ALLE-KISKI EMERGENCY SERVICES AUTHORITY

MINUTES — REGULAR MEETING OF THE BOARD OF DIRECTORS

1 Municipal Drive, Natrona Heights, PA 15065

Tuesday, May 26, 2026 | 7:00 p.m.

SECTION I — CALL TO ORDER

The Regular Meeting of the Board of Directors was called to order at 7:07 p.m., followed by the Pledge of Allegiance to the American Flag.

Roll Call

A roll call was taken. All seven Directors were present; a quorum (four required) was established.

Director	Municipality	Present / Absent
Jamie Nee	Joint At-Large	**Present**
Charles Blackburn	Tarentum Borough	**Present**
Susan Clark	Tarentum Borough	**Present**
Jerry Taylor	Harrison Township	**Present**
Nicole Kocon	Harrison Township	**Present**
Richard Jones	Brackenridge Borough	**Present**
Ralph Jones	Brackenridge Borough	**Present**

Also Present: Solicitor — Benjamin Reed (interim/temporary solicitor).

Also Present and Assisting: Amy Rockwell (Harrison Township Manager), Dwight Boddorf (Tarentum Borough Manager), and the Authority's consultant JR Henry.

Sunshine Act Notice: This meeting was held as a public meeting of the Alle-Kiski Emergency Services Authority in compliance with the Pennsylvania Sunshine Act, 65 Pa.C.S. Ch. 7. Notice was posted at least 24 hours in advance, all official action was taken in open session, and a public comment period was provided.

SECTION II — APPROVAL OF MINUTES

The Board considered the minutes of the April 28, 2026 organizational (initial) meeting. The Board also established that, going forward, minutes of each preceding workshop meeting will be circulated by e-mail with the upcoming agenda so that they may be approved at the following Board meeting. Accordingly, the minutes of the May 13, 2026 workshop meeting were not acted on at this meeting and will be presented for approval at the next regular meeting.

> **MOTION:** R. Jones moved to approve the minutes of the April 28, 2026, organizational meeting; seconded by J.Taylor. Motion carried.

SECTION III — OLD BUSINESS

1. Consultant Proposal / Authorization to Begin Cost Analysis and Fee Study

The Board reviewed the consultant proposal at the May 13, 2026 workshop meeting. This action authorizes the engagement and allows the cost analysis and fee study work to begin in preparation for the Fee Services Hearing.

MOTION: R. Jones moved to accept the consultant proposal and authorize the cost analysis and fee study to begin; seconded by S.Clark. Motion carried.

2. Temporary Solicitor Proposal

The Board considered the temporary (interim) solicitor proposal agreed upon at the workshop meeting.

MOTION: R. Jones moved and J. Taylor seconded to approve the temporary solicitor proposal as agreed at the workshop meeting. Motion carried.

3. Distribution of Solicitor RFP (RFP-2026-01)

The Board discussed distribution of the Solicitor RFP, which authorizes the Board to formally issue a request for proposals for legal counsel to retain a solicitor required by the Authority on a long-term basis. Members agreed with the RFP as provided in the board documents.

MOTION: R. Jones moved, and J. Taylor seconded, to authorize distribution of the Solicitor RFP (RFP-2026-01). Motion carried.

RFP Schedule (as presented):

- Issue date: May 27, 2026
- Questions due: June 10, 2026
- Proposals due: June 17, 2026
- Estimated selection: June 30, 2026, Board meeting

4. Bylaws and Policies — Discussion

The draft AKESA Bylaws were reviewed at the workshop meeting. The Board has not formally adopted the Bylaws (or the related policy materials) pending the solicitor's review. This discussion provided an opportunity to identify remaining questions and provisions for the solicitor to examine. It was noted that the Authority's notes will be passed to the solicitor and that engaging the solicitor in the coming weeks is a priority so that the Bylaws are not left unadopted for an extended period. No formal action was taken; adoption remains pending solicitor review.

SECTION IV — NEW BUSINESS

1. Fee Services Hearing — Discussion

The Board discussed confirming a target date, the data requirements, and accountability for the financial package that must be in place before the Fee Services Hearing can be scheduled. The annual EMS fee is the Authority's primary independent revenue source and the financial credential required to access bridge financing.

The Board has been aiming for an August target for the hearing. The consultant reported that August appears reasonable, contingent on continued cooperation of the two existing agencies. A productive working meeting was held following the last Board meeting, and the agencies are developing additional data — current expenses and revenues, projected system configuration (number of ambulances, locations), and the labor/pay scale, which the Authority intends to enhance to retain and recruit personnel. The consultant will bring drafts to the Board as the work develops and plans to provide updates at each meeting.

It was noted that the fee study and the solicitor selection can run concurrently. The interim solicitor (B. Reed) can carry the Board through the fee hearing regardless of the long-term solicitor selection, although it was recommended that the long-term solicitor ideally be engaged while the plan is being developed so that legal questions can be answered directly; tangential or specialized matters may be referred to other counsel as needed.

2. Executive Director Job Description

The Board reviewed the Executive Director job description provided in the board documents and agreed it was acceptable. Following discussion of the "preferred experience" provision, the Board agreed to retain EMS experience as preferred (not required), with the emphasis placed on a strong business background; EMS-specific knowledge can be supported and developed. Approval of the job description positions the Authority to move forward on a search when ready; no advertising or recruitment is authorized by this action.

> **MOTION:** R. Jones moved, and J. Taylor seconded to approve the Executive Director job description. Motion carried.

3. Establishment of Standing Committees and Appointments

Consistent with the AKESA Bylaws, the Board moved to establish three standing committees — Audit and Finance, Personnel, and Operations. Committees prepare, review, and bring recommendations to the full Board; all official decisions require a vote at a properly noticed public meeting of the full Board. Appointments to each committee were then approved by separate motion.

> **MOTION:** S.Clark moved, and S.Jones seconded, to establish the Audit and Finance, Personnel, and Operations standing committees. Motion carried.
>
> **MOTION:** R.Jones moved and S.Clark seconded to approve the Audit and Finance Committee appointments: Nicole Kocon and Charles Blackburn. Motion carried.
>
> **MOTION:** R.Jones moved and J.Taylor seconded to approve the Personnel Committee appointments: Jamie Nee, Sam Jones, and Susan Clark. (Susan Clark was added so the committee has three members.) Motion carried.
>
> **MOTION:** R.Jones moved and S.Jones seconded to approve the Operations Committee appointments: Richard Jones, Susan Clark, and Dr. Jerry Taylor, with EMS Supervisors Brad James and Jim Erb serving as ad hoc, non-voting members. Motion carried.

It was clarified for the record that the EMS supervisors named to the Operations Committee are ad hoc members and would not vote on committee actions.

4. Liability Protection / Agreement for Assisting Managers — Discussion

The Board discussed the level of reliance on Amy Rockwell and Dwight Boddorf in organizing the Authority and the need for some form of contract or agreement to address liability, given that both serve their own municipalities. Ms. Rockwell noted she could not enter into such an arrangement on her own and would need to take it to the Harrison Township Board of Commissioners; Mr. Boddorf would likewise need to consult Tarentum's counsel. Both indicated willingness to continue assisting (e.g., taking notes and preparing minutes), while noting that providing advice and direction falls outside their scope of authority absent protection. The matter will be taken back to the respective elected officials for direction.

5. Bridge Financing / Direct Expenses and Possible MOU — Discussion

The consultant noted that, beyond liability, the most pressing near-term issue is the direct expense of a mailing to all property owners (including commercial and institutional clients) in connection with developing the fee schedule. Access to taxpayer records from the member municipalities is typically provided without a formal MOU, but an MOU may be advisable where direct expenses are involved. Because the Authority currently has no funds, the Board will need to address bridge financing for basic essentials such as postage, printing, mailing, and processing. In the absence of a donation, the Authority may appeal to the member municipalities for assistance with these costs.

SECTION V — PUBLIC COMMENT

A community member thanked the Board members for accepting their positions and thanked Amy Rockwell for her ongoing effort on behalf of the regional EMS effort.

The commenter suggested that, given the support shown by Harrison, Brackenridge, and Tarentum, the Board would be justified in sending a letter to the member municipalities requesting a modest, one-time contribution toward the cost of the initial mailing, allocated by percentage — Harrison 50%, Tarentum 30%, and Brackenridge 20%. As an illustration, if the mailing were approximately $9,000–$10,000, the Board might request roughly twice that amount (about $20,000) to provide a buffer for a possible reschedule or postponement — approximately $10,000 from Harrison, $6,000 from Tarentum, and $4,000 from Brackenridge — as a one-time request with no commitment to refund unless necessary. The commenter noted the request would be more than justified given the time the parties have already invested and will continue to invest in the Authority.

SECTION VI — ADJOURNMENT

MOTION: R.Jones moved and J.Taylor seconded to adjourn. Motion carried.

There being no further business, the meeting was adjourned.

Adjournment Time: _______7:52_____ p.m.