

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
May 22, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, May 22, 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, Justin Risser, Roger Snyder, Jeffrey Hudson and Jeffrey McCloud were present. Also present was David Jones, Board Solicitor.

Ms. Dupler announced that the Board held an executive session regarding personnel issues and potential litigation immediately prior to the public meeting.

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

On a motion of Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved the minutes of the April 24, 2024.

MESA Financial Manager Mr. Hershey provided a Fee Assessment report as of May 21, 2024. The report indicated that 85% of the budgeted fee revenue has been collected. He also indicated that work on the required ARPA fund reporting has started.

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

- Rig #7 (unit that was in an accident) is scheduled to be in the shop to be repaired.
- All units are rebranded. Two little ambulances and cub still need to be done.
- Provided the Board with missed call report and cover call information.
- Looking to engage PWW for a Request for Proposal for billing services.
- Things are running smoothly. Thanked all crews, management and Authority Board.
- It's EMS week.
- Work continues in transferring accounts/paperwork from NWEMS to MESA.

Jason Kirsch provided a written update of ongoing public relation activities and website access analytics.

David Jones reported that the deed transferring ownership of the Elizabethtown station from NWEMS to MESA has been recorded.

The Board discussed implementation of late fees on outstanding accounts. There are approximately 2,800 accounts with an outstanding balance. On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously authorized mailing of bills, with the imposition of a 10% late fee, to all outstanding accounts. It was indicated that the new bills will be mailed the week of June 17, 2024.

The Board reviewed a draft of the proposed insurance billing process. The Board will reconsider the item at its next meeting.

The Board discussed the need to issue a Request for Proposal for insurance billing services.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously accepted the resignation of Authority Manager, Scott Kingsboro, effective June 7, 2024. The Board thanked Mr. Kingsboro for his service to NWEMS and MESA.

On a motion of Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved the payout of benefits to Mr. Kingsboro, as outlined in his Employment Agreement, over the next six (6) pay period in lieu of a lump sum payment.

The Board tabled the discussion of potential staff reorganization following the resignation of the Authority Manager.

On a motion of Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved the payment of bills totaling \$367,510.68, as presented on Bill List 2024-08GF and payment of bills totaling \$32,755.87, as presented on ARPA Bill List 2024-11.

On a motion of Mr. McCloud, seconded by Mr. Snyder, the Board unanimously approved the financial reports for the period ending April 30, 2024.

The Board cancelled the June 12, 2024 meeting of the Board. The Board is scheduled to meet on Wednesday, June 26, 2024 beginning at 6:00 P.M.

A motion was made by Mr. Risser, and seconded by Mr. Hudson, to adjourn the meeting at 7:10 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)