

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

September 6, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, September 6, 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 David Jones, Authority Solicitor.

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

The Board unanimously approved the minutes for the August 16, 2023 meeting of the Board by a motion made by Mr. Snyder and seconded by Mr. May.

Mr. Hershey, representing the Finance Committee, reported that the proposed budget will be further refined as operational costs are further refined.

Scott Kingsboro, Executive Director, Northwest EMS, reported that the re-chassis project should start in the next few month. This would be the first MESA-branded rig. He also indicated that 10 new portable radios were purchased in cooperation with Cumberland County. Working with Cumberland County saved approximately \$50,000.00.

Mr. Jones reported that work continues with legal counsel to Northwest EMS to establish D.B.A. It appears that a D.B.A. will be established for both entities to keep the process moving forward.

Mr. Jones indicated that his firm has started to review and update the current Northwest EMS personnel manual. It's anticipated that work will be completed mid-October.

Mr. Jones circulated the legal advertisement for the September 28, 2023 public hearing to be placed in LNP.

Scott Kingsboro, Implementation Manager, reported that mutual aid agreements with other agencies are being reviewed and updated. Board members expressed an interest in reviewing

agreements to determine the need to include provisions for billing agencies for excessive mutual aid calls.

Mr. Kingsboro announced the Northwest EMS annual banquet will be held on Friday, October 27, 2023

Copies of the latest staff newsletter, The 411, were circulated to Board members. A second Northwest EMS staff/MESA Board meet and greet was discussed. It was suggested that multiple days/times be offered to accommodate staff working schedules.

The Board reviewed the draft PowerPoint presentation for the September 28, 2023 public hearing. Mr. Hershey stated that he would relay the proposed revisions to the presentation to Jason Kirsch.

The Board reviewed the implementation timeline. It was suggested that the task of selecting a billing company be added to the timeline.

Mr. Jones indicated that he is reviewing the Authority by-laws for further refinement. Of particular interest is the process for a municipality to join the Authority and the process should a municipality want to exit the Authority. Also, he indicated that the bylaws should address the complete dissolution of the Authority. Work on the bylaws should be completed within 45 days of the public hearing.

Mr. Robert Enck, representing the Northwest EMS Board of Directors, asked the Board for reimbursement of costs related to the formation of the Authority that were in excess of grant funds received.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved the payment of \$69,018.76 to Northwest EMS as reimbursement of costs associated with the formation of the Authority.

On a motion of Mr. Snyder, seconded by Mr. May, the Board unanimously approved the payment of three bills totaling \$8,840.45, as presented.

Mr. May stated that Elizabeth Township has met with Warwick Community Ambulance Association and another EMS agency regarding serving the Township in lieu of MESA. Mr. May indicated that no decision has been made by the Elizabeth Township Board of Supervisors.

Ms. Dulper announced that the Board would meet in an executive session following the meeting to consult with its solicitor regarding information in connection with potential litigation.

The next regular meeting of the Board is scheduled to be held on Wednesday, September 20, 2023, beginning at 7:00 P.M.

A motion was made by Mr. Snyder and seconded by Mr. May, to adjourn the meeting at 8:30 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler, Secretary