ALLE-KISKI EMERGENCY SERVICES AUTHORITY
WORKSHOP MEETING OF THE BOARD OF DIRECTORS

1 Municipal Drive, Natrona Heights, PA 15065

6-10-2026| 6:30 p.m.

SECTION I — CALL TO ORDER

1. Pledge of Allegiance to the American Flag	
2. CALL TO ORDER: ________ p.m.	**ALSO PRESENT:** Solicitor: ___________________________ Recording Secretary: __________________

ROLL CALL:

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

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 II —COMMITTEE REPORTS

Audit and Finance	N. Kocon C. Blackburn
Personnel	J. Nee S. Jones S. Clark
Operations	R. Jones J. Taylor S. Clark

SECTION III — OLD BUSINESS

1. Discussion: RFP for solicitor *Retaining a solicitor is the board's first and most urgent action item. Without legal counsel in place, the board cannot formally adopt the bylaws, execute contracts, issue interim service agreements with Citizens Hose and Eureka, or proceed with the Fee Services Hearing. This discussion continues from the organizational meeting and should result in a clear path to issuing the RFP immediately.* *UPDATES THE BOARD SHOULD DISCUSS* ▪ *The cover letter and RFP were emailed individually to six potential prospects on 05/27/2026. We are awaiting interested proposals, and any questions are due by 06/10/2026.* ▪ *Proposal submission deadline is due 06/15/2026 by 1600 with a selection committee review targeted for 06/15/2026.* ▪ *Finalist Interviews will be conducted 06/16-19/2026. A Board Selection Vote is expected on 06/30/2026* ▪ *Engagement of selected Solicitor to begin on 06/30/2026.* ▪ *The above are the targeted dates for timeline purposes.* **2. Discussion**: Fee hearing *The Fee Services Hearing is the single most important financial milestone AKESA must reach in 2026. Until the annual EMS fee is legally adopted following a public hearing, the Authority has no committed independent revenue stream and no basis for borrowing. Once the fee is adopted, lenders can project repayment and financing options open up significantly. This item is about understanding what needs to happen before the hearing can be scheduled and making sure that work is underway now.* *WHAT THE BOARD SHOULD DISCUSS* ▪ *What is the target date for holding the hearing? Work backward from January 2027 operational target. The hearing must happen well before that.* ▪ *What financial data package must the consultants and EMS leadership produce before the hearing can be scheduled? The board should understand the full scope: total operating cost projections, call volume by municipality, insurance reimbursement revenue, equipment and vehicle replacement schedules, household unit counts, and projected fee revenue at multiple fee levels.* ▪ *Who is coordinating the data assembly? The consultants, Citizens Hose leadership, and Eureka leadership all have roles. The board should confirm* **3. Discussion**: Bylaws *The draft AKESA Bylaws are included in the board orientation packet. They govern every aspect of how the board operates: officer duties, quorum and voting rules, financial controls, meeting requirements, amendment procedures, and more. The board should not formally adopt the bylaws until the solicitor has reviewed them. This workshop is the right moment for board members to raise questions, flag any provisions they want the solicitor to look at specifically, and ensure everyone understands what they will be formally adopting.* *WHAT THE BOARD SHOULD DISCUSS*	DISCUSSION

- *Have all board members read the bylaws? This is a prerequisite to meaningful discussion.*
- *Are there provisions board members want clarified before adoption? Common areas of question include officer removal procedures, executive session rules, committee authority, and the amendment process.*
- *Are there provisions that may need adjustment based on specific operational needs of AKESA that were not anticipated during drafting?*
- *The bylaws require two authorized signatures on all disbursements. The board should confirm they understand this requirement and its implications for daily financial operations before the ED is hired.*
- *What is the target meeting at which the board expects to formally adopt the bylaws, assuming solicitor review is completed on schedule?*

IMPORTANT:

Bylaws should not be formally adopted until the retained solicitor has reviewed them and advised the board on any necessary revisions. This discussion is preparation, not adoption.

4. **Discussion**: Board policies

The board orientation packet includes a Master Governance Policy Manual with 17 policies and 33 supporting appendices. These policies cover ethics, procurement, personnel, HIPAA, fleet management, financial controls, mutual aid, and continuity of operations, among others. Like the bylaws, these are drafts pending solicitor review. This workshop is an opportunity to identify which policies the board views as most urgent, discuss any areas of concern, and address one specific governance matter directly.

WHAT THE BOARD SHOULD DISCUSS

- *Are there specific policies the board wants to prioritize for early solicitor review and adoption?*
- *The Conflict of Interest Policy and the Procurement Policy are among the most operationally urgent. The board should understand what these require before the Authority begins spending money or entering contracts.*
- *The Finance Policy establishes dual-signature requirements, monthly reconciliation, and reserve fund floors. Board members should understand these controls before any accounts are opened.*
- *Are there policy gaps the board has identified that are not addressed in the current manual?*

5. **Discussion:** Committees

The AKESA Bylaws provide for the establishment of committees of the board. Committees do not have independent authority to take official action, but they allow smaller groups of board members to do preparation work, review materials in depth, and bring recommendations to the full board between meetings. For a startup authority with significant work ahead, committees can increase the board's capacity without requiring every deliberation to happen at a full board meeting.

WHAT THE BOARD SHOULD DISCUSS

- *Should the board establish standing committees at this stage? The most commonly needed committees for a new authority are Finance and Audit, Personnel, and Operations or EMS Transition.*
- *What would each committee be responsible for? Finance and Audit would oversee budget development, financial reporting, and the annual audit process. Personnel would oversee the ED search, compensation policy, and personnel matters. An EMS Transition committee would coordinate with Citizens Hose and Eureka leadership on the operational handoff.*
- *Who would serve on each committee? Committee assignments should reflect both board member interest and availability. Committees require a minimum of two board members and should not consume more of any member's time than they can reasonably commit.*
- *Should the board wait until the solicitor is retained before formally establishing committees, to ensure the committee structure is consistent with the bylaws as finally adopted?*

COMMITTEES CANNOT TAKE OFFICIAL ACTION

All official decisions, votes, and formal actions of the Authority must occur at a properly noticed public meeting of the full board. Committees prepare, review, and recommend. They do not decide.

SECTION IV — NEW BUSINESS

1. Discussion: Municipal Grants	DISCUSSION

This item is for the introduction of John Dubnansky, Community and Economic Director for the City of Johnstown, and a discussion regarding municipal grants that may be available to support AKESA's formation, startup costs, equipment needs, facilities, vehicles, and long-term sustainability. As the Authority continues moving toward operations, grant funding should be pursued wherever possible to reduce the local fee burden and limit early borrowing needs. This discussion is intended to help the Board understand what grant opportunities may exist, what projects may be eligible, and whether outside grant support would be useful as AKESA prepares for 2027 operations.

WHAT THE BOARD SHOULD DISCUSS

- *What grant opportunities may be available for EMS regionalization, public safety, facilities, vehicles, equipment, technology, and startup costs?*
- *What projects should AKESA prioritize for grant funding? Potential areas include ambulances, equipment, station improvements, billing systems, radios, administrative startup costs, and regional service planning.*
- *What information would be needed to pursue grants? The Board should consider whether project scopes, cost estimates, municipal support letters, financial projections, or regional service data need to be assembled.*
- *Does the Board want to continue discussions with Mr. Dubnansky or other grant professionals regarding potential assistance?*
- *How would grant support fit into the larger funding plan, including the fee hearing, borrowing, municipal contributions, and operational startup timeline?*

2. Discussion: Field Visit *This item is to consider scheduling station visits to Citizens Hose and Eureka during the next Working Session on 07/08/2026. As AKESA continues planning for operations, Board members should have a clear understanding of the current facilities, vehicles, equipment, staffing layout, and operational conditions at both EMS stations. These visits would help the Board better understand the assets and challenges that may become part of the Authority's future operations.* *WHAT THE BOARD SHOULD DISCUSS* ▪ *Does the Board want to use the 07/08/2026 Working Session for station visits to Citizens Hose and Eureka?* ▪ *What should Board members focus on during the visits? Areas may include facility condition, vehicle storage, equipment needs, crew space, administrative areas, and operational workflow.* ▪ *Should EMS leadership provide a short overview at each location, including current staffing, call response, vehicle condition, equipment needs, and facility limitations?* ▪ *Should the Board use the visits to begin identifying capital needs that may affect the 2027 startup budget, grant applications, or future borrowing?* ▪ *Does the Board want advisors, consultants, or municipal representatives to attend the station visits?*	DISCUSSION
3. Discussion: Liability Insurance *This item is for review and discussion of liability insurance coverage for the Authority, including potential coverage for the Board and any advisors to the Board who may also require coverage. As AKESA moves further into decision-making, planning, financing, and operational preparation, the Authority should ensure that appropriate insurance coverage is in place. Coverage can begin at $1 million and be increased as desired by the Board.* *WHAT THE BOARD SHOULD DISCUSS* ▪ *What level of liability coverage should the Authority carry at this stage? The Board may consider starting at $1 million and increasing coverage as the Authority's responsibilities grow.* ▪ *Who should be covered under the policy? The Board should confirm whether coverage includes Board members, officers, authorized representatives, consultants, advisors, and others acting on behalf of the Authority.* ▪ *What types of liability coverage are being proposed? The Board should understand whether the application includes general liability, public officials liability, errors and omissions, employment practices, cyber, or other relevant coverage.* ▪ *When should coverage begin? The Board should consider whether insurance should be active before major financial, contractual, or operational decisions are made.* ▪ *Does the Board want legal counsel or insurance advisors to review the application and coverage limits before final approval?*	DISCUSSION

4. **Discussion:** Mutual Aid Ambulance Proposal
This item is for discussion of a proposal from Mutual Aid Ambulance regarding potential EMS service options for the Authority. As AKESA continues to evaluate the structure, cost, staffing, and operational requirements needed to begin service in 2027, the Board should review any outside proposals carefully and compare them with the Authority's current regional EMS planning model. This discussion does not require the Board to make a final decision at this stage, but it should help identify what questions need to be answered before any proposal is seriously considered.

WHAT THE BOARD SHOULD DISCUSS

- *What services are being proposed by Mutual Aid Ambulance, and how do those services compare to the proposed AKESA operational model?*
- *What would the proposal cost (if anything), and how would that cost affect the annual EMS fee, municipal contributions, borrowing needs, or startup budget?*
- *Does the proposal preserve the Authority's goals of regional stability, reliable response times, local accountability, and long-term financial sustainability?*
- *Should the Board request additional information, clarification, or a formal presentation from Mutual Aid Ambulance before taking any action?*

SECTION V — PUBLIC COMMENT

Public Comment Period — Open to Residents and Taxpayers of Member Municipalities
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.

SECTION VI — ADJOURNMENT

Motion to Adjourn	**MOTION**

ADJOURNMENT TIME: ________ p.m.   MINUTES RECORDED BY: ____________________________