

# ALLE-KISKI EMERGENCY SERVICES AUTHORITY ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

*1 Municipal Drive, Natrona Heights, PA 15065*

4-28-2026 | 7:00 p.m.

<b>CALL TO ORDER:</b> _____ p.m.	<b>ALSO PRESENT:</b> Solicitor: _____ Recording Secretary: _____																
<b>ROLL CALL:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Jamie Nee (Joint At-Large)</td> <td style="width: 40%;">Present / Absent</td> </tr> <tr> <td>Charles Blackburn (Tarentum Borough)</td> <td>Present / Absent</td> </tr> <tr> <td>Susan Clark (Tarentum Borough)</td> <td>Present / Absent</td> </tr> <tr> <td>Jerry Taylor (Harrison Township)</td> <td>Present / Absent</td> </tr> <tr> <td>Nicole Kocon (Harrison Township)</td> <td>Present / Absent</td> </tr> <tr> <td>Richard Jones (Brackenridge Borough)</td> <td>Present / Absent</td> </tr> <tr> <td>Ralph Jones (Brackenridge Borough)</td> <td>Present / Absent</td> </tr> <tr> <td colspan="2" style="text-align: center;">Directors Present: ____ Quorum (4 required): Yes / No</td> </tr> </table>		Jamie Nee (Joint At-Large)	Present / Absent	Charles Blackburn (Tarentum Borough)	Present / Absent	Susan Clark (Tarentum Borough)	Present / Absent	Jerry Taylor (Harrison Township)	Present / Absent	Nicole Kocon (Harrison Township)	Present / Absent	Richard Jones (Brackenridge Borough)	Present / Absent	Ralph Jones (Brackenridge Borough)	Present / Absent	Directors Present: ____ Quorum (4 required): Yes / No	
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**Sunshine Act Notice:**

This meeting is a public meeting of the Alle-Kiski Emergency Services Authority, held in compliance with the Pennsylvania Sunshine Act, 65 Pa.C.S. Ch. 7. Notice of this meeting was posted at least 24 hours in advance. All official action will be taken in open session. Members of the public are invited to attend. A public comment period will be provided.

SECTION I — ORGANIZATION	
1. Pledge of Allegiance to the American Flag	
2. Authority Background and Overview	
SECTION II — ELECTION OF OFFICERS	
<b>3. Election of Chairperson</b> <i>Nominated from the floor. Requires majority vote of board members present. The Chairperson presides at all meetings and serves as the primary governance spokesperson for the Authority.</i>	<b>MOTION</b>
<b>4. Election of Vice Chairperson</b> <i>Assumes Chair duties in the Chair's absence. Nominated from the floor, majority vote required.</i>	<b>MOTION</b>
<b>5. Election of Secretary</b> <i>Maintains official records, certifies minutes, and ensures Sunshine Act and Right-to-Know Law compliance.</i>	<b>MOTION</b>

<p><b>6. Election of Treasurer</b>  <i>Oversees financial accounts and reporting. Pennsylvania law requires the Treasurer to be bonded at the Authority's expense. The bond amount is to be set by the board at a subsequent meeting once the solicitor is retained.</i></p>	<p><b>MOTION</b></p>
<p><b>SECTION III — DISCUSSION: STARTUP FUNDING</b></p>	
<p><b>7. Discussion: Startup Funding Options and the Harrison Township Grant</b>  <i>The Authority has \$35,000 in startup grant funding currently held by Harrison Township and designated for legal counsel and consulting services during the formation period. The board should discuss priorities for use of this funding, the process for accessing it once bank accounts are established, and any additional funding sources or grant opportunities available in the startup phase. Formal motions on budget and accounts will come at a subsequent meeting after solicitor review. No formal action required at this meeting.</i></p>	<p><b>DISCUSSION</b></p>
<p><b>SECTION IV — DISCUSSION: MEETING SCHEDULE</b></p>	
<p><b>8. Discussion: Meeting Schedule</b>  <i>The establishment of a regular meeting schedule is a critical early step for the Authority and will help set expectations for governance, transparency, and continuity. The Board should discuss the frequency of meetings (e.g., monthly, biweekly during initial setup), preferred days and times, meeting location, and any standing agenda structure. Consideration should also be given to advertising requirements, public participation, and coordination with solicitor availability once retained. Establishing a consistent schedule early will support momentum and ensure timely decision-making as the Authority moves forward. Motion is needed to either set the next meeting or the meeting schedule for the year.</i></p>	<p><b>DISCUSSION/MOTION</b></p>
<p><b>SECTION V — DISCUSSION: BANKING AND SIGNING AUTHORITY</b></p>	
<p><b>9. Discussion: Banking Institution, Account Structure, and Interim Signing Authority</b>  <i>The Authority must establish bank accounts before it can pay any expenses or conduct financial business. The board should discuss selection of a banking institution, the account structure needed, and who will serve as authorized signatories in the interim period before an Executive Director is hired. Pennsylvania law and the Authority Bylaws require two authorized signatures on all disbursements. Formal motions to open accounts and designate signatories will be brought at the next meeting following solicitor review. No formal action required at this meeting.</i></p>	<p><b>DISCUSSION</b></p>
<p><b>SECTION VI — PUBLIC COMMENT</b></p>	
<p><b>10. Public Comment Period — Open to Residents and Taxpayers of Member Municipalities</b>  <i>Three-minute time limit per speaker. This is an open public meeting held in compliance with the Pennsylvania Sunshine Act. All public comment is welcomed.</i></p>	
<p><b>SECTION VII — ADJOURNMENT</b></p>	
<p><b>11. Motion to Adjourn</b></p>	<p><b>MOTION</b></p>

ADJOURNMENT TIME: \_\_\_\_\_ p.m.    MINUTES RECORDED BY: \_\_\_\_\_

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*AKESA | Organizational Meeting Agenda | Incorporated April 13, 2026  
Built on the Legacy of Citizens Hose and Eureka EMS*