

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
September 25, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, September 25, 2024, 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, Jeffrey Hudson, Jeffrey McCloud, and Roger Snyder were present. Jeffrey Butler was absent. Also present was David Jones, Board Solicitor.

Ms. Dupler opened the meeting for public comments but there were none.

On a motion by Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved the minutes of the August 28, 2024 meeting.

Representatives of White, Rudy LLC presented the findings of their MESA financial statements audit. Each Board member was given a copy of their findings. At the end of their report the presenters told the Board that they had no authority to audit Cornerstone Billing Solutions which is responsible for MESA's collections & billing. They suggested that outside auditors could be engaged for this purpose with the goal of completing a SOC-1 report.

On a motion from Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved the audit conducted by White, Rudy LLC

Authority Manager Amick presented the Board with information concerning the number of times MESA covered other agencies calls during the first three-and-a-half weeks of September. In that time MESA ambulances were dispatched 90 times to cover calls in just four municipalities: Columbia Borough, Mount Joy Borough, Rapho Twp and York County, as well as responding to a smaller amount of calls from other locations.

Mr. Amick reported that two part-time employees had stepped-up to fill the full-time positions he had mentioned at the Board's last meeting. MESA was now interviewing to find part-time replacements and to identify other potential employees in case the need arises. This would help any future employees get time for their orientation.

Mr. Amick told the board that Nick Ressler; a local minister, had volunteered to serve as chaplain for MESA.

Mr. Amick also mentioned that two MESA employees; Billy Splain and Justin Derr-Carney, had taken the initiative to get groceries for a family whose need they discovered responding to a call. He went on to praise these men as an example of the caring people who work at MESA.

The Board was provided with copies of the Assistant Authority Manager Report by Marc Hershey. The report noted the following items:

Final late notices for 1,770 accounts were mailed the week of September 9th. As of Sept 23, 1,560 accounts were still outstanding representing \$166,882 in outstanding parcel fees.

- As of October 15th unpaid accounts will be turned over to Commercial Acceptance Company for processing.
- A certified letter was sent to and received by Featherton Crossing (\$24,310) on September 6. Board action will be required to put a lien on their two parcels if they don't respond with-in a month.

Invoices were mailed to 23 businesses on September 4th for unpaid FTE fees. LST data was used to identify employers who would owe \$250 or more. MESA is finding that some of the data they use is inaccurate and will need to revisit the Employer FTE assessment process for 2025.

Cold weather job shirts - paid for by the remainder of a donation to Northwest EMS for jackets - have been ordered.

Staff is working on an annual appreciation banquet for April 2025.

Alleman Auctions & Appraisals will be hosting an online auction of excess MESA inventory October 1-24.

Letters (provided by Stock & Leader) were sent to Mount Joy, West Hempfield Township and Rapho Township on September 4th informing them that MESA will be sending them an invoice for September cover calls at the beginning of Oct. The rate will be \$500 for an ALS call and \$350 for a BLS call.

A FEMA grant has enabled MESA to begin exploring vendors & options for mobile and portable radios that will be Phase II compliant for the upgrade of the County 911 system.

MESA applied for an Office of the State Fire Commissioner grant to help with the purchase of advanced electronic IV pumps to replace the manual flow ones currently in use.

Diversified Technology will be setting-up a separate team & phone number for 2025 to correct some of the problems faced this year. They hope to save \$6,480 by bringing a portion of the payment receipt processing in-house.

ARPA funds have been exhausted.

Transition of IT services between Design Data and 1171 IT Services will happen over the next 6 weeks.

Marc Hershey referenced a draft of an RFP for insurance billing. Copies of the RFP were provided to the members. The Assistant Director would like to gain approval to proceed with this at the October or November Board Meeting.

On a motion by Mr Risser, seconded by Mr. Snyder, the Board unanimously approved a municipal lien authorization.

Board Solicitor Jones reported on a request MESA had received to exempt a disabled veteran from paying the annual MESA fee. He explained to the Board that in Pennsylvania disabled veterans are exempt from some taxes but not from assessments for services such as ours.

- Solicitor also offered his opinion regarding the suggested SOC-1 report saying that such reports are expensive and that while they might be considered a 'preferred' option they are not mandatory.
- Solicitor requested an executive session to be held at the end of the meeting to discuss the billing of school districts.

Jason Kirsch was not at the meeting but contributed his report. Items covered in the Public Relations Report included:

- Quarterly Article for municipal websites & newsletters
- Social media
- Public safety/community outreach
- The creation of a "What to Do in the Event of a Medical Emergency" brochure
- The potential role of public relations in creating the MESA 2024 Annual Report
- Website Analytics
- Central Penn Business Journal article about grants from the PA Department of Health designed to "improve & build" the EMS workforce in Pennsylvania by encouraging high school students to explore careers in the field. Marc Hershey explained these grants in further detail and told the Board Mesa was moving ahead and applying for such a grant and hoped to get at least a share of the \$50,000 available to our area.

The Board also discussed the possibility of changing the number of contracted hours with PRWorks going forward.

The creation of an Insurance Informational Brochure to better inform MESA customers was discussed including how it would be delivered to MESA customers.

MESA is seeking a permanent structure to house an ambulance at its NORLANCO location. A letter was sent to Penn Medicine in this regard but as of the meeting they had not responded.

Board examined a draft of the 2025 MESA budget.

- Marc Hershey suggested ways MESA might save on payroll expenses including the pros & cons of using bonuses to increase worker pay and COLA raises.
- MESA is currently looking at other providers for Workman's Comp insurance.

On a motion by Mr. Snyder, seconded by Mr. McCloud, the Board unanimously the financial reports for the period ending August 31, 2024.

On a motion by Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved the payment of bills totaling \$346,604.92 as presented on Bill List 2024-12GF and payment of bills totaling \$2030.37 on the ARPA Bill List 2024-15.

On a motion by Mr. Risser, seconded by Mr. Hudson, the Board agreed to cancel their meeting on October 9, 2024. The MESA Board is scheduled to meet on October 23, 2024 at 6:00 PM.

A motion was made by Mr. Snyder and seconded by Mr. McCloud to adjourn the meeting. All members voted in favor of the motion.

Respectfully submitted,

Jeffrey L Hudson (Asst Secretary)