Control Program outlines procedures for early detection, exposure prevention, use of respiratory protection, purified protein derivative (PPD) skin testing, post-exposure notification, and medical treatment.

DEFINITIONS

Acid-fast bacilli (AFB) – Bacteria that retain certain dyes after being washed in an acid solution. Most acid-fast organisms are mycobacteria. When AFB is seen on a stained smear of sputum or other clinical specimen, a diagnosis of TB should be suspected. However, the diagnosis of TB is not confirmed until a culture is grown and identified as *M. tuberculosis*.

Bacillus of Calmette and Guerin (BCG) Vaccine - A TB vaccine used in many parts of the world.

Human Immunodeficiency Virus (HIV) - The virus that causes Acquired Immunodeficiency Syndrome (AIDS). HIV infection is the most important risk factor for the progression of latent TB infection to active TB disease.

Induration - An area of swelling produced by an immune response to an antigen. In PPD skin testing or anergy testing, the diameter of the induration is measured 48-72 hours after the injection and the results are recorded in millimeters.

Infectious - Capable of transmitting infection. For example, when persons who have clinically active pulmonary or laryngeal TB disease cough or sneeze, they can expel droplets containing Mycobacterium tuberculosis (*M. TB*) into the air.

Multi-drug Resistant Tuberculosis (MDR-TB) - Active TB caused by *M. tuberculosis* organisms that are resistant to more than one anti-TB drug (anti-tuberculosis antibiotics).

Mycobacterium Tuberculosis (M. TB) - A rod shaped bacterium that causes tuberculosis. Normal air currents can keep the particles (tubercle bacillus) airborne for hours.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Purified Protein Derivative (PPD)/Tuberculin Test (Mantoux Test) - A skin test used to evaluate the likelihood that a person is infected with *M. tuberculosis*. A small dose of tuberculin is injected just beneath the surface of the skin and the area is examined 48-72 hours after the injection. A reaction is measured according to the size of the induration. The classification of a reaction as positive or negative depends on the patient's medical history and various risk factors.

Purified Protein Derivative (PPD)/Tuberculin Test Conversion - A change in PPD skin test results from negative to positive. A conversion within a two-year period is usually interpreted as new *M. tuberculosis* infection, which carries an increased risk for progression to active disease.

Risk Assessment - The Center for Disease Control and Prevention (CDC) recommendation to: 1) evaluate the risk of transmission of *M. TB* in specific area or group; 2) develop and update the TB infection control plan based on the results; and 3) evaluate the infection control program's effectiveness.

Suspected TB Case - An individual experiencing symptoms consistent with TB. The patient may be diagnosed with a positive AFB smear and started on anti-TB therapy, or have a negative AFB smear with clinical or radiographic evidence of TB and have been started on anti-TB therapy.

Tuberculosis (TB) - A clinically active, symptomatic disease caused by an organism in the *M. tuberculosis* complex (usually *M. tuberculosis* or, rarely, *M. bovis* or *M. africanum*). TB is a bacterial infection that is spread through the air via contaminated droplets and is spread most easily in closed air spaces over prolonged time periods.

TB Disease - A particular episode of clinically active TB. This term should be used only to refer to the disease itself, not the person with the disease. State laws mandate all TB cases be reported to the local health department.

TB Exposure - Contact with a patient or Employee who has confirmed laryngeal or pulmonary TB, in the absence of respiratory protection or use of engineering controls.

TB Infection - A condition in which living tubercle bacilli are present in the body but the disease is not clinically active. Infected persons usually have positive tuberculin/PPD skin test reactions, but they have no symptoms related to the infection and are not infectious.

Transmission - The spread of infection from one person to another, the likelihood of transmission is directly related to the duration and intensity of exposure of *M. tuberculosis*.

Two-Step Purified Protein Derivative (PPD)/Tuberculin Test (Mantoux Test) - A procedure used for the baseline testing of persons, who will periodically receive tuberculin skin tests to reduce the likelihood of mistaking old infection (boosted reaction) for new infection.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

PROCEDURES / RESPONSIBILITIES

1. Administrative Controls

Tuberculosis (TB) Risk Assessment

- The Health & Safety Committee shall conduct the annual risk assessment.
- The risk assessment determines the risk for transmission of TB during the provision of services by area or work group.
- The risk assessment includes a review of the number of TB patients in the community, the number of infectious TB exposures, the number of Employees PPD skin test conversions, and the rate of person-to-person transmission of TB.
- The risk assessment results determine the frequency of PPD skin testing and assess the need for additional TB control measures such as respiratory protection.

2. Work Practice Controls

Employees shall wear a NIOSH approved N95 or greater respirator when providing care to the following high-risk group of patients OR patients who exhibit signs and symptoms (persistent cough > three weeks, bloody sputum, night sweats, weight loss, anorexia, and fever) suspicious of TB:

- Persons with HIV infection, close contacts of infectious TB cases, foreign-born persons from countries with a high prevalence of TB (e.g., Asia, Africa, Latin American and some Caribbean and European countries) or medically underserved low-income populations, including the homeless and residents of shelters.
- Persons with medical conditions (silicosis, gastrectomy, jejunoileal bypass, chronic renal failure, diabetes mellitus, leukemia and lymphomas), conditions requiring prolonged high dose corticosteroid and other immunosuppressive therapy, and weight of 10% or more below ideal body weight.
- Patients with suspected or confirmed TB shall be evaluated promptly to minimize the amount of time an employee is exposed.
- Patients shall be provided with tissues and instructed to cover their mouth and nose when coughing or sneezing. They shall be instructed to wear a standard surgical mask during transport, as appropriate.

3. Respiratory Protection Program

Employees shall comply with the following criteria for use, maintenance, and disposal of the Department issued NIOSH-approved N95 respirators.

Employees who have not received the appropriate training/fit testing in the use and maintenance of the N95 respirator shall not wear the N95 respirators or enter rooms where patients with known or suspect TB are receiving care. (See General Order 08-17, Respiratory Protection Program.)



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Employees shall wear the N95 respirator when transporting patients with suspected or confirmed pulmonary or laryngeal TB. If feasible, during transport, the windows of the vehicle shall be kept open and the heating or air conditioning system shall be placed on the non- recirculating cycle, as appropriate.

Employees entering the room of a patient with suspected or confirmed TB shall keep the door closed and wear the N95 respirator, as appropriate.

Employees performing procedures or tasks or cough inducing procedures, such as endotracheal intubation, extubation, suctioning, or gastric lavage, shall wear the N95 respirator and eye protection.

N95 respirators may be worn as long as the Employee is able to obtain a secure face fit, and the respirator is not visibly damaged or misshapen, and inhalation/exhalation is not impeded.

N95 respirators should be discarded after each use. If the mask becomes wet from an external source or is otherwise damaged, it must be replaced.

N95 respirators are discarded in the general waste. Respirators visibly soiled and dripping with blood, or other potentially infectious materials, are disposed of in the infectious (red-bagged) waste stream.

4. PPD Skin Testing Program

During the pre-employment, scheduled physical examinations and annual training programs, Employee's at risk for exposure to TB, including those with a history of Bacillus Calmette Guerin (BCG) vaccination, are required to receive a PPD skin test unless a previously positive skin test can be documented.

Two-Step PPD Testing Program

Employees who have not had a documented negative PPD skin test result within one year of employment shall have a two-step PPD skin test. The two-step PPD skin test procedure is outlined below:

- Step 1 - An initial PPD skin test will be placed and read within 48-72 hours. If the initial test is positive, the person is considered infected.
- Step 2 - If the initial PPD skin test is negative, the person is considered uninfected.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Negative PPD Skin Tests

PPD skin test negative Employees shall undergo PPD skin testing annually/periodically as determined by the TB risk assessment.

PPD skin test negative Employees shall undergo PPD skin testing whenever they are exposed to a confirmed TB patient and appropriate precautions were not observed at the time of exposure.

PPD skin test negative Employees who has had a PPD skin test performed at another medical facility within three (6) months may provide (written) medical documentation of the test results. The documentation must include the date the PPD skin test was administered, the PPD skin test results with the induration measured in millimeters (readings of "negative" will not be accepted), and signature of the licensed provider.

Positive PPD Skin Tests

Employees with a documented history of a positive PPD skin test, adequate treatment for disease, or preventive therapy for infection is exempt from further screening. These employees must promptly report the development of any prolonged pulmonary symptoms to the Infection Control Officer for an immediate medical evaluation, as appropriate.

All new hires with a history of a positive PPD skin test shall complete a questionnaire regarding symptoms of TB at the time of hire and on an annual basis. The physician shall evaluate anyone who reports symptoms suggestive of TB.

PPD Skin Test Conversions

Employees with a newly recognized positive PPD skin test result or PPD skin test conversion should be evaluated promptly for active TB. The health assessment shall include a clinical examination and a chest x-ray.

Employees shall be excluded from work if the medical history, clinical examination, or chest x-ray is compatible with active TB.

Employees cannot return to work until the following criteria are met:

- A diagnosis of active TB is ruled out.
- A diagnosis of active TB is established, is being treated, and a determination has been made by a physician that the Employee is not infectious.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

PPD Skin Test Interpretation

An authorized medical professional with the appropriate training must interpret and document all PPD skin test results.

Employees with TB at sites other than the respiratory system (for example bone or kidney) need not be excluded from work if pulmonary or laryngeal TB has been ruled out.

Employees who are without evidence of active TB, may refuse prophylactic treatment for positive PPD skin test results.

TB Exposure and Follow-up Procedures

TB exposure is defined as contact with a patient or Employee who has confirmed laryngeal or pulmonary TB, in the absence of respiratory protection or use of engineering controls.

Employees with previously known positive PPD skin test reactions do not require repeat PPD skin test or chest x-ray unless they have symptoms suggestive of TB (e.g., cough or fever). If symptoms develop, the Employee shall be referred to the physician, as appropriate.

Employees with a history of a negative PPD skin test reaction shall have a PPD skin test immediately after an exposure.

Employees with documentation of a negative PPD skin test performed within 3 months preceding exposure shall be exempt from the baseline PPD skin testing. If the initial PPD skin test results are negative, the PPD skin test shall be repeated at 12 weeks after the exposure to assure the Employee has not converted to PPD skin test positive. If any Employee converts during the 12-week check, the Employee shall be referred to a physician.

Employees without documentation of a negative PPD skin test performed within three months preceding exposure should have a PPD skin test immediately after the exposure. If the initial skin test is negative, the PPD skin test shall be repeated in 12 weeks post-exposure to assure the Employee has not converted to PPD skin test positive. If any Employee converts during the 12-week check, they shall be referred to a physician.

Medical care is provided free of charge for all work-related PPD skin test conversions. If exposure is not work-related, the employee will be referred to their private physician and/or local health department, as appropriate.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

5. Infection Control Exposure Records

All files shall include Employees name, and ID number, a record of PPD skin test status, documentation on the routes of exposure and circumstances under which the exposure occurred.

All files shall include records related to TB exposure incidents, including results of examination, medical testing, follow-up procedures, and health care professional's written opinion.

All files shall include results of the source patient's test results/infectivity, if feasible and not prohibited by state or local law.

All Employees medical records regarding exposure shall be kept confidential and are not disclosed without written consent.

6. Public Health Department Reporting

The EMS Coordinator shall report all patients and employees/members with confirmed TB, positive AFB smears, cultures, and sensitivities to the appropriate health department.

7. Responsibilities

The EMS Coordinator is responsible for the following:

- Coordination and implementation of the TB program.
- Coordinating initial and annual educational programs limited to annual Employee PPD skin test placement, as appropriate.
- Coordination and administration of new hire, annual and periodic PPD skin tests, pre- and post-exposure counseling, prophylaxis, treatment and referral, as appropriate.
- Providing Employees 24-hour advice, post-exposure notification and referral to the physician or nearest medical center, as appropriate.
- notifying Employees involved in an exposure incident to determine the extent of the exposure, if any.
- Maintaining medical records for documentation of PPD skin test administration and interpretation, prophylaxis and/or treatment and pre- and post-test counseling records.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Supervisors

- Ensuring Employees review and comply with the provision of this General Order.
- Immediately notifying the EMS Coordinator or Safety Officer upon being notified of a possible exposure to a suspected or confirmed TB patient.
- Assisting the Infection Control Officer with notification and tracking of Employees exposed to patients with active TB, as appropriate.
- Instructing Employees to complete an exposure report
- Completing the work related injury packet for work-related PPD skin test conversions or illness as the result of a confirmed TB exposure and forwarding the completed packet to the Fire Chief.
- Monitoring the condition and availability of PPE and ensuring that minimum equipment requirements are maintained at all times.

Employees

- Demonstrating compliance with the provisions of this policy and the Respiratory Protection Program.
- Attending mandatory education and training programs, wearing the
- Department issued, NIOSH-approved N95 respirator and complying with the PPD skin- testing program, as appropriate.
- Immediately notifying Supervisors of a possible exposure to a suspect or confirmed TB patient.
- Completing an exposure report and forwarding to a supervisor no later than 24 hours post-incident for documentation of counseling session and follow-up recommendations.
- Scheduling and maintaining appointments with the physician or designated medical facility regarding post-exposure follow up, PPD skin tests, prophylaxis, and medical treatment, as recommended.
- Completing the work related Injury Packet for work-related PPD skin test conversions or illness as the result of a confirmed TB exposure. Forwarding the completed packet to a supervisor.
- Maintaining confidentiality of all source patients regardless of exposure to TB. For example, do not provide source patient's identity or medical diagnosis such as TB over the Department radio system.
- Minimizing the risk of exposure/transmission of TB to other Employees and the public by utilizing sick leave when experiencing non-work related signs and symptoms consistent with TB, i.e., fever flu-like symptoms, vomiting, chills, and/or productive cough (bloody sputum).



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

TITLE: COVID-19 VACCINATION POLICY (DRAFT)
APPROVED: 00/00/00 Updated:

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the North Oakland County Fire Authority has adopted this policy to safeguard the health and well-being of employees and their families, as well as our community and patients that we treat. It is the intent of this policy to establish an effective vaccination program and mitigate COVID-19 infectious exposures and conditions. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope

All employees are required to be fully vaccinated as determined by the North Oakland County Fire Authority unless a reasonable accommodation is approved. Compliance with this policy will be a condition of employment.

Employees that are approved for an exemption of this policy will be required to submit bi-weekly COVID-19 test results. Previous history of COVID-19 from which the individual recovered more than 90 days earlier or a previous positive antibody test for COVID-19 do not waive this requirement for testing.

Procedures

The North Oakland County Fire Authority will provide either onsite access to the vaccine or a list of locations to assist employees in receiving vaccines on their own.

The list of FDA Emergency Use Authorized vaccines that employees may be administered are:

- Pfizer BioNTech COVID-19 Vaccine
- Moderna COVID-19 Vaccine
- Janssen COVID-19 Vaccine

The North Oakland County Fire Authority will pay for any out-of-pocket expense for all vaccinations covered by this policy. When not received in-house, any fees associated with obtaining the vaccination should be run through employees' health insurance where applicable and otherwise be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with the employer to schedule appropriate time to comply with this policy.



North Oakland County Fire Authority

HEALTH & SAFETY POLICIES

Vaccine Administration

Employees are responsible for scheduling and obtaining all recommended doses of the vaccine by **November 1, 2021**. Before the stated deadline to be vaccinated has expired, employees will be required to provide either proof of vaccination or a written approved reasonable accommodation to be exempted from the vaccine requirements. All documentation provided to the employer will be maintained confidentially and separate from personnel files

Request for Exemptions

1. Disability Accommodation: In accordance with the North Oakland County Fire Authority's *Equal Employment Opportunity / Discrimination Policy*, and the Americans with Disabilities Act (ADA), North Oakland County Fire Authority provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for submitting a completed **ADA Accommodation Request Form**. Request forms may be obtained from the Fire Chief.
2. Religious Accommodation: The North Oakland County Fire Authority provides reasonable accommodations, absent undue hardship, to employees' religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for submitting a completed **Religious Accommodation Request Form**. Request forms may be obtained from the Fire Chief.
3. Exemption for Other Medical Reason: Exemptions for other medical reasons may be available on a case-by-case basis/for conditions such as pregnancy, breastfeeding, history of certain allergic reactions, and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. If you believe you need an accommodation regarding this policy because of other medical reasons, you are responsible for submitting a completed **Medical Contraindication Accommodation Request Form**. Request forms may be obtained from the Fire Chief.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The North Oakland County Fire Authority reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and work needs, consistent with its commitment to maintaining a safe and healthy workplace.



**CERTIFICATION OF REPRESENTATIVE
MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
Employment Relations Commission
Labor Relations Division**

AUTHORITY: P. A. 380 OF 1965
As Amended

North Oakland County Fire Authority

-and-

International Association of Fire Fighters (IAFF)

MERC Case No.: 21-E-1212-RC

CONSENT ELECTION

An election having been conducted in the above matter by an Agent of the Michigan Employment Relations Commission in accordance with the Rules and Regulations of the Commission, and it appearing from the tabulation of election results that a collective bargaining representative has been selected.

Pursuant to authority vested in the Michigan Employment Relations Commission, **IT IS HEREBY CERTIFIED** that

International Association of Fire Fighters (IAFF)

Has been designated and selected by a majority of the employees of the above-named employer, in the unit described below, as their representative for the purposes of collective bargaining, and that pursuant to Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the said organization is the exclusive representative of all the employees in such unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

Bargaining Unit: All full-time employees of the North Oakland County Fire Authority below the rank of Fire Chief.

Excluded Employees: Fire Chief, part-time employees and clerical employees.

MICHIGAN EMPLOYMENT RELATIONS COMMISSION

August 3, 2021

**COPY TO:
North Oakland County Fire Authority
International Association of Fire Fighters (IAFF)
Mediation Office
File**



MICHIGAN EMPLOYMENT RELATIONS COMMISSION

Date: 08-04-2021

Party	Type/Role	Name/Address	Party ID	Phone	County	Start Date	End Date
North Oakland County Fire Authority	Employer	North Oakland County Fire Authority PO Box 129 Holly, Michigan 48422	DA-10482	(248) 634-4511	Oakland	08-03-2021	
International Association of Fire Fighters	Labor Organization	International Association of Fire Fighters 1651 Kingsway Ct. Ste. E Trenton, Michigan 48183	A-03528	734-675-0206		08-03-2021	

Case Name: North Oakland County Fire Authority and International Association of Fire Fighters (Parent)

MERC Case No: 21-H-1564-CB Case Initiation Date: 08-03-2021

To All Parties:

Attached are materials related to the above referenced matter recently initiated with the Michigan Employment Relations Commission pursuant to the Labor Mediation Act (LMA) and/or the Public Employment Relations Act (PERA). Please review the materials and contact us immediately should there be any necessary corrections or additions to the party and/or party representative information.

Should you require mediation assistance, please call 517-335-9142, or email merc-mediation@mi.gov to request a Labor Mediator for this case.

MERC also offers the following services at no cost: Mediation of Contract & Grievance Disputes; Grievance Arbitrator Appointments; Collaborative Bargaining Training; Interest Based Problem Solving Training; Establishing Labor/ Management Committees and more. Access the MERC website at: www.michigan.gov/merc for a complete description of agency services and case related information.



MICHIGAN EMPLOYMENT RELATIONS COMMISSION
CASE INFORMATION SUMMARY

CASE HEADING:

Case Name: North Oakland County Fire Authority and International Association of Fire Fighters (Parent)				
MERC Case No.: 21-H-1564-CB	Dispute Category: Contract	Case Type: Contract Bargaining (CB)	Case System ID.: 00006838	Case Stage: Initiation
Employer Type: Public	Business/Service Type:	County: Oakland	County Code:	Case Status: Approved
MAHS No.:	Appeal No.:	Related Case No.:	Consolidated With:	Process Category: Certification of Representative
Parent Case No.:				
Dispute Description:				

PARTY DETAILS:

Type	Role	Name/Address	Name ID	Phone	County	Start	End
Employer	Not Applicable	North Oakland County Fire Authority PO Box 129 Holly, Michigan 48422	DA-10482	(248) 634-4511	Oakland	08-03-2021	
Labor Org	Not Applicable	International Association of Fire Fighters 1651 Kingsway Ct. Ste. E Trenton, Michigan 48183	A-03528	734-675-0206		08-03-2021	

REPRESENTATIVE DETAILS:

Type	Role	Rep Name/Rep Address	Name ID	Phone/Email	Start	End
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CONTRACT DETAILS:

Contract Type: Initial	Effective Date:	Expiration Date:
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BARGAINING UNIT DETAILS:

Bargaining Unit Type:	Bargaining Unit Code: Non 312	Total Unit Employees:	Eligibility Date:
Affected Location:			
Total Affected Employees:			
Unit Description: All full-time employees of the Fire Authority below the rank of Fire Chief			

CASE DETAILS:

Event Date	Event Type	Event Subtype	Result	Notes/Other Details	Filed By
08-03-2021	Certification of Representative Received				
08-03-2021	Case Initiation				



North Oakland County Firefighters Union

IAFF 5346

August 11, 2021

North Oakland County Fire Authority Board members,

I write today to introduce to you, the North Oakland County Firefighters Union, IAFF Local 5346. This union under the Michigan Employment Relations Commission, is now the exclusive representative of all North Oakland County Fire Authority full time officers and employees below the rank of Fire Chief. This union represents the said members for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment pursuant to Sections 26 and 27 of Act number 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act 336 of the Public Acts of 1947.

As members of the IAFF and MPFFU, our goal is to create and maintain an environment that is; safe, in compliance with State and Federal Laws, comparable to other departments of size and service, and equitable for all members.

Below is the Executive Board Members of Local 5346:

Timothy A. Seal Jr. – President – (313) 910-1091 – sardoochie@gmail.com

Matthew Weil – Vice President – (248) 459-8313 – mweilnocfa@gmail.com

Ian Dunbar – Secretary

Joseph Durocher – Treasurer

Moving forward, we would like to set up some dates with the Fire Boards Negotiating Committee to begin negotiating the first working agreement. We ask that the board forward to us the members that you have selected as your negotiating committee.

We look forward to working with all of you in a combined effort to make the North Oakland County Fire Authority a top-notch department in Northern Oakland County.

If you have any questions, please feel free to contact myself or Vice President Weil.

Sincerely,

Timothy A. Seal Jr.
President, North Oakland County Firefighters Union
IAFF 5346