



**NORTH OAKLAND COUNTY FIRE AUTHORITY**  
**Proposed Agenda For October 19, 2021 3:00 PM at:**  
**Rose Township Offices.**  
**9080 Mason St. Holly, MI 48442**

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

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

**2. AGENDA APPROVAL**

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

a. Approval of meeting minutes from 9/21/2021 and 9/27/2021

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 9/30/2021	\$18,823.01
Statement Savings Account as of 9/30/2021	\$351,038.00
Capital / Equipment Replacement Account as of 9/30/2021	\$238,414.26
Bills For Payment Total: 9/22/2021 – 10/19/2021	\$40,875.31
Cost of Payroll: 9/20/2021 & 10/4/2021	\$94,381.68
Accounts Receivable: – MEDICAL as of 9/30/2021	\$42,950.34
Accounts Receivable: – FIRE as of 9/30/2021	\$8,179.00
Aging Accounts Turned Over To Collections Allowance as of 9/30/2021	\$87,220.60

c. September 2021 Run Counts

**4. REPORTS**

Chiefs Report    Rose Twp.    Holly Twp.    Citizen at Large

**5. PRESENTATIONS**

**6. UNFINISHED BUSINESS**

a) Anonymous Letter dated 9/7/2021

**7. NEW BUSINESS**

a) NOCFA employee complaint letter received by Chief 9/28/2021.

b) Granting NOCFA Board of Directors access to Incident Notification System.

c) NOCFA Attorney.

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**

**Next meeting will be Tuesday November 16, 2021 at 3:00 PM NOCFA Station 1. 5051 Grange Hall Rd. Holly, MI 48442**

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

Vice Chairperson Kullis called the regular meeting of the North Oakland County Fire Authority to order at 3:00 PM. at NOCFA Station 1, 5051 Grange Hall Rd., Holly, MI 48442.

Present - K. Winchester, G. Kullis and Chief Lintz  
Absent - P. Gambka, P. Stouffer and D. Scheib-Snyder

There was not a quorum to conduct the meeting.

PUBLIC COMMENTS:

Julius Stern, Rose Township, addressed the Board.

ADJOURNMENT.

The meeting was adjourned at 3:06.

Karin S. Winchester, Secretary

NORTH OAKLAND COUNTY FIRE AUTHORITY  
REGULAR/SPECIAL MEETING MINUTES  
September 27, 2021

The following firefighters and guests were present.

Chief 3 Doug Smith  
Chief 2 Matt Weil  
Capt. 1 Tim Seal  
Julius Stern  
Chester Koop  
Matt Kirkpatrick  
Sgt. 2 Dan Miller  
Glen Noble  
Debbie Miller

Chairperson Stouffer called the regular meeting of the North Oakland County Fire Authority to order at 3:01 PM.

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

**AGENDA APPROVAL**

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the agenda for the regular / special meeting NOCFA Board as presented.

**CONSENT AGENDA APPROVAL**

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

- Approval of meeting minutes from August 17, 2021 as presented.
- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of August 31, 2021
- Checking Account \$ 139,192.00
- Statement Savings Account \$ 400,975.10
- Capital Replacement Savings Account as of 8/31/21 \$ 238,394.67
- Bills for Payment (8/18/21 to 9/6/21) \$ 99,365.71
- Cost of Payroll (8/23/21 & 9/6/21) \$ 89,246.67

North Oakland County Fire Authority Special Meeting September 27, 2021

- Accounts Receivable Report, Medical - \$64,683.61, Fire - \$ 7,797.00 as of 8/31/2021.
- Aging Accounts Turned Over to Collections as of 8/31/21 - \$ 87,220.60
  
- 2021 August Run Report

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

Voting no – None.

**Reports**

Incident Run Data for August 156 runs for the department, of which about 55 were due to storms. The open house is on October 3, 2021 at Station #1. Chief Lintz stated that a long time employee has retired.

Rose Township – Ms. Scheib-Snider stated that she and Doug Smith had looked into the repair of the dry hydrant at Lake Braemar. She has explored the oak wilt problem in the area. Rose Township is working on a marijuana care givers ordinance. She is in meetings with DTE and Oakland County regarding the ongoing power outage situation.

Holly Township – Mr. Kullis asked the firefighters to tell about one of their rescues during the storm.

Citizen At Large – No report.

**PRESENTATIONS** - There were no presentations.

**UNFINISHED BUSINESS**

Health and Safety Policies – TB and Bloodborne Pathogen Policy

Moved by Winchester, seconded by Kullis, motion carried, to amend the revised TB and Bloodborne Pathogen Policy.

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

Voting no – none.

**NEW BUSINESS**

Fire and EMS Academy Information

Chief Lintz distributed information regarding the Academies put on by the department with revenues and expenditure and other information.

SAFER Grant - A Recruitment and Retention Grant

Capt. Seal went through the grant line by line to explain it.

Moved by Kullis, seconded by Winchester, motion carried, to approve acceptance of the SAFER Grant.

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

Voting no – none.

Anonymous Letter

Ms. Winchester delivered the anonymous letter to Chairman Stouffer.

I, Chairman Stouffer, move the following resolution to censure:

Whereas, Ms. Karin Winchester, North Oakland County Fire Authority (NOCFA) Secretary, committed Mail Theft; a federal crime providing that you cannot “destroy, hide, open, or embezzle” mail that is not addressed to you; and

Whereas, the NOCFA Secretary openly embezzled, by copying and distributing the illegally obtained letter to other members of NOCFA; and either directly and/or by reference to the general public, other members of government, and the press; and

Whereas, the NOCFA Secretary was given an opportunity to correct the “error” via email from the NOCFA Chairman, but chose instead to further the Mail Theft and add the illegally obtained letter to the NOCFA agenda; and

Whereas, the Mail Theft is now the subject of a Federal United States Postal Service investigation; and

Whereas, the purpose of the Mail Theft was to distribute pernicious information regarding another member of the NOCFA Board, to further the NOCFA Secretary’s political agenda and personal vendetta; and

Whereas, the NOCFA Secretary attempted to usurp the authority of the Chair; and

Whereas, the sharing of the illegally obtained letter by the NOCFA Secretary is a potential violation of personal privacy laws in the State of Michigan; and

Whereas, Robert’s Rules of Order define a censure as “an expression of strong disapproval or harsh criticism” and can be adopted with or without disciplinary procedures;

Resolved, that Ms. Karin Winchester, NOCFA Secretary, be CENSURED; and

Resolved, that Holly Township Board, the Rose Township Board, and the general public through the press, be notified of the censure.

Seconded by Gambka, motion carried.

Voting yes – Stouffer, Gambka, Scheib-Snider.

Voting no – Kullis.

Ms. Winchester’s vote was censured.

An amendment to the motion was offered by Mr. Kullis regarding postponing action pending the outcome of the postal service but failed.

Moved by Kullis, seconded by Winchester, motion carried, to postpone action on the anonymous letter to the next meeting.

Voting yes – Kullis, Winchester, Gambka, Stouffer.

Voting no – Scheib-Snider.

**PUBLIC COMMENT**

Mr. Stern make comments about one of the board members.

Mr. Noble made comments about the fire academy information.

Sandy Villarreal stated that she had worked for NOCFA for many years. She indicated that she has worked very closely with Chief Lintz in the past and been around when he has wanted other members off the board. She has been asked to do many things for the chief but she would not tell something if it wasn't true. She does not understand why he is after Ms. Scheib-Snider since she has voted in favor of motions and is doing a good job. She feels that Ms. Scheib-Snider has knowledge from being a firefighter that is very valuable to the board.

Mr. Kullis in the public comment that P. Walls is not part of the NOCFA board and he doesn't know why her name is being mentioned.

**ADJOURNMENT.**

The meeting was adjourned at 4:43 P.M. Patricia A. Walls, Recording Secretary

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH OCTOBER 19, 2021

	Jul 1 - Oct 19, 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4035 · MISC REVENUE	223.88	0.00	223.88	100.0%
4050 · Revenues				
401 · Holly Township Contribution	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	2,770.00	10,000.00	(7,230.00)	27.7%
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	84,175.00	455,000.00	(370,825.00)	18.5%
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	375.00	20,000.00	(19,625.00)	1.9%
414 · Interest Earned	252.12	1,500.00	(1,247.88)	16.8%
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>968,229.14</b>	<b>2,242,452.00</b>	<b>(1,274,222.86)</b>	<b>43.2%</b>
<b>Total Income</b>	<b>968,453.02</b>	<b>2,242,452.00</b>	<b>(1,273,998.98)</b>	<b>43.2%</b>
<b>Cost of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>968,453.02</b>	<b>2,242,452.00</b>	<b>(1,273,998.98)</b>	<b>43.2%</b>
<b>Expense</b>				
6000 · Risk Management Insurance	30,264.00	30,500.00	(236.00)	99.2%
650 · Liability Insurance	14,387.00	43,000.00	(28,613.00)	33.5%
652 · Workers Compensation Insurance	0.00	0.00	0.00	0.0%
6000 · Risk Management Insurance - Other	0.00	0.00	0.00	0.0%
<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>
<b>7000 · Personnel</b>				
700 · Wages, Chief Full Time	22,848.56	87,350.00	(64,501.44)	26.2%
700.5 · Full Time Employee Wages	98,516.37	384,915.00	(286,398.63)	25.6%
700.7 · Full Time Overtime Wages	2,998.52	10,000.00	(7,001.48)	30.0%
700.9 · COVID19 Wages	0.00	0.00	0.00	0.0%
704 · Officer Wages	4,846.03	16,600.00	(11,753.97)	29.2%
705 · Instructor Wages	3,780.00	35,000.00	(31,220.00)	10.8%
706 · Recording Secretary	0.00	80.00	(80.00)	0.0%
707 · Special Event Pay	6,803.41	5,000.00	1,803.41	136.1%

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH OCTOBER 19, 2021

	Jul 1 - Oct 19, 21	Budget	\$ Over Budget	% of Budget
708 - Duty Shift Medic	54,866.01	162,810.00	(107,943.99)	33.7%
708.5 - Duty Shift Basic	87,215.90	323,988.00	(236,772.10)	26.9%
709 - Part Time Overtime Pay	6,365.25	15,000.00	(8,634.75)	42.4%
710 - Work Detail Pay	1,290.22	2,000.00	(709.78)	64.5%
711 - Training Wages	7,153.57	30,000.00	(22,846.43)	23.8%
712 - Incident run pay/POC Fire Wages	18,606.16	60,000.00	(41,393.84)	31.0%
713 - Court Appearance Wages	0.00	0.00	0.00	0.0%
714 - Social Sec/FICA	23,951.94	84,688.37	(60,736.43)	28.3%
715 - Medical Exp/Employees	58.00	1,500.00	(1,442.00)	3.9%
716 - Healthcare Insurance/Full Time	27,907.18	110,000.00	(82,092.82)	25.4%
716.2 - Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 - Health Care Savings Contrib	1,391.65	7,181.48	(5,789.83)	19.4%
717 - 401 Contribution - FT Emp	13,917.04	49,376.50	(35,459.46)	28.2%
717.2 - 401a contribution - POC EE	4,552.52	29,919.90	(25,367.38)	15.2%
718 - Life/Disability Insurance/POC	0.00	5,810.00	(5,810.00)	0.0%
719 - Life/Disability Insurance FT	1,351.65	6,800.00	(5,448.35)	19.9%
7000 - Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 - Personnel</b>	<b>388,419.98</b>	<b>1,428,019.25</b>	<b>(1,039,599.27)</b>	<b>27.2%</b>
<b>7200 - Supplies</b>	<b>0.00</b>	<b>1,429.94</b>	<b>(1,429.94)</b>	<b>0.0%</b>
720 - Supplies/Non Operating	5,969.43	10,000.00	(4,030.57)	59.7%
722 - Operating Supplies	173.75	2,500.00	(2,326.25)	7.0%
723 - Fire Prevention	3,443.11	12,000.00	(8,556.89)	28.7%
724 - Uniforms	3,840.23	17,000.00	(13,159.77)	22.6%
726 - Medical Supplies	0.00	0.00	0.00	0.0%
7200 - Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 - Supplies</b>	<b>13,426.52</b>	<b>42,929.94</b>	<b>(29,503.42)</b>	<b>31.3%</b>
<b>7500 - SAFER GRANT EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>



# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH OCTOBER 19, 2021

	Jul 1 - Oct 19, 21	Budget	\$ Over Budget	% of Budget
800 · Dispatching	8,758.17	36,000.00	(27,241.83)	24.3%
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	4,251.15	21,000.00	(16,748.85)	20.2%
807 · Fire Cost Recovery Instructor Wages	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	1,973.78	12,000.00	(10,026.22)	16.4%
814 · Dues, Fees, Subscriptions	8,595.65	15,000.00	(6,404.35)	57.3%
815 · Payroll Services	2,841.20	9,200.00	(6,358.80)	30.9%
816 · Administrative Services	1,700.00	7,700.00	(6,000.00)	22.1%
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>33,959.95</b>	<b>120,000.00</b>	<b>(86,040.05)</b>	<b>28.3%</b>
<b>8500 · Operating Expenses</b>				
850 · Communications	911.30	5,000.00	(4,088.70)	18.2%
851 · IT Operational Expenses	2,048.30	12,000.00	(9,951.70)	17.1%
852 · Fuel	6,638.26	17,000.00	(10,361.74)	39.0%
854 · Printing and Publishing	0.00	200.00	(200.00)	0.0%
855 · Training Supplies / Equipment	90.00	6,000.00	(5,910.00)	1.5%
858 · Utilities	9,188.31	45,000.00	(35,811.69)	20.4%
859 · Equipment Lease	1,035.45	6,000.00	(4,964.55)	17.3%
860 · Bldg & Grnds Repair/Maint.	3,668.78	22,000.00	(18,331.22)	16.7%
862 · Equip Maintenance	2,089.05	8,000.00	(5,910.95)	26.1%
866 · Vehicle Maintenance	6,737.03	40,000.00	(33,262.97)	16.8%
867 · Debt Write-Off-Medical	52,973.73	185,000.00	(132,026.27)	28.6%
867.5 · QAAP Medicaid Tax	310.08	1,800.00	(1,489.92)	17.2%
868 · Debt Write-Off-Fire	0.00	1,500.00	(1,500.00)	0.0%
869 · Debt Write Off/ Other	0.00	0.00	0.00	0.0%
8500 · Operating Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 8500 · Operating Expenses</b>	<b>85,690.29</b>	<b>349,500.00</b>	<b>(263,809.71)</b>	<b>24.5%</b>
<b>9500 · Debt Service</b>				
950 · Debt Service	75,667.50	149,822.95	(74,155.45)	50.5%
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>				
970 · Capital Purchases +5,000	0.00	10,000.00	(10,000.00)	0.0%
971 · Capital Improvement/Fire Hall	0.00	0.00	0.00	0.0%
972 · Equipment Purchases -5,000	6,191.87	10,000.00	(3,808.13)	61.9%
973 · Grant Expenses	6,093.19	0.00	6,093.19	100.0%
974 · Grant Match	0.00	0.00	0.00	0.0%
975 · COVID19 Supplies/Equipment	0.00	0.00	0.00	0.0%

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH OCTOBER 19, 2021

Accrual Basis

	Jul 1 - Oct 19, 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>182,285.06</b>	<b>70,000.00</b>	<b>112,285.06</b>	<b>260.4%</b>
<b>Total Expense</b>	<b>831,325.14</b>	<b>2,249,771.94</b>	<b>(1,418,446.80)</b>	<b>37.0%</b>
<b>Net Income</b>	<b>137,127.88</b>	<b>(7,319.94)</b>	<b>144,447.82</b>	<b>(1,873.3)%</b>

**NOCFEA Equipment Replacement  
Revenue & Expense Report  
JULY 01, 2021 THROUGH OCTOBER 19, 2021**

	Jul 1 - Oct 19, 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	57.29	60.00	-2.71
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>170,057.29</b>	<b>50,060.00</b>	<b>119,997.29</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>170,057.29</b>	<b>50,060.00</b>	<b>119,997.29</b>

11:06 AM  
10/13/21  
Accrual Basis

North Oakland County Fire Authority  
**CASH BALANCES REPORT**  
JULY 01, 2021 THROUGH SEPTEMBER 30, 2021

	<u>Jul - Sep 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	18,823.01
1001 · STATEMENT SAVINGS ACCOUNT	351,038.00
Total Checking/Savings	<u>369,861.01</u>
Total Current Assets	<u>369,861.01</u>
<b>TOTAL ASSETS</b>	<u><u>369,861.01</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

11:12 AM  
10/13/21  
Accrual Basis

**NOCFA Equipment Replacement**  
**Cash Balance Report**  
JULY 01, 2021 THROUGH SEPTEMBER 30, 2021

	<u>Jul - Sep 21</u>
1000 · Cash-Equipment Replacement	<u>238,414.26</u>
<b>TOTAL</b>	<u><u>238,414.26</u></u>

11:07 AM  
10/13/21

Accrual Basis

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
SEPTEMBER 22, 2021 THROUGH OCTOBER 19, 2021

Date	Memo	Amount
10/05/2021	ACCU-MED SEPT BILLING	1,297.78
	Total ACCU-MED	1,297.78
10/04/2021	AFLAC EE-AFLAC CONTRIBUTIONS	409.55
	Total AFLAC	409.55
10/05/2021	AMAZON CAPITAL SERVICES BLDG & GRNDS MAINT	654.58
	Total AMAZON CAPITAL SERVICES	654.58
10/05/2021	APOLLO EQUIPMENT REPAIR	69.75
	Total APOLLO	69.75
10/13/2021	ARBOR PROFESSIONAL SOLUTIONS cost recovery	22.60
	Total ARBOR PROFESSIONAL SOLUTIONS	22.60
09/22/2021	ASCENSION MICHIGAN AT WORK MEDICAL	58.00
	Total ASCENSION MICHIGAN AT WORK	58.00
09/22/2021	AT&T MOBILITY MOBILE	248.83
	Total AT&T MOBILITY	248.83
09/22/2021	BLUE CROSS BLUE SHIELD OF MICHIGAN OCT21BCBS	9,425.11
	Total BLUE CROSS BLUE SHIELD OF MICHIGAN	9,425.11
10/05/2021	BOUND TREE MEDICAL MEDICAL SUPPLIES	1,036.59
10/13/2021		20.70

11:07 AM  
10/13/21

Accrual Basis

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
SEPTEMBER 22, 2021 THROUGH OCTOBER 19, 2021

Date	Memo	Amount
	Total BOUND TREE MEDICAL	1,057.29
09/22/2021	BYERS WRECKER SERVICE, INC. VEHICLE MAINT	320.00
	Total BYERS WRECKER SERVICE, INC.	320.00
09/29/2021	CARDMEMBER SERVICE / 9167 SUPPLIES	13.02
	Total CARDMEMBER SERVICE / 9167	13.02
10/13/2021	COMCAST (Station 1 TV) STA 1 TV	23.88
	Total COMCAST (Station 1 TV)	23.88
09/29/2021	COMCAST (Station 3 TV) STA.3TV	8.10
	Total COMCAST (Station 3 TV)	8.10
09/28/2021	COMCAST CABLE (OFF SITE INTERNET) OFF-SITE INTERNET	100.00
	Total COMCAST CABLE (OFF SITE INTERNET)	100.00
10/13/2021	COMMUNITY DISPOSAL SERVICE, INC DISPOSAL SERVICE	113.30
	Total COMMUNITY DISPOSAL SERVICE, INC	113.30
09/29/2021	CONSUMERS ENERGY STA.3 GAS	1,472.09
10/05/2021	CONSUMERS ENERGY	47.44
	Total CONSUMERS ENERGY	1,519.53
10/13/2021	COSTCO WHOLESALE #00111821847403	120.00
	Total COSTCO WHOLESALE	120.00
	DOUGLAS WATER CONDITIONING	120.00

11:07 AM  
10/13/21

Accrual Basis

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
SEPTEMBER 22, 2021 THROUGH OCTOBER 19, 2021

Date	Memo	Amount
09/22/2021	SUPPLIES	87.20
Total DOUGLAS WATER CONDITIONING		87.20
09/29/2021	DTE ENERGY	642.41
Total DTE ENERGY		642.41
10/05/2021	FLAGPOLES ETC.	208.82
Total FLAGPOLES ETC.		208.82
09/30/2021	Gardner White Furniture	700.00
Total Gardner White Furniture		700.00
10/13/2021	GREAT LAKES ACE	88.92
Total GREAT LAKES ACE		88.92
10/13/2021	GREAT LAKES LANDCARE INC	40.50
Total GREAT LAKES LANDCARE INC		40.50
10/05/2021	HOLLY AUTOMOTIVE SUPPLY	123.19
Total HOLLY AUTOMOTIVE SUPPLY		123.19
09/23/2021	HOME DEPOT	79.03
Total HOME DEPOT		79.03
10/05/2021	I.T.RIGHT	412.50
Total I.T.RIGHT		412.50
	KERTON LUMBER CO	

11:07 AM  
10/13/21

Accrual Basis

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
SEPTEMBER 22, 2021 THROUGH OCTOBER 19, 2021

Date	Memo	Amount
10/05/2021	BLDG MAINT	14.14
	Total KERTON LUMBER CO	14.14
09/22/2021	M.U.S.A.R. CLASS6-22/24 DUNBAR	600.00
	Total M.U.S.A.R.	600.00
09/29/2021	MAD DIESEL PERFORMANCE RESCUE 3 REPAIRS	3,564.23
	Total MAD DIESEL PERFORMANCE	3,564.23
09/22/2021	MAZICH, PAMELA ADM-SEPT	540.00
	Total MAZICH, PAMELA	540.00
10/04/2021	MERSALERUS 401 CONTRIBUTIONS & LOAN REPAY	3,530.27
10/04/2021	457-EE CONTRIBUTIONS	1,085.82
10/04/2021	ER-HCSP CONTRIBUTIONS	399.70
	Total MERSALERUS	5,015.79
09/22/2021	OAKLAND COUNTY TREASURERS - DISPATCHING DISPATCH-JULY	2,919.39
	Total OAKLAND COUNTY TREASURERS - DISPATCHING	2,919.39
10/13/2021	PAT WALLS ERRCORDING 9/27/21	40.00
	Total PAT WALLS	40.00
09/29/2021	R & R TRUCK REPAIR RESCUE 3 BUMPER	273.40
	Total R & R TRUCK REPAIR	273.40
09/29/2021	RICOH USA Inc. (copier Lease) COPIER LEASE	259.25



North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
SEPTEMBER 22, 2021 THROUGH OCTOBER 19, 2021

Date	Memo	Amount
	Total RICOH USA Inc. (copier Lease)	259.25
	<b>ROAD COMMISSION FOR OAKLAND COUNTY</b>	
09/22/2021	FUEL	1,476.96
10/13/2021	FUEL-SEPT	1,580.54
	Total ROAD COMMISSION FOR OAKLAND COUNTY	3,057.50
	<b>S. BLASKA</b>	
09/29/2021	REFUND EXPENSE	32.60
	Total S. BLASKA	32.60
	<b>SAMS CLUB/SYNCHRONY BANK</b>	
09/22/2021	OPERATING SUPPLIES	358.59
	Total SAMS CLUB/SYNCHRONY BANK	358.59
	<b>SAXON INCORPORATED</b>	
09/22/2021	SUPPLIES	59.82
	Total SAXON INCORPORATED	59.82
	<b>SMITH, C. DOUGLAS</b>	
09/29/2021	CONF EXPENSE	317.70
	Total SMITH, C. DOUGLAS	317.70
	<b>SNAPPY LOGOS</b>	
09/22/2021	DEPT PATCHES	398.00
	Total SNAPPY LOGOS	398.00
	<b>STANDARD INSURANCE COMPANY RV</b>	
09/22/2021	LIFE-INS OCT21	450.55
	Total STANDARD INSURANCE COMPANY RV	450.55
	<b>VERIZON</b>	
09/29/2021	COMMUNICATIONS	230.86
	Total VERIZON	230.86
	<b>WEST SHORE FIRE INC</b>	
09/29/2021	SCBA TESTING/MAINT	1,996.88

11:07 AM

10/13/21

Accrual Basis

North Oakland County Fire Authority

**BILLS FOR PAYMENT**

SEPTEMBER 22, 2021 THROUGH OCTOBER 19, 2021

Date	Memo	Amount
10/13/2021		1,430.00
	Total WEST SHORE FIRE INC	3,426.88
	<b>WEX BANK MTHN</b>	
09/22/2021	FUEL	447.54
10/05/2021	FUEL	512.59
10/13/2021	FUEL	512.59
	Total WEX BANK MTHN	1,472.72
	<b>TOTAL</b>	<b>40,875.31</b>

12:05 PM

10/13/21

Accrual Basis

North Oakland County Fire Authority  
**PAYROLL EXPENSE REPORT**  
September 20 through October 4, 2021

	<u>Sep 20 - Oct 4, 21</u>
<b>Expense</b>	
7000 · Personnel	
700 · Wages, Chief Full Time	6,528.16
700.5 · Full Time Employee Wages	24,722.22
700.7 · Full Time Overtime Wages	405.54
704 · Officer Wages	1,384.58
705 · Instructor Wages	1,180.00
707 · Special Event Pay	5,549.91
708 · Duty Shift Medic	16,042.80
708.5 · Duty Shift Basic	21,840.20
709 · Part Time Overtime Pay	3,939.00
710 · Work Detail Pay	705.58
711 · Training Wages	1,523.30
712 · Incident run pay/POC Fire Wages	3,254.64
714 · Social Sec/FICA	6,634.05
716 · Healthcare Insurance/Full Time	0.00
	<hr/>
Total 7000 · Personnel	93,709.98
7500 · SAFER GRANT EXPENDITURES	
765 · Lost Wages Reimbursement	0.00
	<hr/>
Total 7500 · SAFER GRANT EXPENDITURES	0.00
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	805.70
816 · Administrative Services	0.00
	<hr/>
Total 8000 · Contracted Services	805.70
8500 · Operating Expenses	
850 · Communications	-134.00
	<hr/>
Total 8500 · Operating Expenses	-134.00
	<hr/>
Total Expense	94,381.68
	<hr/>
Net Income	<u><u>-94,381.68</u></u>

10:59 AM

10/13/21

Accrual Basis

**North Oakland County Fire Authority**  
**ACCOUNTS RECEIVABLE-MEDICAL & FIRE COMBINED**  
**SEPTEMBER 30, 2021**

---

	<u>Sep 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Accounts Receivable</b>	
1060 · A/R-Fire Cost Recovery	8,179.00
1070 · A/R-Medical -ACCUMED	42,950.34
1070.6 · A/R AACB - ALL RUNS	286,167.21
	<hr/>
<b>Total Accounts Receivable</b>	337,296.55
<b>Other Current Assets</b>	
1070.7 · ALLOWANCE FOR BAD ACCTS	-198,946.61
	<hr/>
<b>Total Other Current Assets</b>	-198,946.61
	<hr/>
<b>Total Current Assets</b>	138,349.94
	<hr/>
<b>TOTAL ASSETS</b>	<b>138,349.94</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	0.00

# North Oakland County Fire Authority Incident Run Data

## September-21

<b>Total Incidents</b>	<b>118</b>
------------------------	------------

<b>Incident Summary</b>	
Structure Fires	0
Vehicle Fires	3
Brush / Outdoor Fires	0
EMS Medicals	61
Vehicle Accidents w/ Injuries	9
Vehicle Accidents w/ No Injuries	3
Hazardous Cond.	11
Service Call	10
Good Intent	8
False Calls	5
Severe Weather	8
Other	
<b>Total Calls</b>	<b>118</b>

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	3
MUTUAL AID FIRE	11
MISC	
<b>Total</b>	<b>14</b>

Total EMS Related Calls	78
Total NOCFA Transports	57
Patient Sign Offs / No Transport	21

	minutes	# of priority calls
Avg. Response Time To Priority Calls	7	37

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>104</b>
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>14</b>

Rose Twp.	57
Holly Twp.	43
I-75	4

Total Runs    118

**Michigan Renaissance Festival 2021 Season Report**  
**10/13/2021**

This year the MRF ran on weekends from August 23 through October 3, including Memorial Day and "festival friday" which is October 1.

Just prior to and during the run of the festival, inspections are completed with the crafters (artisans), entertainment acts that use fire proximate to an audience, commercial cooking operations and general site inspections. Further, a roving firewatch is maintained as an added fire safety precaution, when the grounds are occupied.

Deputy Chief Smith, assisted by FF/EMT Finkbeiner, monitors and supervises the Firewatch personnel that are made up of cross trained department members. The fire watch provides an added level of security against the pearls of fire and further supplements the medical staff provided by Groveland Fire Department. The duties of these personnel include patrolling the festival site looking for fire safety issues in the commercial cooking operations and general site safety issues. The identified issues are addressed and/or referred to the proper authority for follow up.

Asst. Chief Weil provides the inspection services for the crafter booths, carts and entertainment stages. This consists of visiting each booth and stage to inspect for fire safety compliance. This season there were 160 vendors listed, which include temporary vendors (tents for 1 or 2 weekends- less than the entire show), yearly vendors that have a (building) booth and yearly vendors that have a cart which is less than a booth. During this season there were 145 inspections completed. Not included in this number are the entertainers/stages that are using fire proximal to an audience, of which there are 3 of those acts.

Deputy Chief Smith and Asst Chief Weil provide the commercial kitchen inspections and the general site inspections, of which Deputy Chief Smith is primarily the lead for the documentation of the findings. There are 12 kitchens on site and many other ancillary areas that serve food and beverages, both alcoholic and non alcoholic. Not included in that number are areas that are assembly spaces for a reception or themed meal and pubs that are primarily for the consumption of alcohol and live entertainment. General site observations focus on the egress means, crowd management, debris control and other hazards that affect the occupants safety.

In general, during the operation of the festival there are 1.5 people providing the fire watch services, the .5 person is split between the morning and evening of the operation and the inspector is an additional person on site for many of the operational days.

The department bills and collects fees for the actual cost of the Firewatch, collects a fee for each operational permit and open flame permit. These collections offset the cost of the program. This program is a requirement of the Special use permit issued by Holly Township and supported in the Fire code adopted. This year we billed just over \$19,000 for this service.

At the end of the event a letter of findings and summary of activities is supplied to the festival staff for inclusion in the next year's plan of operation.

At the end of this year's season a meeting was called and hosted by Groveland Township. Present were representatives from; the Festival, each township, MSP, Oakland County Sheriff's Office, and both fire departments. The issue of vehicle traffic and off site parking on side streets was the call for the meeting. This year the traffic was exceptionally heavy, affecting many Holly and Groveland Township residents and other Dixie Highway businesses and attractions. The cause was identified and a plan of action was discussed. This solution/plan of action will need the participation and approval of each township's planning commission to implement the needed solutions. Letters of recommendation are forthcoming from the public safety partners involved in the meeting, of which this department is one of.

On a lighter note, this year many of the Fire Watch personnel along with Asst. Chief Weil, AKA Fire Marshal and Grand Dragon of Holly Grove, individually purchased and wore utility kilts sporting the black watch tartan and their uniform tops, this was done in and to support the festival vendors. There were many very positive comments from the festival patrons as well as the owners of the booths. Due to the support and positive comments this will be a new NOCFA tradition for the festival.

In summary this department is dedicated to the safety and enjoyment of the festival for the patrons who travel from far and near to attend. It is a huge undertaking that extends beyond the running dates of the festival, to a year-round support role. When the current festival ends, the planning for the next year begins almost immediately.

We are fortunate to have a staff of dedicated and knowledgeable subject matter experts who support the department's obligation to the public.

September 7, 2021

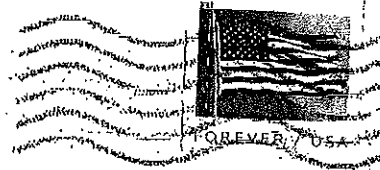
Dear Chairman Stouffer.

I'm an employee of NOCFA and am writing this letter anonymously. One of the other female employees told me that back at the beginning of this year Supervisor Dianne asked her who she thought would make a good Chief instead of Jeremy. She told her Captain Seal and then asked her why? Dianne said because he (Jeremy) thinks he can do whatever he wants. He is a chauvinist fuck and he is not going to get away with firing all of these woman, me (Dianne), Janet, Sandy, Pam.

I am telling you this because I think this will end up hurting the department and I thought the rest of the NOCFA Board needed to know.

METROPLEX MI 480

10 SEP 2021 PM 4 L



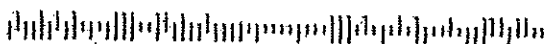
**RECEIVED**

SEP 13 2021

HOLLY TOWNSHIP

NOCFA BOARD CHAIRMAN  
PETER STOUFFER  
102 CIVIC DR.  
HOLLY, MI 48442

48442-150502





I move the following resolution to censure:

*Whereas*, Ms. Karin Winchester, North Oakland County Fire Authority (NOCFA) Secretary, committed **Mail Theft**; a federal crime providing that you cannot “destroy, hide, open, or embezzle” mail that is not addressed to you; and

*Whereas*, the NOCFA Secretary openly embezzled, by copying and distributing the **illegally obtained letter** to other members of NOCFA; and either directly and/or by reference to the general public, other members of government, and the press; and

*Whereas*, the NOCFA Secretary was given an opportunity to correct the “error” via email from the NOCFA Chairman, but chose instead to further the **Mail Theft** and add the **illegally obtained letter** to the NOCFA agenda; and

*Whereas*, the **Mail Theft** is now the subject of a Federal United States Postal Service investigation; and

*Whereas*, the purpose of the **Mail Theft** was to distribute pernicious information regarding another member of the NOCFA Board, to further the NOCFA Secretary’s political agenda and personal vendetta; and

*Whereas*, the NOCFA Secretary attempted to usurp the authority of the Chair; and

*Whereas*, the sharing of the **illegally obtained letter** by the NOCFA Secretary is a potential violation of personal privacy laws in the State of Michigan; and

*Whereas*, Robert’s Rules of Order define a censure as “an expression of strong disapproval or harsh criticism” and can be adopted with or without disciplinary procedures;

*Resolved*, that Ms. Karin Winchester, NOCFA Secretary, be **CENSURED**; and

*Resolved*, that Holly Township Board, the Rose Township Board, and the general public through the press, be notified of the censure.

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

Chief Lintz,

Sir, I'm writing to inform you about a threatening situation that developed immediately following the 09/27/2021 NOCFA Fire Board meeting. At approximately 5:40 pm, I was confronted by Rose Township Supervisor Dianne Scheib-Snyder in the classroom at NOCFA Station 1 located at 5051 Grange Hall Road, Holly Township, MI. 48442.

I was on my scheduled duty shift when Supervisor Scheib-Snyder aggressively approached me from the back of the classroom while I was engaged in conversation with Sandi Villarreal. Supervisor Scheib-Snyder interrupted my conversation, pointed at me with a set of keys in her hand and proceeded to berate me in a threatening manner. Supervisor Scheib-Snyder, looked at me and said *"Oh I know about the letter you wrote the night I stopped up to visit Fawn, you're full of shit."* This statement made me feel very uncomfortable and her aggressive posturing was extremely threatening. I did not reply to her intimidating statement out of fear that it would only escalate the encounter.

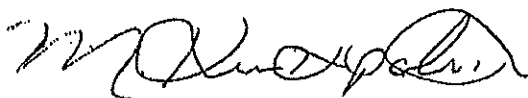
It is my belief that it was the direct result of the incident report I wrote on 02/14/2021 which involved Paramedic Fawn Colombatto and Supervisor Scheib-Snyder that took place at NOCFA Station 3. In that report, I detailed what I believed to be a HIPAA privacy violation as well as violating NOCFA policy for Standards of Conduct.

After consulting with my attorney, Supervisor Scheib-Snyder has violated my rights under 15 U.S. Code § 2087 - The Whistleblower Protection Act. These laws prohibit employers from retaliating against employees having engaged in activities protected under those laws, specifically against intimidation or harassment.

Supervisor Scheib-Snyder has created an inhospitable work environment by intimidation. Her actions have caused me fright, embarrassment and humiliation in full witness to the public I proudly serve.

Sincerely,

**Matthew Kirkpatrick**



**Firefighter / EMT  
North Oakland County Fire Authority**

October 12, 2021

To: Chief Lintz

From: Asst. Chief Weil

Re: Supervisor Schieb-Snyder's request to be added back in the CAD (CLEMIS) Incident Notification System.

On October 5th I was removing a former employee from the CAD Incident Notification System, I requested a copy of the current enrollees so the department can audit it. This was requested for a few reasons, to make sure there were no former employees that were missed, make sure there are current employees on and further due to the increase of information that is PHI, LEIN and other sensitive in nature information, that any non rostered personnel are removed to limit any disclosure liability of the department.

In reviewing the list, there were a few non rostered people who were removed.

On the morning of October 8th (Friday), a little before 8am, I received a call from Supervisor Schieb-Snyder inquiring about the lack of text messages she has received for the department's runs over the last week. I let her know that we had audited the list of recipients for this service and removed non rostered people from the notifications. An explanation was given due to the sensitive information, gate codes, Premis information, phone numbers, names, LEIN info and Protected Health Information (PHI) and with that information increasing in this product, we felt it was time to remove non rostered people from the list. She insisted and requested that she be added back on the list for a number of reasons as the township supervisor.. I offered there were other alternatives, a scanner- for now, the pager that she was given- which she indicated is non functioning and I committed I would see if there was a product that was available that did not have as much information in it from CLEMIS. The conversation touched on many things including the new radio system coming up in a year, the inability to monitor it as it will be encrypted. Just prior to the end of the conversation she again requested that she was added back on to the list, I agreed she could request it, that her request was noted and I declined to add her back to the list for the reasons already explained earlier in the conversation and offered to check into another level of notification that is more sanitized. The conversation ended.

I notified Chief Lintz of the conversation and further added that we may want to remove "support staff" (people who come to assist with Coffee, Water and refreshments on fires) from this list for the same reasons. Chief Lintz acknowledged and agreed we should do that in a phone conversation late in the afternoon.. I did not take action on removing the support staff at that time, there were other matters that were more pressing at the end of the work day.

On October 11th (Monday), in the morning I received a text message from Oakland County Dispatch Supervisor, Ryan Choe to call him. When we spoke, he indicated he had received a

voice message on Friday morning (10/8), from the Rose Township Supervisor wanting to be added back on to the CAD notification list. He indicated and advised me this is not a dispatch issue and he would not be calling her back.

With that information I contacted Chief Jim Manning from CLEMIS, we did not talk until later in the day after my normal work hours had ended. He called me and indicated he was contacted by Supervisor Schieb-Snyder. It is my understanding, she requested to be added back on to the notification list, but he declined and advised her that the data, management of that data, and responsibility of the data belongs to NOCFA.. He indicated she was advised that there are information disclosures issues that result from the information being sent out to non responders, he indicated that she went on to say something to the effect she is/was a paramedic and/or responder as well as the township supervisor and gave several more reasons to receive the information. He advised her that did not entitle her to that information and the department is responsible for administering it. It sounded like the call ended there. I advised him she was with the department years ago as a Basic EMT/FF (her license has lapsed). Our conversation ended shortly after.

The remaining "support staff" was removed from the notification list during the work day. Now the list contains only rostered members.

On October 13th (Wednesday) I received a call from Supervisor Schieb-Snyder around 1030 am and was not able to talk on the phone. I returned her call within an hour. She asked if I had put the request in to have her added back on to the notification list. I let her know I did not. She had already called the Dispatch Supervisor and CLEMIS Chief to be added back on, So I did not feel the need to follow up and further. I advised her she would not be added back onto the list, it is for rostered members of the department and that information is, in essence, for responders. She stated that she is the township supervisor, and I reminded her she is not a department employee (member or responder). Then described ways she can monitor the department, which she says she wants to do. She indicated she has talked to "several supervisors and other fire chiefs" about why she was removed and they are baffled why she would be removed. And added that CLEMIS was baffled, which I retorted that CLEMIS was not baffled, and described the conversation I had with Chief Manning, I then asked who those municipalities were so I may talk to them and perhaps we are missing something or to understand their point of view on HIPAA and other sensitive information. She ended the conversation to take care of a resident.

End of Statement

**DAVID L. LATTIE**  
**Attorney at Law**  
**8332 Office Park Drive, Suite B**  
**Grand Blanc, MI 48439**  
**(810) 603-1000**

**Direct Dial: (810) 484-0090**

**Email: [Dlattie@Lattielaw.com](mailto:Dlattie@Lattielaw.com)**

October 4, 2021

NOCFA Board  
P.O. Box 129  
Holly, MI 48442

via email and 1<sup>st</sup> class mail

Dear Board Members,

Please accept this correspondence as my resignation as NOCFA's general counsel.

Sincerely,



David Lattie



# BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.  
Brighton, MI 48116  
o: 810-229-6640 f: 810-229-1619

January 19, 2021

## Request for Proposal Attorney Services Brighton Area Fire Authority

### Proposal Information

---

The Brighton Area Fire Authority is requesting proposals from attorneys and/or law firms to be designated as the Authority Attorney to provide legal services to the Brighton Area Fire Authority. The position of Authority Attorney is appointed by and serves at the pleasure of the Authority Board.

### RFP Submission

Sealed proposals will be received by the Authority Clerk on or before February 2nd at 10:00am.

The envelope should be clearly marked "Authority Attorney Proposal" so that no error in the opening will occur.

Proposals will not be publicly opened due to restrictions placed on public assemblage with the current state of emergency related to Covid19. Results will be submitted to the BAFA Board for review and action.

All correspondence regarding this RFP should be addressed to:

Fire Chief Michael O'Brian,  
Brighton Area Fire Authority  
615 W. Grand River Ave.,  
Brighton, MI 48116  
810-299-0024, [mobrian@brightonareafire.com](mailto:mobrian@brightonareafire.com)

### Duties

1. Act as legal advisor to the Board, Fire Board of Appeals, Fire Chief, staff, and other Authority committees.
2. Prepare and file written legal opinions when requested by the Fire Chief or Board
3. Prosecute all ordinance violations and represent the Authority in cases before the State and Federal courts and other tribunals. These matters include code violation enforcement actions and all civil suits filed by or against the Authority.
4. Prepare or review ordinances, regulations, election language, contracts, bonds and other instruments as may be required by the Authority and provide a legal opinion.
5. Attend all meetings of the Authority Board (one regular meeting per month plus special meetings, study sessions, etc.).
6. Advise the Board relative to hiring outside attorneys.
7. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the Authority.
8. Perform such other duties as may be prescribed by the Board.

### Estimated Workload and Support Services

The Authority does not guarantee a set workload or billable hours. However, to provide assistance in the development of a proposal. Fire Authority board meetings are typically held in under one hour, once a month.



# BRIGHTON AREA FIRE AUTHORITY

The Authority Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff, and supplies and equipment.

~~For work products and services outside of the retainer services, the Authority Attorney shall provide time records and detailed costs for supplies and other service items that are billed to the Authority.~~

Payment for non-retainer services rendered shall be on a monthly basis according to the itemized monthly statements provided by the Authority Attorney.

## RFP Information

Provide background information on your firm to include at least the following:

1. Office location(s) Explain why your firm is qualified to handle the legal services for the Brighton Area Fire Authority and why you are interested in this work.
2. Identify the key contact person for the firm for this proposal.
3. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment.
4. Describe how your firm will handle the day-to-day activities of this assignment.
5. Provide a list of recent and/or current municipal clients, including a contact person with address and telephone number.
6. Provide a brief resume of qualifications for each person to be assigned to provide services to the Authority under this proposal.
7. Provide a statement that the firm will maintain comprehensive liability and workers' compensation insurance on all staff assigned to work for the Authority.
8. The RFP submitted shall become part of the Authority's bid records and will be available for public review.
9. The Brighton Area Fire Authority will not be liable for any costs incurred by any firm in responding to this RFP.
10. Provide any other information you consider to be of value in evaluating your firm's qualifications.

Provide a simple, but straight-forward, presentation. Color displays and promotional materials are not necessary. Emphasis should be on completeness, clarity, and content.

## Cost Proposal

### Option 1

- A lump sum annual (paid monthly) payment amount as a retainer to perform all duties indicated as items.
- Hourly rate(s) to be charged to perform legal services not specifically prescribed by Charter, but authorized by the Authority Board. (Indicate hourly rates for staff to be assigned).
- Indicate the anticipated cost reimbursement expenses associated with 1 and 2.
- Indicate if any contractor or other document will be needed for services.

### Option 2

A lump sum monthly amount to cover the following services:

- Attendance at all Board meetings, including special meetings, study sessions
- Review of Board meeting minutes.
- Costs of postage, supplies, materials, equipment, and incidental items.
- Consultation and telephone calls with Board and staff less than fifteen (15) minutes in duration with no follow-up research needed.



## BRIGHTON AREA FIRE AUTHORITY

- All out of pocket expenses for services in the immediate area of the Brighton Area (i.e. mileage, meals, etc.)
- Hourly rate(s) for all other legal services not covered in 1. above. (Indicate hourly rates for staff to be assigned.)

### Option 3

---

Firms may submit alternate cost proposals for consideration by the Authority Board. However, each firm is encouraged to also submit a proposal for either Option I or II.

### **Evaluation and Selection**

Firms that submit proposals may be requested to make an oral presentation to the Authority Board or staff.

The Fire Chief will evaluate each proposal in regards to the ability of the firm to provide the Brighton Area Fire Authority with quality legal services in a cost-effective, efficient, and timely manner.

The legal services will be at-will that can be terminated by either party with ninety (90) day written notification.

It is anticipated that attorney services as a result of this RFP will take effect by March 1, 2021

The Brighton Area Fire Authority reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that, in the Fire Chief or Authority Board's judgment, is in the best interests of the Authority.

1



Attorney	Submitter	Address	Option 1	Option 2	Option 3	Notes
Foster Smith	Michael Homler	1700 E. Belknap Ave NE Suite 200, Grand Rapids MI 49525		\$50/Month to attend meeting and 15/min or less phone calls	\$105 general municipal \$250 general litigation \$160 municipal prosecution	Six locations, multiple municipal clients, including Chelsea Fire Authority, North Oakland Fire Authority
Garan Lucow Miller PC	John J Gillooly	1155 Brewery Park Blvd., Suite 200, Detroit MI 48207		\$5,000 inclusive of all authority work, excluding litigation	\$225 /hr hour	Multiple municipal clients
Law offices of Jeffrey S Kragl PLLC	Jeffrey Kragl	410 W. University Dr., Ste 200, Rochester MI 48307		\$100/Month, attend board meeting, review minutes etc	\$125/hr \$115/hr for code enforcement work	Works with City of Rochester and has previous experience with municipalities (no mileage costs as would come from local residence for meetings) Would not attend board meetings unless specific request. Feels there is a better utilization of funds.
Lucas Law	Fred Lucas	7577 US Highway 12, Suite A Onsted, MI 49265		\$2,500 attend board meeting, does not include litigation, includes all other items	\$2000/hr	
Plunkett Cooney	Ridley S. Nimmo II	Plaza One Financial Center, 111 East Court Street, Suite 18 Flint, MI 48502			170/hr 140/hr (prosecutions)	Multiple municipal clients Lansing Location as well, references from White Lake, Lyon Township and other municipalities
Rosati Schulte Joppich and Amisbauecher PC	Lissa Hamaneh	27655 Executive Drive, Suite 260, Farmington Hills MI				

# LUCAS LAW PC

---

Frederick Lucas, Esq.

Website: [www.lucaslawpc.com](http://www.lucaslawpc.com)

Email: [lucas@lucaslawpc.com](mailto:lucas@lucaslawpc.com)

**Office:**

7577 US Highway 12, Ste A  
Onsted, MI 49265

Main: 517-467-4000

Direct: 517-446.4070

Cell: 517-206-2440

Fax: 517-858-0190

---

Lucas Law, PC is dedicated to the principle that the practice of law is more than just commodity. With roots extending back for the almost a century, the firm has earned a reputation for providing its clients with quality legal representation with an attentiveness to detail. While specializing in representing governmental entities, the firm handles a wide variety of matters throughout Southeastern Michigan, including personal injury, insurance defense, general civil litigation, estate planning, real estate transactions and business formation.

---

---

## Frederick Lucas (P29074)

Admitted to Michigan Bar:	1978
Undergraduate Degree:	University of Michigan, 1975, BA
Law School:	Wayne State University, 1978, JD
Post Law School:	Wayne State University LLM candidate in the Labor Law Program
Law School Honors:	Cum Laude Order of Barristers National Moot Court Silver Key Award for academic excellence
Accomplishments:	Past President, Lenawee County Bar Association Past Chair, State Bar Education Committee State Bar Character and Fitness Committee 2008 Midwest Claims Attorney of the Year Martindale-Hubbell "AV" rating
Professional Memberships:	Lenawee County Bar Association Armenian-American Bar Association
Admitted to Practice:	State Bar of Michigan US District Court for the Eastern and Western Districts of Michigan Sixth Circuit Court of Appeals

Mr. Lucas concentrates his practice on representing municipalities as a counselor, negotiator and litigator. Mr. Lucas seeks to help his clients avoid costly litigation whenever possible, but when litigation cannot be avoided, he has successfully represented his clients in both state and federal courts.

For the past 35 years, Mr. Lucas has been approved and retained by the Michigan Township Participating Plan to represent municipal clients who are being sued for a variety of claims. Mr. Lucas has received an "AV" rating from Martindale-Hubbell. This is the highest rating that an attorney can receive, and it means that his peers as having recognized him for having "very high to preeminent" legal ability and "very high" general ethical standards.

---

## Notable Decisions

*A & B Enterprises v Madison Township,*

197 Mich App 160 (1992)

Challenge to zoning decision denying rezoning for mobile home park

*Burns v Malak,*

897 F Supp 985 (1995)

Governmental Immunity

*Truchan v Monroe Charter Twp,*

2006 U.S. Dist. LEXIS 26166 (E.D. Mich. May 4, 2006)

Alleged trespass and violation of due process

*Frenchtown Charter Twp. v City of Monroe,*

275 Mich. App. 1 (2007)

Inverse condemnation claim against Township

*Truckor v Erie Township,*

283 Mich App 154 (2009)

Challenge to Township's adult entertainment regulations

*Guindon v Twp. of Dundee,*

2012 U.S. App. LEXIS 10118 (6th Cir. Mich. 2012)

First Amendment, due process and equal protection claims

*Grand/Sakwa v Northfield Township,*

304 Mich App 137, (2014)

Challenge to zoning decision, substantive due process and takings claim.

---

## Municipal Clients

- Bridgewater Township, Washtenaw County
  - Britton Village, Lenawee County
  - Brooklyn Village, Jackson County
  - Cement City Village, Lenawee County
  - Clayton Village, Lenawee County
  - Concord Village, Jackson County
  - Clinton Township, Lenawee County
  - Deerfield Village, Lenawee County
  - Dundee Village, Monroe County
  - Estral Beach Village, Monroe County
  - Franklin Township, Lenawee County
  - Hudson Township, Lenawee County
  - Madison Charter Township, Lenawee County
  - Macon Township, Lenawee County
  - Medina Township, Lenawee County
  - Morenci, Lenawee County
  - Onsted Village, Lenawee County
  - Parma Village, Jackson County
  - Ridgeway Township, Lenawee County
  - Rollin Township, Lenawee County
  - Saline Township, Washtenaw County
  - Sandstone Charter Township, Jackson County
  - Somerset Township, Hillsdale County
  - Summerfield Township, Monroe County
  - Superior Charter Township, Washtenaw County
  - Tecumseh City, Lenawee County
  - Woodstock Township, Lenawee County
-