

WEST LEBANON TOWNSHIP
March 25, 2024

A special meeting of the West Lebanon Township Board of Commissioners was called to order at 6:00 p.m. by President John Gurganus with the Pledge of Allegiance

The following were in attendance:

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| Commissioner Joe Templin | Treasurer: Julie Clouse (absent) |
| Commissioner John Gurganus | Secretary: Antoinette Issis |
| Commissioner Michelle Testerman | Maintenance: John Brenner |
| Commissioner Justin Snyder | Township Engineer: Mr. Joshua Weaber (absent) |
| Commissioner Phylis Dryden | Solicitor: Mr. Paul C. Bametzreider (absent) |

There were 5 visitors in attendance.

John Gurganus stated that Tyler Reitz from Bowman Insurance in Palmyra will give a presentation regarding insurance.

Tyler Reitz was in attendance to answer questions for fire department's insurance and answer any questions regarding how things need to be adjusted.

Skylar Ford stated with the current apparatus, there are two engines, one that is capable of going through the tunnel. That is the only fire truck that is capable of going through the tunnel in Lebanon County. The fire department is not aware of the worth of the fire truck. If something were to happen to that apparatus, he wanted to know what the replacement cost of a custom-built fire truck is. That is hard to determine a replacement. Not all members are aware of what it would cost to replace something like that.

Tyler stated that the policy as written is on an agreed value. The insurance company needs an email from a third-party vendor that states about what the truck would cost to get rebuilt. After obtaining the estimate from the third party, the insurance would give an agreed value. The agreed value is probably under what it needs to be but without the third-party to justify a higher value. Once that is given, the insurance company will recalculate the value for both trucks.

John Gurganus asked does the estimate have to be itemized.

Tyler stated no, it just needs to be an overall value of the cost for it to be repaired.

John Gurganus asked if it has to be a verified vendor.

Tyler stated correct it has to be a verified vendor.

Michelle stated since the truck is under-insured, will that result in an increase of price for the township cost to the policy.

Tyler stated when the value of the truck is increased, the policy cost increases. When the value increases, the cost will increase due to the value of the vehicle.

Phylis asked does the vendor who the truck was purchased from need to appraise it.

Tyler stated not necessarily, and any reputable vendor can appraise the truck.

Skylar stated that the fire company has bylaws and SOPS that the drivers have to follow. Does the insurance company have something that tells drivers what they need to have?

Tyler stated VFIS has Motor vehicle reports, training, and outlines what needs to go on personnel records. No more than 3 minor violations to disqualify a driver. Driving with a suspended license and DUI are the two major ones.

Skylar stated the fire department submitted copies of driver's licenses to the township. Does the insurance require any other documentation be provided to the township?

Tyler responded with no.

Skylar stated the fire department has 10 hours pump time and 10 hours drive time training. Some drivers have EVOC training.

Michelle stated certificates are in personnel files.

Chase Testerman asked do drivers have to have pump time or drive time to be covered by insurance.

Tyler stated to his knowledge no but will confirm the guidelines.

John Gurganus asked Tyler to briefly explain what was explained to John Brenner, Antoinette Issis, and himself when meeting with him about the coordinated visits.

Tyler stated VFIS employees have risk consultants and can get him in contact with the fire department. VFIS employees can walk the fire department through what is required, services about VFIS.

Skylar asked in the event that something did occur, who contacts the insurance the fire department, does the board of commissioners, or Bill Houser who is the president of Speedwell.

Michelle stated it would be just like any other accident where you have a certain amount of time to contact the insurance company. If something happens, the board of commissioners needs to be made aware. The insurance company would need to contact someone who was at the accident. Notify both the insurance company and the board of commissioners.

Tyler stated the fire company could call so the insurance company can get the claim started and the fire department can conduct their own internal protocol to contacting the township. Tyler stated renewal is July 21, 2024. It does not take very long to obtain pricing once the insurance has the 3rd party vendor to provide a quote.

Skylar stated that they will look at vendors and asked if Tyler recommends any vendors.

Tyler stated no and go with whichever is most affordable for the fire company. The vendor will provide an estimate and it is not set in stone.

Skylar stated the boxcards for Automatic Fire Alarm: a ladder from Ebenezer, Speedwell Engine, and engine 14 (Neversink), and E39.

John Gurganus asked if the AFA is what is being proposed or what the current boxcard is.

Skylar stated 39-01 and 39-02 are mirrored and not being changed because the township is small.

Michelle stated to explain the changes to the boxcards.

John Gurganus asked what made the fire department want to change the boxcards.

Skylar stated that due to a shortage of volunteers sometimes engines do not get out due to lack of volunteers. The only paid fire company is Lebanon City. It is okay to call additional resources and then cancel them. It is harder to get to a scene and get additional resources due to time.

Some things were moved around because those companies obtained a lot more members. One fire company may be responding with 3 personnel and one company may respond with 10 personnel.

Every fire truck specializes in something (i.e. squad, engine, rescue). Each specializes in something. Additional manpower can be requested or canceled at any time.

John Gurganus asked Skylar if Mr. Dowd at the EMA office has seen the changes since Skylar had a meeting with him.

Skylar stated no, due to the Board of Commissioners needing to sign off on the Boxcards prior to them being submitted. Skylar told them that in the future the boxcards will change however, has not presented the county with the changes.

John Gurganus was curious because at the meeting with Mr. Dowd he was unsure why the boxcards were being changed.

Skylar stated he is not sure what he saw due to the fact that the boxcards were only made about 2 weeks ago.

John Gurganus asked what is the best for the township.

Skylar stated when the boxcards are signed by the township board of commissioners, they are accepting liability. The board of commissioners may not fully understand everything but wants to do the best for the residents. Skylar doesn't want to remove Lebanon City from boxcards but does not want to strip Lebanon City from responding to other emergencies.

Michelle asked if the township decides to not sign off on the boxcards who holds liability, Skylar as fire chief or the township.

Skylar stated there is liability however he cannot answer that question. The boxcards have worked in the past.

John Gurganus asked would this be impacted by the regional fire department merger.

Skylar stated he is unsure.

Justin Snyder stated the township is waiting for the regional fire department study results but the boxcards would be in place until the study is complete and a merger occurs.

Phylis stated her understanding of the meeting March 25, 2024 was for the boxcards to be discussed and no decisions were being made.

Skylar stated an agreement will need to be made about what to move forward with.

Skylar pointed out that on 39-1 and 39-2. Speedwell has 2 engines and if one engine does not get out, the other is not likely to go out. It would go to the next engine within proximity and has to get planned accordingly. In each boxcard, the fire department is choosing the types of apparatus that goes to the scene. Each engine is designed differently. There are pumps, engines, ladder trucks, rescue squad. Every piece is not the same.

Michelle stated when needing to respond at the mall, the fire department will take the engine equipped to go through the tunnel due to response time.

John Gurganus stated maybe having a more accessible tunnel.

JoEllen Litz stated the tunnel will become proprietary to the rail trail with a land swap with the people that own the land the corner. Eventually the road will go from 422 straight with a bridge and end up in the mall.

John Brenner stated from Hanford Drive to the south side of the tunnel will be pedestrian traffic only. That was put on the long-term transportation items. The board should not be discussing that and should be discussing fire department items.

Justin Snyder asked Skylar to explain the current boxcards and what changes were being made.

Skylar stated there are 2 boxcards with 39-02 and across the tracks would be 39-01. The township is not a very large township so both boxcards are set up to get the same apparatus in each boxcard.

JoEllen stated when she became a commissioner, she did a lot of research regarding response time and who got what call.

Skylar stated if the call is in a 39 box, Company 39 is due to respond. Mutual aid will be dispatched due to manpower.

Joellen stated going back to Michelle's question regarding liability and wanting the closest responder to respond.

Skylar stated the fire department has 4 minutes to respond prior to the next engine getting dispatched. The county is well advanced that when the timer is done they know to get the next engine out. The county has paid EMS and paid police, and they are on it pretty quick. Usually,

police will meet the fire department on scene, and they can provide an update pretty quick if another apparatus is needed.

Skylar started with boxcards:

- For an automatic fire alarm previously for 39-2: Engine 39, Engine 15, Rescue Engine 14-1, Ladder 15. Skylar wants to change it to: Engine 39, taking off rescue engine 14-1, remove ladder 15(from the city), adding ladder 9. In the event that one of the two engines does not in route, they will get wagon 15 from Cleona Fire Department and the City Engine. In the event that ladder 9 does not go in route, they will get ladder 15, which could be truck 20 or truck 18.

Justin asked Skylar if he is running the City Engine and Engine 39.

John Brenner stated no he is taking the city off and running engine 14.

Phylis asked where Engine 14 was coming from.

Skylar stated Neversink Fire Company and they are about a mile away. Ladder 9 is Ebenezer and they are 1 mile away.

Skylar stated for an aircraft incident, large or small, many resources will be involved. The old boxcard has Engine 39, Engine 15, Rescue Engine 14-1, Ladder 15, Craft 75 (from the Gap), and Chief 39. The new boxcard would be Engine 39, Rescue Engine 14-1, Rescue Engine 15, Ladder 15, Pumper Tanker, rescue 42, Rescue 48, and craft 75. Chief 50 is automatically dispatched for an aircraft incident.

Chase stated Chief 50 is Lebanon County Hazmat team. Hazmat is for jet fuel and other hazardous material.

Skylar stated for the old boxcards for business commercial: Engine 39, Engine 15, Rescue Engine 14-1, Ladder 15, Rescue 24. The new one would be: Engine 39, Engine 14, Engine 9, Rescue 11, Wagon 58, Ladder 15, Ladder 48, Rescue 48, and Pumper tank 43.

John Brenner asked why Skylar is bringing in Ebenezer for a business commercial.

Skylar stated he had a conversation with Mike Leonard that they had some trouble getting their truck out.

John Brenner asked why was it changed on the first boxcard. If they are having trouble getting the truck out why is it changing. The city-paid truck got taken off when it is available 24/7. If Ebenezer cannot get the truck out on the boxcard for a business, why were they placed on the first boxcard.

Skylar stated they took them off for an Automatic Fire Alarm, which he is not saying cannot be a fire. The conversation with Mr. Leonard regarding Ebenezer having trouble getting their truck out. An AFA can be a fire and ladder 15 is being dispatched as well.

Michelle stated for a business fire and proximity, no matter what Mr. Leonard stated, it would be irresponsible to bring a truck from 48 when they have a truck right up the hill. If they do not get the truck out, that is on them. An AFA could be a fire and to put them on that box because it could be nothing. It does not make much sense.

Skylar stated they looked at a quick response to get a ladder there.

Phylis stated it would not be a quick response if they cannot get the truck out.

Skylar stated 15 is a paid department.

Michelle stated department 15 is not a paid department.

Skylar stated for a second alarm it used to be ladder 48. Skylar stated he stacked a 1st alarm because they get dispatched for a 2nd alarm and they cannot get the manpower for a first alarm. If the fire department does a need to be a 2nd alarm they will have the manpower needed.

John Brenner stated he thinks they will be stacking too much and when getting to the scene Speedwell will tell departments they do not need them. Those companies will get annoyed about it and it happened before since Lebanon County is known for it.

Skylar stated that is fine however they are not accepting liability.

Michelle stated up until the business alarm, she agrees with the others.

Justin stated this is between life and death, there are not as many volunteers, and the fire department needs to get the adequate response needed. Trying to make sure there is more than enough equipment and manpower is important.

Phylis asked Justin if another fire company gets upset with Speedwell then it's too bad?

Justin stated it is a matter of time before someone gets sued for not having enough resources on scene. For a business commercial will have a lot of potential people involved due to employment and putting together a boxcard with more apparatus and send them home. If their feelings get hurt that is on them, but it is more important to do the right thing for residents.

Michelle stated she agrees however the issue she has is that Speedwell is not using the department closest to them.

Skylar stated the ladder truck 9 is responding.

John Brenner stated he has a hard time believing that Skylar wants to send a ladder truck through the City of Lebanon when he has Ebenezer sitting there.

Skylar stated he has Ebenezer's engine. Depending on the situation to put out the fire they may have to get onto the roof. Skylar would rather have Engine's there over ladder trucks. Skylar stated they can revisit the Business commercial after he speaks with Ebenezer, Mr. Leonard.

Skylar stated the next ones are Barn Fire 1st Alarm and Barn Alarm 2nd Alarm and the township does not have barns.

Phylis asked what the primary boxcard is.

Skylar stated that is not a boxcard and primary just explains all the fire companies that could be involved at some point.

Skylar read off the following boxcards:

- Car fire: Engine 39, with the backup being Rescue engine 14-1, Engine 15. With being dispatched as a primary Squad 58 for 2 reasons being the solar squad not requiring air.
- For carbon monoxide detection: Engine 39, Ladder 9, and Squad 58. Backups are Rescue Engine 14-1, Ladder 15, and Rescue 24.
- For wires down or wires, wires on tree, wires on roadway: Engine 39
- For farms/industrial equipment: engine 39, rescue engine 14-1, rescue 24, rescue 42. Backup unit is rescue 42.
- Hazmat: Engine 39, rescue 14-1, and squad 58. Chief 50 will be contacted via phone.
- Investigation inside: Engine 39, engine 14, ladder 9, and squad 58. Backups are engine 15, ladder 15.
- Investigation outside (examples would be smoke in the distance or gas smell): kept the same with engine 39 and backup is engine 48.
- Land/search rescue within the township: Engine 39, Utility 14 and Utility 9. In this special unit 66 duty officer will be notified.

Phylis asked what special unit 66 is.

Skylar responded a search and rescue team out of North Annville. Hazmat would be notified as well. For search and rescue cases, manpower is needed so Hazmat and Special Engine 66 would be notified for the manpower.

Chase stated that a utility truck is a pickup truck because there are certain points an engine truck will not reach because of being so big and heavy. A utility truck will reach tighter spaces.

Skylar pointed out that as they go through the boxcards, not everything is set in stone. They can be moved around.

Skylar stated in the event that a landing for Life Lion: engine 39 will be dispatched. In the event a Mass transportation accident: Engine 39, Rescue Engine 14-1, squad 58.

Justin stated a mass transportation accident could include an accident with the railroad. Justin asked if they considered making a separate box for the railroad.

Skylar stated there is a railroad box and it is call pending. The boxcard is vague and depending on the situation, it would require different resources. Skylar wants to have a conversation with the county depending on the situation.

Skylar stated if a Med assist occurred in the township Engine 39 would get dispatched. If a miscellaneous call is received just engine 39 would respond. Business Commercial, multiple dwelling, and structure fires mirror each other for boxcards. In the event that a vehicle accident into a structure: Engine 39, Rescue Engine 14-1 and Engine 58. Accident with injuries: Engine 39 and Rescue Engine 14-1. Speedwell does not have the rescue tools such as jaw cutters.

Rescue Engine 14-1 has to be on that box. Other buildings (i.e. shed fire): Engine 39, Engine 14, and Rescue 24. For a 2nd Alarm for other buildings: Engine 15, Wagon 58, Ladder 9, and Engine 11. Engine 11 out of Palmyra is the Rapid Intervention Team (RIT) is required anytime that a fireman could be entrapped in a fire. Engine 11 would be automatically dispatched for such fire.

Phylis asked who dispatches the fire police?

Skylar stated the county. For an outside tank fire (i.e. 100-pound propane tank): Engine 39 and Rescue Engine 14.

Justin asked if hazmat would be notified?

Skylar responded it depends on the size of the tank and the information given to the county. For a rescue (i.e. child in car): Engine 39. For a spill control: Engine 39.

Phylis asked who covers the Rails to Trails.

Skylar stated North Lebanon Township. For a rail trail on the train track, a lot was put on. None of the apparatus is narrow enough to go down there. For a fire there Engine 39, Engine 14-1, Attack 9 and Attack 48. Attacks are on the boxcard because they are small pickup trucks with tools and water that are able to drive along the railway to fight brush fires. For a wildfire: engine 39. For a water rescue: Engine 39, Rescue Engine 14-1, Hazmat boat 50. The Quarry is not considered in West Lebanon.

JoEllen Litz asked when Dan Copper was EMA Director, his biggest concern was not getting into the Quarry because there was no maintained access with the trees. Has that changed?

Skylar stated to his knowledge, no. It could still be an issue. It is something that needs looked it.

Justin stated there was an access point behind Boscov's and Longhorn. Unfortunately, the fire company has been over there for drownings. That is private property and there is no access points.

Skylar stated in the event something were to happen, they would have to assess the situation.

John Gurganus asked John Brenner if there is an access road for the Quarry.

John Brenner stated the road behind the mall is the closest.

John Gurganus asked about using the road behind there.

John Brenner told Skylar that if he has any trains or anything over there to get permission from the Quarry owner Douglas Henry, from Henry Molded.

Skylar stated that is all for boxcards. The commissioners could setup another meeting to discuss business commercial, structure fires, and multiple dwellings.

Michelle stated she does not think another meeting is necessary for the one issue.

John Brenner stated he is not sure if the fire department is aware that the special meeting cost the township money.

Skylar stated for a business commercial the fire department can take ladder 48 off and put ladder 9. For a business commercial, ladder 48 will be responding anyway so he will put them on.

John Brenner stated but the city is not being used.

Skylar stated the city will remain on the box card.

John Brenner asked so 3 ladder trucks will respond.

Chase stated ladder 9 will be switched to engine 9. So for business commercial instead of ladder 15 and ladder 9.

Skylar stated in that case he will be short an engine or find another engine for a 2nd alarm. He wants to discuss that with Chase to coordinate appropriately.

Phylis asked if some of the confusion is using the same number but a different apparatus.

Skylar stated if the city is tied up than the next closest engine will respond.

Justin asked why Skylar chose 48.

Skylar stated because the fire department always had 48 respond to calls and they know if they respond what to do. They bring a lot of manpower and have a lot of experience.

Michelle stated her understanding when the meeting was setup with the attorney was to vote on it at the April meeting.

John Gurganus stated the takeaway is providing John Brenner or Antoinette Issis the latest takeaway for the new boxcards that need signed off on.

Skylar asked how John wants it to be done. It has to get sent to the township for getting signatures and Skylar will be involved in the process.

John Gurganus stated to send the updates to the township.

Phylis stated on the boxcards, there is extra space on the bottom and to have more details on the empty space.

Michelle stated the papers in front of the commissioners are county forms and they are templates.

John Gurganus asked how many drivers the fire department has.

Skylar stated about 5-6 drivers.

John Gurganus asked how many volunteers the fire department has.

Michelle stated that should not be discussed because it is not on the agenda.

John Gurganus wants to know so if someone were to ask him.

Michelle stated if someone were to ask John to refer them to the fire department president.

Justin stated there are some residents and to open the floor for public comments or questions.

Jon Litz asked with changing the boxcards, will that allow Speedwell to respond in other townships.

Chase stated Speedwell responds to North Cornwall, and everywhere else.

Jon Litz asked does the board have to approve Speedwell to respond to another township's boxcards.

Michelle stated no because there is a mutual aid agreement for Speedwell to respond to other fire company's boxcards.

Skylar stated there is a shared box with Ebenezer, considered the 939-1 box. That is a conversation to have with the chief. They must come to an agreement on which apparatus responds.

John Brenner stated 2 chiefs' ago, they worked on the boxcards and it was given to both municipalities to sign off on. North Cornwall and West Lebanon have to sign off on. Skylar stated it will be a simple conversation to add another engine but the boxcard is currently working.

Michelle stated the mall is split between North Lebanon and West Lebanon.

Phylis asked if this will be done prior to the April meeting.

John Brenner stated to provide the township copies, and not the day of the meeting.

Michelle stated it will be on the April Agenda.

The next meeting of the West Lebanon Township Board of Commissioners is Monday April 1, 2024 at 7:00 p.m. at the West Lebanon Township Building, 322 North 22nd Street.

Phylis Dryden made a motion, seconded by Michelle Testerman and agreed by the Board to adjourn the meeting at 7:21 p.m.

Respectfully submitted,

Antoinette Issis, Secretary