

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

October 4, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, October 4, 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: Debra Dupler, Justin Risser, Jeffrey Butler, J. Marc Hershey, Rodney May, Jeffrey Hudson, and Roger Snyder were present. Also present was Jason Sabol, Authority Solicitor.

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

The Board unanimously approved the minutes for the September 20, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. Hudson.

West Donegal Township Manager John Yoder, representing the Revenue Fee Model Committee, reported that he will be tracking fee objections received by the member municipalities. To date, no objections have been received.

Scott Kingsboro, Executive Director, Northwest EMS, reported that an ambulance has been transferred to MESA. He also reported that 90-days notices have been sent to the Department of Health regarding change from Northwest EMS to MESA, and the change in service area resulting from the non-participation of Rapho Township, Penn Township and Manheim Borough.

Mr. Jason Sabol sought Board input on potential by-law changes regarding withdrawal of member municipalities. It was suggested that the member community provide payments over the first three years following withdrawal from the Authority. The first-year payment would be equal to 75% of the revenue anticipated from the imposition of the adopted fee, the second-year payment would be equal to 60% of the revenue anticipated from the imposition of the adopted fees and the third-year payment would be equal to 30% of the revenue anticipated from the imposition of the adopted fee. It was suggested that regional police agreements be reviewed for similar provisions.

Mr. Sabol reported that the DBA agreement and forms are prepared. On a motion of Mr. Snyder, seconded by Mr. Hershey, the Board unanimously approved forms permitting MESA to do business as Northwest EMS, and Northwest EMS to do business as MESA.

Mr. Sabol indicated that draft mutual aid agreements will be prepared for review. There was general discussion regarding the billing of non-MESA municipalities for excessive number of calls.

It's anticipated that work on job applications and job descriptions will be completed in time for the October 11th meet and greet with Northwest EMS employees. Work continues on the employee handbook of policies and procedures. The Board discussed an October/November hiring employee application and hiring process.

Scott Kingsboro, Implementation Manager, reported that the ambulance transferred to MESA will be scheduled to be appropriately lettered as belonging to MESA.

He indicated that contract negotiation with insurance companies continues.

Mr. Jason Kirsch, PRworks, reported that the video of the September 28th public hearing has been posted on the website. He circulated a list of proposed updated FAQs for Board review and comment.

There was general discussion about a future article for inclusion in municipal newsletters as well as the need for a press release following the passage of the 45-day objection period.

Mr. Kirsch presented patch designs for approval by the Board. The Board agreed to use patch design with the "Star of Life". Cost proposals for lettering of ambulance with MESA branding will be solicited.

The Board reviewed the updated timeline for implementation. It was noted that the various human resources tasks are critical for a January 1 launch.

The Board briefly discussed the input received at the September 28th public hearing. Input was generally more positive than negative.

The Board reviewed payroll proposals received from Paycom, ADP and Mirelle Associates. On a motion of Mr. Hershey, seconded by Mr. Risser, the Board unanimously approved the selection of ADP to provide payroll services at an estimated annual cost of \$6,625.20.

The Board reviewed a proposed MESA organizational chart. There were no changes suggested to the chart presented to the Board. It was agreed that the Board will interview candidates for the positions of Captain and above.

Mr. Hershey presented a comparison of existing Northwest EMS employee benefits with those proposed to be offered by MESA. It was suggested that a compensation committee be formed.

In anticipation of selecting an accountant/auditor, it was suggested that recent requests for proposals prepared by municipalities be reviewed and modified as needed prior to be sent to prospective firms.

It was reported that a request for proposals has been prepared for the selection of a billing vendor. This vendor would be used solely for the billing and collection of fees imposed on property owners/business in the MESA service area.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the payment of seven bills totaling \$3,325.37, as presented.

Mr. May stated that Elizabeth Township Board of Supervisors will be considering continued participation in MESA at the Board's October 9th meeting.

Mr. Risser suggested that the MESA Board meeting start at 6:00 PM to avoid late night meetings. It was also suggested that meetings be scheduled weekly due to the number of tasks yet to be completed by the end of the year. It was agreed to publish a public notice establishing a new meeting schedule with the following meeting dates: October 18th, October 25th, November 1st, November 15th, November 29th, December 6th, December 13th, December 20th and December 27th. All meetings will start at 6:00 PM and be held at the Elizabethtown Borough Office.

The next regular meeting of the Board is scheduled to be held on Wednesday, October 4, 2023, beginning at 6:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. Risser, to adjourn the meeting at 9:55 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary