

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

October 18, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, October 18, 2023, at 6:00 PM in the Elizabethtown Borough Council Chambers, 600 South Hanover Street, Elizabethtown, Pennsylvania, 17022.

The meeting was called to order by Vice-Chairperson Justin Risser.

Roll call: Justin Risser, Jeffrey Butler, J. Marc Hershey, Rodney May and Jeffrey Hudson were present. Also present was David Jones, Authority Solicitor. Chairperson Debra Dupler joined the meeting via conference telephone call. Roger Snyder was absent

Mr. Risser opened the meeting for public comment.

Mr. Gary Swartz, West Donegal Township resident, stated that he never heard of MESA prior to the September 28, 2023 public hearing. He recently read that meetings have been held over the past few years. Mr. Swartz was informed that MESA was formed February 2023.

Mr. Swartz expressed an opinion that EMS providers should be funded an amount equal to fire departments. He believes that improper billing of insurance companies is the reason EMS providers are not adequately funded.

The Board unanimously approved the minutes for the October 4, 2023 meeting of the Board by a motion made by Mr. Hudson and seconded by Mr. Risser.

West Donegal Township Manager John Yoder, representing the Revenue Fee Model Committee, provided a revised fee calculation as a result of the withdrawal of Elizabeth Township from MESA. No significant changes in the fees to be imposed resulted. Although cost of service is reduced due to the reduction in service area, projected income as is reduced.

Mr. Yoder reported that one objection to the imposition of a fee, and the fee calculation, has been received.

Mr. Hershey stated that minor changes have been made to the proposed 2024 budget. Personnel wages and benefits remain the biggest unknown items for the budget.

Scott Kingsboro, Executive Director, Northwest EMS, reported that price quotes are being solicited for the marking of ambulance units with MESA logos.

Mr. David Jones indicated that his staff is reviewing the current NWEMS policy handbook and job descriptions for legal compliance. The specific policies and procedures, along with job descriptions will need to be reviewed to reflect the operations of MESA.

Mr. Jones stated that work has begun on mutual aid agreements. As envisioned, there would be two types of mutual aid agreements needed. One agreement would be between MESA and the EMS provider, while the second agreement would be between MESA and a municipality. Drafts of the agreements will be circulated to Board members to review.

Mr. Jones indicated he continues to work with the legal counsel of the proposed NWEMS Foundation for the transfer of physical assets to MESA.

There was general discussion regarding any action required of participating municipalities. It was suggested that each member municipalities affirm its continuing participation in MESA at a public meeting.

Scott Kingsboro, Implementation Manager, reported that work continued on the necessary paperwork to be filed with the Orphans Court for the transfer of NWEMS physical assets. In addition, the lease agreement with LGH for the use of the Norlanco station is being finalized.

Mr. Hershey reported on the joint information meeting between MESA board members and current NWEMS employees. General personnel and benefits information was shared with employees. Employees were provided with email addresses of MESA board members should they have additional questions. It's intended that another such meeting will be held in November. In addition, another 411 Newsletter should be produced soon.

Mr. Hershey stated that a meeting with a prospective Medical Director is scheduled for October 30, 2023.

The Board reviewed billing and payment collection proposals from three firms. It was decided to invite Diversified Tech Corporation to a future meeting to discuss their proposal.

Mr. Jason Kirsch, PRworks, reported that work continues on the new MESA website. It was agreed that an option for the online payment of fees should be provided on the site.

On a motion of Mr. Hershey, seconded by Mr. Hudson, the Board unanimously approved adoption of Resolution 2023-3 consenting to the withdrawal of Elizabeth Township from MESA.

Mr. Hershey reviewed two options for accounting software. On a motion of Mr. Hershey, seconded by Mr. Risser, the Board unanimously approved the purchase of Sage accounting software at a cost of \$1,536.00 per year.

On a motion of Mr. Hershey, seconded by Mr. Risser, the Board unanimously approved the payment of three bills totaling \$10,786.31, as presented.

Mr. Hershey provided a summary of the meeting of the executive board with the NWEMS executive board. Counsel for both Boards were present at the meeting. The meeting focused on the transfer of physical assets to MESA. The proposed NWEMS Foundation will be developing a format to consider future funding requests from MESA. It was indicated that MESA would have two representatives on the proposed Foundation board.

Mr. May expressed his disappointment with Elizabeth Township's withdrawal from MESA. He complimented the current NWEMS personnel for their professionalism.

Mr. Hershey indicated that Request for Proposals have been sent to 13 accounting firms for accounting and audits services. Firms have until November 3, 2023 to submit information in response to the RFP.

The next regular meeting of the Board is scheduled to be held on Wednesday, October 25, 2023, beginning at 6:00 P.M.

Mr. Risser announced that the Board would meet in an executive session following the meeting to discuss personnel issues.

A motion was made by Mr. Hershey and seconded by Mr. Hudson, to adjourn the meeting at 7:45 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary