

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

November 1, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, November 1, 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, Jeffrey Hudson and Roger Snyder were present. Also present was David Jones, Authority Solicitor.

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

Noting two typographical corrections, the Board unanimously approved the minutes for the October 25, 2023 meeting of the Board by a motion made by Mr. Risser and seconded by Mr. Hershey.

Revenue fee model - Meeting with Diversified to discuss billing proposal has been scheduled. Only one written objection has been received. The objection was filed by a West Donegal Township resident.

Authority Solicitor report – final touches are being made to Mutual Aid Agreements and Billing Agreement.

Orphans court filing – need to discuss start date for MESA to be included in the filing. The date provided with the filing should reflect a reasonable start date to avoid needing to modify the filing later.

Public comment policy was circulated to the Board. The Board unanimously approved Resolution 2023-4 adopting a policy to govern public comment at public meetings by a motion made by Mr. Snyder and seconded by Mr. Risser.

Mr. Jones circulated the date Drug and Alcohol Policy for Board review, along with a draft memorandum to staff introducing the policy. The Board unanimously approved sending the

memorandum and drafts policy to employees and employment candidates by a motion made by Mr. Risser and seconded by Mr. Hershey. Motion passed 6-0.

The Board review and approved the employment offer letters prepared by Mr. Jones by a motion made by Mr. Risser and seconded by Mr. Hershey.

Implementation manager report – Ambulance inspection by Department of Health has been scheduled. Uniform order is being organized with December as targeted order date.

Timeline Discussion – Additional time will be needed to complete tasks prior to start of operation. It was agreed to move the target date to February 4, 2024.

Health insurance for all employees will begin on December 1, 2023.

Resolution for Orphans Court will be reviewed at November 8, 2023 meeting, noting a February 4, 2024 start date.

Wage Matrix – Mr. Hershey reviewed minor revisions to the proposed wage matrix. Changes were made within the steps of the AEMT position. There was a brief discussion of implementing a pay differential for those with college degrees. Motion to approve matrix, as revised and without a college degree differential, made by Mr. Risser, second by Mr. Snyder. Motion passed 6-0.

Benefit Summary – Mr. Hershey reviewed minor changes made to vacation, personal and sick time benefits. Maximum vacation time is reached following 10 years of completed service, and personal and sick time are allocated at 36 hours per year. A motion by Mr. Risser, second by Mr. Hershey, to approve the revised schedule of benefits passed 5-1 with Mr. Snyder opposed.

The Board discussed the need to have a Human Resource person assist with the process of hiring employees. Mr. Hershey indicated Becky Houser, the current Human Resources office for Northwest EMS, has been the only applicant for the position. On a motion of Mr. Risser, seconded by Mr. Hershey, it was agreed to extend a job offer to Becky Houser for the Human Resources Manager position at an annual salary of \$75,600.00. No additional vacation or personal time, beyond the approved benefit schedule, was to be included in the offer.

Mr. Jason Kirsch reviewed the status of website development. No decision made.

The Board discussed the scheduling of another question-and-answer session with Northwest EMS employees. December 6, 2023 was tentatively set.

The Board established an interview committee of Ms. Dupler, Mr. Risser and Mr. Butler.

A second Medical Director candidate is scheduled to meet with the Board's executive committee. A discussion should be made by the Board at the November 8, 2023 meeting.

Mr. Hershey indicated that the MESA is registered with COSTARS and can take advantage of that opportunity for future purchasing.

Ms. Dupler informed the Board that Mount Joy Township has hired Ryan Minnich as the new Township Manager.

A motion was made by Mr. Risser and seconded by Mr. Hershey, to adjourn the meeting at 8:15 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)