

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY
November 13, 2024**

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, November 13, 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, Jeffrey Butler, Justin Risser, Roger Snyder, Jeffrey Hudson and Jeffrey McCloud were present. Dave Jones, Board Solicitor, was also present.

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

On a motion of Mr. McCloud, seconded by Mr. Snyder, the Board unanimously approved the minutes of the October 23, 2024 meeting.

The Board was provided with copies of the Authority Manager Report prepared by Wade Amick. The report noted the following:

Response time information was provided by Lancaster County-Wide Communications for review by the Board.

Employee evaluations are being completed. Feedback from employees will be provided to the Board.

MESA Chaplain services have been offered to employees due to recent difficult calls.

There have been two full-time staff resignations. There is a strong pool of applicants to consider. The resignations have not impacted on the level of service and all trucks are fully staffed.

The Lieutenant position has been posted and there has already been significant interest. The position should be filled by the first of the new year.

Morale remains high among employees, with no major complaints from staff. Lunch was provided to all platoons as a show of appreciation.

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

There were 1,245 parcel accounts still outstanding, representing \$135,558 in outstanding parcel fees. Unpaid accounts have been turned over to Commercial Acceptance Company for processing.

Fifty-three (53%) percent of business FTE has been collected. Total amount anticipated is \$174,305.

Invoices were mailed for September cover calls to Mount Joy Borough, Columbia Borough, West Hempfield Township and Rapho Township. Total amount for the four municipalities is \$32,100.

FEMA Grant (Portable/Mobile Radios) - Kenwood has been selected as the radio manufacturer for the new portable and mobile radios. The unit price was lower than budgeted, so an amendment has been submitted to FEMA. We are awaiting FEMA approval to proceed with the order.

Medicare inflation rate for 2025 has been set at 2.4%

Jason Kirsch provided a written update of ongoing public relation activities and website access analytics. Work continues on the preparation of insurance billing information brochures to assist residents with billing questions.

On a motion of Mr. Risser, seconded by Mr. Hudson, the Board unanimously approved the 2025 MESA budget. The Board reviewed a draft Capital Replacement Schedule.

The Board reviewed the Request for Proposals for Ambulance Billing Services. With a few minor adjustments, the Board agreed to have staff circulate the RFP.

The Board reviewed preliminary building drawings, and budget, for a two-bay building proposed for the Norlanco facility.

The Board discussed billings sent to communities regarding mutual aid cover calls. It was suggested that additional meetings with representatives of those communities be scheduled.

On a motion of Mr. Snyder, seconded by Mr. McCloud, the Board unanimously approved entering into an agreement with Elizabethtown Borough concerning the establishment and use of Pennsylvania Local Government Investment Trust (PLGIT) purchase cards.

On a motion of Mr. Snyder, seconded by Mr. Risser, the Board unanimously approved continuing the service fees and late fees established in Resolution 2023-8 as the fees for 2025.

On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved establishing the general fund 2024 appropriated ending balance as the starting balance for 2025.

On a motion of Mr. Risser, seconded by Mr. Snyder, the Board unanimously approved the 2025 meeting schedule as presented by staff.

On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously approved providing Visa gift cards as holiday gifts for employees.

On a motion of Mr. Snyder, seconded by Mr. Hudson, the Board unanimously approved the payment of bills totaling \$311,443.30, as presented on Bill List 2024-14GF and the financial reports for the period ending October 31, 2024.

The Board cancelled the November 20, 2024 and December 11, 2024 meetings of the Board. The Board is scheduled to meet on Wednesday, December 18, 2024 beginning at 6:00 P.M.

A motion was made by Mr. Snyder, and seconded by Mr. McCloud, to adjourn the meeting at 7:35 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)