

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

August 16, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, August 16, 2023, at 7:00 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, J. Marc Hershey, Rodney May, Jeffrey Hudson, and Roger Snyder were present. Benjamin Bruckhart was absent. Also present was David Jones, Authority Solicitor and Benjamin Ried, Special Counsel.

Ms. Dupler opened the meeting for public comment.

Mr. Frank Splain, East Donegal Township resident, inquired about the fee imposed on municipalities for road miles with the municipality. He also inquired about any reduction in fee based on age or income.

Mr. Splain also expressed his belief that social media should be used to inform the public about the work of MESA.

The Board unanimously approved the minutes for the August 2, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. Hershey, with Mr. Risser abstaining from the vote.

West Donegal Township Manager John Yoder, representing the Revenue Fee Model Committee, indicated that the Public Hearing mailer will include the fee calculation approved by the Board at the August 2, 2023 meeting.

Mr. Hershey, representing the Finance Committee, reported that the proposed budget used in the fee model has not been revised. The proposed budget will be further refined following the public hearing.

Scott Kingsboro, Executive Director, Northwest EMS, reported that the Norlanco station is up and running.

Mr. Jones indicated he has reviewed the Application to Withdraw prepared by Penn Township. His firm is also working with paperwork for the D.B.A. as part of a transfer of assets from Northwest EMS.

Scott Kingsboro, Implementation Manager, reported that the establishment of a 457 Plan is completed with Lincoln Financial. He indicated that a new work schedule is being prepared without the use of the Manheim Station, since Manheim is not part of MESA.

He will be meeting with the Continuing Care Retirement Communities in the area to discuss the potential fees imposed by the Authority.

He indicated that James Leaming, MD has agreed to serve as Medical Director. He is currently the Medical Director for Northwest EMS.

Mr. Kingsboro suggested that the Board prepare a Request for Proposals for billing services for MESA in the first or second quarter of 2024.

Mr. Jason Kirsch reported on MESA communication efforts. He stated that a few Northwest EMS staff questions have been received and responded to. It was suggested that the next 411 Newsletter include some information from the mailer sent as part of the Public Hearing process.

There was general discussion regarding firms contacted to host the new .gov website of MESA. Only one of the three firms contacted met the requirements for hosting a .gov website and the email requirements of MESA.

On a motion of Mr. Hershey, seconded by Mr. Snyder, the Board unanimously agreed to select Higher Information Group to provide website hosting and IT services.

Mr. Hershey provided the Board with copies of an updated, and color-coded, project timeline. It was discussed that all critical items are on-target.

The Board discussed the presentation materials for the September 28, 2023 Public Hearing. It was suggested that the presentation have more graphics than text to help explain the fee calculation process.

After discussion, it was agreed that the legal notice for the hearing should be placed in LNP. In addition, Mr. Jones will arrange for a stenographer to be present for the hearing.

The Board discussed the process for the public to provide comments at the hearing and if there should be limitations on time and duplicate comments. It was suggested that a time limit should be given, but that everyone wanting to comment should be given the opportunity, even if the

comments duplicate those of another. Mr. Jones indicated he will have a public comment policy drafted for the Board's review.

The Board agreed to refine the presentation format at the upcoming September Board meetings.

On a motion of Mr. Hershey, seconded by Mr. Snyder, the Board unanimously agreed to join Penn Township's Application to Withdraw from the Joint Municipal Authority.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously agreed to accept the resignation of Benjamin Bruckhart from the MESA Board.

On a motion of Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved the establishment of a second checking account for MESA. It was indicated that the new account is needed as part of MESA's Medicare application.

Ms. Dupler informed the Board of an upcoming meeting with State Representative Tom Jones. Representative Jones would like to discuss issues associated with mutual aid between emergency services providers.

On a motion of Mr. Snyder, seconded by Mr. May, the Board unanimously approved the payment of bills totaling \$12,529.69 presented for payment.

The next regular meeting of the Board is scheduled to be held on Wednesday, September 6, 2023, beginning at 7:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. Hudson, to adjourn the meeting at 8:35 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary