

PAGE, WOLFBERG & WIRTH LLC

ATTORNEYS & CONSULTANTS

PARTNERS

JAMES O. PAGE (1936-2004)
DOUGLAS M. WOLFBERG ◊ Δ
STEPHEN R. WIRTH ◊

5010 EAST TRINDLE ROAD, SUITE 202
MECHANICSBURG, PA 17050

TELEPHONE (717) 691-0100

FACSIMILE (717) 691-1226

WWW.PWWEMSLAW.COM

ASSOCIATES

CHRISTINA M. MELLOTT ◊
DANIEL J. PEDERSEN ◊
RYAN S. STARK ◊
AMANDA STARK ◊
MATTHEW W. KONYA ◊

OF COUNSEL

KENNETH E. BRODY ◊

CONSULTANTS

STEVEN M. JOHNSON
LISA W. BERNHARD, CPA

◊ MEMBERS, PENNSYLVANIA BAR
Δ MEMBER, NEW YORK BAR
◻ MEMBER, CALIFORNIA BAR

CHRISTINA M. MELLOTT
cmellott@pwwemslaw.com

March 27, 2018

VIA CERTIFIED MAIL NO. 7016 1970 0000 8328 4998

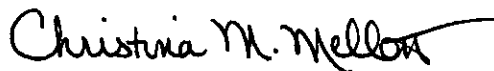
Rosemary Chiavetta, Secretary
Pennsylvania Public Utility Commission
Commonwealth Keystone Building – 2nd Floor
400 North Street
Harrisburg, PA 17120

**Re: Application for Paratransit Authority for
Bethlehem Township Volunteer Fire Company**

Dear Secretary Chiavetta:

This firm represents Bethlehem Township Volunteer Fire Company. Enclosed for filing, please find the original and one copy of the PUC Application, Verified Statement of the Applicant, a self-addressed envelope, and an attorney's check for the \$350 filing fee for an Application for Common Carrier Paratransit Service for Bethlehem Township Volunteer Fire Company. Please date-stamp and return the copy to me in the enclosed envelope.

Very truly yours,



Christina M. Mellott

CMM:ms
Enclosures

RECEIVED

MAR 30 2018

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

March 27, 2018
Page 2

cc: Bethlehem Township Volunteer Fire Company

RECEIVED

MAR 30 2018

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Secretary
Pennsylvania Public Utility Commission
400 North Street, Second Floor
Harrisburg, PA 17120
(717) 772-7777
www.puc.pa.gov

Application for Motor Common Carrier of Persons in Paratransit Service

THIS APPLICATION IS TO BE USED FOR COMMON CARRIER PASSENGER SERVICE WHEN PROVIDING TRANSPORTATION ON A NONEXCLUSIVE, ADVANCE RESERVATION BASIS.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

Bethlehem Township Volunteer Fire Company

- If you are an individual who has not formed any type of corporate entity, you should enter your name **as it will appear on your insurance documents**.
- If you are filing for a partnership, but **not a limited liability partnership**, the names of all partners must be entered on this line. Those names should be entered **as they will appear on your insurance documents**. This includes husbands and wives filing jointly.
- If you are filing for a corporate entity (corporation, limited liability company, or limited liability partnership), **even if you are the sole shareholder member**, you must enter the name **exactly as it appears on the registration papers from the Corporation Bureau of the Pennsylvania Department of State**.

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Vans" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Vans" or "J. Doe Vans" are not considered fictitious and would not have to be registered.*

3. **Do you currently hold PUC Authority?** **NO** **Previous Authority?** **NO**

If YES, at PUC No. A- _____

4. **Are you a business entity registered with the PA Dept. of State?** **NO**

If NO, you must register (see checklist on how to register)

If YES, provide your PA Corporation Bureau Entity ID Number 3941028
(See checklist and indicate type of business entity registered)

RECEIVED

MAR 30 2018

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

5. **If either a corporation or limited liability company please list members (LLC) or shareholders and officers (corporation).**

N/A - non-profit, non-stock corporation

_____	_____
_____	_____
_____	_____
_____	_____

6. **Physical Address** (do not use PO Box)

1919 8th St.

Street Address

Bethlehem, PA 18020

City, State and Zip Code

(610) 694-0062

Northampton

Telephone Number

County

The address entered here should be the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment.

7. **Mailing Address** (if different from Physical Address)

PO Box 3337

Street Address

Bethlehem, PA 18017-0337

City, State and Zip Code

This is the address to which the Commission will send all official documents issued by the Commission. If left blank, it will be assumed that the **MAILING ADDRESS** is the same as the **PHYSICAL ADDRESS**.

8. **Attorney** (if applicable)

Christina Mellott, Esq.; Page, Wolfberg & Wirth, LLC (717) 691-0100

Attorney's Name & Telephone Number for this Filing

5010 E. Trindle Rd. Ste 202, Mechanicsburg, PA 17050

Attorney's Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

9. **Does applicant have a USDOT Number?**

No Yes, at No. _____

10. **Describe the service area proposed by this application.**
(Use the space below or attach additional sheet if space provided is not sufficient).

To transport, as a common carrier, persons in paratransit service, from points in the Counties of Lehigh, Monroe, and Northampton, to points in Pennsylvania and return.

Examples:

- *To transport people whose personal convictions prevent them from owning or operating motor vehicles from points in Lancaster County to points in PA, and return.*
- *To transport people from the city and county of Philadelphia to correctional facilities in PA, and return.*
- *To transport people in wheelchair and stretcher vans from points in the city of Pittsburgh to points in Allegheny County, and return.*
- *To transport people between points in Northumberland County.*

11. **Certification:**

Applicant certifies that it is not now engaged in unauthorized intrastate transportation for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said assessment to help defray expenses incurred in regulating Motor Common Carriers of Persons in Paratransit Service; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

RECEIVED

MAR 30 2018

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

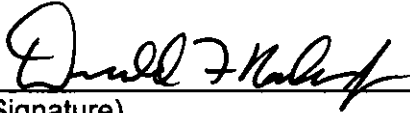
Verification of Application

I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Donald Norder Jr.

(Print Name)



(Signature)

3/5/18
(Date)

The verification of the application must be completed by the applicant appearing on Line 1 of the application by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Secretary (if a corporation).

Revised 7/17/17

RECEIVED
MAR 30 2018
PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

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.

Bethlehem Township Volunteer Fire Company

Legal Name of Applicant

Trade Name, if any

1919 8th St.

Bethlehem

PA

18020

Street Address (principal place of business)

City or Municipality

State

Zip Code

The Verified Statement of the Applicant factual details about your proposed transportation service. Your Verified Statement must answer all of the items listed below and on the following pages. Provide as much information as possible to prevent delay in processing your application. If you need more space to provide your answer, please attach additional pages identifying the appropriate item number.

1. Identify the person making the Verified Statement on behalf of the applicant. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number.

Robert Norder, EMS Executive Director
Bethlehem Township Volunteer Fire Company
1919 8th St.
Bethlehem, PA 18020
(610) 694-0062

RECEIVED

MAR 30 2018

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

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

N/A

3. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to including office machines that will be utilized, and the facility to house vehicles. As a carrier of household goods in use, applicant should include a description of 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.

Facilities:

Bethlehem Township Volunteer Fire Company has one station which is located in Bethlehem Township, PA. The station has a 360 square foot office area, which has a fax machine, a printer/scanner, telephones, 7 staff computers, and the station also has 4 bays (comprised of 2736 square feet). The station also has a 270 square foot supply/storage space, a 1241 square foot bunk room, separate men's and ladies' restrooms, a utility room, a 200 square foot laundry room, a 390 square foot kitchen, and a server room. This is where the wheelchair vans will be housed.

Records:

A computerized patient care report is documented through a software program for each transport. This report is then printed off and sent to our billing staff. After the billing is completed, all patient care reports are kept in storage for a period of 10 years. Bethlehem Township Volunteer

Fire Company has a performance improvement team which evaluates each emergency and non-emergency patient care report for quality assurance.

Record Maintenance Plan:

All records are stored either in paper form or electronically for a minimum of 10 years. This includes patient care reports that are stored in paper form in a secured storage area and an electronic database that stores all non-emergency transport information including requests for service, unit assigned to the transport, date/times of the transport, and the staff member(s) completing the transport.

Communication Network:

The in-house Communications Center is the primary source for dispatching all non-emergency transports through the use of the medical dispatch software. This includes the dispatching and tracking of all wheelchair vans. Requests for non-emergency transports are received via telephone or fax. The Communications Center then processes all requests and assigns an appropriate unit to that response. All legs of the transports are tracked by the Communications Center to include response, arrival at originating facility, initiation of transport, and arrival at receiving facility. All wheelchair vans possess a two-way radio and a cell phone, each of which are able to communicate directly with the Communication Center.

The Communications Center is staffed 24 hours a day. Records which are required to be maintained by the PUC will be maintained in the same way we are currently doing business, by using dispatch, trip logging and billing software. All of this software allows us to generate a large variety of reports and is compatible with popular software packages. Normal business records are maintained in a similar fashion.

With regard to the communication network, communications are accomplished by a number of means. While not all are used at the same time on most occasions, by having multiple systems it allows us to serve our customers the best since one of these networks is always available to make contact with our staff. We have the following means to contact our staff: direct face to face contact, contact via VHF radio on our own frequency, contact via pager, contact via cellular phone and contact via e-mail.

A customer makes a request via telephone; the dispatcher logs the request into the dispatch software. The dispatcher pages the on-duty crew to respond to the request. Once the unit is en route, continuous contact can be made via the VHF radio or cellular phone.

4. 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 territory you will be serving. In addition, please explain:

- a. Your hiring standards for drivers;

Bethlehem Township Volunteer Fire Company has 60 emergency medical services providers staffing its ambulances. All drivers must be certified by the Department of Health as one of the types of emergency medical service providers listed in Section 8113 of the Emergency Medical Services System Act, 35 Pa.C.S. § 8113(a). All must be at least 21 years of age, complete an Emergency Vehicle Operators' Course, possess a valid Pennsylvania driver's license, pass a Pennsylvania State Police criminal background check, satisfactorily complete a urine drug and alcohol screen, and be approved by our insurance carrier. Bethlehem Township Volunteer Fire Company will use the same personnel to staff its wheelchair vans.

All of our staff members are trained on the proper operation of the ambulances and will be trained on the proper operation of the wheelchair vans and could be utilized to facilitate a wheelchair van transport, should there be a need after obtaining paratransit authority from the Commission. Duties for these staff members include the transportation of patients, keeping their response vehicle clean and in a state of readiness, maintaining the cleanliness of the stations, documentation of all patient encounters, complying with documentation requirements, obtaining billing signatures, meeting educational requirements, and being excellent customer service representatives.

The leadership at Bethlehem Township Volunteer Fire Company is constantly analyzing call volume (for both emergency and non-emergency requests for service). All units are staffed according to predicted call volumes during a 24-hour period with staffing levels being increased during peak call volume times. Our current staffing of in-service units allows us to facilitate most calls for service (with less than 1% of all calls for service not being able to be covered).

With our experience in the ambulance service industry, we are confident that the current number of drivers we employ will be sufficient to handle any requests for paratransit services we may receive if and when we obtain paratransit authority from the Commission. If it turns out that our present staffing levels are not sufficient for the anticipated expansion of our services once we obtain paratransit authority from the Commission, we certainly have the ability to hire more drivers.

b. Your system for conducting criminal background checks;

All employees upon their hiring are given a conditional offer of employment. Motor vehicle record checks and criminal background checks are then performed prior to allowing them to begin orientation with Bethlehem Township Volunteer Fire Company. We then complete annual checks of the motor vehicle records and criminal background checks on all our employees.

c. Your driver training program;

As referenced in Section (a), above, and in Question 3, above, all employees are given an in-house orientation and are then put through a field orientation process with a field training officer prior to being permitted to engage in any transport duties. This orientation and training program includes, among other things, driver training. During the driver training, staff members are coached on safe vehicle operations, operating the vehicle for optimal patient comfort, backing and maneuvering the vehicle, and parking considerations.

d. Your system for conducting driver license checks;

A current driver's license is kept on file and maintained by the organization. Annual checks are performed on each driver's motor vehicle records. When a driver's license is set to expire, the staff member will receive a warning message that they are required to submit a copy of the renewed driver's license to the organization or they will be suspended from being able to operate a company vehicle. All staff members are required to immediately inform leadership personnel (by Company policy) any time that they receive a driving citation that could result in a driver license suspension.

e. Your policies regarding alcohol and drug use by your drivers.

Bethlehem Township Volunteer Fire Company has a policy prohibiting the use of alcohol, illegal drugs, and prescription medication that may impair the ability to operate a motor vehicle or impair the ability to safely perform job duties. Personnel are tested for drugs and alcohol after every accident and upon reasonable suspicion. A copy of this policy is available upon request.

5. 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 territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below.

YEAR	MAKE	MODEL	SEATING CAPACITY*	VEHICLE ID #	MILEAGE
02/2015	Chevy	Ambulance	6	1GB3G2CL6E1198177	49,919
04/2011	Chevy	Ambulance	6	1GB362CL2B1154124	125,880
2016	Chevy	Ambulance	6	1GB3GRCL2G1162238	32,268
11/2014	Chevy	Ambulance	6	1GB3G2CL0E1141165	91,537
03/2014	Chevy	Ambulance	6	1GB3G2CL9E1170115	68,518
11/2010	Chevy	Ambulance	6	1GB6G2B68A1123029	146,429
09/2008	Chevy	Ambulance	6	1GBJG316281131137	183,748
2004	Ford	Ambulance	6	1FDXE45P44HA84081	75,222
2011	Ford	Explorer	4	1FMJU1G56BEF36663	23,169

*Vehicles with seating capacity of more than 15 passengers, including driver, can't be used in paratransit service.

6. Describe your vehicle safety program. Please include the following in your explanation:

a. Your periodic vehicle maintenance plan

All Company vehicles receive routine vehicle maintenance which is performed by a licensed vehicle repair shop. This routine maintenance is performed every 5,000 miles and includes maintenance/inspection on the following areas:

Lighting, back-up alarm, windshield and wiper blades, mirrors, brakes, tires, oil and lube, fluid level checks, under hood checks, Transmission oil, underbody checks, batteries, Interior checks. All wheelchair vans also receive lubrication of the wheelchair lift, hydraulic oil level check, and visual inspection for leaks in the hydraulic system.

b. Your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175).

All vehicles are inspected annually as required by law at a certified Pennsylvania inspection station. The equipment on the vehicles and the lifts on the wheelchair vans also receive periodic maintenance to ensure that they continue to function properly.

7. Please explain what steps you have taken to determine if you can obtain insurance and pay the required insurance premiums.

Bethlehem Township Volunteer Fire Company already has insurance on all of its ambulances. We have contacted about the insurance coverage for the paratransit operations, and we are confident we will be able to pay for this coverage.

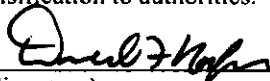
8. State whether the applicant has been convicted of a misdemeanor or felony. If applicant is partnership, limited liability partnership, corporation, or limited liability company this question applies to all members, officers, and/or shareholders. If "YES", explain.

 YES X NO

9. Financial Data. Complete the "Statement of Financial Position", which follows this page. Please feel free to also provide additional information explaining 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.



(Signature)

DONALD F NORDER JR PRESIDENT

(Name and Title, printed or typed)

3/5/18

(Date)

RECEIVED
MAR 30 2018
PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Statement of Financial Position (Balance Sheet)
As of (date) 12/31/2017

ASSETS

Current Assets		
Cash	\$1,400,000	
Other Current Assets (specify)		
Total Current Assets		<u>\$1,403,000</u>
Tangible Assets		
Motor Vehicle Equipment	\$265,000	
Property (buildings, land, etc.)	\$2,740,000	
Office Equipment		<u>\$8,400</u>
	TOTAL ASSETS	<u>\$4,538,000</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	0	
Credit cards/revolving credit	0	
Other Liabilities (Attach schedule)	0	
Total Current Liabilities		<u>0</u>
Long Term Liabilities (Due after one year of date)		
Mortgage	\$1,548,000	
Long term commercial loan	0	
Other Liabilities (Attach Schedule)	0	
Total Long Term Liabilities		
	TOTAL LIABILITIES	<u>\$1,548,000</u>

RECEIVED
MAR 30 2018
PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Corporate Officers and Board of Directors:

Don Norder – President

Rick Hasonich – Vice President

Ann Marie Norder – Secretary

Mark Keeler – Treasurer

Dave Stapinski- Fire Chief

CJ Kuronya – Assistant Fire Chief

Larry Resar – EMS Captain

Don Lasso – Facilities

Matt Marlowe – Fund Raising

Chris Considine – Membership

Michael Forstoffer – Planning & Development

Eric Norder – Public Affairs

Sandy Minnich – Lower Nazareth Representative

Bob Norder – Executive Director of EMS

RECEIVED

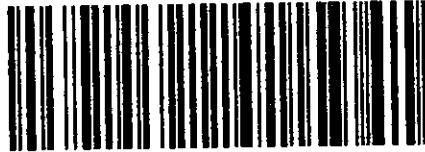
MAR 30 2018

**PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU**

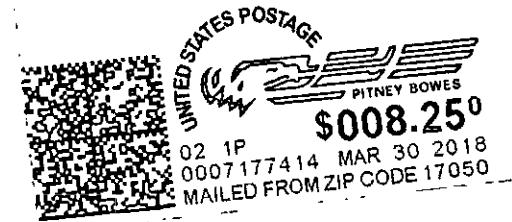
Page, Wolfberg & Wirth, LLC
5010 E. Trindle Rd.
Suite 202
Mechanicsburg, PA 17050

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

CERTIFIED MAIL



7016 1970 0000 8328 4998



First Class Mail

Rosemary Chiavetta, Secretary
PA Public Utility Commission
Commonwealth Keystone Building – 2nd Floor
400 North Street
Harrisburg, PA 17120