

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
February 7, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, February 7, 2024, at 6:00 PM in the Elizabethtown Borough Council Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, 17022.

The meeting was called to order by Chairperson Debra Dupler.

Roll call: Debra Dupler, Jeffrey Butler, and Roger Snyder were present. Also present was Jason Sabol, Board Solicitor. Justin Risser, Jeffrey Hudson, and Jeffrey McCloud were absent.

Ms. Dupler opened the meeting for public comment. None were heard.

As there was not a quorum present, voting on approval of the minutes of the January 31, 2024 meeting minutes was tabled.

Revenue fee model – A check of data provided by municipalities with that compiled by Diversified Technology provided to be a match. First round of billing by Diversified Technology should be on track for week of February 12, 2024.

Authority Manager Report – Mr. Scott Kingsboro, Authority Manager, provided the following report to the Board.

- Vehicle titles changes are in process.
- 1st joint billing agreement signed by South Central
- ER notifications sent out by Wade Amick (operations)
- Job descriptions sent out companywide.
- Signs changed except top building lettering will be done next week.
- 1st MESA safety committee completed today (2/7)
- Appraisal for building completed.
- Rigs continually getting done for rebranding.
- Monday (2/5) 1st Captain's meeting held with Managers.
- Over all things went smoothly on the first day of MESA operation (February 4, 2024) and this week so far.

Jason Sabol, Board Solicitor, reported that no further information was received from the Attorney General's office.

Jason Kirsch provided an overview of public relations items underway. There was general discussion regarding notices to be sent regarding the ceremonial ribbon cutting scheduled for

Tuesday, February 27, 2024 at 10:00 AM. Mr. Kirsch indicated that articles for municipal newsletters should be done by the end of the month.

The Board reviewed the latest draft of a letter to be sent to businesses to self-report the number of employees and the Fee Assessment Billing Appeal form. No changes were suggested.

Mr. Hershey reviewed the list of potential ARPA expenditures for 2024. The list of projects totaled \$115,600.00. If implemented as shown, a total of \$3,559.18 would remain uncommitted.

Mr. Hershey discussed proposed renovations to the Elizabethtown station. It's estimated to cost \$15,000 to \$20,000. It was noted that if costs are expected to exceed \$23,200, public bidding requirements would apply and over \$25,000 would require implementation of prevailing wage rates.

There was a discussion regarding the number of out-of-area calls Northwest EMS handles in December 2023. NWEMS covered 47 calls in Columbia Borough, Mount Joy Borough and Rapho Township. In that same period, other agencies covered 2 calls for NWEMS. It was suggested that a meeting with non-MESA municipalities to address billing of cover calls be scheduled.

As there was not a quorum present, voting on approval of Bill List 2024-05 and Bill List 2024-02GF was tabled.

The next regular meeting of the Board is scheduled to be held on Wednesday, February 21, 2024, beginning at 6:00 P.M. It was suggested that meetings be changed to the second and fourth Wednesday of the month starting in March. Board approval of the revised schedule will be on the February 21, 2024 agenda.

A motion was made by Mr. Snyder and seconded by Mr. Butler, to adjourn the meeting at 7:00 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)