

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

March 1, 2023

The Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY, pursuant to a written Call signed by all members of the Board, met in the Elizabethtown Borough Council Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, beginning at 7:00 P.M., on the 1<sup>st</sup> day of March, 2023. By consensus of the Board, J. Marc Hershey acted as Temporary Chairman and called the meeting to order. Jeffrey Butler was appointed Temporary Secretary and recorded the minutes.

Present were Board members Justin Risser, Jeffrey Butler, Rodney May, J. Marc Hershey, Jeffrey Hudson, Debra Dupler, Benjamin Bruckhart and Roger Snyder being all of the members of the Board.

The Temporary Secretary presented and read to the meeting the Call pursuant to which the meeting was held. On motion of Mr. Snyder duly seconded by Ms. Dupler, and unanimously adopted, the Call was ordered placed in the minute book of this Authority.

The Temporary Chairman reported that the Articles of Incorporation of the Authority were filed in the Office of the Secretary of the Commonwealth of Pennsylvania (the "Commonwealth") on the 7th day of February, 2023, and were approved as of February 7, 2023 by the Secretary of the Commonwealth.

Upon motion of Ms. Dupler, seconded by Mr. Hudson, and unanimously adopted, the Temporary Secretary was directed to incorporate the Certificate of Incorporation and an official photocopy of the approved Articles of Incorporation, when received, in the minute book as a part of the record of the meeting.

Mr. Hershey presented to the meeting a set of proposed Bylaws which has been prepared by legal counsel. The proposed Bylaws were summarized by legal counsel. A discussion of the proposed Bylaws ensued.

Upon motion of Ms. Dupler, seconded by Mr. Snyder, the following resolution unanimously was adopted:

RESOLVED: That the Bylaws, in the form presented to this meeting shall be and are approved and adopted as the By-Laws of this Authority; and

FURTHER RESOLVED: That a copy of said Bylaws shall be inserted in the minute book of this Authority as a part of the record of this meeting.

Mr. Hershey requested nominations for the following offices of the Authority, the officers so elected to serve until their respective successors are chosen and qualified: Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer. The following persons were elected for these offices:

- Chair - Debra Dupler
- Vice Chairman - Justin Risser
- Secretary - Jeffrey Butler
- Treasurer - J. Marc Hershey
- Assistant Secretary - Jeffrey Hudson
- Assistant Treasurer - Benjamin Bruckhart

The permanent officers of the Authority thereupon took charge of the meeting.

On motion of Mr. Snyder, seconded by Mr. May, and unanimously adopted, it was:

RESOLVED: That a corporate seal, pending review of seal requirements, the impression of which is affixed in the margin hereof, is approved and the same shall be the corporate seal of this Authority.

On motion of Mr. Snyder, seconded by Mr. Risser, the following resolution was unanimously adopted:

RESOLVED: That proper officers of this Authority shall be and they are authorized and directed to procure such corporate books, records, stationery and supplies as shall be deemed necessary to the conduct of business of this Authority.

On motion of Mr. Snyder, seconded by Mr. Hudson, the following resolution was unanimously adopted:

RESOLVED: That the Treasurer of this Authority is instructed and empowered to receive, for the account of this Authority, all cash, checks, drafts, notes, acceptances, or other evidences of indebtedness to this Authority, from whatsoever source derived, and to issue receipts acknowledging payment of such moneys or delivery of such checks, drafts, notes, acceptances, or other

evidences of indebtedness to this Authority. Such Treasurer is further instructed and empowered to open and keep one or more special accounts with a bank, having an office in Lancaster County, Pennsylvania, and, to the extent such account (or accounts) is not insured, to require such security as may be required by applicable law; and

FURTHER RESOLVED: That funds in such account (or accounts) shall be paid out only on drafts, checks or other orders signed by the Treasurer and/or Assistant Treasurer and at least one other member of the Board of the Authority; and

FURTHER RESOLVED: That such depository bank is authorized to make payments from funds of this Authority on deposit in the aforesaid special account (or accounts) upon and according to drafts, checks or orders of this Authority, as above stated; and

FURTHER RESOLVED: That a certified copy of this Resolution, together with an incumbency certificate of officers of this Authority, shall be presented to such depository bank upon opening of such account (or accounts).

On motion of Mr. Snyder, seconded by Ms. Dupler, and unanimously adopted, the Certificate of Incumbency was approved.

On motion of Mr. Hershey, seconded by Ms. Mr. Snyder, and adopted by majority of the Board, Ephrata National Bank was designated as financial institution of the Authority. Ms. Dupler abstained from vote due to employment with Ephrata National Bank.

On motion of Ms. Dupler, seconded by Mr. Snyder, and unanimously adopted, it was:

RESOLVED: That the principal office of this Authority shall be located at 600 South Hanover Street, Elizabethtown, Pennsylvania.

On motion of Mr. Hershey, seconded by Mr. Snyder, and unanimously adopted, it was:

RESOLVED: That the Secretary of this Authority shall be and he is instructed and empowered to certify to the Secretary of the Commonwealth the names and addresses of officers elected at this meeting and the location of the principal office of this Authority as designated at this meeting.

There was general discussion regarding the appointment of Solicitor to the Board. It was indicated that a Request for Proposal was sent to seven law firms. Deadline for receipt of proposals is March 15, 2023.

The Board discussed potential professional services that may be needed. Rob Brady, Robb Consulting LLC and Jason Kirsch, PRworks, were asked to provide proposals for professional consulting services.

The Board reviewed the proposed 2023 meeting schedule. Board meetings will be held the first and third Wednesday of each month. Meeting will start at 7:00 PM and will be held at the Elizabethtown Borough Office, 600 South Hanover Street, Elizabethtown PA.

The Board heard no public comment.

Mr. Rob Brady, ROBB Consulting LLC, provided the Board with an overview of the work completed by the sub-committee that worked on EMS funding options. It was indicated that meeting minutes of the sub-committee were provided to all Board members.

The need to identify a standard of cover for service was briefly discussed. Also discussed was the need to collect data on calls within the eight member municipalities and collection of land use data.

Mr. Scott Kingsboro, Executive Director, Northwest Emergency Medical Services, presented the Board with an update on activities of Northwest EMS. As of February 9, 2023, the membership drive has resulted in revenue totaling approximately \$483,000. The 2022 audit has been completed and will be provided to municipalities. Billing for the agency has been taking longer, now typically over 180 days and rebilling from 6-9 months. Current Accounts receivable is more than \$1.2 million. Approximately \$706,000 has been sent to collection service. The current outstanding amount due from Medicare is over \$270,000. Medicaid calls now account for 4.5% of all calls, double from the previous year.

Mr. Kingsboro stated that the organization has been able to retain staff with only one current full-time opening. Discussions remain ongoing regarding the potential of adding a station at the Norlanco medical facility.

Mr. Hershey and Mr. Kirsch provided an update on activity of the website established during the process to consider formation of the Authority. Visits to the site spiked following the announcement of the incorporation of the Authority. There was discussion regarding the development of an Authority specific website.

On motion of Ms. Dupler, seconded by Mr. Snyder, and unanimously adopted, it was agreed to continue the work of Rebecca Denlinger, Elizabethtown Borough Manager, to secure the domain MESA.gov.

Mr. Hershey discussed the application to the Lancaster County Commissioners for use of county American Rescue Plan Act (ARPA) funds for Authority start-up expenses. An application for \$375,000 was tabled by the County Commissioners to be reconsidered when the Authority was incorporated. It was the consensus of the Board to continue the application forward. Mr. Hershey indicated he would follow-up to determine what action might be needed now that the Authority has been established.

The Authority currently does not have funds for potential expenses. ARPA funds could be coming, but may need to look to municipalities and Northwest EMS for assistance until then.

The Board briefly discussed a draft timeline of actions by the Authority with a goal of initiating EMS, under the guidance of the Authority, January 1, 2024. The draft timeline included the public hearing on the Authority's service plan, and fee structure, to be held in August 2023.

The Board discussed formation of Committees for specific activities. A Revenue Model Subcommittee was formed to explore demographics, existing municipal land use and funding methodologies. Additional subcommittees will be formed later with the identification of other issues.

There being no further business to come before the Board, upon motion of Mr. Snyder, seconded by Mr. Hudson, and unanimously adopted, the meeting was adjourned at 9:05 PM.

Respectfully submitted,

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Jeffrey L. Butler, Secretary