



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

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

P. Gambka    G. Kullis    D. Scheib-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 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 11/16/2021
- 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 11/30/2021	\$24,995.26
Statement Savings Account as of 11/30/2021	\$101,110.96
Capital / Equipment Replacement Account as of 11/30/2021	\$238,454.11
Bills For Payment Total: 11/17/2021 – 12/21/2021	\$69,322.76
Cost of Payroll: 11/15/2021, 11/29/2021, 12/8/2021 & 12/13/2021	\$157,501.65
Accounts Receivable: – MEDICAL as of 11/30/2021	\$72,770.12
Accounts Receivable: – FIRE as of 11/30/2021	\$7,010.50
Aging Accounts Turned Over To Collections Allowance as of 11/30/2021	\$81,887.80

- c. November 2021 Run Counts

**4. REPORTS**

Chiefs Report    Rose Twp.    Holly Twp.    Citizen at Large

**5. PRESENTATIONS**

- a)

**6. UNFINISHED BUSINESS**

- a) Anonymous Letter dated 9/7/2021 and Public Censure of Board Member
- b) NOCFA Employee complaint letter dated 9/28/2021
- c) Board Member access to department Incident Notification System

**7. NEW BUSINESS**

- a) Letter received from Rose Twp. Resident Mr. Chester Koop
- b) Review of the received attorney RFPs.

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**

Next meeting will be Tuesday January 18, 2022 at 3:00 PM Rose Township Offices. 9080 Mason St. Holly, MI 48442

NORTH OAKLAND COUNTY FIRE AUTHORITY  
REGULAR MEETING MINUTES  
November 16, 2021

The following firefighters and guests were present.

Chief 3 Doug Smith  
Capt. 1 Tim Seal  
Matt Kirkpatrick  
Sgt. 2 Dan Miller  
Debbie Miller  
Mark Bolan  
Allison Andras  
Michele Seal  
Julius Stern  
Randy Finkbeiner  
Mrs. Finkbeiner  
Sandy Villarreal

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

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

**AGENDA APPROVAL**

Moved by Winchester, seconded Kullis,, motion carried, to approve the agenda for the regular meeting NOCFA Board on November 19, 2021 as amended moving items 6a and 6b to 7 c and 7d.

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

Voting no – None.

**CONSENT AGENDA APPROVAL**

Moved by Winchester, seconded by Kullis, motion carried, to approve the following items under the consent agenda with a move of item 3a to 6c:

- General Fund Revenue and Expense Report Year to Date
- Equipment Replacement Fund Revenue and Expense Report Year to Date
- Funds Available as of October 31, 2021
- Checking Account \$ 39,577.10
- Statement Savings Account \$ 201,083.66
- Capital Replacement Savings Account as of 10/31/21 \$ 238,434.51

North Oakland County Fire Authority Meeting November 16, 2021

- Bills for Payment (10/20/21 to 11/16/21) \$ 39,099.64
- Cost of Payroll (10/18/21 & 11/1/21) \$ 90,616.49
  
- Accounts Receivable Report, Medical - \$48,001.77, Fire - \$ 6,421.00 as of 10/31/2021.
- Aging Accounts Turned Over to Collections as of 10/31/21 - \$ 87,220.60
- 2021 October Run Report

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

Voting no – None.

**Reports**

**Chief Lintz**

Incident Run Data for October 101 runs for the department. Chief Lintz indicated that Sgt. Miller has been promoted to Lt. Miller. There are several grants that the department will be applying for. The department needs two new ambulances due to many and costly repairs to the current ones.

**Rose Township** – Ms. Scheib-Snider stated Millford road will be open soon. She toured the new Highland station.

**Holly Township** – No report.

**Citizen At Large** – Mr. Stouffer congratulated Lt. Miller.

**PRESENTATIONS** – The representative from PHP Certified Public Accountants stated that the audit went smoothly.

Moved by Scheib-Snider, seconded by Winchester, motion carried, to accept the audit for NOCFA year ending June 30, 2021.

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

Voting no – None.

**UNFINISHED BUSINESS**

**Minutes of September 27, 2021 and October 19, 2021**

Moved by Kullis, seconded by Winchester, motion carried to add a sentence under the item for the Anonymous letter as follows: *Mrs. Winchester brought forth a motion to reconsider the censure.*

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

Voting no – None.

Moved by Winchester, seconded by Scheib-Snider, motion carried, to approve the minutes of October 19, 2021, striking the public comments by Chief Lintz and Chief 2 Matt Weil and adding that Chief Lintz and Chief 2 Matt Weil addressed the board.

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

Voting no – None.

Update on Attorney Hiring Process

Mrs. Winchester stated that she had sent our eight or nine requests for bids. Replies are due December 15<sup>th</sup>.

**NEW BUSINESS**

Granting NOCFA Board of Directors Access to Incident Notification System

Moved by Scheib-Snider, seconded by Kullis, motion carried, to postpone action on CLEMIS access until legal counsel gives an opinion.

Request for a Monthly Department Crew Schedule

A board member has requested a monthly department crew schedule. Chief Lintz will be submitting a list of what shifts are not covered each month.

Anonymous Letter

Ms. Winchester read a letter regarding her censure from her attorney.

Moved by Scheib-Snider, seconded by Kullis, motion carried, to go into closed session to discuss Ms. Winchester's letter, the anonymous letter and the employee complaint.

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

Voting no = None.

Moved by Kullis, seconded by Scheib-Snider, motion carried, to come back into open session at 4:46 P.M.

Moved by Kullis, seconded by Scheib-Snider, motion carried, to postpone any action on the anonymous letter dated 9/7/2021. Voice vote was unanimous.

Moved by Kullis, seconded by Winchester, motion carried, to postpone any action on the employee complaint letter dated 9/28/2021. Voice vote was unanimous.

Moved by Scheib-Snider, seconded by Kullis, motion carried, to postpone action on CLEMIS access for board members and remove Ms. Scheib-Snider CLEMIS until an attorney opinion is available. Voice vote was unanimous.

**PUBLIC COMMENT**

Mr. Koop expressed concerns for NOCFA.

Mr. Stern addressed the board.

Mr. Finkbeiner addressed the board.

**ADJOURNMENT.**

The meeting was adjourned at 4:57 P.M. Patricia A. Walls, Recording Secretary

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH DECEMBER 21, 2021

	Jul 1 - Dec 21, 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	849,926.00	849,926.00	0.00	100.0%
402 - Rose Township Contribution	849,926.00	849,926.00	0.00	100.0%
403 - Training/Education revenues	16,665.00	55,000.00	(38,335.00)	30.3%
404 - Fire Cost Recovery	3,770.00	10,000.00	(6,230.00)	37.7%
405 - Grant Receipts	14,031.02	0.00	14,031.02	100.0%
405.5 - SAFER Grant Receipts	0.00	47,419.35	(47,419.35)	0.0%
406 - Medical Cost Recovery	83,555.00	455,000.00	(371,445.00)	18.4%
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	19,613.13	20,000.00	(386.87)	98.1%
414 - Interest Earned	325.08	1,500.00	(1,174.92)	21.7%
416 - Donations	0.00	100.00	(100.00)	0.0%
418 - Vehicle Use Payments	0.00	0.00	0.00	0.0%
420 - Transfers	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>1,837,846.23</b>	<b>2,289,871.35</b>	<b>(452,025.12)</b>	<b>80.3%</b>
<b>Total Income</b>	<b>1,838,070.11</b>	<b>2,289,871.35</b>	<b>(451,801.24)</b>	<b>80.3%</b>
<b>Cost of Goods Sold</b>	<b>50000 - Cost of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<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>1,838,070.11</b>	<b>2,289,871.35</b>	<b>(451,801.24)</b>	<b>80.3%</b>
<b>Expense</b>				
6000 - Risk Management Insurance	30,264.00	30,500.00	(236.00)	99.2%
650 - Liability Insurance	24,829.00	43,000.00	(18,171.00)	57.7%
652 - Workers Compensation Insurance	0.00	0.00	0.00	0.0%
6000 - Risk Management Insurance - Other				
<b>Total 6000 - Risk Management Insurance</b>	<b>55,093.00</b>	<b>73,500.00</b>	<b>(18,407.00)</b>	<b>75.0%</b>
<b>7000 - Personnel</b>				
700 - Wages, Chief Full Time	39,168.96	87,350.00	(48,181.04)	44.8%
700.5 - Full Time Employee Wages	171,327.00	384,915.00	(213,588.00)	44.5%
700.7 - Full Time Overtime Wages	5,160.89	10,000.00	(4,839.11)	51.6%
700.9 - COVID19 Wages	0.00	0.00	0.00	0.0%
704 - Officer Wages	8,307.48	16,600.00	(8,292.52)	50.0%
705 - Instructor Wages	5,100.00	35,000.00	(29,900.00)	14.6%
706 - Recording Secretary	0.00	147.10	(147.10)	0.0%
707 - Special Event Pay	10,846.41	5,000.00	5,846.41	216.9%

# North Oakland County Fire Authority REVENUE & EXPENSE REPORT

JULY 01, 2021 THROUGH DECEMBER 21, 2021

	Jul 1 - Dec 21, 21	Budget	\$ Over Budget	% of Budget
708 · Duty Shift Medic	85,840.57	162,810.00	(76,969.43)	52.7%
708.5 · Duty Shift Basic	145,336.66	323,988.00	(178,651.34)	44.9%
709 · Part Time Overtime Pay	9,287.25	15,000.00	(5,712.75)	61.9%
710 · Work Detail Pay	1,497.82	2,000.00	(502.18)	74.9%
711 · Training Wages	11,701.12	30,000.00	(18,298.88)	39.0%
712 · Incident run pay/POC Fire Wages	27,691.35	60,000.00	(32,308.65)	46.2%
713 · Court Appearance Wages	0.00	0.00	0.00	0.0%
714 · Social Sec/FICA	44,394.20	84,688.37	(40,294.17)	52.4%
715 · Medical Exp/Employees	580.00	1,500.00	(920.00)	38.7%
716 · Healthcare Insurance/Full Time	55,078.51	110,000.00	(54,921.49)	50.1%
716.2 · Health Care Stipend	0.00	0.00	0.00	0.0%
716.5 · Health Care Savings Contrib	2,368.82	7,181.48	(4,812.66)	33.0%
717 · 401 contribution - FT Emp	23,682.41	49,376.50	(25,694.09)	48.0%
717.2 · 401a contribution - POC EE	12,571.70	29,919.90	(17,348.20)	42.0%
718 · Life/Disability Insurance/POC	0.00	0.00	0.00	0.0%
719 · Life/Disability Insurance FT	2,252.75	6,800.00	(4,547.25)	33.1%
7000 · Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 · Personnel</b>	<b>662,193.90</b>	<b>1,422,276.35</b>	<b>(760,082.45)</b>	<b>46.6%</b>
<b>7200 · Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
720 · Supplies/Non Operating	7,596.21	10,000.00	(2,403.79)	76.0%
722 · Operating Supplies	1,919.18	2,500.00	(580.82)	76.8%
723 · Fire Prevention	7,210.73	12,000.00	(4,789.27)	60.1%
724 · Uniforms	6,121.92	17,000.00	(10,878.08)	36.0%
726 · Medical Supplies	0.00	0.00	0.00	0.0%
7200 · Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 · Supplies</b>	<b>22,848.04</b>	<b>41,500.00</b>	<b>(18,651.96)</b>	<b>55.1%</b>
<b>7500 · SAFER GRANT EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
751 · Instructor Wages	0.00	0.00	0.00	0.0%
752 · Workers Comp Ins/SS	0.00	0.00	0.00	0.0%
753 · Training Costs	0.00	0.00	0.00	0.0%
754 · Employee Physicals	0.00	0.00	0.00	0.0%
755 · Health Insurance	0.00	0.00	0.00	0.0%
756 · 401 Contributions SAFER FT Emp	0.00	0.00	0.00	0.0%
757 · Fringe Benefits	63,000.00	47,419.35	15,580.65	132.9%
758 · Life/Disability FT Employees	0.00	0.00	0.00	0.0%
759 · Education	0.00	0.00	0.00	0.0%
760 · Marketing	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>63,000.00</b>	<b>47,419.35</b>	<b>15,580.65</b>	<b>132.9%</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 DECEMBER 21, 2021

	Jul 1 - Dec 21, 21	Budget	\$ Over Budget	% of Budget
800 · Dispatching	11,677.56	36,000.00	(24,322.44)	32.4%
802 · Auditing	6,920.00	6,200.00	720.00	111.6%
804 · Legal	1,500.00	900.00	600.00	166.7%
806 · Medical Cost Recovery- Billing	(100,570.06)	21,000.00	(121,570.06)	(478.9)%
807 · Fire Cost Recovery Billing	0.00	1,000.00	(1,000.00)	0.0%
810 · Non Employee Instructor Wages	8,740.00	8,000.00	740.00	109.3%
812 · Employee Education	3,596.28	12,000.00	(8,403.72)	30.0%
814 · Dues, Fees, Subscriptions	10,889.00	15,000.00	(4,111.00)	72.4%
815 · Payroll Services	4,839.05	9,200.00	(4,360.95)	52.6%
816 · Administrative Services	3,713.15	7,700.00	(3,986.85)	48.2%
820 · Construction/Labor Services	1,575.00	3,000.00	(1,425.00)	52.5%
828 · Website Services	0.00	0.00	0.00	0.0%
8000 · Contracted Services - Other	0.00	0.00	0.00	0.0%
<b>Total 8000 · Contracted Services</b>	<b>(47,150.02)</b>	<b>120,000.00</b>	<b>(167,150.02)</b>	<b>(39.3)%</b>
<b>8500 · Operating Expenses</b>	<b>1,685.20</b>	<b>5,000.00</b>	<b>(3,314.80)</b>	<b>33.7%</b>
850 · Communications	4,363.62	12,000.00	(7,636.38)	36.4%
851 · IT Operational Expenses	8,731.39	17,000.00	(8,268.61)	51.4%
852 · Fuel	0.00	200.00	(200.00)	0.0%
854 · Printing and Publishing	165.00	6,000.00	(5,835.00)	2.8%
855 · Training Supplies / Equipment	15,842.35	45,000.00	(29,157.65)	35.2%
858 · Utilities	1,899.97	6,000.00	(4,100.03)	31.7%
859 · Equipment Lease	7,001.45	22,000.00	(14,998.55)	31.8%
860 · Bldg & Grnds Repair/Maint	3,041.33	8,000.00	(4,958.67)	38.0%
862 · Equip Maintenance	23,427.97	40,000.00	(16,572.03)	58.6%
866 · Vehicle Maintenance	86,373.49	185,000.00	(98,626.51)	46.7%
867 · Debt Write-Off-Medical	870.21	1,800.00	(929.79)	48.3%
867.5 · QAAP Medical 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>153,401.98</b>	<b>349,500.00</b>	<b>(196,098.02)</b>	<b>43.9%</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>
950 · Debt Service	7,224.84	15,999.80	(8,774.96)	45.2%
952 · Interest on Debt	0.00	0.00	0.00	0.0%
9500 · Debt Service - Other	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 Improvement/Fire Hall	7,284.45	10,000.00	(2,715.55)	72.8%
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 DECEMBER 21, 2021

	Jul 1 - Dec 21, 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>183,377.64</b>	<b>70,000.00</b>	<b>113,377.64</b>	<b>262.0%</b>
<b>Total Expense</b>	<b>1,175,656.88</b>	<b>2,290,018.45</b>	<b>(1,114,361.57)</b>	<b>51.3%</b>
<b>Net Income</b>	<b>662,413.23</b>	<b>(147.10)</b>	<b>662,560.33</b>	<b>(450,314.9)%</b>



2:28 PM

12/16/21

Accrual Basis

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

---

	<u>Jul 1 - Dec 21, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<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	97.14	60.00	37.14
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>	<u>170,097.14</u>	<u>50,060.00</u>	<u>120,037.14</u>
<b>Expense</b>			
Bank Fees	0.00	0.00	0.00
5000 · Capital Outlay			
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>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>170,097.14</u></u>	<u><u>50,060.00</u></u>	<u><u>120,037.14</u></u>

2:23 PM  
12/16/21  
Accrual Basis

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

---

	<u>Jul - Nov 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash-Checking	24,995.26
1001 · STATEMENT SAVINGS ACCOUNT	<u>101,110.96</u>
Total Checking/Savings	<u>126,106.22</u>
Total Current Assets	<u>126,106.22</u>
<b>TOTAL ASSETS</b>	<u><u>126,106.22</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

2:29 PM  
12/16/21  
Accrual Basis

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

---

	<u>Jul - Nov 21</u>
1000 - Cash-Equipment Replacement	<u>238,454.11</u>
<b>TOTAL</b>	<b><u>238,454.11</u></b>

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
NOVEMBER 17, 2021 THROUGH DECEMBER 21, 2021

Date	Memo	Amount
12/02/2021	ACCUMEDWEB LLC	1,626.54
	Total ACCUMEDWEB LLC	1,626.54
12/02/2021	AMAZON CAPITAL SERVICES	432.64
	Total AMAZON CAPITAL SERVICES	432.64
12/02/2021	APOLLO	1,813.27
	Total APOLLO	1,813.27
12/02/2021	AT&T MOBILITY	248.79
	Total AT&T MOBILITY	248.79
12/16/2021	BLUE CROSS BLUE SHIELD OF MICHIGAN	9,425.11
	Total BLUE CROSS BLUE SHIELD OF MICHIGAN	9,425.11
12/02/2021	BODMAN PLC	1,500.00
	Total BODMAN PLC	1,500.00
12/16/2021	BOUND TREE MEDICAL	1,191.49
	Total BOUND TREE MEDICAL	1,191.49
12/16/2021	BREATHING AIR SYSTEMS	887.14
	Total BREATHING AIR SYSTEMS	887.14
12/02/2021	CARDMEMBER SERVICE / 9167	29.55
	Total CARDMEMBER SERVICE / 9167	29.55

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
 NOVEMBER 17, 2021 THROUGH DECEMBER 21, 2021

Date	Memo	Amount
12/02/2021	CARDMEMBER SERVICE#234	1,053.38
	OPERATING SUPPLIES	
	Total CARDMEMBER SERVICE#234	1,053.38
12/09/2021	COMCAST (Station 1 TV)	23.88
	5051 STA.1 TV	
	Total COMCAST (Station 1 TV)	23.88
12/02/2021	COMCAST (Station 3 TV)	8.10
	Total COMCAST (Station 3 TV)	8.10
11/25/2021	COMCAST CABLE (OFF SITE INTERNET)	100.00
	OFF-SITE INTERNET	
	Total COMCAST CABLE (OFF SITE INTERNET)	100.00
12/09/2021	COMMUNITY DISPOSAL SERVICE, INC	113.30
	DISPOSAL SERVICE	
	Total COMMUNITY DISPOSAL SERVICE, INC	113.30
12/02/2021	CONSUMERS ENERGY	1,795.62
12/09/2021	280 RSE CENTER	601.41
	Total CONSUMERS ENERGY	2,397.03
12/09/2021	DONALD DEWEY	400.00
	EQUIP PURCHASE	
	Total DONALD DEWEY	400.00
12/02/2021	DTE ENERGY	508.21
	280 W ROSE CENTER RD	
	Total DTE ENERGY	508.21
12/02/2021	GALLS, LLC	1,447.85
12/09/2021	UNIFORMS	78.57

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
NOVEMBER 17, 2021 THROUGH DECEMBER 21, 2021

Date	Memo	Amount
12/16/2021		1,761.84
	Total GALLS, LLC	3,288.26
	<b>GREAT LAKES ACE</b>	
12/16/2021	ACCT#207443	5.31
	Total GREAT LAKES ACE	5.31
	<b>HOLLY AUTOMOTIVE SUPPLY</b>	
12/09/2021	VEHICLE MAINT CUST#1820	293.89
	Total HOLLY AUTOMOTIVE SUPPLY	293.89
	<b>IAFC</b>	
12/02/2021	DUES 3/1/22 - 2/28/23	215.00
	Total IAFC	215.00
	<b>IDEAL ROOFING LLC</b>	
12/16/2021	STA 3 ROOF REPAIR	1,575.00
	Total IDEAL ROOFING LLC	1,575.00
	<b>INTERNATIONAL CODE COUNCIL, INC</b>	
12/02/2021	MEMBERSHIP # 5155401	145.00
	Total INTERNATIONAL CODE COUNCIL, INC	145.00
	<b>MAD DIESEL PERFORMANCE</b>	
11/19/2021	VEHICLE MAINT E-450	2,939.95
12/02/2021	2009 FORD	1,549.00
	Total MAD DIESEL PERFORMANCE	4,488.95
	<b>MAZICH, PAMELA</b>	
12/02/2021	NOV ADM SERVICE	540.00
12/16/2021	ADM SERVICE - DEC	540.00
	Total MAZICH, PAMELA	1,080.00
	<b>MERSALERUS</b>	
11/29/2021	401 CONTRIBUTIONS /LOAN REPAY	3,411.99
12/08/2021	PT 401K CONTRIBUTIONS	4,650.00
12/08/2021	EE-457 CONTRIBUTIONS	4,970.00

2:21 PM  
 12/16/21  
 Accrual Basis

**North Oakland County Fire Authority**  
**BILLS FOR PAYMENT**  
 NOVEMBER 17, 2021 THROUGH DECEMBER 21, 2021

Date	Memo	Amount
12/13/2021	FT-PT 401K CONTRIBUTIONS AND LOAN REPAY	3,452.32
12/13/2021	HOSP CONTRIBUTIONS	410.36
12/13/2021	457 CONTRIBUTIONS	563.95
Total MERSALERUS		17,458.62
12/02/2021	<b>MML WORKERS COMP FUND</b>	
	POLICY # 5007620-21	10,442.00
Total MML WORKERS COMP FUND		10,442.00
11/19/2021	<b>NET2PHONE</b>	
	COMMUNICATIONS	385.14
Total NET2PHONE		385.14
12/09/2021	<b>PAT WALLS</b>	
	RECORDING SERVICE	40.00
Total PAT WALLS		40.00
12/02/2021	<b>RICOH USA Inc. (copier Lease)</b>	
	ACCT#388271-3719865	259.25
Total RICOH USA Inc. (copier Lease)		259.25
12/02/2021	<b>ROAD COMMISSION FOR OAKLAND COUNTY</b>	
	FUEL - OCT	1,580.54
Total ROAD COMMISSION FOR OAKLAND COUNTY		1,580.54
12/16/2021	<b>SAMS CLUB/SYNCHRONY BANK</b>	
	SUPPLIES	108.90
Total SAMS CLUB/SYNCHRONY BANK		108.90
12/16/2021	<b>SEW DARN GOOD</b>	
	UNIFORM HEAT PRESS	48.00
Total SEW DARN GOOD		48.00
12/02/2021	<b>STANDARD INSURANCE COMPANY RV</b>	
	DEC PREMIUM	450.55

North Oakland County Fire Authority  
**BILLS FOR PAYMENT**  
 NOVEMBER 17, 2021 THROUGH DECEMBER 21, 2021

Date	Memo	Amount
	Total STANDARD INSURANCE COMPANY RV	450.55
	<b>STATE OF MICHIGAN/FEDERAL (ID38-60000134)</b>	
12/16/2021	QUALITY ASSESSMENT 10/1 1 12/31/21	360.13
	Total STATE OF MICHIGAN/FEDERAL (ID38-60000134)	360.13
	<b>VERIZON</b>	
12/02/2021	COMMUNICATION	230.69
	Total VERIZON	230.69
	<b>WEST SHORE FIRE INC</b>	
12/02/2021		2,301.00
12/09/2021	VEHICLE PUMP MAINT	2,808.10
	Total WEST SHORE FIRE INC	5,109.10
	<b>TOTAL</b>	<b>69,322.76</b>



2:13 PM

12/16/21

Accrual Basis

North Oakland County Fire Authority  
**PAYROLL EXPENSE REPORT**  
November 17 through December 13, 2021

	<u>Nov 17 - Dec 13, 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	738.94
704 · Officer Wages	1,384.58
705 · Instructor Wages	0.00
707 · Special Event Pay	0.00
708 · Duty Shift Medic	13,776.64
708.5 · Duty Shift Basic	23,294.26
709 · Part Time Overtime Pay	1,911.00
710 · Work Detail Pay	0.00
711 · Training Wages	1,528.70
712 · Incident run pay/POC Fire Wages	4,006.57
714 · Social Sec/FICA	11,107.09
716 · Healthcare Insurance/Full Time	-368.00
716.5 · Health Care Savings Contrib	0.00
717.2 · 401a contribution - POC EE	0.00
	<hr/>
Total 7000 · Personnel	93,516.80
7500 · SAFER GRANT EXPENDITURES	
757 · Fringe Benefits	63,000.00
765 · Lost Wages Reimbursement	0.00
	<hr/>
Total 7500 · SAFER GRANT EXPENDITURES	63,000.00
8000 · Contracted Services	
812 · Employee Education	0.00
815 · Payroll Services	805.70
816 · Administrative Services	313.15
	<hr/>
Total 8000 · Contracted Services	1,118.85
8500 · Operating Expenses	
850 · Communications	-134.00
	<hr/>
Total 8500 · Operating Expenses	-134.00
Total Expense	<hr/> 157,501.65
Net Income	<hr/> <hr/> -157,501.65

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

---

	<u>Nov 30, 21</u>
<b>ASSETS</b>	
Current Assets	
Accounts Receivable	
1060 · A/R-Fire Cost Recovery	7,010.50
1070 · A/R-Medical -ACCUMED	72,770.12
1070.6 · A/R AACB - ALL RUNS	300,063.01
	<hr/>
Total Accounts Receivable	379,843.63
Other Current Assets	
1070.7 · ALLOWANCE FOR BAD ACCTS	-218,175.21
	<hr/>
Total Other Current Assets	-218,175.21
	<hr/>
Total Current Assets	161,668.42
	<hr/>
<b>TOTAL ASSETS</b>	<b>161,668.42</b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	0.00

# North Oakland County Fire Authority Incident Run Data

## November-21

<b>Total Incidents</b>	<b>99</b>
------------------------	-----------

<b>Incident Summary</b>	
Structure Fires	0
Vehicle Fires	2
Brush / Outdoor Fires	0
EMS Medicals	65
Vehicle Accidents w/ Injuries	5
Vehicle Accidents w/ No Injuries	9
Hazardous Cond.	3
Service Call	7
Good Intent	6
False Calls	2
Severe Weather	0
Other	0
<b>Total Calls</b>	<b>99</b>

Current Active Employees	40
Inactive Employees	2
Full Time	8
Part time / Paid on Call	34

Paramedic's	17
EMT's	22
MFR's	3

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

<b>Out of District Runs</b>	
MUTUAL AID MEDICAL	10
MUTUAL AID FIRE	3
MISC	
<b>Total</b>	<b>13</b>

Total EMS Related Calls	67
Total NOCFA Transports	44
Patient Sign Offs / No Transport	23

	minutes	# of priority calls
Avg. Response Time To Priority Calls	8.2	38

<b>TOTAL RUNS IN FIRE DISTRICT</b>	<b>86</b>
<b>TOTAL OUT OF DISTRICT RUNS</b>	<b>13</b>

Rose Twp.	33
Holly Twp.	44
I-75	9

Total Runs      99

---

**Chester W. Koop**

---

11750 Eagle Rd., Davisburg, Mi. 48350  
cjkoop@comcast.net  
Home (248) 459-3456

November 30, 2021

Via E-mail & First Class Mail

N.O.C.F.A. Board of Directors  
P.O. Box 129  
Holly, Michigan 48442

Re: Open Meetings Act Violation (MCL 15.261 et seq.)

On November 16, 2021 the N.O.C.F.A. Board of Directors voted 3-1 to go into closed session to discuss the contents of a November 9, 2021 letter written to the Board by attorney Gerald Gleeson II regarding the Board's September 27, 2021 decision to censure a member of the board. The ensuing act of the Board going into closed session on this matter violated Sec. 15.268(e) of the Open Meetings Act.

Under Sec. 15.268(e), a public body may go into close session "*...to consult with its attorney regarding trial or settlement in connection with specific pending litigation.....*" The board's motion to hold a closed session failed to state the specific pending litigation for the simple reason there was no litigation pending.

Under a 2018 Michigan Court of Appeals ruling in Vermilya vs. Delta College Board of Trustees (see attached), a motion to go into a closed session must identify the litigation being discussed. Absent any pending litigation relative to this matter, the Board had no legal basis for conducting the close meeting. Hypothetical or a potential of future litigation are not sufficient grounds to justify holding a closed session.

While it may be impossible to un-ring a bell, it is my hope that the Board can rectify this matter swiftly without incurring legal action or additional cost to the authority. At a minimum, the board should unseal the close session minutes and make them available to the public.

Respectfully

Chester Koop

Attachment

STATE OF MICHIGAN  
COURT OF APPEALS

---

HARLAN VERMILYA and ANN ANKLAM,

Plaintiffs-Appellees,

v

DELTA COLLEGE BOARD OF TRUSTEES,

Defendant-Appellant.

---

FOR PUBLICATION

July 31, 2018

9:00 a.m.

No. 341229

Saginaw Circuit Court

LC No. 16-028824-CZ

Before: RONAYNE KRAUSE, P.J., and GLEICHER and LETICA, JJ.

PER CURIAM.

In this action alleging multiple violations of the Open Meetings Act (OMA), MCL 15.261 *et seq.*, the trial court issued an opinion and order granting in part and denying in part defendant's motion for summary disposition pursuant to MCR 2.116(C)(8) (failure to state a claim) and (C)(10) (no genuine issue of material fact). Relevant to this appeal, the court also granted plaintiffs summary disposition in part under MCR 2.116(I)(2) (nonmoving party entitled to judgment), ruling that defendant's failure to identify the "specific pending litigation" it would be discussing in closed session violated MCL 15.267(1) and MCL 15.269(1). Defendant appeals by right. We affirm.

This case arises out of a January 12, 2016 meeting in which defendant passed a motion to enter closed session "for the purpose of discussing specific pending litigation with legal counsel," pursuant to MCL 15.268(e). Plaintiffs brought suit, alleging in part that defendant violated the OMA by failing to name the pending litigation it planned to discuss. Defendant moved the trial court for summary disposition, arguing that MCL 15.268(e) had no such requirement. Plaintiffs' position was that defendant's meeting minutes failed to show the "purpose" for holding a closed session meeting, as required by MCL 15.267(1) and MCL 16.269(1). The trial court agreed with plaintiffs.

We review *de novo* a trial court's decision to grant summary disposition. *Local Area Watch v Grand Rapids*, 262 Mich App 136, 142; 683 NW2d 745 (2004). We also review *de novo* questions of statutory interpretation. *Speicher v Columbia Twp Bd of Trustees*, 497 Mich 125, 133; 860 NW2d 51 (2014).

Certain procedural requirements must be met for a public body to commence a closed session.

A  $\frac{2}{3}$  roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken. [MCL 15.267(1).]

Similarly, MCL 15.269 requires in part that “[e]ach public body shall keep minutes of each meeting showing . . . the purpose or purposes for which a closed session is held.” MCL 15.269(1). Accordingly, a public body must “state on the record the purpose of the closed session before initiating the closed session.” *Herald Co, Inc v Tax Tribunal*, 258 Mich App 78, 86; 669 NW2d 862 (2003), overruled on other grounds by *Speicher*, 497 Mich 125.

Defendant argues, and we agree, that MCL 15.268(e) does not in and of itself require the public body to name the pending litigation it will be discussing in closed session. But statutory language cannot be read in isolation and must be construed in a way that harmonizes the entire act. *GC Timmis*, 468 Mich at 421. Indeed, plaintiffs argued, and the trial court agreed, that defendant violated MCL 15.267(1) and MCL 15.269(1), not MCL 15.268(e), when it failed to identify the “specific pending litigation” it would be discussing. When examining MCL 15.267(1), MCL 15.268(e), and MCL 15.269(1) together, it is clear that the Legislature intended for public bodies to name the pending litigation before entering a closed session.

First, we note that defendant’s argument that the OMA requires only that there *be* specific pending litigation would render the word “specific” redundant and mere surplusage—a result we must avoid whenever possible. See *Whitman*, 493 Mich at 311. When a public body meets to discuss pending litigation, it will necessarily discuss specific cases. Therefore, if the Legislature did not intend for the public body to disclose the particular case or cases it would be discussing, there would be no reason for the phrase “specific pending litigation” to contain the word “specific,” as the word has no practical impact on the permissible substance of the public body’s discussion in a closed session.

To avoid that interpretation, MCL 15.268(e) must be read in light of the statutory provisions providing that the public body must indicate the “purpose” for calling a closed session. MCL 15.267(1) and MCL 15.269(1). Those provisions contemplate that a public body will inform the public of the reason for entering a closed session, which would require the public body to point to the applicable closed session exemption in MCL 15.268. Under MCL 15.268(e), the public body may only meet to discuss “specific pending litigation.” Reading the OMA broadly to further the purpose of government accountability, *Booth Newspapers, Inc*, 444 Mich at 223, we conclude that the Legislature intended for the public body to identify the specific litigation it would be discussing in justifying its decision to close its meeting to the public.

This Court reached a similar conclusion in discussing a different closed-session exemption. *Herald Co, Inc*, 258 Mich App 78. *Herald Co, Inc* concerned MCL 15.268(h), which allows a public body to meet in a closed session “[t]o consider material exempt from

accordance with MCL 15.268(e).<sup>2</sup> The trial court correctly granted plaintiffs summary disposition under MCR 2.116(1)(2) on this issue.

Affirmed.

/s/ Amy Ronayne Krause  
/s/ Elizabeth L. Gleicher  
/s/ Anica Letica

---

<sup>2</sup> Given our resolution of this issue, we decline to examine the caselaw from sister states identified by the parties addressing similar, but distinct, statutory exceptions to holding open meetings.