



Middle Smithfield Township  
Smithfield Township

**WORK SESSION AGENDA**

A work session for July 17, 2023 at 10:00 a.m. **with Middle Smithfield Township and Smithfield Township Boards of Supervisors:** Annette Atkinson, Mike Dwyer, Mark Oney on zoom, Budget & Finance Manager Bonnie Winters, Township Secretary Michele Clewell. Smithfield Twp; Robert Lovenheim, Jacob Pride on Zoom, Budget & Finance Manager Lucas DeBartola, Julia Heilakka Township Manager.

**Suburban EMS:** Jeff Young, Donald Dereamus, Bryan Dunlap, Justin Thomas, Tim Werkheiser, **Bushkill Emergency Corps** Debbie Kulick, Deb Boyle and Ed Regina, Albert Murray on zoom, **Eastern PA EMS Council** John Kloss , and Jason Smith, **Marshalls Creek Fire Co.**, Eugene Berry and Nick Dennis, **Monroe County Control Center** Gary Hoffman, State Senator Rosemary Brown Office Mackenzie Strunk and **JLN Associates**, Nick Delia

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*Approval of Agenda, and any Amendments*

• **Scheduled**

- 10:00 a.m. – Suburban EMS Presentation to the Middle Smithfield and Smithfield Township Board of Supervisors
  - i. Jeff; Suburban EMS; Everyone is struggling with EMS services. They worked on something to present; Worked with Lucas at Smithfield Twp
  - ii. For today, if you change the EMS services Suburban will do the following:
    - The residents will only get one bill for ALS service. No other bill to patient
    - They are an established EMS provider
    - In house billing and administration
    - If only doing all of Smithfield no additional truck need, but if doing it with Middle Smithfield Township, they would need an additional truck and costs for that.
    - 152 employees
  - iii. Jeff; the board makeup and what are they and are they offered to municipalities.
    - Jeff said they do not have municipalities on the board now
    - They have reps from LVHN and St. Luke’s, Johnson and Johnson, Northampton 911 center. They have wanted to add a board member from the north , meetings are all zoom. Chair retired from St Luke’s, Vice Chair from Johnson and Johnson
    - Audits done every year, this is the 2<sup>nd</sup> audit. Huge loss last year. Living off of reserve, trying to get grants, employee retention money trying to obtain
    - Station location, they would choose Middle Smithfield Township for a new crew. Justin said, more centralize would be Marshalls creek. Better to have 2 trucks one here and one in Marshalls creek. Their Stroudsburg truck would have to move to Marshalls creek then have another here.
    - If running 12-hour crew, and add a crew, you need 8 crew members full time to staff one truck for one station. Then have to figures out sick days, vacation days etc.



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- They can't wait until March 2024 to start charging the townships, they would need to charge ST and MST immediately, they can't wait until January 2024 or until March 2024 when the money comes in
- They could start ASAP; August 1<sup>st</sup>.
- Nick from JLN asked if its 16 people not 8? Jeff said they would move a current crew up here. Mike asked if they have enough time to come into MST. It would be moving staff to MST who would normally be in East Stroudsburg and they wouldn't cover that but Suburban would have another truck to do that.
- Bonnie asked About funding allocations per each township. Jeff said the allocations would be shared.
- Jeff; can they provide 24 hour a day coverage? What percentage of calls can they make? Turned over 34 calls to mutual aid and did around 539 last month. They have a 6% mutual aide rate, which is very low.
- Donny; there are ambulances crossing districts all the time. Their tones go off, they have to answer, it's the law.
- Donny; response times. Discussed the national response time and there is a movement to do away with the time requirement, due to similar outcomes for EMS services at or above the historical 8 minutes and 59 seconds line
- Jeff; they will get those financials spreadsheets to Lucas and MST
- It will increase suburban 22% Total call volume in 2022, shared between the 2 municipalities, average run \$349, offset the rev by expenses including payroll costs and capital asset replacement planning they lose about \$100 every time they receive a 911 call. Net result based on formula for percentage of calls (22% of total Suburban volume) and split for population; total annual need 270,067.00 split with...ST 89,676. MST191,010 annual. Monthly would be ST 7,473.00 MST 15,084
- Mike, this includes the additional vehicle and home for the vehicle. So, there is no upcharge for another vehicle? Bryan said there is rent expense and capital cost for vehicle. Bryan said the assumption would be no rent charge, but there is a 12k factored in for rent.
- Jeff said that 12,000 should be taken out if it will not be charged
  - Annual would be ST 87,685.00, MST176,990 Monthly ST 7,307.00 MST 14,749.00.
  - Lucas asked about the subscription, Jeff said 0 because Bushkill sent theirs out, they would have to wait to send out next year.
  - There are a lot of projections in this and be interesting is seeing
  - Brian said they are setting aside, depreciation, 16135.00 per year from the funds they would charge the townships. \_\_\_\_
  - Mike asked what do they charge other townships. Jeff said nothing, but starting at next year they will be asking townships for additional contributions. They do get donations. They have a similar situation with Mt. Bethel where they receive donations, but services still cost significantly more.



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- Lucas asked about receiving any income from the Lewistrust in their budget? Jeff said this is not in their budget and not expected.
  - Jeff said they just ordered 3 ambulances last week and they came from LSA monies, one fully funded and the other 2 were funded with 100k each with LSA money.
  - Jeff said they only have 2 volunteers, not many volunteers since they had to ensure separation/safety of crews during COVID. But they do take volunteers.
  - Mike asked if Suburban has provided their audits to Lucas and Bonnie. Jeff said no. Lucas asked when they are done to provide to them. Jeff said they will provide 2 audits and the financial review for the other year.
- iv. Lucas asked about the locations
- Tim said depends what you want. It could be handled with one truck, but they don't have the call information yet. There are only 7 calls in a 24-hour period, they can handle about 28 calls a day, average 20 a day. They could put a truck in the middle.
  - Mike what is the assumption as far as mutual aid. Tim said everyone uses it depending on who is available. Mike, who is their mutual aid, Tim said their Stroudsburg location, and Lehman EMS could. Jeff said BEC and Marshalls creek do not necessarily go away. Nothing they looked at had Marshalls creek response numbers in it.
  - Nick; JLN; you're not saying it will take 20 minutes to get a rig here? Tim said there would be an ambulance in township and could take 20 minutes to get to ST and MST, Tim said yes for the 2<sup>nd</sup> due. Or, having 2 in town and splitting the area. Gene said they have 2 registered ambulances, mutual aid behind BEC and Suburban, they are not primary out of the station. Tim said the 2<sup>nd</sup> due could take 20 minutes, but there would be an ambulance here, but if not available then yes, it could take 20 minutes to get here.
  - Bonnie , if you leave a truck in Stroudsburg its 20 minutes. But if you come up here, it would cut down time? Jeff, vehicles move around to locations, just not enough people doing it.
  - Lucas, average response 2021 time 12 minutes; you believe a Stroud location and MST location would fall into that average. Tim said yes, with moving resources around, yes!
  - Lucas asked the MST BOS with the location here how long does it take to get to edge of Twp? Mike said to tip of Wooddale 20 minutes from here
  - Operations manager from Suburban said Marshalls creek location would be ideal
  - Jeff discusses EMT pay at \$18-hour, average is 19.63 hour plus health insurance with cost share, Highmark PPO Brian will look at. 401 k available matching up to 4%, disability insurance, uniforms, education, sick time, vacation time. Suburban pays \$110,000 per month. Net is \$74K for their contribution towards this. Costs typically go up every year. These numbers are looked at each year.



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- There are 23 ambulances spread around the area,
- If Medicare and miscode numbers go down or up, yes, that would be factored in.
- 324k is the need but they are requesting 60k less. They are trying to get grants.
- Jeff said they don't have a problem with reevaluating the numbers, they may be higher or lower, grant monies come in.
- If they miss the \$ mark then they would take the hit, they won't come back in and say we need 100k.
- Nick; JLN asked if Suburban is proposing a contract and include everything discussed today. Jeff said yes.
  - Mike said he wants a proposal without all the assumptions
  - Nick said put a budgetary agreement in the proposal so there are no surprises.
  - Mike asked if there are other municipalities that have this type of agreement; Nick said yes, all over the country. Nick said yes, he can hook you up with that.
  - Ability to arrive on scene is a little bit longer is more expected in rural areas.
  - Jeff said they use resolutions for the 14 Northampton townships but in Monroe County we do have some set contracts with municipalities.
- Lucas something in the agreement that if expenses are +/- may need to be in the contract.
- Jeff said the first contract should be one year first, then 3-year contract with renewal.
- Nick; numbers based on 24/7 ALS transport. Jeff said no, tis is for BLS and if they want ALS then the numbers are higher.
- Mike asked Gary Hoffman, how would it work if only BLS not ALS? Gary said focus on primary provider and let the 911 center do the secondary, it depends on who is available.
- Jeff said ALS would come from Stroudsburg
- ALS was discussed.
- Jeff said they can go back and adjust the numbers to show ALS.
  - Nick JLN said the township's need to discuss themselves what is the ALS worth and see if it's feasible. BLS and ALS is a level of care that has to be decided by the boards of ST and MST
  - Mike said, he wouldn't want to diminish what already exists
  - Lucas asked Debbie about the ALS shifts, they try to have 2 trucks on now, one ALS on for 9-11 shifts per 14 shift week, and one BLS truck At least during busy week day hours, it is two trucks.
  - Justin said a chase truck to provide ALS would be a chase truck would work, Mike said this needs to be added to the proposal.



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- Julia; Debbie running 9-11 shifts of ALS on a 14-shift schedule. So now, ALS 64-74% of the time. We all agree we don't want to decrease.
- Julia; adding more coverage area for suburban. If we say we can't afford this, then what happens in January and turn to your municipalities that they can afford it. What if they can afford it, how will that affect our bottom line. Jeff, they know that's a possibility but there isn't a real choice; if someone doesn't contribute the bottom line will hurt, and it would have to be spread across everyone else.
- Julia, if we don't fix this now are we just kicking the can to another year and will be in the same boat, Jeff said yes.
- v. Nick, JLN; look at the paramedic system too. If this is the level of services you want, then let's do it. Donny said it already exists.
- vi. John Kloss, EMS Council; ALS model. When an agency is licenses, they have to be in 24/7 100% of the time.
  - A conditional temporary license is available in the state, they have to strive to improve and the end goal is to get them back on track.
  - You need to define what level of care you want for your communities.
  - Bushkill EMS would need to show in their improvement plan that they are working up to the 14 shifts/week, "full" ALS coverage
- vii. Gary recommended having two BLS trucks on, as well as one paramedic ALS chase truck. Nick JLN, in PA there is no restrictions around jurisdiction, its up the the townships? John Kloss said you are correct. There is no restriction with trade.
- viii. Lucas asked the BOS if they have any questions regarding the makeup of the Suburban Board. No issues stated.
- ix. Jeff, if someone wants to attend, he doesn't have a problem, but he has to ask his board about regular attendance and how this could work for just Supervisors or representatives to attend a closed meeting. 1<sup>st</sup> Thursday of the month.

Suburban will provide revised numbers and we expect to have it back by the end of the week. And they can then share the numbers via email without needing a joint meeting for just that.

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Minutes recorded by Michele Clewell (Middle Smithfield Township)

Respectfully submitted:

Julia Heilakka, Assistant Secretary