

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY**

January 10, 2024

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, January 10, 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, Justin Risser, Jeffrey Butler, Roger Snyder, Jeffrey Hudson, and Jeffrey McCloud were present. Also present was Jason Sabol, Board Solicitor.

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

The Board unanimously approved the minutes for the January 3, 2024 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. McCloud.

Revenue fee model – Mr. Marc Hershey and Mr. Ryan Minnich reported on the information compiled regarding the various fee categories. Complete information has been received from five of the six municipalities. The billing list will be provided to Diversified Technologies when complete. There was discussion regarding the need to continually update the data throughout the year to prepare for the annual billing process.

The Board discussed potential appeals of fee amount. Mr. Sabol suggested the appointment of a Hearing Officer in lieu of the Board hearing all appeals. Appeals from the Hearing Officer would be heard by Magisterial District Judge. There was general discussion regarding the appeal process and potential application fees.

Northwest EMS Update and Implementation Manager Report – Mr. Scott Kingsboro, Executive Director of Northwest EMS provided the following report to the Board.

- Northwest EMS Board of Directors approved continuing to sell ambulances as needed for \$1.00 each
- Northwest EMS Board of Directors approved MESA's seed money request. Initially \$250,000 will be transferred to MESA. The balance will follow after February 14, 2024.
- Northwest EMS Board of Directors approved the Foundation By-laws
- Rig #8 should be done at Horton (Ambulance Manufacturer) in March 2024
- Retirement (457 plan) was approved
- Cornerstone will be at the station tomorrow to go over billing, so everyone is ready for the February 4, 2024 start. Marc visited Cornerstone on Tuesday afternoon to look over billing operations
- The review of three more sections of SOG's remain to be done
- Rig # 3 is currently getting graphics completed

Jason Sabol, Board Solicitor, reported that Mutual Aid agreements are almost complete. To date, there has been no word from the Orphans Court. Dave Jones to follow up.

Jason Kirsch provided an overview of public relations items underway. An email of "Frequently Asked Questions" will be circulated to municipal officials. The next edition of 411 newsletter is forthcoming. A notice to community partners and medical groups will be prepared for circulation. The pre-billing postcard is being finalized. The Board's Kick-off event is now scheduled for Thursday, February 22, 2024 at 10:00 AM.

There was discussion of approaching the Merchandiser with press release and potential article in lieu of placing an advertisement.

On a motion of Mr. Risser, seconded by Mr. Hudson, the Board unanimously approved continuing to purchase and transfer vehicles from Northwest EMS, as needed, at cost of \$1.00 per vehicle.

Mr. Hershey reported that Lititz Sign Company has provided a quote for the replacement of building signs at the Elizabethtown Station. Lititz Sign Company is one of the few companies with the bucket truck needed to perform the work. On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved Lititz Sign Company performing the work at a cost of \$2,965.00.

Mr. Hershey reviewed the cost options for renting a postal box for the receipt of fee payments. On a motion of Mr. Risser, seconded by Mr. Hudson, the Board unanimously approved utilizing the Diversified Technologies Bloomsburg P.O. Box for receipt of fee payments.

Mr. Hershey indicated that vendor accounts will begin to be established for MESA.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the payment of 12 bills and one fund transfer, totaling \$51,287.41, as presented on Bill List 2024-02.

Mr. Bob Enck, NWEMS Board member, reminded the Board that two members are to be appointed to the newly established Northwest EMS Foundation Board of Directors.

The next regular meeting of the Board is scheduled to be held on Wednesday, January 17, 2024, beginning at 6:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. Risser, to adjourn the meeting at 8:00 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)