

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

March 15, 2023

A meeting of the Board of the MUNICIPAL EMERGENCY SERVICES AUTHORITY OF LANCASTER COUNTY was held on Wednesday, March 15, 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: Justin Risser, Jeffrey Butler, Rodney May, J. Marc Hershey, Jeffrey Hudson, Debra Dupler and Roger Snyder. Benjamin Bruckhart was absent. Mark Heister was present to represent Penn Township.

The Board unanimously approved the minutes for the March 1, 2023 meeting of the Board by a motion made by Mr. Hershey and seconded by Mr. Snyder.

Mr. Hershey reported that the Northwest Emergency Medical Services, Inc. (NWEMS) financial statements for 2021 and 2022 are available. This information will be used, along with previously prepared pro-forma, to develop cost assumptions for 2024.

There was a brief discussion regarding the use of a consultant to assist in developing a fee structure. It was indicated that an actuary has already expressed an interest in assisting the Board with this task. Mr. Heister informed the Board of the discussions of the committee working on options for the imposition of fees. He discussed an option for the imposition of fees on non-residential properties utilizing number of employees. However, potential seasonal fluctuations and access to accurate counts are a challenge. The committee is continuing to discuss other options.

Ms. Dupler indicated that Ben Reid provided responses to the two questions raised regarding the Board's bylaws. First, vacancies on the Board are filled by appointments named by the municipality represented by the vacated seat. Second, an annual audit of the Boards finances is required.

Scott Kingsboro, Executive Director of NWEMS, presented the Board with copies of the organization's Financial Statements for 2021 and 2022. The NWEMS Board approved the report at its March 14, 2023 meeting.

Mr. Hershey reported that there were three respondents to the Board's call for proposals/qualifications for Authority Solicitor appointment. Copies of proposals submitted by

McNees Wallace & Nurick LLC, Nikolaus & Hohenadel, LLP and Stock and Leader were provided to Board members to review prior to the Board's next meeting. Board members were to consider inviting firms in for short question/answer session at the April 19, 2023 meeting of the Board.

Mr. Hershey updated the Board on the status of the application filed with the Lancaster County Commissioners for allocation of American Relief Plan Act (ARPA) funds. The Commissioners will discuss the application at their March 28, 2023 work session and the business meeting March 29, 2023. The Board expressed its appreciation of the work done by Elizabethtown Borough Manager Rebecca Denlinger in preparing, submitting and following the ARPA application through the county approval process.

On motion of Mr. Hershey, seconded by Mr. Risser, and adopted by majority of the Board, Benjamin Ried, Mette Evans & Woodside, was retained as Special Counsel under terms outline in the March 15, 2023 letter to the Board.

On motion of Mr. Hershey, seconded by Mr. Risser, and adopted by majority of the Board, ROBB Consulting, LLC, was retained as start-up consultant to the Board under terms outline in the March 15, 2023 letter to the Board.

On motion of Mr. Hershey, seconded by Mr. Snyder, and adopted by majority of the Board, PRworks, was retained as public relations consultant to the Board under terms outline in the March 15, 2023 letter to the Board.

Mr. Hershey presented information to the Board regarding insurance coverage needed as part of the Board's operations. On motion of Mr. Risser, seconded by Mr. May, and adopted by majority of the Board, it was agreed to obtain Treasurer bonding through the Hess Agency at a cost of \$800.00 per year.

The next regular meeting of the Board is scheduled to be held on Wednesday, April 5, 2023, beginning at 7:00 P.M.

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

Respectfully submitted,

Jeffrey L. Butler, Secretary