

**MINUTES OF THE MEETING
OF THE BOARD OF THE
MUNICIPAL EMERGENCY SERVICES AUTHORITY
OF LANCASTER COUNTY**
February 21, 2024

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY (MESA) was held on Wednesday, February 21, 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, Jeffrey Hudson, and Jeffrey McCloud were present. Also present was David Jones, Board Solicitor. Roger Snyder was absent.

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

The Board unanimously approved the minutes for the January 31, 2024 and February 7, 2024 meetings of the Board by a motion made by Mr. McCloud and seconded by Mr. Butler.

Revenue fee model – Mr. Hershey reported fee billing by Diversified Technologies has been complete. Payment received so far exceed \$22,000. The mailing to businesses was sent today. There was discussion regarding the ability to allow residents to pay the fee over time. On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved allowing staff discretion when considering resident requests to pay the fee over time.

Authority Manager Report – Mr. Scott Kingsboro, Authority Manager, provided the following report to the Board.

- The Department of Health inspected all units and all passed. All units are now under the MESA Department of Health license.
- Updating of unit graphics is still on-going.
- Station renovation is still on-going.
- Signs in buildings in the process of being changed. The building sign has now been changed.
- Staff continue to work on public questions via email, phone and in person.
- Thank you to all staff for the hard work over the last few weeks during the transition.

David Jones, Board Solicitor, reported that the letter from Attorney General's office was received and petition filed with Lancaster County court for the transfer of assets from Northwest EMS. A court date has not been scheduled.

Jason Kirsch provided a written overview of website visits and questions received via the website.

On a motion of Mr. Risser, seconded by Mr. Hudson, the Board unanimously approved authorizing bill payments from ARPA funds prior to Board approval, provided the expenditure is a budgeted item.

On a motion of Mr. Butler, seconded by Mr. Risser, the Board unanimously approved the MESA Employee Policy Manual.

The Board discussed revising the meeting schedule for the remainder of 2024. On a motion of Mr. Risser, seconded by Mr. McCloud, the Board unanimously approved meeting the second and fourth Wednesdays of each month through December 2024.

The Board briefly discussed the formation of an Advisory Committee.

On a motion of Mr. McCloud, seconded by Mr. Risser, the Board unanimously affirmed the payment of 8 bills and one transfer, totaling \$228,173.13, as presented on Bill List 2024-02GF and 14 bills and one transfer, totaling \$154,007.72, as presented on Bill List 2024-03GF and approved the payment of 7 bills, totaling \$45,492.58, as presented on ARPA Bill List 2024-05 and the payment of 7 bills, totaling \$8,765.27, as presented on ARPA Bill List 2024-06.

The next regular meeting of the Board is scheduled to be held on Wednesday, March 13, 2024, beginning at 6:00 P.M.

A motion was made by Mr. Risser and seconded by Mr. Hudson, to adjourn the meeting at 7:00 P.M. All members present voted in favor of the motion.

Respectfully submitted,

Jeffrey L. Butler (Secretary)