



**NORTH OAKLAND COUNTY FIRE AUTHORITY**  
Proposed Agenda For September 21, 2021 3:00 PM at:  
NOCCA Station 1. 5051 Grange Hall Rd.  
Holly, MI 48442

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

P. Gambka    G. Kullis    D. Schieb-Snyder    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 NOCCA 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 August 17, 2021

b. Financial Reports:

i. General Fund Revenue & Expense Report Year to Date

ii. Equipment Replacement Fund Revenue & Expense Report Year to Date

Checking Account as of 8/31/2021	\$139,192.00
Statement Savings Account as of 8/31/2021	\$400,975.10
Capital / Equipment Replacement Account as of 8/31/2021	\$238,394.67
Bills For Payment Total: 8/18/2021 – 9/9/2021	\$99,365.71
Cost of Payroll: 8/23/2021, 9/6/2021	\$89,246.67
Accounts Receivable: – MEDICAL as of 8/31/2021	\$64,683.61
Accounts Receivable: – FIRE as of 8/31/2021	\$7,797.00
Aging Accounts Turned Over To Collections Allowance as of 8/31/2021	\$87,220.60

c. August 2021 Run Counts

**4. REPORTS**

Chiefs Report    Rose Twp.    Holly Twp.    Citizen at Large

**5. PRESENTATIONS**

**6. UNFINISHED BUSINESS**

a) Health & Safety Policies- Requesting to amend revised TB & Bloodborne Pathogen policy.

**7. NEW BUSINESS**

a) Fire & EMS Academy information.

b) SAFER Recruitment & Retention Grant – Approval to accept award.

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**

Next meeting will be Tuesday October 19, 2021 at 3:00 PM Rose Township Offices. 9080 Mason St. Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY  
REGULAR MEETING MINUTES

August 17, 2021

Vice Chairperson Kullis called the regular meeting of the North Oakland County Fire Authority to order at 3:00 P.M. at Rose Township Offices, 9080 Mason St, Holly, MI 48442.

The following firefighters and guests were present.

Doug Smith  
Tim Seal  
Debbie Miller

Roll Call: Present –P. Gambka, K. Winchester, G. Kullis, D. Scheib-Snider, Chief Lintz.  
Absent – P. Stouffer

Moved by Kullis, seconded by Gambka, motion to excuse Stouffer. A voice vote was taken; all those present voted yes; motion carried 4/0.

**AGENDA APPROVAL**

Moved by Winchester, seconded by Scheib-Snider, motion to approve agenda. A voice vote was taken; all those present voted yes; motion carried 4/0.

**CONSENT AGENDA APPROVAL**

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

- Approval of meeting minutes from June 15, 2021 (July meeting canceled).
- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of July 31, 2021

Checking Account	\$ 249,780.78
Statement Savings Account	\$400,907.00
Capital Replacement Savings Account	\$238,374.42
Bills for Payment (06-15-21 to 08-17-21)	\$184,839.13
Cost of Payroll (06-15-21 to 08-09-21)	\$249,348.35

- Accounts Receivable Report, Medical as of 7-31-21 - \$37,488.11.
- Accounts Receivable Report, Fire as of 7-31-21 - \$8,297.00.
- Aging Accounts Turned Over to Collections as of 07-31-21 - \$88,452.57.
- June/July 2021 Run Report.

A roll call vote was taken; all those present voted yes; motion carried 4/0.

**Reports**

**Chiefs Report**

Chief Lintz reported that there were 114 calls in June and in July a record number of 126. The previous record was 122. He anticipates the August calls will be even more because of the storms the previous week. Had a structure fire on Fenton Rd. The State Police called on a female at a residence on Evans Rd that was not acting correctly and had her in custody. NOCFA took her to the hospital. Two Employees Randy Finkbeiner and Dan Miller who were on scene had felt there was more to the situation and investigated the area and found a car running with doors open on Belford Rd. After getting more information, it was found that it was the woman's car and that she had a 3-year-old with her that she had left her sitting outside the car. The child was nowhere to be seen. Randy and Dan reported situation to Captain Seal and a search team was activated. The child was found unharmed in a field behind a Belford Rd. home. Randy and Dan will be recognized at the Banquet coming up. He reminded everyone of the Banquet on August 28<sup>th</sup>.

Doug Smith stated that the Renaissance festival was opening this coming weekend and explained the survey, staffing and inspections for this year.

Rose Township – Scheib-Snyder stated that they approved architects for the ADA Access changes at the old township hall. Doug Smith contacted her about a leak on the new dry hydrant installed at Davisburg Rd. at the new culvert. She contacted RCOC that contacted the contractor to fix the leak. She is setting it up so NOCFA can be on scene when that happens so that NOCFA can test the hydrant. Rose Twp adopted a moratorium on Cannabis Caregivers until they can get an ordinance in place. Construction of the Milford and Water Rd Culvert was schedule for the next week, but it has been delayed to an unknown date. The road closure will be for 60 or more days. Their census 2020 report came in. The 2010 Census showed a, increase of 40 people the 2020 Census is showing a decrease of 62 in people in the twp.

Holly Township - Mr. Kullis met with RCOC to discuss the roads in Holly and part of the conversation was the paving of Quick Rd. from Fagan to Fish Lake Rd. The road commission will be providing numbers for him to take to the board. If the project happens the construction would be about 6 years out. They discussed installing new road entrances to certain roads in the Twp and the possibility Rood Rd may be paved at some point. Next year RCOC will be replacing 2 culverts on Fish Lake Rd. between Grange Hall and the Academy, north of the tracks. One of the culverts will be large and provide a walkway on the east of the road at the river. The canoe landing at the river has been permitted so that project will be moving forward.

**PRESENTATIONS** – There were no presentations.

**OLD CONTINUING BUSINESS** – None.

**NEW BUSINESS**

Health & Safety Policies – Requesting to amend revised TB and Bloodborne Pathogen Policy. Requesting approval to add Mandatory COVID-19 Vaccine Policy.

Moved by Kullis, seconded by Winchester to deny approval of the policy. A roll call vote was taken; all those present voted yes; motion carried 4/0.

Full Time employees International Association of Fire Fighters (IAFF) bargaining unit.

Moved by Winchester, seconded by Scheib-Snider to appoint Kullis and Gambka to a negotiating committee. A roll call vote was taken; all those present voted yes; motion carried 4/0.

**PUBLIC COMMENTS**

Gambka said he has been on the board since 2012 and it was disappointing that the full-time people felt compelled to form a union. He said it really looks poorly on the management of the fire department. He has been on the board since 2012 and whatever the Chief wanted, we have given to him up until this last time and they cut it back. We were crucified for it on social media because we cut back a little bit.

It was disappointing to him that they voted 7 to 0 that they felt they had to go the way of the union and it seemed to him they could have gone other routes, maybe talk to the Chief or something instead of doing what he considers drastic measures. His position is that he always tries to do what's best for everyone, he doesn't want people to work for nothing or for substandard wages, but we cannot compete with West Bloomfield. We as a board have to consider moving forward, if this is even viable alternative, we have two financially weak townships. Winchester said Holly is not weak. He wondered if we could go on as a first-class fire department because of the money, Rose has no industrial tax base they basically have residential. It's just disappointing.

Chief Lintz said how dare he make the comment that this is his issue and his creation.

Gambka said that they have given him all the money he wanted over the years. He understands that the bigger picture is this is a difficult situation in the state and nationwide getting people to work doing this. We agreed on the wage increases and we never turned the Chief down on anything and given him all the money he requested.

Chief Lintz said this stemmed for them meticulously pulling out their anticipated wage for this coming budget year. Scheib-Snider requested the vice chair to stop allowing the back and forth. Gambka said we gave them everything they wanted and it has been going on for years.

We gave them everything we had, the budget was cut by \$50,000 and to say that we had one little disappointment and all the sudden everything blows up on it.

Glen Noble, Rose Twp Trustee, stated that the board has not been giving due diligence on the operations of the fire department. He was surprised when he learned 2 meetings ago that the fire department developed a training session selling services to outside fire departments. He wants everything that comes to the board is given a cost benefit ratio. This is a rural fire department, and it doesn't need a fire training entity to offer services outside.

Regarding the recent issue, he has been in the service business for 40 years. He has seen the UAW try to reorganize and anytime that takes place, it reflects on the management. It is sad it has gotten to this position. You have to live with what you got. He wants analysis cost benefit to all new enterprises. As a taxpayer he sees the costs going up, up, up.

Scott Blaska stated that they have a Touch a Truck Event tonight at Holly Academy from 6 – 8 pm. It is a community event. He will be sitting down with Chief Lintz and they will have the open house date for the next meeting. It will be at Station 3 Rose Twp this year.

Tim Seal Riverside Drive, Holly Twp, said that after some of the thing that have taken place, he sees some frustration. He was hoping to help and explained why they organized. They wanted a voice. It is hard sometimes to try to work through the Chief as the administrator when making requests, he is a good financial manager, and it creates a personal conflict for the Chief with the budget. Now we have a voice with the Board and not just the Chief. We feel we will now be able to speak and negotiate with all parties involved. He did not feel it was a direct result of not get raises.

**ADJOURNMENT.**

The meeting was adjourned at 4:18 P.M.

Karin S. Winchester, NOCFA Secretary

**North Oakland County Fire Authority**  
**REVENUE & EXPENSE REPORT**  
 JULY 01, 2021 THROUGH SEPTEMBER 09, 2021

	Jul 1 - Sep 9, 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4035 - MISC REVENUE	223,888	0.00	223,888	100.0%
4050 - Revenues				
401 - Holly Township Contribution	424,963.00	849,926.00	(424,963.00)	50.0%
402 - Rose Township Contribution	424,963.00	849,926.00	(424,963.00)	50.0%
403 - Training/Education revenues	16,665.00	55,000.00	(38,335.00)	30.3%
404 - Fire Cost Recovery	1,310.00	10,000.00	(8,690.00)	13.1%
405 - Grant Receipts	14,031.02	0.00	14,031.02	100.0%
405.5 - SAFER Grant Receipts	0.00	0.00	0.00	0.0%
406 - Medical Cost Recovery	62,775.00	455,000.00	(392,225.00)	13.8%
410 - Sales-Small Items	35.00	1,000.00	(965.00)	3.5%
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	164.93	1,500.00	(1,335.07)	11.0%
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%
<b>Total 4050 - Revenues</b>	<b>944,906.95</b>	<b>2,242,452.00</b>	<b>(1,297,545.05)</b>	<b>42.1%</b>
<b>Total Income</b>	<b>945,130.83</b>	<b>2,242,452.00</b>	<b>(1,297,321.17)</b>	<b>42.1%</b>
<b>Cost of Goods Sold</b>				
50000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>945,130.83</b>	<b>2,242,452.00</b>	<b>(1,297,321.17)</b>	<b>42.1%</b>
<b>Expense</b>				
6000 - Risk Management Insurance				
650 - Liability Insurance	30,264.00	30,500.00	(236.00)	99.2%
652 - Workers Compensation Insurance	14,387.00	43,000.00	(28,613.00)	33.5%
6000 - Risk Management Insurance - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 - Risk Management Insurance</b>	<b>44,651.00</b>	<b>73,500.00</b>	<b>(28,849.00)</b>	<b>60.7%</b>
7000 - Personnel				
700 - Wages, Chief Full Time	16,320.40	87,350.00	(71,029.60)	18.7%
700.5 - Full Time Employee Wages	73,794.15	384,915.00	(311,120.85)	19.2%
700.7 - Full Time Overtime Wages	2,592.98	10,000.00	(7,407.02)	25.9%
700.9 - COVID19 Wages	0.00	0.00	0.00	0.0%
704 - Officer Wages	3,461.45	16,600.00	(13,138.55)	20.9%
705 - Instructor Wages	2,600.00	35,000.00	(32,400.00)	7.4%
706 - Recording Secretary	0.00	52.00	(52.00)	0.0%
707 - Special Event Pay	1,253.50	5,000.00	(3,746.50)	25.1%

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH SEPTEMBER 09, 2021

	Jul 1 - Sep 9, 21	Budget	\$ Over Budget	% of Budget
708 · Duty Shift Medic	38,823.21	162,810.00	(123,986.79)	23.8%
708.5 · Duty Shift Basic	65,375.70	323,988.00	(258,612.30)	20.2%
709 · Part Time Overtime Pay	2,426.25	15,000.00	(12,573.75)	16.2%
710 · Work Detail Pay	584.64	2,000.00	(1,415.36)	29.2%
711 · Training Wages	5,630.27	30,000.00	(24,369.73)	18.8%
712 · Incident run pay/POC Fire Wages	15,351.52	60,000.00	(44,648.48)	25.6%
713 · Court Appearance Wages	0.00	0.00	0.00	0.0%
714 · Social Sec/FICA	17,317.89	84,688.37	(67,370.48)	20.4%
715 · Medical Exp/Employees	0.00	1,500.00	(1,500.00)	0.0%
716 · Healthcare Insurance/Full Time	18,482.07	110,000.00	(91,517.93)	16.8%
716.2 · Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 · Health Care Savings Contrib	1,026.00	7,181.48	(6,155.48)	14.3%
717 · 401 Contribution - FT Emp	10,260.45	49,376.50	(39,116.05)	20.8%
717.2 · 401a contribution - POC EE	3,222.54	29,919.90	(26,697.36)	10.8%
718 · Life/Disability Insurance/POC	0.00	5,810.00	(5,810.00)	0.0%
719 · Life/Disability Insurance FT	901.10	6,800.00	(5,898.90)	13.3%
7000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 · Personnel</b>	<b>279,424.12</b>	<b>1,427,991.25</b>	<b>(1,148,567.13)</b>	<b>19.6%</b>
<b>7200 · Supplies</b>				
720 · Supplies/Non Operating	0.00	1,183.83	(1,183.83)	0.0%
722 · Operating Supplies	5,318.20	10,000.00	(4,681.80)	53.2%
723 · Fire Prevention	0.00	2,500.00	(2,500.00)	0.0%
724 · Uniforms	3,045.11	12,000.00	(8,954.89)	25.4%
726 · Medical Supplies	2,782.94	17,000.00	(14,217.06)	16.4%
7200 · Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 · Supplies</b>	<b>11,146.25</b>	<b>42,683.83</b>	<b>(31,537.58)</b>	<b>26.1%</b>
<b>7500 · SAFER GRANT EXPENDITURES</b>				
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 · IT 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%
<b>Total 7500 · SAFER GRANT EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>8000 · Contracted Services</b>				

**North Oakland County Fire Authority  
REVENUE & EXPENSE REPORT  
JULY 01, 2021 THROUGH SEPTEMBER 09, 2021**

	Jul 1 - Sep 9, 21	Budget	\$ Over Budget	% of Budget
800 - Dispatching	5,838.78	36,000.00	(30,161.22)	16.2%
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	2,737.40	21,000.00	(18,262.60)	13.0%
807 - Fire Cost Recovery Billing	0.00	1,000.00	(1,000.00)	0.0%
810 - Non Employee Instructor Wages	5,840.00	8,000.00	(2,160.00)	73.0%
812 - Employee Education	850.00	12,000.00	(11,150.00)	7.1%
814 - Dues, Fees, Subscriptions	8,472.65	15,000.00	(6,527.35)	56.5%
815 - Payroll Services	2,035.50	9,200.00	(7,164.50)	22.1%
816 - Administrative Services	1,120.00	7,700.00	(6,580.00)	14.5%
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%
<b>Total 8000 - Contracted Services</b>	<b>26,894.33</b>	<b>120,000.00</b>	<b>(93,105.67)</b>	<b>22.4%</b>
<b>8500 - Operating Expenses</b>	<b>565.61</b>	<b>5,000.00</b>	<b>(4,434.39)</b>	<b>11.3%</b>
850 - Communications	1,125.80	12,000.00	(10,874.20)	9.4%
851 - IT Operational Expenses	2,620.63	17,000.00	(14,379.37)	15.4%
852 - Fuel	0.00	200.00	(200.00)	0.0%
854 - Printing and Publishing	90.00	6,000.00	(5,910.00)	1.5%
855 - Training Supplies / Equipment	5,929.86	45,000.00	(39,070.14)	13.2%
858 - Utilities	776.20	6,000.00	(5,223.80)	12.9%
859 - Equipment Lease	1,791.58	22,000.00	(20,208.42)	8.1%
860 - Bldg & Grnds Repair/Maint	22.42	8,000.00	(7,977.58)	0.3%
862 - Equip Maintenance	1,026.21	40,000.00	(38,973.79)	2.6%
866 - Vehicle Maintenance	26,358.44	185,000.00	(158,641.56)	14.2%
867 - Debt Write-Off-Medical	310.08	1,800.00	(1,489.92)	17.2%
867.5 - QAAP Medicaid Tax	0.00	1,500.00	(1,500.00)	0.0%
868 - Debt Write-Off-Fire	0.00	0.00	0.00	0.0%
869 - Debt Write Off/ Other	0.00	0.00	0.00	0.0%
8500 - Operating Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 8500 - Operating Expenses</b>	<b>40,616.83</b>	<b>349,500.00</b>	<b>(308,883.17)</b>	<b>11.6%</b>
<b>9500 - Debt Service</b>	<b>75,667.50</b>	<b>149,822.95</b>	<b>(74,155.45)</b>	<b>50.5%</b>
952 - Interest on Debt	7,224.84	15,999.80	(8,774.96)	45.2%
9500 - Debt Service - Other	0.00	0.00	0.00	0.0%
<b>Total 9500 - Debt Service</b>	<b>82,892.34</b>	<b>165,822.75</b>	<b>(82,930.41)</b>	<b>50.0%</b>
<b>9700 - Purchases</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>	<b>0.0%</b>
970 - Capital Purchases +5,000	0.00	0.00	0.00	0.0%
971 - Capital Improvements/Fire Hall	4,832.87	10,000.00	(5,167.13)	48.3%
972 - Equipment Purchases -5,000	6,093.19	0.00	6,093.19	100.0%
973 - Grant Expenses	0.00	0.00	0.00	0.0%
974 - Grant Match	0.00	0.00	0.00	0.0%
975 - COVID19 Supplies/Equipment	0.00	0.00	0.00	0.0%



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

JULY 01, 2021 THROUGH SEPTEMBER 09, 2021

	Jul 1 - Sep 9, 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%
<b>Total 9700 - Purchases</b>	<b>180,926.06</b>	<b>70,000.00</b>	<b>110,926.06</b>	<b>258.5%</b>
<b>Total Expense</b>	<b>666,550.93</b>	<b>2,249,497.83</b>	<b>(1,582,946.90)</b>	<b>29.6%</b>
<b>Net Income</b>	<b>278,579.90</b>	<b>(7,045.83)</b>	<b>285,625.73</b>	<b>(3,953.8)%</b>

**NOCFA Equipment Replacement  
Revenue & Expense Report  
JULY 01, 2021 THROUGH SEPTEMBER 21, 2021**

	Jul 1 - Sep 21, 21	Budget	\$ Over Budget
<b>Income</b>			
4000 · Transfers from General Fund	170,000.00	50,000.00	120,000.00
4050 · Loan proceeds	0.00	0.00	0.00
4100 · Interest Income	37.70	60.00	-22.30
4200 · Sale of Capital Items	0.00	0.00	0.00
4300 · DONATIONS & GRANTS	0.00	0.00	0.00
4400 · STATION CONTRIBUTION	0.00	0.00	0.00
<b>Total Income</b>	<b>170,037.70</b>	<b>50,060.00</b>	<b>119,977.70</b>
<b>Expense</b>			
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
<b>Total 5000 · Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6100 · Firefighting & Medical Supplies	0.00	0.00	0.00
6560 · Building & Grounds	0.00	0.00	0.00
9000 · CAPITAL PURCHASES	0.00	0.00	0.00
9001 · New fire hall	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>170,037.70</b>	<b>50,060.00</b>	<b>119,977.70</b>

4:23 PM  
09/09/21  
Accrual Basis

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

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	<u>Jul - Aug 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	139,192.00
1001 · STATEMENT SAVINGS ACCOUNT	400,975.10
Total Checking/Savings	<u>540,167.10</u>
Total Current Assets	<u>540,167.10</u>
<b>TOTAL ASSETS</b>	<u><u>540,167.10</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

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09/09/21  
Accrual Basis

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

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	<u>Jul - Aug 21</u>
1000 · Cash-Equipment Replacement	<u>238,394.67</u>
<b>TOTAL</b>	<u><u>238,394.67</u></u>

**North Oakland County Fire Authority**  
**BILLS FOR PAYMENT**  
 AUGUST 18, 2021 THROUGH SEPTEMBER 09, 2021

Date	Memo	Amount
<b>ACCU-MED</b>		
09/03/2021	AUG21 COST RECOVERY	1,290.60
Total ACCU-MED		1,290.60
<b>AFLAC</b>		
08/23/2021	AFLAC CONTRIBUTIONS	83.98
Total AFLAC		83.98
<b>ALEX'S MARKET</b>		
08/31/2021	FUEL	14.98
Total ALEX'S MARKET		14.98
<b>AMAZON CAPITAL SERVICES</b>		
09/03/2021		201.19
09/03/2021	SHIPPING FEES	3.95
Total AMAZON CAPITAL SERVICES		205.14
<b>APOLLO</b>		
08/19/2021	EQUIPMENT	738.00
Total APOLLO		738.00
<b>ASCENSION GENESYS HOSPITAL - PHARMACY</b>		
08/19/2021	MEDICAL SUPPLIES	35.00
Total ASCENSION GENESYS HOSPITAL - PHARMACY		35.00
<b>AT&amp;T MOBILITY</b>		
08/19/2021	MOBILE SERVICE	248.83
Total AT&T MOBILITY		248.83
<b>BLUE CROSS BLUE SHIELD OF MICHIGAN</b>		
08/19/2021	HEALTHCARE 9/1-9/30	10,160.81
Total BLUE CROSS BLUE SHIELD OF MICHIGAN		10,160.81
<b>CARDMEMBER SERVICE / 9167</b>		
09/03/2021	SUPPLIES & OPERATING	233.12
Total CARDMEMBER SERVICE / 9167		233.12
<b>COMCAST (Station 1 Internet)</b>		
08/30/2021	STA.1 UTILITY	100.00
Total COMCAST (Station 1 Internet)		100.00
<b>COMCAST (Station 1 TV)</b>		
09/09/2021	STA.1TV	23.88
Total COMCAST (Station 1 TV)		23.88
<b>COMCAST (Station 3 TV)</b>		
09/03/2021	STA.3 TV	8.10
Total COMCAST (Station 3 TV)		8.10
<b>CONSUMERS ENERGY</b>		
08/26/2021	STA.1 ELECTRIC	1,191.46

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09/09/21

Accrual Basis

## North Oakland County Fire Authority

**BILLS FOR PAYMENT**

AUGUST 18, 2021 THROUGH SEPTEMBER 09, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
09/03/2021		205.92
Total CONSUMERS ENERGY		1,397.38
<b>DANIEL MILLER</b>		
09/03/2021	JUL-AUG21 INSTRUCTOR	5,400.00
Total DANIEL MILLER		5,400.00
<b>DTE ENERGY</b>		
08/26/2021	STA.3 ELECTRIC	562.31
Total DTE ENERGY		562.31
<b>EMERGENCY REPORTING</b>		
09/09/2021	SOFTWARE SUBSCRIPTION	2,275.44
Total EMERGENCY REPORTING		2,275.44
<b>ESO SOLUTIONS, INC</b>		
08/19/2021	SUBSCRIPTION	1,243.21
Total ESO SOLUTIONS, INC		1,243.21
<b>GALLS, LLC</b>		
09/03/2021	UNIFORMS	71.29
Total GALLS, LLC		71.29
<b>GREG DRUKER</b>		
09/03/2021	JUL-AUG INSTRUCTOR	360.00
Total GREG DRUKER		360.00
<b>HOLLY AUTOMOTIVE SUPPLY</b>		
09/09/2021	VEHICLE MAINT.#1820	222.65
Total HOLLY AUTOMOTIVE SUPPLY		222.65
<b>IMAGE PROJECTIONS</b>		
08/26/2021	UNIFORMS	2,047.50
Total IMAGE PROJECTIONS		2,047.50
<b>KERTON LUMBER CO</b>		
09/03/2021	BLDG & GRNDS MAINT	150.98
Total KERTON LUMBER CO		150.98
<b>MAZICH, PAMELA</b>		
08/19/2021	AUG ADM SERVICE	540.00
Total MAZICH, PAMELA		540.00
<b>MERS/ALERUS</b>		
08/23/2021	401 CONTRIBUTIONS & LOAN REPAY	3,194.78
08/23/2021	457/EE CONTRIBUTIONS	873.19
08/23/2021	HCSP CONTRIBUTIONS	388.42
09/03/2021	FT 401 CONTRIBUTIONS	3,366.17
09/03/2021	EE 457 CONTRIBUTIONS	968.75
09/03/2021	HCSP CONTRIBUTIONS	398.04

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 09/09/21  
 Accrual Basis

**North Oakland County Fire Authority**  
**BILLS FOR PAYMENT**  
 AUGUST 18, 2021 THROUGH SEPTEMBER 09, 2021

Date	Memo	Amount
Total MERS/ALERUS		9,189.35
<b>MICHIGAN ELECTRIC SUPPLY</b>		
08/19/2021	BLDG MAINT	399.25
Total MICHIGAN ELECTRIC SUPPLY		399.25
<b>MICHIGAN FIRE INSPECTORS SOCIETY</b>		
08/19/2021	REG/SMITH & WEIL	850.00
Total MICHIGAN FIRE INSPECTORS SOCIETY		850.00
<b>MICHIGAN MUNICIPAL LEAGUE</b>		
09/03/2021	7/21 - 6/22 DUES	200.00
Total MICHIGAN MUNICIPAL LEAGUE		200.00
<b>NET2PHONE</b>		
08/20/2021	UTILITY-CELLS	385.14
Total NET2PHONE		385.14
<b>NOAH JACKSON</b>		
09/03/2021	JUL21 INSTRUCTOR	80.00
Total NOAH JACKSON		80.00
<b>NYE UNIFORM</b>		
09/03/2021	UNIFORMS	414.45
Total NYE UNIFORM		414.45
<b>OAKLAND COUNTY TREASURERS-CASH</b>		
08/19/2021	DISPATCH	2,919.39
Total OAKLAND COUNTY TREASURERS-CASH		2,919.39
<b>OLIVELED.COM</b>		
09/03/2021	BLDG MAINT	20.00
Total OLIVELED.COM		20.00
<b>PETER'S TRUE VALUE HARDWARE</b>		
08/19/2021	EQUIPMENT	89.99
Total PETER'S TRUE VALUE HARDWARE		89.99
<b>PROFESSIONAL HEATING AND COOLING</b>		
09/03/2021	A/C MAINT	280.00
Total PROFESSIONAL HEATING AND COOLING		280.00
<b>RICOH USA Inc. (copier Lease)</b>		
09/03/2021	LEASE COPIER	259.25
Total RICOH USA Inc. (copier Lease)		259.25
<b>ROAD COMMISSION FOR OAKLAND COUNTY</b>		
08/19/2021	FUEL	955.67
Total ROAD COMMISSION FOR OAKLAND COUNTY		955.67
<b>RON DENNIS SUPPLIES</b>		

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09/09/21

Accrual Basis

North Oakland County Fire Authority

**BILLS FOR PAYMENT**

AUGUST 18, 2021 THROUGH SEPTEMBER 09, 2021

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
08/26/2021	BLD&GRNDS MAINT	190.00
Total RON DENNIS SUPPLIES		190.00
<b>STANDARD INSURANCE COMPANY RV</b>		
08/26/2021	INSURANCE	450.55
Total STANDARD INSURANCE COMPANY RV		450.55
<b>STATE OF MICHIGAN(FEDERAL (ID38-60000134)</b>		
09/09/2021	QAAP TX	310.08
Total STATE OF MICHIGAN(FEDERAL (ID38-60000134)		310.08
<b>THE STATE BANK</b>		
09/03/2021	CONSTRUCTION LOAN	54,013.72
Total THE STATE BANK		54,013.72
<b>VERIZON</b>		
08/26/2021	ACCT642073378	231.85
Total VERIZON		231.85
<b>ZOLL MEDICAL CORPORATION</b>		
08/19/2021	MEDICAL SUPPLIES	713.82
Total ZOLL MEDICAL CORPORATION		713.82
<b>TOTAL</b>		<b>99,365.71</b>

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09/09/21

Accrual Basis

North Oakland County Fire Authority  
**PAYROLL EXPENSE REPORT**  
August 10 through September 9, 2021

	<u>Aug 10 - Sep 9, 21</u>
Expense	
7000 · Personnel	
700 · Wages, Chief Full Time	6,528.16
700.5 · Full Time Employee Wages	29,608.86
700.7 · Full Time Overtime Wages	590.24
704 · Officer Wages	1,384.58
705 · Instructor Wages	0.00
707 · Special Event Pay	572.00
708 · Duty Shift Medic	13,951.04
708.5 · Duty Shift Basic	22,386.25
709 · Part Time Overtime Pay	71.25
710 · Work Detail Pay	362.66
711 · Training Wages	1,432.90
712 · Incident run pay/POC Fire Wages	5,827.78
714 · Social Sec/FICA	6,262.95
716 · Healthcare Insurance/Full Time	-368.00
Total 7000 · Personnel	<u>88,610.67</u>
7500 · SAFER GRANT EXPENDITURES	
765 · Lost Wages Reimbursement	0.00
Total 7500 · SAFER GRANT EXPENDITURES	<u>0.00</u>
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	794.00
816 · Administrative Services	0.00
Total 8000 · Contracted Services	<u>794.00</u>
8500 · Operating Expenses	
850 · Communications	-158.00
Total 8500 · Operating Expenses	<u>-158.00</u>
Total Expense	<u>89,246.67</u>
Net Income	<u><u>-89,246.67</u></u>



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09/09/21

Accrual Basis

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

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	<u>Aug 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Accounts Receivable</b>	
1060 · A/R-Fire Cost Recovery	7,797.00
1070 · A/R-Medical -ACCUMED	64,683.61
1070.6 · A/R AACB - ALL RUNS	286,167.21
	<hr/>
<b>Total Accounts Receivable</b>	358,647.82
<b>Other Current Assets</b>	
1070.7 · ALLOWANCE FOR BAD ACCTS	-198,946.61
	<hr/>
<b>Total Other Current Assets</b>	-198,946.61
<b>Total Current Assets</b>	<hr/> 159,701.21
<b>TOTAL ASSETS</b>	<hr/> <b>159,701.21</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

# North Oakland County Fire Authority Incident Run Data

## August-21

<b>Total Incidents</b>	<b>156</b>
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<b>Incident Summary</b>	
Structure Fires	2
Vehicle Fires	0
Brush / Outdoor Fires	0
EMS Medicals	73
Vehicle Accidents w/ Injuries	5
Vehicle Accidents w/ No Injuries	7
Hazardous Cond.	4
Service Call	4
Good Intent	3
False Calls	3
Severe Weather	55
Other	
<b>Total Calls</b>	<b>156</b>

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	12
MUTUAL AID FIRE	
MISC	
<b>Total</b>	<b>12</b>

Total EMS Related Calls	85
Total NOCFA Transports	59
Patient Sign Offs / No Transport	26

	minutes	# of priority calls
Avg. Response Time To Priority Calls	6.5	45

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>144</b>	Rose Twp.	81
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>12</b>	Holly Twp.	57



# North Oakland County Fire Authority

## HEALTH & SAFETY POLICIES

**TITLE:** Bloodborne Pathogens  
**APPROVED:** 02/13/2015 Updated: 9/2021

### 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 Chief 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.

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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 performed 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.

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# 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.

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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 may be 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 compromised.
- Utility gloves may be 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 vaccination 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.

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### 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 maybe 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

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### 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: 9/2021**

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### **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 energy 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 Employees 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 NOCFA, Respiratory Protection Program.)

Deleted: General Order 08-17



# 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).

NOCFA FIRE AND EMS ACADEMY INFORMATION

2018 Fire Academy Cost per Student - \$250	
Revenues Total	\$ 30,165.00
Tuition Fees	\$ 10,500.00
State Funds	\$ 19,665.00
Expenses Total	\$ 23,505.00
Instructor wages	\$ 16,276.00
Books / Supplies	\$ 7,229.00
Balance	\$ 6,660.00

NO EMT CLASS FOR 2018

2019 Fire Academy Cost per Student - \$350	
Revenues Total	\$ 31,460.00
Tuition Fees	\$ 13,115.00
State Funds	\$ 18,345.00
Expenses Total	\$ 25,145.00
Instructor wages	\$ 19,526.00
Books / Supplies	\$ 5,619.00
Balance	\$ 6,315.00

2019 EMT Academy Cost per Student - \$600	
Revenues Total	\$ 21,750.00
Tuition Fees	\$ 11,400.00
State Funds	\$ 10,350.00
Expenses Total	\$ 17,632.00
Instructor wages	\$ 11,250.00
Books / Supplies	\$ 6,382.00
Balance	\$ 4,118.00

2020 Fire Academy Cost per student - \$450	
Revenues Total	\$ 31,382.00
Tuition Fees	\$ 11,217.00
State Funds	\$ 20,165.00
Expenses Total	\$ 26,232.00
Instructor wages	\$ 23,811.00
Books / Supplies	\$ 2,421.00
Balance	\$ 5,150.00

2020 EMT Academy Cost per Student - \$500	
Revenues Total	\$ 36,048.00
Tuition Fees	\$ 13,965.00
State Funds	\$ 22,083.00
Expenses Total	\$ 29,503.00
Instructor wages	\$ 22,609.00
Books / Supplies	\$ 6,894.00
Balance	\$ 6,545.00

NOCFA FIRE AND EMS ACADEMY INFORMATION

Instructors for Fire Academy	Hourly Wage
Tim Seal - Lead Instructor / Administrator	\$45 to \$55
Fire Instructor 1	\$35
Associate Instructor	\$25

Instructors For EMT Academy	Hourly Wage
Dan Miller - Lead Instructor / Administrator	\$45 to \$55
Associate Instructors	\$20

\*There are no costs associated for NOCFA employees to go through either academy.

\*State funds come from the State of Michigan Fireworks Fund. Each County is allocated a certain amount of funds each year. These requests for classes are not guaranteed. Requests are reviewed and approved by a Regional Selection Committee each year and are based on the amount of money available in the fund and the amount of requests from agencies to fund classes.

**Course Summary**  
Michigan Fire Fighters Training Council

Course Status Final	Start Date 11/05/2018	End Date 05/25/2019	Schedule 30	Certificate Destination Fire Department	Course Number 2019-2-63-A25D-0116
Question: ? Please Call:		Total Cost 16225	Completed 21.00	Course Name Fire Fighter I & II / Hazmat Ops	

**Training Location:**      **Course Manager:**      **Instructor of Record:**      **Alternate Ship To:**

Timothy A Seal Jr      Timothy A Seal Jr  
459 Riverside Drive      459 Riverside Drive  
Holly MI 48442      Holly MI 48442

**Attention Course Manager:** Course Summary information should be shared with the course instructor(s) and retained with course records for future reference. Remind students to safe guard certificates because they will not be reissued.

**Student Roster**

C=Challenger/R=Retest

Student Name	Status	Fire Department	C	R	Written Score	Written	Practical	Pass/Fail
		Griffinfield Twp Fire	N	N	91 %	Pass	Pass	Pass
			N	N	87 %	Pass	Pass	Pass
			N	N	86 %	Pass	Pass	Pass
			N	N	90.5 %	Pass	Pass	Pass
			N	N	93 %	Pass	Pass	Pass
			N	N	93.5 %	Pass	Pass	Pass
			N	N	90 %	Pass	Pass	Pass
			N	N	86.5 %	Pass	Pass	Pass
			N	N	88.5 %	Pass	Pass	Pass
			N	N	82 %	Pass	Pass	Pass
			N	N	88.5 %	Pass	Pass	Pass
			N	N	84.5 %	Pass	Pass	Pass

<b>Class Average</b>	<b>88.42 %</b>
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pc:      Region 2 Supervisor  
Training Coordinator  
Timothy A Seal Jr Course Manager  
Timothy A Seal Jr Instructor  
File

**Course Summary**  
Michigan Fire Fighters Training Council

Course Status Final	Start Date 11/05/2019	End Date 06/20/2020	Schedule 30	Certificate Destination Fire Department	Course Number 2020-2-63-A25E-0106
Question: ? Please Call:		Total Cost 16225	Completed 15.00	Course Name Fire Fighter I & II/Hazmat Ops	

**Training Location:**      **Course Manager:**      **Instructor of Record:**      **Alternate Ship To:**

Timothy A Seal Jr      Timothy A Seal Jr  
459 Riverside Drive      459 Riverside Drive  
Holly MI 48442      Holly MI 48442

**Attention Course Manager:** Course Summary information should be shared with the course instructor(s) and retained with course records for future reference. Remind students to safe guard certificates because they will not be reissued.

**Student Roster**

C=Challenger/R=Retest

Student Name	Status	Fire Department	C	R	Written Score	Written	Practical	Pass/Fail	
[Redacted]	Part Paid	North Oakland Fire	N	N	79 %	Pass	Fail	Fail	
			N	N	85 %	Pass	Pass	Pass	
			N	N	85 %	Pass	Pass	Pass	
			N	N	66.5 %	Fail	Pass	Fail	
			N	N	83 %	Pass	Pass	Pass	
			N	N	84.5 %	Pass	Pass	Pass	
			N	N	75 %	Pass	Pass	Pass	
			N	N	83 %	Pass	Pass	Pass	
			pt	N	N	81.5 %	Pass	Pass	Pass
			pt	N	N	84.5 %	Pass	Pass	Pass
		pt	N	N	83 %	Pass	Pass	Pass	
		te	N	N	85.5 %	Pass	Pass	Pass	

<b>Class Average</b>	<b>81.29 %</b>
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pc:      Region 2 Supervisor  
Training Coordinator  
Timothy A Seal Jr Course Manager  
Timothy A Seal Jr Instructor  
File

**Course Summary**  
Michigan Fire Fighters Training Council

Course Status Final	Start Date 11/12/2020	End Date 05/15/2021	Schedule 20	Certificate Destination Fire Department	Course Number 2021-2-63-A25E-0109
Question: ? Please Call:		Total Cost 16225	Completed 13.00	Course Name Fire Fighter I & II/Hazmat Ops	

**Training Location:**      **Course Manager:**      **Instructor of Record:**      **Alternate Ship To:**

                                 Timothy A Seal Jr      Timothy A Seal Jr  
                                 459 Riverside Drive      459 Riverside Drive  
                                 Holly MI 48442      Holly MI 48442

**Attention Course Manager:** Course Summary Information should be shared with the course instructor(s) and retained with course records for future reference. Remind students to safe guard certificates because they will not be reissued.

**Student Roster**

C=Challenger/R=Retest

Student Name	Status	Fire Department	C	R	Written Score	Written	Practical	Pass/Fail
D			N	N	72 %	Pass	Pass	Pass
B			N	N	79.5 %	Pass	Pass	Pass
S			N	N	85 %	Pass	Pass	Pass
B			N	N	79.5 %	Pass	Pass	Pass
E			N	N	68 %	Fail	Fail	Fail
A			N	N	82 %	Pass	Fail	Fail
T			N	N	76.5 %	Pass	Pass	Pass
A			N	N	91 %	Pass	Pass	Pass
A			N	N	79 %	Pass	Pass	Pass
A			N	N	84 %	Pass	Pass	Pass
A			N	N	78.5 %	Pass	Fail	Fail
A			N	N	82.5 %	Pass	Pass	Pass

<b>Class Average</b>	<b>79.79 %</b>
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pc:                    Region 2 Supervisor  
                         Training Coordinator  
                         Timothy A Seal Jr Course Manager  
                         Timothy A Seal Jr Instructor  
                         File



(i) Providing the department, within 30 calendar days of course completion, with a list of students who successfully completed the course, including at least each student's name and date of birth (Mich. Admin. Code R. 325.22342).

### **Instructor/Coordinator**

Requirements for obtaining IC license:

- Passed IC Exam within 2 years of course completion
- 3+ years of EMS field experience:
  - At a Michigan-licensed Life Support Agency
  - Providing direct patient care at the license level being applied for
- Currently licensed as an EMS provider in Michigan
  - At or above the IC level being applied for (Michigan.gov/EMS, 2021).

Complete Objectives for an Instructor Coordinator's education

### **NREMT PASS RATES EMT-B**

<b>Year</b>	<b>National Pass Rate</b>	<b>NOCFA Pass Rate</b>
<b>2018</b>	82%	No Courses Held
<b>2019</b>	81%	86%
<b>2020</b>	79%	87%
<b>2021</b>	78%	<b>Course In Progress</b>

(NREMT.ORG, 2021)

**Program Director** – Sgt. Daniel Miller BS, EMS Instructor/Coordinator

Requirements:

**Administrative Rule 325.22342 Regarding the Role of the Program Director**

- (1) An Instructor Coordinator (\*Program Director) for all emergency medical educational training courses shall possess a current EMS license that shall be commensurate with the level of the training course being taught. Only an Instructor Coordinator with a paramedic license may be responsible for a paramedic course.
- (2) The Instructor Coordinator (\*Program Director) responsibilities shall include, but not be limited to, all of the following:
  - (a) Complying with instructor coordinator performance standards indicated in instructor-coordinator curriculum.
  - (b) Being responsible for course development, evaluation, and coordination of curricular elements, including those of a clinical nature, and assisting in the selection and evaluation of instructors, with the approval of the program sponsor and physician director.
  - (c) Planning the course content and ensuring that it complies with the department's requirements.
  - (d) Assisting in the evaluation and selection of students.
  - (e) Evaluating and maintaining records of student performance.
  - (f) Maintaining and assuring the availability of equipment and training aids.
  - (g) Coordinating and maintaining records of clinical experience.
  - (h) Counseling and assisting students, as appropriate.

**Sgt. Daniel R. Miller**

810 Eagle Dr  
Fenton, Mi 48430  
(248)807-8514  
Dmiller@nocfa.com

**Highlights of Qualifications**

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- Highly-qualified Paramedic Instructor/Coordinator, Firefighter and Police Officer driven to succeed by long-standing interest in public safety.
- 16 years of EMS experience in an urban setting.
- 15 years of education experience including state skill evaluator, preceptor, subject matter expert, and I/C.
- 11+ years as a Certified Police Officer serving Oakland County, Genesee County, and the City of Flint.
- 6+ years' experience on a non-transporting ALS echo unit exercising significant autonomy responding to the most critical medical and trauma patients.
- 5 years of Fire service experience.
- Verifiable paramedic experience since 2010 including 130 cardiac arrests, 102 intubations, 61 shooting/ stabbings, 10 needle thoracostomy, 3 surgical cricothyrotomies.
- Experience serving as EMS Incident Commander on large scale commercial structure fire MCI including 3109 Suncrest Dr, Flint, Michigan on January 26, 2016
- Work cooperatively and communicate effectively with coworkers, law enforcement agencies, other fire agencies, and the public on calls for service
- Experience giving testimony in criminal cases in front of the 67<sup>th</sup>/67.5<sup>th</sup> (formerly 68<sup>th</sup>) District Court, 7<sup>th</sup> Circuit, and U.S. Eastern District Federal Court in Flint, MI
- Experience in investigations specifically juvenile CSC complaints
- Experience with submitting warrant requests to state prosecutor
- Experience in providing supervision to subordinates, reviewing, and writing department policy.
- Possess strong work ethic and integrity

**Certifications**

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- State of Michigan Paramedic Instructor/Coordinator (EMT-P,I/C) #1586461
- M.C.O.L.E.S. Licensed Police Officer. #43567
- State of Michigan Firefighter I/II
- State of Michigan Fire Officer I/II
- HazMat Operations
- Trench Rescue Operations
- Advanced Cardiac Life Support (ACLS) Instructor
- Pediatric Advanced Life Support (PALS) Instructor
- Pediatric Emergency Assessment and Stabilization (PEARS) Instructor
- Pre-Hospital Trauma Life Support (PHTLS) Instructor
- Basic Life Support (BLS/CPR) Instructor
- Emergency Vehicles Operations Course (EVOC)
- FEMA NIMS ICS-100,200,700,800
- Advanced Roadside Impaired Driver Enforcement (A.R.I.D.E.)
- Standardized Field Sobriety Testing/ Preliminary Breath Test (SFST/PBT)

- Pressure Point Control Tactics (PPCT)
- LEIN Certified
- TASER Certified
- ALERTT-Medical Advanced Skills Course Provider

**Achievements**

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• Meritorious Service - North Oakland County Fire Authority	8/2021
• Southern New Hampshire University - President's List	6/2020
• Lifesaving Award - North Oakland County Fire Authority	2018,2019,2021
• Citation for Professional Excellence - Genesee County Sheriff Office	11/2016
• Executive Squad Leader - Oakland Police Academy	2/2010
• Exceptional Leadership Award - Oakland Police Academy	6/2010
• Mott Community College Dean's List	Fall 2007, Summer 2009
• MEAP Merit Award	2004
• Youth Service Award	2004

**Training & Education**

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EASTERN MICHIGAN UNIVERSITY • Ypsilanti, MI	<b>Master of Science</b>	6/2022
EASTERN MICHIGAN UNIVERSITY • Ypsilanti, MI	<b>Staff and Command</b>	10/2021
SOUTHERN NEW HAMPSHIRE UNIVERISTY • Manchester, NH	<b>BBA</b>	10/2020
GREAT LAKES EMS ACADEMY • Grand Rapids, Michigan	<b>EMS I/C</b>	8/2018
GENESEE COUNTY FIRE ACADEMY • Swartz Creek, Michigan	<b>Firefighter I/II</b>	4/2016
MOTT COMMUNITY COLLEGE • Flint, Michigan	<b>AAS -Criminal Justice</b>	12/2011
OAKLAND POLICE ACADEMY • Auburn Hills, Michigan	<b>Basic Police Training</b>	6/2010
GENESYS EMS EDUCATION • Flint, Michigan	<b>Paramedic Training</b>	2006-2007
MCLAREN EMS EDUCATION • Flint, Michigan	<b>EMT Training</b>	2004-2005
POWERS CATHOLIC HIGH SCHOOL • Flint, Michigan	<b>High School diploma</b>	2004
LAW ENFORCEMENT OFFICERS TRAINING COMMISION • Genesee County, Michigan		
<b>Project Integrity</b>		11/2014
<b>CRIME 1-2-3 (Interview techniques)</b>		10/2014
<b>FAIR AND IMPARTIAL POLICING</b>		10/2015
<b>VERBAL DEFENSE AND INFLUENCE</b>		1/2016
<b>ADVANCED ROADSIDE IMPAIRED DRIVER ENFORCEMENT (ARIDE)</b>		9/2016
<b>SEX TRAFFICKING INVESTIGATION</b>		9/2018
<b>INTERVIEWING AND INTEROGATION</b>		2/2019
<b>COP SHOCK</b>		4/2019

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**Relevant Experience**

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NORTH OAKLAND COUNTY FIRE AUTHORITY • Holly, Michigan

12/2017-Present

**Emergency Medical Services Coordinator/Program Director****Engineer I/Paramedic, I/C**

- Experience in providing supervision and oversight to 45 staff and line personnel.
- Responsible for reviewing and writing interdepartmental policy and procedures.
- Experience in providing for the initial education and continuing education of staff and students of the education department.
- Responsible for state licensure as a life support agency.
- Responsible for continuing quality improvement and reporting to the Oakland County medical Control Authority.
- Responsible for creating budgetary reports and remaining within budgetary operating guidelines.
- Responsible for the protection of the life and property of the citizens of the Holly and Rose Twp.
- Provide fire suppression to the department's service area as well as neighboring communities.
- Provide Advanced Life Support to the department's service area as well as neighboring communities.
- Agency Continuing Education Sponsorship (A.C.E.S.) representative.
- EMT-B Initial education program director maintaining 87% first time pass rate.

CITY OF FLINT POLICE DEPARTMENT • Flint, Michigan

12/2017- 09/2019

**Police Officer/Traffic Officer/Investigations**

- Responsible for the protection of the life and property of the citizens of the City of Flint.
- Respond for calls for service as received through central dispatch.
- Complete follow-up investigations of reported crime, and arrest suspects if probable cause exists.
- Provide first aid to those who are sick or injured.
- Complete reports of crime and traffic crashes including property damage and personal injury.
- Proactively Police the City of Flint to detect and prevent crime including traffic stops, pedestrian stops, and community-oriented policing.
- Temporarily assigned to investigations tasked with investigating juvenile CSC complaints including interviewing and interrogation of suspects, completing reports, completing warrant requests and working with the prosecutor's office in obtaining warrants.

MOBILE MEDICAL RESPONSE • Saginaw, Michigan

11/2016-8/2018

**Paramedic/Field Training Officer/Specialty Care Transport •Genesee County, Michigan**

- Respond to calls for service as dispatched to provide advanced life support to the citizens of Genesee, Saginaw, and Shiawassee Counties in cases of medical emergency or traumatic injury.
- Assist in the field training of new employees or current employees having attained their Paramedic licensure.
- Attend to the needs of the seriously ill by completing specialty care inter facility transfers.

FENTON TOWNSHIP FIRE DEPARTMENT • Fenton, Michigan

8/2015-2/2017

**Firefighter/MFR**

- Responsible for the protection of the life and property of the citizens of Fenton Twp.
- Provide fire suppression to the department's service area as well as neighboring communities.
- Provide medical first response to the department's service area as well as neighboring communities.
- Attended Genesee County Fire Academy as part of regularly assigned training duties.

GENESYS EMS EDUCATION • Grand Blanc, Michigan

7/2014-Present

**Educator – American Heart Association**

- Coordinate and instruct medical professionals in American Heart Association and NAEMT Certification classes including; Advanced Cardiac Life Support, Pediatric Advanced Life Support, Basic Life Support/First aid/CPR, and Pre Hospital Trauma Life Support.

OFFICE OF SHERIFF GENESSEE COUNTY • Flint, Michigan

11/2009-11/10/2016

**Police Deputy** 6/2010-10/2010, 12/2011- 11/2016**Police Deputy- Paramedic Assignment**

- Responsible for the protection of life and property in an assigned district, including community-oriented policing, with the primary function of responding to Tier 1 medical calls as well as calls for service from Genesee County 911.

**Police Deputy- Court Security**

- Responsible for the protection of life and Genesee County Courts property, as well as being tasked with the movement, supervision and transport of inmates to and from multiple court and detention locations within Genesee County.

**Corrections Deputy** 11/2009-6/2010, 10/2010- 10/2011

- Corrections Deputy charged with the oversight and protection of up to 118 inmates.
- Guard inmates during hospitalization outside of the jail facility.

STAT EMS • Flint, Michigan

5/2009-11/2009

**Paramedic**

- Respond to trauma and medical calls across the county.
- Perform interfacility ALS transport of acutely, chronically and/or critically ill patients.
- Selected by management to serve as a Training Mentor to EMS students.
- Selected by management to serve on disaster "Strike Team"
- Stat EMS/GCMCA Medical Disaster Resource Unit Team (MDRU)
- EMS Explorer post #500 advisor
- Clinical Skill Evaluator for Stat EMS Training and Education Center (SETEC)

GENESYS EMERGENCY TRANSPORT SERVICE (GETS) • Grand Blanc, Michigan

2/2009-5/2009

**Paramedic [contracted temporary Full Time]**

- Respond to trauma and medical calls across the county.
- Perform interfacility ALS transport of acutely, chronically and/or critically ill patients.

GENESYS EMS EDUCATION • Grand Blanc, Michigan

2006-2019

**Educator** [Casual Employment]

- Assist I/C by teaching clinical skills to EMT students and assessing their competencies.

STAT EMS • Flint, Michigan

9/2005-3/2009

**Paramedic** (2007-2009) and **EMT-B** (2005-2007)

- Respond to trauma and medical calls across the county; perform basic transport of patients.
- Provided support on advanced procedure calls prior to attaining Paramedic licensure.
- Participate in ongoing in-service training on topics including advanced airway management, pain management, IV access, and ventilator operations.
- Selected by management to serve as a Training Mentor to EMS students.

**NOCFA – EMS ACADEMY Sponsored Students:**

No Employee has failed NOCFA's Course, 100% have obtained EMT licensure

- Jayla Snody EMT-B
- Madi Campbell EMT-B
- Zach Miller EMT-B
- Logan Campbell EMT-B
- Todd Moss EMT-B
- Matt Everhard EMT-B
- Brian Pasienza EMT-B
- Matthew Kirkpatrick EMT-B



**NOCTA - FIRE ACADEMY Sponsored Students: 2018 - 2021**

- Logan Campbell - Passed
- Madison Campbell - Failed
- Tecla Denton - Passed
- Jayla Snody - Passed
- Brian Pasienza – Passed
- Matthew Kirkpatrick – Passed
- Tyler Adams - Passed

**Total requested for Recruitment and Retention activity: \$541,944.00**

**Total requested for Length of Service Award Program (LOSAP) or Retirement Programcategory: \$333,000.00**

**Length of Service Award Program (LOSAP)**

BUDGET CLASS

Fringe benefits

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	1	\$70,000.00	\$70,000.00
2	1	\$79,000.00	\$79,000.00
3	1	\$89,000.00	\$89,000.00
4	1	\$95,000.00	\$95,000.00
<b>TOTAL</b>			<b>\$333,000.00</b>

DESCRIPTION

This budget item is requested as a length of service Award Program for volunteer, on call members. Each volunteer member will receive an annual lump sum stipend for longevity pay based on years of service as follows, The longevity benefit will start at 3 years of service and cap at 15 years of service. Members having at least 3 years and less than 6 years of service will receive an annual stipend of \$2,000.00 each. Members having at least 6 years and less than 9 years of service will receive an annual stipend of \$3,000.00 each. Members having at least 9 years and less than 12 years of service will receive an annual stipend of \$4,000.00 each. Members having at least 12 years and less than 15 years of service will receive an annual stipend of \$5,000.00 each. Members having at least 15 years of service or more will receive an annual stipend of \$6,000.00each. The total base amount for the longevity stipends as described breaks down into an annual amount as follows: \$68,000.00 for year 1, \$77,000.00 for year 2, \$89,000.00 for year 3,

and \$92,000.00 for year 4. These stipends will count as gross monies earned and will add to each volunteer members pension fund that the department contributes to on behalf of the volunteer. This additional cost amounts to \$3,740.00 in year 1, \$4,235.00 in year 2, \$4,895.00 in year 3, and \$5,060.00 in year 4. These stipend amounts will be paid out in the month of November annually.

**Total requested for Training category:\$123,184.00**

**Advanced Firefighter Training**

BUDGET CLASS

Personnel

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	2	\$1,030.00	\$2,060.00
2	2	\$1,030.00	\$2,060.00
3	2	\$1,030.00	\$2,060.00
4	2	\$1,030.00	\$2,060.00
<b>TOTAL</b>			<b>\$8,240.00</b>

DESCRIPTION

This budget item will be used as a retention incentive for 2 current members per year to attend Pump Apparatus Driver Operator Course, two members per year taking the Pump Apparatus Driver Operator Course with a course fee of \$350.00 each including books and a lost wage reimbursement in the amount of \$680.00 each. (40 hour class x 17.00 hr.) totaling \$2,060.00 per year. Individuals completing these courses will receive a certificate from the Michigan Firefighter's Training Council and are eligible for continuing education credits. Members within our department who complete these course are eligible for a pay increase.

**Basic (Minimum) Firefighter Training**

BUDGET CLASS

Personnel

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	4	\$4,114.00	\$16,456.00
2	4	\$4,114.00	\$16,456.00
3	4	\$4,114.00	\$16,456.00
4	4	\$4,114.00	\$16,456.00
<b>TOTAL</b>			<b>\$65,824.00</b>

DESCRIPTION

This request is to reimburse new volunteer members for lost wages while attending Basic (Minimum) Firefighter Training. All new volunteer members will be trained to Firefighter I and Firefighter II with Hazardous Materials Operations. The current curriculum in the state of Michigan requires 242 hours of training for certification. Each new volunteer would receive a total of \$4,114.00 to complete the training. This breaks down to \$17.00 per hour times 242 hours.

**Instructor Costs or Fees**

BUDGET CLASS

Other

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	4	\$900.00	\$3,600.00
2	4	\$2,000.00	\$8,000.00
3	4	\$2,000.00	\$8,000.00
YEAR	QUANTITY	UNIT PRICE	TOTAL

4	4	\$2,000.00	\$8,000.00
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TOTAL			\$27,600.00
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DESCRIPTION

This budget item is to cover the course fees associated with sending our new members to Basic Training. The first year will be for four members to attend the Fire Academy at \$900.00 each. The second year will be four members attending the fire academy at \$900.00 each while the previous four now attend the Basic Emergency Medical Technician program at a cost of \$1,100.00 each. The third and fourth year will be four members attending the fire academy at \$900.00 each while the previous four now attend the Basic Emergency Medical Technician program at a cost of \$1,100.00 each.

**Leadership/Career Training**

BUDGET CLASS

Personnel

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	2	\$2,690.00	\$5,380.00

2	2	\$2,690.00	\$5,380.00
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3	2	\$2,690.00	\$5,380.00
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4	2	\$2,690.00	\$5,380.00
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TOTAL			\$21,520.00
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DESCRIPTION

This budget Item will be used as a retention incentive to 2 current members per year to attend, Fire Instructor 1 course, a pre-requisite course for Company Officer 1, and Company Officer 1 course allowing for advancement in career training. Individuals completing these courses will receive a certificate from the Michigan Firefighter's Training Council and are eligible for continuing education credits. Members within our department who complete these course are eligible for a pay increase. The requested cost breakdown is as follows: Two members per year taking the Fire Instructor 1 Course with a course fee of \$310.00 each including books and a lost wage reimbursement in the

amount of \$720.00 each. (40 hour class x 18.00 hr.) totaling \$2,060.00 per year. Two members per year taking the Fire Company Officer 1 Course with a course fee of \$400.00 each including books and a lost wage reimbursement in the amount of \$1,260.00 each. (70 hour class x 18.00 hr.) totaling \$3,300 per year.

**Total requested for Personal Protective Equipment (PPE) category: \$45,760.00**

**American National Standards Institute (ANSI)-approved retro-reflective highway apparel**

BUDGET CLASS

Equipment

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	4	\$60.00	\$240.00
2	4	\$60.00	\$240.00
3	4	\$60.00	\$240.00
4	4	\$60.00	\$240.00
<b>TOTAL</b>			<b>\$960.00</b>

DESCRIPTION

Radians ANSI 107 compliant safety vest for operations during traffic incident. This is standard issued to all new hires as part of the PPE ensemble.

**Full Set - Structural Personal Protective Equipment (PPE)**

BUDGET CLASS

Equipment

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	4	\$2,800.00	\$11,200.00
2	4	\$2,800.00	\$11,200.00
3	4	\$2,800.00	\$11,200.00
4	4	\$2,800.00	\$11,200.00
<b>TOTAL</b>			<b>\$44,800.00</b>

**DESCRIPTION**

This budget request is for one full set of structural PPE per recruit hired under this grant. This will include 16 total sets, 4 per year. Each complete set will include the following Eligible costs: NFPA Compliant SCBA Mask/face piece, boots, bunkers pants, bunker

coat, suspenders, helmet, 2 Nomex hoods, and two pairs of gloves. Each new recruits PPE will cost \$2800 as estimated through recent quotes from PPE vendors in our area.

**Total requested for New Member  
Costscategory: \$34,000.00**

**Annual NFPA 1582 Physical**

**BUDGET CLASS**

**Personnel**

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	0	\$0.00	\$0.00
2	4	\$850.00	\$3,400.00
3	8	\$850.00	\$6,800.00

YEAR	UNIT PRICE	TOTAL
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	QUANTITY	UNIT PRICE	TOTAL
4	12	\$850.00	\$10,200.00

TOTAL \$20,400.00

DESCRIPTION

Comprehensive annual Medical Exams 4 recruits in year 2, 8 recruits in year 3, and 12 recruits in year 4. This budget item is specifically for Annual NFPA 1582 exams as is specified in Chapter 6, Medical Evaluations of Candidates and Chapter 9, Essential Job-Tasks-Specific Evaluation of Medical Conditions in Members. Only new recruits hired with these requested funds, are eligible for the annual NFPA 1582 compliant Physicals.

**NFPA 1582 Entry-Level Physical**

BUDGET CLASS

Personnel

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	4	\$850.00	\$3,400.00

YEAR	QUANTITY	UNIT PRICE	TOTAL
2	4	\$850.00	\$3,400.00

YEAR	QUANTITY	UNIT PRICE	TOTAL
3	4	\$850.00	\$3,400.00

YEAR	QUANTITY	UNIT PRICE	TOTAL
4	4	\$850.00	\$3,400.00

TOTAL \$13,600.00

DESCRIPTION

A comprehensive medical evaluation that matches the workloads of firefighters and the ability of a firefighter to medically and safely perform those duties will be performed with a medical exam that includes and meets all requirements of NFPA 1582 standards Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks-Specific Evaluation of Medical Conditions in Members. Quoted Cost from our current Occupational Health Provider is \$850 per new recruit/4 new recruits per year.



**Total requested for Marketing  
Programcategory: \$6,000.00**

**Media Marketing (TV/Radio/Internet, etc.)**

BUDGET CLASS

Other

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	1	\$1,500.00	\$1,500.00
YEAR	QUANTITY	UNIT PRICE	TOTAL
2	1	\$1,500.00	\$1,500.00
YEAR	QUANTITY	UNIT PRICE	TOTAL
3	1	\$1,500.00	\$1,500.00
YEAR	QUANTITY	UNIT PRICE	TOTAL
4	1	\$1,500.00	\$1,500.00
TOTAL			\$6,000.00

DESCRIPTION

This item is for \$1,500.00 per year for each of the four years to enhance our Media Marketing Program. Our current program lacks the funds to effectively market through social media and internet job searching applications. The National Volunteer Fire Council has developed several recruiting videos and resources that we are utilizing and need the requested funding to reach the appropriate candidates through social media. These funds would be used to re-imburse our department for click-through advertising using, Facebook, Indeed, Monster, & website hosting. If awarded these funds, we would be able to get the word out to the appropriate audience about the benefits of serving your community.