

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

November 29, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, November 29, 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 on November 27, 2023 and November 29, 2023 to discuss personnel issues.

The Board unanimously approved the minutes for the November 15, 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 mailing list for billing of residential units almost complete. The Board discussed the need for 8"x11" informational insert to be included with the first billing. January 29, 2024 was established as the first billing date. A billing reminder postcard will be sent after 45 days and late notice sent after 60 days. A late penalty of 10% will be imposed after 30 days.

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

- LCWC not interested in pursuing lease of Manheim Building due to pending action by Manheim Borough.
- Starting to move some items out of the Manheim building this week
- Received our original Mortgage and satisfaction piece from PEMA on the Elizabethtown building

Authority Solicitor report – meeting scheduled to discuss Mutual Aid Agreements and Billing Agreement. It was suggested that Becky Houser provide first review of policy manual.

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.
- Working with staff on scheduling and payout of PTO and Sick Time
- Talked to staff members on transition from NWEMS to MESA
- Dr. Mulcahy info passed on to EHSF for license.
- Discussed payroll with WHITE Rudy regarding transition in in January/February
- Working with PATP for MESA contract
- Lease with LGH/Penn Med sent and signed (NWEMS/MESA)
- Setting a meeting up with Masonic Village on telemonitoring in January with Panasonic health
- Francesca Muterspaw should have several insurance templates to work on in the next 2 weeks.
- Need to address maintenance of existing computer system and retention of existing IT consultant.

The Board discussed a request from Masonic Village for a reduction in fees due to vacancies and Fraternal Care program. The Board unanimously approved a motion of Mr. Risser, seconded by Mr. Snyder, to notifying Masonic Village that there will not be an adjustment to the fee imposed.

There was general discussion regarding implementation timeline and 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.

The Board unanimously approved entering into a 3-year contract with Diversified Technologies for billing and collection services by a motion made by Mr. Hershey and seconded by Mr. Risser.

No update on employment letter for Authority Manager.

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 Board discussed options for 2024 meeting dates. The Board unanimously approved meeting weekly, Wednesday, through February 2024 and then the first and third Wednesdays of the month by a motion made by Mr. Hershey and seconded by Mr. Risser. All regular Board meetings will start at 6:00 PM and be held at Elizabethtown Borough.

Mr. Hershey reported that current NWEMS employee email accounts will be transitioned to MESA email accounts. Each MESA email account established will cost \$105.00.

Mr. Jason Kirsch presented three proposals received for design and hosting of MESA website. On a motion of Mr. Hershey, seconded by Mr. Snyder, the Board unanimously approved retaining Round4 for website development and design, Board portal, calendar functionality, hosting, maintenance, backup and spam protection.

The Board unanimously approved Resolution 2023-7 authorizing membership with the Pennsylvania Local Government Investment Trust by a motion made by Mr. Risser and seconded by Mr. Hudson.

The Board unanimously opening a bank account with Fulton Bank for the receipt of fee payments by a motion made by Mr. Risser and seconded by Mr. Hudson.

The Board unanimously approved conditional offers of employment for the following positions by a motion made by Mr. Snyder and seconded by Mr. Hudson.

- Operations Manager – Wade Amick
- Community Outreach and Logistics Coordinator – Edna Kline
- Insurance Billing and Compliance Coordinator – Suzette Kreider
- Insurance Revenue Clerck (Part-time) – Theresa Hillwig
- Fleet and Property Coordinator – Jeff Mumma
- Administrative Assistant – Lucy DeBord

The Board unanimously approved the organizational chart, dated November 29, 2023, a motion made by Mr. Snyder and seconded by Mr. Risser.

The Board unanimously approved opening a credit card account with Capital One by a motion made by Mr. Hershey and seconded by Mr. Risser.

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

A motion was made by Mr. Snyder and seconded by Mr. Risser, to adjourn the meeting at 8:00 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)