

**MINUTES OF THE MEETING  
OF THE BOARD OF THE  
MUNICIPAL EMERGENCY SERVICES AUTHORITY  
OF LANCASTER COUNTY  
December 20, 2023**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, December 20, 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 Chairperson Debra Dupler.

Roll call: Debra Dupler, Justin Risser, J. Marc Hershey, Jeffrey Butler, Roger Snyder, and Jeffrey Hudson were present. Also present was David Jones, Board Solicitor.

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

The Board unanimously approved the minutes for the December 6, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. Hershey.

Revenue fee model – Mr. John Yoder provided an update on the mailing list to be used for fee billing. It was indicated that billing to municipalities and Masonic Village will not be done through Diversified Technologies. For commercial entities, only those with 4 or more full-time equivalent (FTE) employees will be receiving bills.

Northwest EMS Update and Implementation Manager Report – Mr. Scott Kingsboro, Executive Director of Northwest EMS was not present but provided the following written report to the Board.

- Rig 4 was picked up and in Elizabethtown Holiday Parade
- Department of Health license should arrive by the end of the week.
- Shift Bidding started 12/15/2023 and is now complete
- Interviews for captains were held 12/18/2023 at Masonic Village Patton center
- Becky starting to look at policies next week
- Deb is working with Justin Evans and Dave Jones for the stormwater agreement at Norlanco
- Cleaning out Manheim station little at a time
- Emailed Lancaster County-wide Communications about 12/31/2023 at midnight 86-5 and 86-7 will be Out of Service. Lancaster County-wide Communications is ready for the changeover to MESA
- 1/2/2024 the Norlanco unit will go from unit number 86-8 to 86-4
- Pennsylvania Turnpike notification is done and they will send a new contract. Coverage: East 256.6 to 265.4 and West 258.7 to 253.0. They will also issue new key cards for gates.

Dave Jones, Board Solicitor, reported that an agreement has been reached with Mount Joy Township regarding stormwater management at the Norlanco Station. Work continues on drafting billing agreements with other providers and municipalities.

The Board unanimously approved sending Scott Kingsboro employment offer letter for the position of Authority Manager, by a motion made by Mr. Risser and seconded by Mr. Hershey.

Mr. Hershey reported that Synerion, the workforce management software for scheduling and payroll interface, has agreed to allow cancellation of service at any time following a 90-day notice by MESA. The transition to this software has started.

The Board unanimously approved Resolution 2023-9 authorizing certain employees of Northwest Emergency Medical Services to negotiate and communicate with third parties and otherwise act on behalf of, and in furtherance of the mission of, MESA while reserving the authority legally bind or contract to the appointed Board of MESA, by a motion made by Mr. Snyder and seconded by Mr. Hershey.

On a motion of Mr. Risser, seconded by Mr. Hershey, the Board unanimously approved the first amendment to the Agreement for Consulting Services between MESA and Northwest Emergency Medical Services, effective as of October 1, 2023.

Mr. Hershey reported that the ordering of new uniform shirts is moving along at a cost of approximately \$15,570. Funds received from the Lancaster County Commissioners' American Rescue Plan Act (ARPA) allocation will be used for the uniform purchase.

Mr. Hershey indicated that ARPA funds will also be used for the branding of ambulances. Rebranding of the existing NWEMS units will begin the week of January 8, 2024. Each ambulance will take a week to complete.

Final drafts of the pre-billing notice postcard, billing enclosure, and late payment notice were reviewed. The Board unanimously approved sending materials as presented by a motion made by Mr. Risser and seconded by Mr. Hershey.

On a motion of Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved using the services of Municipal Marketing for the preparation and mailing of the pre-billing notice postcards.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the payment of 12 bills totaling \$23,918.69, as presented on Bill List 2023-13.

Mr. Bob Enck, NWEMS Board member, announced that NWEMS has received a donation of \$10,000 to assist in covering the cost of new uniforms.

The next regular meeting of the Board is scheduled to be held on Wednesday, December 27, 2023, beginning at 6:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. Hershey, to adjourn the meeting at 6:50 P.M. All members present voted in favor of the motion.

Respectfully submitted,

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Jeffrey L. Butler (Secretary)