

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

November 15, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, November 15, 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.

Ms. Dupler announced that the Board met in executive session prior to the meeting to discuss employment of an administrative employee.

The Board unanimously approved the minutes for the November 8, 2023 meeting of the Board by a motion made by Mr. Hershey and seconded by Mr. Hudson.

Revenue fee model – Mr. John Yoder reported that the objection period regarding the proposed fee schedule has passed. The two written objections received represent 0.011% of all the parcels in the service area and 0.012% of the total assessment valuation of the service area. Work has started on preparing the mailing list of fee payers.

Northwest EMS Report – Mr. Scott Kingsboro, Executive Director of Northwest EMS provided the following information to the Board.

- The NWEMS Board authorized the resolution and lease of the Manheim building to the County of Lancaster
- NWEMS Verizon accounts will be moved to MESA in mid-January 2024
- Nothing heard back from Londonderry Fire Company

Authority Solicitor report – final touches are being made to Mutual Aid Agreements and Billing Agreement. Work is also continuing on Authority bylaws.

Implementation manager report – Mr. Kingsboro provided the following information to the Board.

- Worked with Becky on making sure existing NWEMS staff are getting items done for job applications.
- Worked with staff to inform them of paid-time-off options.
- Work on details of policies to continue after Thanksgiving holiday.

There was general discussion regarding the proposed 2024 budget. The Board discussed options of educating residents/businesses pending fee billing prior to mailing of bills. Ideas included a postcard mailing, social media posts and Merchandiser article.

Mr. Hershey reported on the Request for Proposals accounting/auditing services that were sent to 14 firms. Only 3 firms responded prior to the deadline. The Board unanimously approved entering into an agreement with White Rudy LLC to provide accounting/auditing services for 2023, 2024 and 2025 by a motion made by Mr. Hershey and seconded by Mr. Risser.

Appointment of Medical Director – The Board unanimously approved the appointment of Dr. Brendan A. Mulcahy as Medical Director for MESA by a motion made by Mr. Risser and seconded by Mr. Butler.

The Board unanimously approved Resolution 2023-6 authorizing MESA to join with other political subdivisions as a member of the Intergovernmental Insurance Cooperative, to enter into an Intergovernmental Agreement for the purpose of joining the Cooperative and to participate as a member of the Cooperative by a motion made by Mr. Hershey and seconded by Mr. Hudson.

The Board unanimously approved issuing conditional offers of employment to all EMT, AEMT, Paramedic and PHRN applicants by a motion made by Mr. Risser and seconded by Mr. Hershey.

The Board unanimously approved the purchase of DocuSign service by a motion made by Mr. Hershey and seconded by Mr. Risser.

The Board unanimously approved a conditional offer of employment to Scott A. Kingsboro for the position of Authority Manager by a motion made by Mr. Risser and seconded by Mr. Hudson.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the payment of five bills listed on Bill List 2023-11 totaling \$21,882.34, as presented.

Mr. Jason Kirsch reported that the Authority's effort to communicate the formation and implementation of the Authority was recognized with an award from the Pennsylvania Public Relations Society.

The Board was reminded of the next employee engagement sessions scheduled for December 6, 2023. They will be held at 8:30 AM and 4:30 PM.

The next regular meeting of the Board is scheduled to be held on Wednesday, November 29, 2023, beginning at 6:00 P.M.

A motion was made by Mr. Risser and seconded by Mr. Hudson, to adjourn the meeting at 7:00 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)