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[www.smithfieldtownship.com](http://www.smithfieldtownship.com)

This meeting, though it was advertised as a meeting including Smithfield Township, did not have a quorum of the Smithfield Township Board of Supervisors at the meeting. Smithfield Township has placed the ad, agenda, and minutes from Middle Smithfield Township on Smithfield Township's website to keep the community informed.

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The Pocono Record, a newspaper printed and published in the city of Stroudsburg, and of general circulation in the County of Monroe, State of Pennsylvania, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

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## MIDDLE SMITHFIELD TOWNSHIP PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that Middle Smithfield, Smithfield and Price Township Boards of Supervisors has scheduled a joint work session for Monday, June 24, 2024, at 6:00 p.m. for the review of the JLN Fire and EMS Study and any business that may come before the Boards. The meeting will be held at the Middle Smithfield Township building located at 147 Municipal Drive, East Stroudsburg, PA 18302.

**Middle Smithfield Township  
Board of Supervisors  
Michele L. Clewell,  
Township Secretary**



# Middle Smithfield Township

## WORK SESSION NOTES

### JUNE 24, 2024

A joint work session with Middle Smithfield Township, Smithfield Township, Price Township and Delaware Water Gap Borough Council with representatives from JLN, Associates, Inc., was held on Monday June 24, 2024, at 6:00 p.m. **with the following in attendance.**

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### PRESENTERS

Nick Delia JLN Associates  
John Nickerson, JLN Associates, Owner

### MUNICIPALITIES

#### Middle Smithfield Township

Annette Atkinson Supervisor  
Mark Oney Supervisor  
Mike Dwyer Supervisor  
Michele Clewell Twp. Secretary

#### Price Township

Bob Wilson Supervisor

#### Smithfield Township

Michael Albert (zoom) Supervisor  
Julia Heilakka Twp. Manager

#### Delaware Water Gap Borough

Lisa Paulette Council President

### EMERGENCY MEDICAL SERVICES

#### Bushkill Emergency Corps

Debbie Kulick President, Chair, BOD  
Ed Regina BOD  
Juliette Caines BOD  
Deb Boyle BOD

Matt Morelli  
Raelle Kaplan  
Gail Kulick BOD

### FIRE COMPANIES

#### Bushkill Volunteer Fire Company

Kyle Rohner Chief  
Tim Rohner Asst Chief  
Anthony Amato Trustee  
Mathew Ingram  
Anthony Amato Board Member  
Anne Marie Rohner Trustee

#### Shawnee Fire Company

Jason Witcraft Chief

### COUNTY

#### Monroe County Control Center

Gary Hoffman (zoom) Dir. Of Communications

#### Suburban EMS

Bryan Dunlap Dir. of Finance  
Jeff Young (zoom) Executive Dir.

#### Lehman Pike EMS

Theresa Medrano



# Middle Smithfield Township

## WORK SESSION NOTES

### JUNE 24, 2024

#### **Open the Meeting**

Annette Atkinson thanked everyone for attending the joint work session and turned the meeting over to Nick Delia and John Nickerson of JLN, Associates, Inc.

#### **JLN Study**

Nick Delia presented a power point presentation of the Final Study dated June 24, 2024, of the Fire and EMS services for Delaware Water Gap Borough, Middle Smithfield, Smithfield and Price Townships'.

The general assessment process, community hazards, participants statistics, recommendation and summary were reviewed. (copy of the presentation is attached)

Mr. Nickerson stated that calls for EMS providers incorporated into the report are from 2020-2022. 2019 did not include that that was the beginning of the COVID pandemic.

He also stated that calls for Fire Companies incorporated into the report are from 2018-2022. He stated that not everyone has the help they need, as by the mutual aid requests shown in the report.

He stated that they are very impressed with the Monroe County Public Safety Center and with the the Monroe County Office of Emergency Management.

**Questions and Answers were reviewed verbatim of slides 31 through 46.**

**Recommendations 1 – 11 were reviewed verbatim of slides 47 through 61.**

Following the presentation, Mr. Delia asked if anyone had any questions.

1. Deb Boyle, BEC asked about the equipment replacement list that was used to create the reports. Mr. Delia said yes, he was given a list.
2. Lisa Paulette, DWG Council thanked JLN for the report and will take it back to council members and the fire company. She stated that they have no inventory, no list of inspections of equipment. Nick said that they need strategic planning in place so that you can see what is coming and budget for it. He said all the municipalities should have this in place.
3. Nick Delia stated that it doesn't matter what department you are in, the elected officials need more input, and the companies need to share their information with them, so they are not surprised.
4. Jason Witcraft, Shawnee Fire Co asked how they replace trucks, when they cost from \$800k to \$1.4 mm, and the truck takes 4 years to receive, now that they are given money based on population. Nick said everyone needs what they have, but as a group, everyone is like a regional



# Middle Smithfield Township

## WORK SESSION NOTES

### JUNE 24, 2024

fire department, even if you don't have a lot there is a lot of equipment/trucks out there in our area.

5. Gail Kulick, BEC said the data is only as good as what you do with it, she asked if JLN was going to revisit or follow up with another study. Nick said no. Everyone can run reports in excel. Reach out to him for a full walk through on how to use Excel to put in the date and addresses and map it in GIS points to see where all of your calls are coming from (i.e., create a "heat map" to forecast needs).
6. Debbie Kulick, BEC asked if JLN has a study on individuals paying with credit cards. He said no they do not. Nick said the elected officials need to know from BEC what is coming in and going out. Deb Boyle stated that they do know what comes in and goes out. Nick said based on what he was given by BEC, you cannot tell.
7. Mike Dwyer, MST said he did not see in the report if there is duplication of equipment or trucks, or where the needs are. Nick said MCFC had a truck and DWG needed it and through them communicating, DWG got the truck. Strategic plans that would show what everyone has to determine where the needs are is needed for both fire and ems companies.
8. Jason Witcraft, Shawnee Fire Co., asked about apparatus and if there is duplication. John Nickerson said they did look at it carefully and the fire companies need to build out the apparatus and when it's needed, work with the other fire companies, meaning, if you buy this then we buy that, and both of us benefit, use mutual aid to help both companies.
9. Nick stated that overall, the emergency services system is pretty healthy for this area, but all need to start thinking about paid employees for fire companies. It's going to happen, and everyone should start looking at it as a group.
10. Mark Oney, MST, said the fire department have regional meetings and asked if they do strategic planning. Nick said to some extent, for example, they all joined together with the county and bought the radios.

Mark also said you can't get volunteers, but one group has no issues in getting volunteers; Jason Witcraft said it depends on locations. Gail Kulick said it comes down to the number of hours and pay. Nick Delia talked about ems companies meeting to agree on common standards and a common rate of pay, to prevent "stealing people from each other"

In closing Nick said, open communication is the way to go, open and honest and the willingness to look at the end goal.

The work session concluded at 7:49 p.m.  
Submitted by, Michele L. Clewell, MST