

Pierce & Dally, LLC

Attorneys at Law

Alfred S. Pierce

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124 Belvidere Street
Nazareth, Pennsylvania 18064-2114

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November 7, 2012

Secretary's Bureau
Pennsylvania Public Utility Commission
Commonwealth Keystone Building
Second Floor
400 North Street
Harrisburg, PA 17120

Re: Nazareth Ambulance Corps
Application for Approval of Transfer and
Exercise of Common Carrier Rights
License No. A-00122424

To the Public Utilities Commission:

Enclosed are one original signed and verified application for approval of transfer regarding the above-referenced PUC license, along with two copies of same. Also enclosed is an attorney's check in the amount of \$350.00 to cover the cost of filing.

Sincerely,



Scott R. Steirer, Esquire

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APPLICATION FOR APPROVAL OF TRANSFER
AND EXERCISE OF COMMON CARRIER OR CONTRACT RIGHTS

BEFORE THE PENNSYLVANIA PUBLIC UTILITY COMMISSION

Application of Nazareth Ambulance Corps
(Applicant/Transferee-Buyer)

for the approval of the transfer and to exercise the right

as a common carrier, described at Docket
(common - contract)

No. A-00122424, Folder No. _____, issued to
Northern Lehigh Ambulance Service, Inc.
(Transferor - Seller)

for transportation of persons
(persons - household goods)

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SEE INSTRUCTIONS BEFORE COMPLETING APPLICATION

1. Current Name: Nazareth Ambulance Corps, Prior Name - Nazareth Volunteer Ambulance Corps
(Full and Correct Name of Applicant/Transferee)

2. _____
(Trade Name, If Any)

The trade name _____ been registered with the Secretary of the Commonwealth
(has or has not)

on _____ (attach copy of stamped registration form.)
(Date)

3. 49 S. Broad Street _____
(Business Street Address) (P. O. Box, If Any)
Nazareth, Northampton PA 18064 610-759-5422
(City) (County) (State) (Zip) (Telephone)

4. Applicant's attorney (for this application) is:
Scott R. Steirer, 124 Belvidere Street, Nazareth, PA 18064 610-759-1420
(Name) (Address) (Telephone)

5. Any documents should be mailed to:

Transferee: Scott R. Steirer, 124 Belvidere Street, Nazareth, PA 18064
(Name) (Address)

Transferor: Keith Hartman, P. O. Box 148, Slatington, PA 18080
(Name) (Address)

6. Applicant does not hold Pa. P. U. C. authority under Docket Number
(does or does not)

A- _____ and operates as a _____ carrier.
(common or contract)

7. Applicant does not hold Interstate Commerce Commission authority at Docket
(does or does not)

No. A- _____.

8. Applicant is (check one):

Individual.

Partnership. Must attach a copy of the partnership agreement (unless a copy is presently on file with PUC), and list names and addresses of partners below (use additional sheet if necessary).

(Name)

(Address)

Non-profit Corporation. Organized under the laws of the state of Pennsylvania

and qualified to do business in Pennsylvania by registering with the Secretary of the

Commonwealth on January 14, 1980 (Attach copy of Certificate of

Incorporation or Authority and statement of charter purpose). Include as an attachment a

list of corporate officers and their titles and the names, addresses and number of shares

held by each stockholder.

9. If applicant, its stockholder or partnership members are in control of or affiliated with any other carrier, state name of carrier(s), Docket Number(s) and nature of control or affiliation.

10. Applicant proposes to acquire all of the operating rights now held by transferor.
(all or part)

Attach a sheet describing rights to be transferred to applicant and rights to be retained by transferor, if any. If any rights are to be omitted give reasons.

11. The reason for the transfer is Transferor is no longer in operation

12a. The following must be attached:

- Sales Agreement
- List of equipment to be used to render service. (Summarized by type)
- Operating authority to be transferred/retained.
- Statement of Financial Position
- Statement of unpaid business debts of transferor and how they will be satisfied.
- Statement of Safety Program.
- Statement of transferee's experience.

b. Attach the following, as appropriate (check those attached):

- Partnership Agreement
- Trade Name registration certificate.
- Certificate of Incorporation. (Pa. Corporations only)
- Certificate of Authority. (Foreign (out-of-state) Corporations only).
- Statement of Corporate charter purpose. (Corporations only)
- List of Corporate officers and stockholders. (Corporations only)

- Copy of short form certificate showing date of death of transferor and name of executor/administrator/administratrix.

13. Transferor attests that all General Assessments and fines are paid, and agrees to continue to render the service which is to be transferred until this application is approved, whereupon transferor will surrender said certificate or permit for cancellation.

14. Transferee agrees to assume and pay any General Assessments that may be made against transferor as a common carrier for any and all operating periods up to the actual date of the transfer.

WHEREFORE, Transferee and Transferor request that the Commission grant the Transfer.

Transferee sign here: Keith S Hartman Keith Hartman 11/6/2012
(Each Partner Must Sign) (Date)

(Corporate Seal) _____

Transferor sign here: DANIEL R CHIAVAROLI [Signature] NOV 6, 2012

(Corporate Seal) _____


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APPLICATION VERIFICATION

I/We hereby state that the statements made in the application are true and correct to the best of my/our knowledge, information and belief.

The undersigned understand(s) that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to Unsworn Falsification To Authorities.


TRANSFEROR (SELLER)

<i>Keith Hartman</i>		11/10/2012
(Print Name)	(Signature)	(Date)

(Print Name)	(Signature)	(Date)

(Print Name)	(Signature)	(Date)

TRANSFeree (BUYER)

DANIEL R CHIAROLI		Nov 6, 2012
(Print Name)	(Signature)	(Date)

(Print Name)	(Signature)	(Date)

(Print Name)	(Signature)	(Date)

If the Applicant is a sole-proprietor, he/she must complete and sign the Application Verification form. If the application is for a partnership, all partners to the partnership agreement must sign this form. If the Applicant is incorporated, the President or Secretary must sign this form.

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VERIFIED STATEMENT OF APPLICANT

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

Nazareth Ambulance Corps			
Legal Name of Applicant			
Trade Name, if any			
49 S. Broad Street	Borough of Nazareth	PA	18064
Street Address (principal place of business)	City or Municipality	State	Zip Code

The Verified Statement of the Applicant is more or less a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

At minimum, the Verified Statement of the Applicant should include a discussion of the numbered items listed below and on the following pages. You are encouraged to provide as much information as possible about the particular subject as is necessary to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

PLEASE SEE ATTACHED FOR ANSWERS TO QUESTIONS 1 THROUGH 12

1. Identify the person making the Verified Statement on behalf of the applicant. If the applicant is a sole proprietor making the statement, this will be the same information as provided above. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number, and indicate that the applicant's directors/owners/partners/etc. have authorized the witness to speak for the business.

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

3. Describe your business experience, particularly any experience relating to the operation of a transportation service. You may also include an explanation of education or training that you believe may be relevant.

4. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to include the office area, office machines that will be utilized, and the facility to house

vehicles. Household goods in use carriers should include a description of their storage facilities, if applicable. Please include an explanation of your plan to maintain records required by the PUC, as well as normal business records. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and how you will maintain continuous communication with your drivers. Finally, please state your intended business hours.

5. Please state the number of employees you intend to use, along with a description of their duties. Please explain why that number of employees is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. **(Do not address drivers in your explanation about this item; drivers are addressed separately in item # 6).**

6. Please state the number of drivers you intend to use or hire in your business and explain why that number of drivers is appropriate for the size of the geographical territory you will be serving. In addition, please explain:
 - a. Your hiring standards for drivers;
 - b. Your system to ensure prospective drivers will be subject to a criminal background check;
 - c. Your driver training program;
 - d. Your system for ensuring that your drivers are properly licensed at all times;
 - e. Your system to ensure that all drivers will be subject to a criminal background check every two years;
 - f. Your policies regarding alcohol and drug use by your drivers.

7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below. Taxicabs and limousines may not be used if the vehicle's age is greater than eight model years.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>

8. Describe your vehicle safety program. Please include the following in your explanation:
- a. Your periodic vehicle maintenance plan;
 - b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's equipment standards (67 Pa. Code, Chapter 175) that are applicable to the type of vehicles used in your business;
 - c. Your system for ensuring your vehicles will maintain compliance with the PUC's requirements for passenger service at 52 Pa. Code, Section 29.403 (applicable to passenger applicants only);
 - d. Your system for replacing vehicles once they are greater than eight model years in age in compliance with 52 Pa. Code, Section 29.314(d) (applicable to taxicabs) or 52 Pa. Code, Section 29.333(e) (applicable to limousines);
 - e. Your system for ensuring the filing of an annual vehicle list (taxicabs and limousines);
 - f. Your system for ensuring your vehicles will comply with the requirements of 49 CFR Parts 393 and 396, as adopted by the PUC at 52 Pa. Code, Chapter 37 (applicable to HHG applicants).

9. Please explain what steps you have taken to determine if you can obtain and pay the premiums to maintain insurance coverage for the proposed number of vehicles for your business.

10. Please describe your customer service standards. Within your description, please explain:
- a. Your plan to inform customers of the procedures for filing complaints with the PUC;
 - b. Your intended customer complaint resolution procedure.

11. Criminal Record. Have you, any members (if LLC or LLP), shareholders, or officers (corporations) been convicted of a misdemeanor or felony for which you remain subject to supervision by a court or correctional institution?

_____ YES _____ NO

12. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. Therefore you must complete both parts of the "Statement of Financial Position", which follows this page. The first part is the Balance Sheet. You need only provide the applicable information. The second part of the Statement of Financial Position is the Projected Income Statement. The projection is your estimation of expected revenues and specific expenses for one year. You should use the projected information, along with the financial data reported on your balance sheet to help you determine if the proposed business can be feasible. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

Jennifer L. McCloskey
(Signature)

11-06-12
(Date)

JENNIFER L. MCCLOSKEY, EMS DIRECTOR
(Name and Title, printed or typed)

Applicants Answers to Verified Statement

1. Jennifer McCloskey, EMT-P
Director of EMS
P.O. Box 326
Nazareth, Pa. 18064
610-759-5422

Ms. McCloskey is the Operations Director of the Applicant and she has been authorized by the Applicant's Board of Directors to complete this Verified Statement on behalf of the Applicant.

2. No affiliation with any other carrier.
3. For the last six years the Applicant has operated a paratransit service exclusively for Gracedale, the Northampton County nursing home. The Applicant averaged over 200 transports each month for the last six years under its contract with Gracedale. Also, the Applicant has operated an ambulance service in Northampton County generally for over forty years.

4. Facility:

Nazareth Ambulance has a station to the rear of 49 S. Broad Street in Nazareth. Overflow vehicles are stored at the Borough of Nazareth Highway Garage on Larry Stoudt Blvd in Nazareth.

Our station has a four bay garage, with a lounge area, restrooms, two locked storage areas, a dispatch office, and a business office. We have a secured network of five computers and two all-in-one copiers. Two of the computers are dedicated to call-intake and medical dispatching. Communications between employees and drivers is established by cellular phone and direct connect.

Records:

All records are kept in secure fire proof filing cabinets or in digital format for a minimum of seven (7) years unless otherwise specified.

Communication:

Requests for transports will be received through our primary phone number with three additional jump lines. A designated dispatcher will enter the request into our Medical Dispatch software program. Once the call intake is complete, the dispatcher will notify the drivers via direct connect communication of the transport including pick up time/location. Each driver is required to notify dispatch upon going enroute, arriving, and depart any locations. All data is entered into the Medical Dispatch system to ensure proper tracking, timely pick-up and delivery. In addition, Nazareth Ambulance holds an FCC license for a private UHF frequency that allows for back-up communications if needed. During non-business hours, the primary phone line is forwarded to the Eastern PA EMS Council MedCom answering service. The call intake process is similar and drivers are notified via cell phone of a transport.

Business hours: 24 hours , 7 days a week

5. Nazareth Ambulance currently has thirty-six (36) employees. Currently, three (3) employees are dedicated to the operations of the paratransit division. The paratransit division will also employ three (3) certified nursing assistants per its contract with Gracedale. An additional eighteen (18) Emergency Medical Technicians are cross trained in the operation of the paratransit vans.
6. The Applicant will employ four (4) paratransit drivers because of its contract with Gracedale expected volume based on information provided by license transferor, and will add drivers as needed.
 - 6a. All driver's must complete an application, interview and reference check. They must have a current driver's license with a clean and verified driving record.
 - 6b. All employees are subject to a criminal background check prior to employment

Applicants Answers to Verified Statement

- 6c. Driver's will be required to complete a 16 hour Emergency Vehicle Operators Course. Drivers will be trained on the proper operations of the wheelchair lifts in normal and emergency situations, the proper securement of the wheelchair utilizing the Q-strait system. Drivers will also receive on the job training and mentoring until the corps and employee is comfortable with his/her duties.
- 6d. Driver's must produce a valid driver's license during the interview process. A photocopy of their license will be taken and remain on record. Updates will be obtained as needed.
- 6e. An employee spreadsheet is maintained and review quarterly allowing criminal background checks to be ordered every two years as required.
- 6f. Alcohol and drug policy attached.
- 7. Applicant expects to utilize four paratransit vans and believes this number is appropriate based on its six years of experience providing service to Gracedale and information provided by licensc transferor.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAP.</u>	<u>VIN#</u>
1998	Dodge	Ram	3 wc/2	2B7LB31Z9WK131716
2009	Ford	E250XL	3 wc/3	1FTNS24W09DA89021
1999	Dodge	Ram	2 wc/2	2B5WB35Y4XK566412
2007	Ford	Econoline	2 wc/3	1FTNE14W97DB26873

- 8a. General preventative maintenance is scheduled at 3,000 mile intervals. All maintenance and repair services are contracted out to a local garage (Alex's Tire). The wheelchair lifts are serviced regularly by Van Conversions in Bethlehem. The interior of each van is disinfected and cleaned twice weekly and the exterior is cleaned a minimum of three times weekly.
- 8b. Driver's will be responsible to perform a visual inspection of their vehicle before the beginning of their shift. Any defect will be immediately reported to the supervisor for correction. Annual vehicle inspections will be completed by our local garage.
- 8c. Pa code 52:29.403 will be incorporated into the daily inspection performed by each driver.
- 8d. Not applicable
- 8e. Not applicable
- 8f. Not applicable
- 9. All vehicles are currently insured by Practorian Insurance Company under policy number: BINDER.
- 10. All paratransit vehicles have our name and phone number largely visible on the units to facilitate consumer input.
- 10a. Any customer who files a complaint with the Applicant, either orally or in writing, will receive a notice indicating the proper PUC department and contact information at which their complaint can be further addressed if they remain unsatisfied after the response from Applicant.
- 10b. All consumer complaints will be addressed by the on duty supervisor. Each complaint will receive a thorough investigation and a follow-up process with both the consumer and employee including remedial training and disciplinary action if needed.
- 11. No criminal record.

Statement of Financial Position (Balance Sheet)
As of (date) July 31, 2012

ASSETS

Current Assets		
Cash	\$1,837,000.00	
Accounts Receivable	<u>0</u>	
Notes Receivable	<u>0</u>	
Other Current Assets (specify)	<u>0</u>	
Total Current Assets		<u>\$1,837,000.00</u>
Tangible Assets		
Motor Vehicle Equipment	<u>603,500.00</u>	
Less: Accumulated Depreciation		
-	<u>361,000.00</u>	= <u>242,500.00</u>
Building and Structures	<u>0</u>	
Less: Accumulated Depreciation		
-	<u>0</u>	= <u>0</u>
Office Equipment	<u>7,350.00</u>	
Less: Accumulated Depreciation		
-	<u>4,300.00</u>	= <u>3,050.00</u>
Land		<u>0</u>
Investments and Funds (specify)		<u>0</u>
Intangible Assets		<u>0</u>
Other Assets (advances and idle equipment -- specify)		<u>0</u>
TOTAL ASSETS		<u>\$2,082,550.00</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Accounts Payable	<u>0</u>	
Notes Payable	<u>0</u>	
Equipment Obligations	<u>0</u>	
Other Liabilities (Attach schedule)	<u>0</u>	
Total Current Liabilities		<u>0</u>
Long Term Liabilities (Due after one year of date)		
Accounts Payable	<u>0</u>	
Notes Payable	<u>0</u>	
Equipment Obligations	<u>0</u>	
Other Liabilities (Attach Schedule)	<u>0</u>	
Total Long Term Liabilities		<u>0</u>
TOTAL LIABILITIES		<u>0</u>

NET WORTH (Partnerships and individuals, only)

OWNER'S EQUITY (Corporations only) - non-profit

Capital Stock		<u>0</u>
Additional Paid-in Capital		<u>0</u>
Retained Earnings	<u>0</u>	
Less: Treasury Stock	<u>0</u>	= <u>0</u>
Total Owner's Equity		<u>0</u>

TOTAL LIABILITIES & OWNER'S EQUITY \$2,082,550.00

STATEMENT OF FINANCIAL POSITION
One Year Projected Income Statement

REVENUE and GAINS

Operating Revenue	\$1,600,000.00
Net Revenue from non-carrier operations	0
Dividend and interest revenues	0
Other non-operating revenue	70,000.00
Gains	0
Total Revenue and Gains	\$1,670,000.00

EXPENSES

Equipment Maintenance and Garage Expense	80,000.00
Insurance Expense	150,000.00
Employee Salaries	950,000.00
Supervisory Salaries	5,000.00
Officer Salaries	0
Fuel Expense	80,000.00
Purchased Transportation (Lease Expense)	150,000.00
Materials and Supplies Expense	25,000.00
General Office Expense	25,000.00
Advertising Expense	0
Telephone Expense	8,000.00
Accounting Expense	120,000.00
Legal Expense	5,000.00
Uncollectible Revenue	0
Depreciation Expense	0
Amortization	0
Operating Taxes and Licenses	30,000.00
Rent Expense	3,500.00
Loss	0
Total Operating Expenses and Losses	\$1,631,500.00

Net Income Before Taxes

	38,500.00
Provision for Income Taxes	0
<u>Net Income (Loss)</u>	38,500.00

AGREEMENT FOR THE SALE AND PURCHASE
OF A PARATRANSIT LICENSE

THIS AGREEMENT is made this 26th day of October, 2012, BY AND BETWEEN NORTHERN LEHIGH AMBULANCE SERVICE, INC. (hereinafter "Seller") AND NAZARETH AMBULANCE CORPS (hereinafter "Buyer").

WHEREAS, Seller is currently the holder of a Paratransit License No. A00122424 issued by the Public Utility Commission (hereinafter "PUC") (hereinafter "License"); and

WHEREAS, Seller intends and agrees to sell to Buyer by transferring the License to Buyer; and

WHEREAS, Buyer intends and agrees to purchase from Seller the rights to the License under the terms and conditions set forth in this Agreement as follows:

1. The purchase price shall be the sum of Twenty Thousand (\$20,000.00) Dollars.
2. Buyer shall pay the sum of Five Thousand (\$5,000.00) Dollars to be held in escrow by Pierce & Dally, LLC, Escrow Agent, as security for the purchase.
3. The purchase price shall be paid by Buyer to Seller in cash at the time of closing.
4. Seller shall deliver to Buyer a Bill of Sale duly executed assigning and transferring title to the License to Buyer and warranting that such title is good, marketable and unencumbered.
5. Seller shall provide a copy of the Certificate of Incorporation, Articles of Incorporation and By-Laws of Seller, along with a certified Resolution of Seller authorizing this transaction.
6. Closing shall take place within ten (10) days after approval of the transfer of the said License by the PUC. The exact date of closing shall be decided by the Buyer with at least forty-eight (48) hours of notice given to Seller.
7. Buyer and Seller acknowledge and agree that Buyer's obligation to complete the closing hereunder shall be subject to the following conditions:
 - A. Buyer shall obtain approval from the PUC for the transfer of the License within one hundred eighty (180) days from the date of the filing of application for transfer with the PUC.

B. No claims, citations or charges shall be issued against Seller as a result of its operation of the License which could result in failure to complete and approve the transfer of the License by the PUC.

C. The parties agree that the deposit and any other items delivered to the Escrow Agent shall be held by the Escrow Agent in safe keeping. The Escrow Agent shall act in good faith but shall not be liable for any actions except negligence in the performance of Escrow Agent's duties.

8. This Agreement contains the whole agreement between the Seller and Buyer, and there are no other terms, obligations, covenants, representations, statements or conditions, oral or otherwise, of any kind whatsoever.

9. This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania. Venue for any action based on this contract shall lie in Northampton County.

IN WITNESS WHEREOF, the said parties hereto have caused these presents to be executed and its common or corporate seal hereto affixed.

ATTEST:

NORTHERN LEHIGH AMBULANCE SERVICE, INC., Seller

Tracy Miller
Print Name: Tracy Miller
Title: EMT

BY: Keith Hartman
Print Name: Keith Hartman
Title: President

ATTEST:

NAZARETH AMBULANCE CORPS, Buyer

Alfred S. Pierce
Alfred S. Pierce, Secretary

BY: Daniel R. Chiavaroli
Daniel R. Chiavaroli, President

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NOV 7 12:00 PM
SECRETARY'S OFFICE



PO Box 148, Slatington, PA 18080-0148
Business Office: (610) 769-7920
Fax Line: (610) 769-7887

November 6, 2012

To Whom It May Concern:

Please be advised that the debt as of this date that is owed by this business is as follows (amounts are approximate):

Internal Revenue Service:	\$51,000.00
Pa Dept of Revenue:	\$25,000.00
American Express:	\$8,000.00
CitiCards:	\$400.00
WrightExpress Fuel Acct:	\$1,200.00

We intend to pay for these debts through the collection of funds from accounts receivable and the sale of company owned assets.

Sincerely,

Keith J Hartman, EMT-B, CAC
President
Northern Lehigh Ambulance Service, Inc.

RECORDED
2012 NOV -7 PM 12:00
SECRETARY'S SIGNATURE

Title: Safety and Health

Policy #: 04-024

Modified: 05/09/11

A. Responsibilities

Nazareth Ambulance Corps (NAC) is committed to providing a safe and healthful work environment. NAC's policy is aimed at minimizing the exposure of health and safety risks to our employees, customers, and other visitors. To accomplish this objective, all NAC employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of NAC in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting all injuries to supervisors and seeking first aid;
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel;
4. Using safety equipment provided by NAC at all times;
5. Conscientiously observing all safety rules and regulations at all times;
6. Notifying supervisory staff, before the beginning of the workday, of any prescribed medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers;
7. Know the locations of all fire and safety exits;
8. Never use compressed air to clean clothing you are wearing;
9. Smoke only in areas designated as smoking areas;
10. Use proper lifting techniques and assistive devices when moving patients;
11. Wear non-slip black boots at all times;
12. Make certain all emergency equipment, such as fire extinguishers, alarms, and exit doors, is accessible at all times;

13. Horseplay and practical jokes are prohibited;
14. Maintain all equipment in good repair and in assigned locations;
15. Know and be familiar with all NAC Health and Safety Plans including, but not limited to, Blood borne Pathogen Exposure Control Plan, TB Control, Hazardous Materials, and Workplace Violence Prevention.

B. Safety Committee

To ensure a safe and healthful working environment, NAC has established a safety committee comprised of supervisory staff and field providers. The committee is responsible for fulfilling a variety of tasks such as reviewing workplace accidents and incidents and making *recommendations to eliminate their recurrence; reviewing safety suggestions made by employees; recommending safety training programs; and assisting in identify unsafe workplace situations.* Safety Committee meetings normally take place on a bi-monthly basis.

If you have any suggestions, concerns, or questions regarding safety issues, please contact the *Director.*

APPLICANT'S ACC'T NO.

DSCB: 15-7316 (Rev. 11-72)

80-07 1592

(Line for numbering)
701030

Filing Fee: \$75
AIN-B
Articles of
Incorporation--
Domestic Nonprofit Corporation

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
CORPORATION BUREAU

Filed this 14th day of
January, 1980.
Commonwealth of Pennsylvania
Department of State

William R. Davis

Acting
Secretary of the Commonwealth dp

(Box for Certification)

In compliance with the requirements of 15 Pa. S. §7316 (relating to articles of incorporation) the under-
signed, desiring to be incorporated as a nonprofit corporation, hereby certifies (certify) that:

1. The name of the corporation is:

Nazareth Volunteer Ambulance Corps

2. The location and post office address of the initial registered office of the corporation in this Common-
wealth is:

49 South Broad Street

(NUMBER)

(STREET)

Nazareth,

(CITY)

Pennsylvania

18064

(ZIP CODE)

3. The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsyl-
vania for the following purpose or purposes:

Exclusively for charitable purposes. Without limiting the generality
of the foregoing, the purpose or purposes of the corporation is to
supply ambulance and emergency medical service to the Nazareth area.
The corporation does not contemplate pecuniary gain or profit,
incidental or otherwise.

RECORDED
7:12 NOV -7 PM 12:00
SECRETARY'S OFFICE

The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

4. The term for which the corporation is to exist is: perpetual.

DSCB: 15-7316 (Rev. 11-72)-2

5. The corporation is organized upon a nonstock basis, and shall have no authority to issue shares of capital stock.

6. (Strike out if inapplicable) The corporation shall have no members.

7. (Strike out if inapplicable) The incorporators constitute a majority of the members of the committee authorized to incorporate Nazareth Volunteer Ambulance Corps

(NAME OF UNINCORPORATED ASSOCIATION)

by the requisite vote required by the organic law of the association for the amendment of such organic law.

8. The name(s) and post office address(es) of each incorporator(s) is (are):

NAME

ADDRESS
(Including street and number, if any)

Paul Yandrisevits - 537 Heckman Avenue, Nazareth, Pennsylvania, 18064

Luther S. Hummel - 58 South Broad Street, Nazareth, Pennsylvania, 18064

Lester H. Miller - 149 North Green Street, Nazareth, Pennsylvania, 18064

IN TESTIMONY WHEREOF, the incorporator(s) has (have) signed and sealed these Articles of Incorporation this 9th day of January, 1980.

Paul Yandrisevits (SEAL)
Paul Yandrisevits

Luther S. Hummel (SEAL)
Luther S. Hummel
Lester H. Miller (SEAL)
Lester H. Miller

INSTRUCTIONS FOR COMPLETION OF FORM:

- A. For general instructions relating to the incorporation of nonprofit corporations see 19 Pa. Code Ch. 29 (relating to nonprofit corporations generally). These instructions relate to such matters as corporate name, stated purposes, term of existence, authorized share structure, inclusion of names of first directors in the Articles of Incorporation, provisions on incorporation of unincorporated associations, etc.
- B. One or more corporations or natural persons of full age may incorporate a nonprofit corporation.
- C. If the corporation is to be organized upon a stock share basis Paragraph 5 should be modified accordingly.
- D. Optional provisions required or authorized by law may be added as Paragraphs 9, 10, 11 . . . etc.
- E. The following shall accompany this form:

(1) Any necessary copies of Form DSCB:17.2 (Consent to Appropriation of Name) or Form DSCB:17.3 (Consent to Use of Similar Name).

(2) Any necessary governmental approvals.

F. 15 Pa. S. §7317 (relating to advertisement) requires that the incorporators shall advertise their intention to file or the corporation shall advertise the filing of articles of incorporation. Proofs of publication of such advertising should not be delivered to the Department, but should be filed with the minutes of the corporation.

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9. The corporation is organized exclusively for charitable purposes as such purposes are defined by Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Internal Revenue Law of the United States). No part of the net earnings of the corporation shall inure to the benefit of any individual and no member, director, officer or employee of the corporation shall receive any pecuniary benefits of any kind, except reasonable compensation for services in effecting the corporate purposes. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall the corporation participate in or intervene (including the publishing or distributing of statements) in any political campaign on behalf of any candidate for public office.

Any provision of law to the contrary notwithstanding, the corporation may not merge or consolidate with any corporation which is not an exempt organization as defined in Section 501(c)(3) and Section 170(b)(1)A other than in clauses vii and viii of the Internal Revenue Code, or their successor provisions and which has not been in existence and so described for a continuous period of at least sixty (60) calendar months. In the event the corporation is dissolved or liquidated, the Board of Directors shall, after paying or making provision for payment of all of the liabilities of the corporation, distribute the corporate property and assets to the Borough of Nazareth. Any of the property or assets not so distributed shall be disposed of by the Court having jurisdiction of the dissolution and liquidation of the Pennsylvania non-profit corporation exclusively to such charitable organizations as are then qualified tax exempt organizations.

10. Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or the corresponding provisions of any subsequent federal tax laws. The corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code or the corresponding provisions of any subsequent federal tax laws. The corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws. The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws. Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.

11. All conditions, qualifications, requirements, privileges and regulations as to the Board of Directors of the corporation shall be fixed and governed by the By-Laws of the corporation.

Applicant's Statements for attachment:

12a.

Sales Agreement: Attached.

List of equipment to be used to render service:

Four paratransit vans
Medical Dispatch software
Radios
Wheelchair lifts/Wheelchairs

Operating authority to be transferred/retained: All operating authority to be transferred to Applicant.

Statement of Financial Position: Attached.

Statement of unpaid business debts of transferor and how they will be satisfied: Attached.

Statement of Safety Program: Attached.

Statement of transferee's experience:

For the last six years the Applicant has operated a paratransit service exclusively for Gracedale, the Northampton County nursing home. The Applicant averaged over 200 transports each month for the last six years under its contract with Gracedale. Also, the Applicant has operated an ambulance service in Northampton County generally for over forty years.

12b.

Certificate of Incorporation: Attached.

Statement of Corporate Charter Purpose: Attached.

List of Corporate Officers: Daniel Chiavaroli, Executive Director
Rev. William W. Matz
Nancy S. Herman
Gail Kromer
Fred Daugherty
Paul Kokolus, Treasurer (non-member)
Alfred S. Pierce, Secretary (non-member)

Section 1 - Employee Policies

1.01 - Equal Opportunity Employment Policy

It is the policy of Nazareth Volunteer Ambulance Corps to grant equal employment opportunities to qualified persons without regard to race, color, religious beliefs, sex, national origin, age, veteran's status, sexual orientation, marital status or physical or mental handicap or disability in accordance with applicable Federal and State laws. Nazareth Volunteer Ambulance Corps will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions associated with said employment.

1.02 - Sexual Harassment Policy

It is the policy of Nazareth Volunteer Ambulance Corps to provide a work environment free from all forms of employee discrimination, including sexual harassment. No employee, male or female, shall harass another employee by a) making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature a condition of any employee's current or continued employment; or b) making submission to or rejection of such conduct a basis for employment decisions affecting the employee; or c) creating an intimidating, hostile or offensive working environment by such conduct. Any employee who believes that he or she has been subjected to sexual harassment should report the alleged act immediately to the EMS Director, and a confidential investigation or the complaint will be undertaken immediately. Sexual harassment is considered a serious act of misconduct and may subject an individual to disciplinary action, including termination. Questions regarding this policy or complaints of harassment are to be reduced to a signed and dated document and hand delivered to the EMS Director by the affected employee.

1.03 - Workplace Violence

It is the shared responsibility of all employees to individually and jointly act to prevent or defuse actual or implied violent behavior at work.

Violence, or the threat of violence, by or against any employee of Nazareth Volunteer Ambulance Corps, or by an employee of Nazareth Volunteer Ambulance Corps to another person in unacceptable and will subject the perpetrator to serious disciplinary action and possible criminal charges.

Threats of violence are considered serious. Employees are encouraged to report such incidents to their immediate supervisor or to the EMS Director.

1.04 - Drug and Alcohol-Free Workplace

Nazareth Volunteer Ambulance Corps is committed to maintaining a drug and alcohol-free workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. No employee shall have consumed any amount of any alcoholic beverage within eight hours prior to the start of a shift.

It is the policy of Nazareth Volunteer Ambulance Corps that the unlawful manufacturing, distributing, dispensing or use of a controlled substance by any employee is prohibited. "Controlled substances" for the purposes of this document include those drugs that are illegal under the federal controlled substance act and any drugs that are obtained illegally or without a valid doctor's prescription. Prescription drugs are permissible in the workplace as long as said consumption is in strict accordance with medical instructions and said consumption does not affect employee's mental or physical ability. To violate this policy is to cause a hazardous condition within the workplace. Any employee violating this policy shall be subject to discipline, including termination of employment.

Any employee who has a drug related problem or has difficulty complying with this policy should inform the EMS Director. Drug counseling, rehabilitation and other assistance programs can be made available.

Nazareth Volunteer Ambulance Corps reserves the right to require drug and/or alcohol testing for potential and/or current employees.

1.05 - Smoking in the Workplace

The designated place for employees choosing to smoke shall be the front-most part of the garage. Smoking in any other area of the station is strictly prohibited. You are to comply with all smoking policies on other premises if you are on Nazareth Volunteer Ambulance Corps business. Employees must use provided receptacles for the disposal of cigarette butts; littering will not be tolerated. Smoking in vehicles operated by Nazareth Volunteer Ambulance Corps is forbidden.

1.06 - Weapons on Borough Property

Absolutely no weapons are permitted on any facilities utilized by Nazareth Volunteer Ambulance Corps. They are not permitted on your person while on duty nor in vehicles owned by Nazareth Volunteer Ambulance Corps. This provision excludes law enforcement officials who may be required to carry weapons. Weapons may include, but are not limited to, any firearm, baton designed to inflict pain, chemical or pepper spray, stun gun, most knives, brass knuckles, etc.

1.07 - Computer and Internet Usage

Nazareth Volunteer Ambulance Corps provides computers in the workplace to assist in the employee's productivity, knowledge and for leisure. The viewing or transmitting of sexual, pornographic, racist, profane or other offensive material is prohibited. Chain letters and other forms of mass mailing marketing techniques are also prohibited. Downloading of software or other information from the Internet is permitted only by those authorized to do so by the EMS Director.

Commercial computer software is covered by a copyright license agreement. Normally software can be loaded (installed) onto one computer only. New copies of software must be purchased for each computer. The illegal use or copying of computer software is prohibited. Violation of this policy will lead to disciplinary action, which may include termination.