

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

April 5, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY was held on Wednesday, April 5, 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: Justin Risser, Jeffrey Butler, Rodney May, J. Marc Hershey, Jeffrey Hudson, Debra Dupler, Roger Snyder and Benjamin Bruckhart.

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

The Board unanimously approved the minutes for the March 15, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. Hershey. Mr. Bruckhart abstained from the vote due to his absence from the meeting.

West Donegal Township Manager John Yoder, representing the Revenue Fee Model Committee, presented the work done by the Committee in establishing a framework for imposition of a service fee. The Committee has prepared a calculation method that utilizes International Building Code Use Group classifications to categorize land uses within the fee structure. The fee structure would assign costs by percentage of calls for each use group classification. The fee structure would also consider the number of employees or occupants for non-residential use groups.

The Committee is still looking to receive emergency call data to assign to the fee structure. The Committee is also looking for the projected revenue funding gap to be filled by the fees collected.

The Board expressed support for the work completed by the Committee. The Committee will continue to refine the sample fee calculation as additional data is obtained.

Mr. Hershey, representing the Finance Committee, briefly discussed work done to forecast cost of operation for the Authority. The Committee has replied on the proforma prepared by White Rudy. Currently it appears that the revenue gap to be filled by fees collected by the Authority will be \$2.8 million.

Mr. Hershey indicated that there are still factors to be considered, including, but not limited to, operation changes needed to meet the desired level of service, personnel needs and employee benefits.

Scott Kingsboro, Executive Director of NWEMS, informed the Board that he met with Londonderry Township regarding the Township's termination of ambulance service effective July 1, 2023.

Mr. Kingsboro also informed the Board of a meeting regarding a new NWEMS station at the Norlanco facility.

There was general Board discussion regarding potential interviews of the three respondents to the Board's call for proposals/qualifications for Authority Solicitor appointment. It was agreed that all three firms be invited to interviews to be held during an executive session of the Board prior to the April 19, 2023 meeting. The executive session will start at 6:00 PM.

Mr. Hershey updated the Board on the status of the application filed with the Lancaster County Commissioners for allocation of American Relief Plan Act (ARPA) funds. The County Commissioners approved the request for \$375,000 at their March 29, 2023 meeting.

On motion of Mr. Hershey, seconded by Mr. Risser, and adopted by majority of the Board, the Board authorized the Treasurer to sign the necessary documents on behalf of MESA with Lancaster County to secure the approved ARPA funding.

Mr. Hershey informed the Board that NWEMS is able to add MESA to its general liability insurance coverage with no cost to MESA. By consensus, the Board approved being added as an additional insurance.

There was general discussion regarding the timeline for getting MESA fully operational. Ms. Dupler stated that the timeline should be more detailed to keep Committees on task and keep steps manageable. She asked the two current committees to provide a list of tasks and deadlines for completion of their work.

The next regular meeting of the Board is scheduled to be held on Wednesday, April 19, 2023, beginning at 7:00 P.M. An executive session of the Board will be held at 6:00 PM.

A motion was made by Mr. Snyder and seconded by Mr. May, to adjourn the meeting at 9:20 P.M. All members present voted in favor of the motion.

Respectfully submitted,

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Jeffrey L. Butler, Secretary