

Municipal Emergency Services Authority of Lancaster County  
Public Meeting  
November 29, 2023  
6:00 PM  
Elizabethtown Borough Council Chambers  
600 South Hanover Street  
Elizabethtown PA 17022

Agenda

- 1) Call Meeting to Order
- 2) Moment of Silence
- 3) Pledge of Allegiance
- 4) Roll Call of Board Members (Butler, Dupler, Hershey, Hudson, Risser, Snyder)
- 5) Public Comment
- 6) Meeting Minutes – November 15, 2023
- 7) Committee Reports
  - a. Revenue Fee – Status of Billing List
    - One-page Billing Insert
    - Establish Billing Date
    - Late payments and fees policy
    - Letter from Masonic Village
- 8) Northwest EMS Update
- 9) Authority Solicitor Report
  - a. Mutual Aid Agreements
  - b. Billing Agreements
- 10) Implementation Manager Report
- 11) Old Business
  - a. Timeline Discussion
  - b. 2024 MESA Budget
  - c. Approval of Diversified Technologies for Fee Billing Services
  - d. Approval of Employment Letter for Authority Manager
  - e. MESA Board meeting with NWEMS Employees – December 6, 2023

12) New Business

- a. 2024 Meeting Schedule
- b. Employee email accounts
- c. MESA Website Proposals
- d. Resolution 2023-7 - Authorizing membership with Pennsylvania Local Government Investment Trust
- e. Approval of Banking Account for receipt of fee payments
- f. Conditional Offers of Employment for the following positions:
  - Operations Manager
  - Finance Manager
  - Community Outreach and Logistics Coordinator
  - Insurance Billing and Compliance Coordinator
  - Insurance Revenue Clerk
  - Fleet and Property Coordinator
  - Administrative Assistant
- g. Approval to open credit card account with Capital One

13) Financial Report

14) Board Comments

15) Calendar

- a. Next Meeting: Wednesday, December 6, 2023 (6:00 PM) – Elizabethtown Borough Office

16) Adjourn