ALLE-KISKI EMERGENCY SERVICES AUTHORITY

MINUTES — WORKSHOP MEETING OF THE BOARD OF DIRECTORS

1 Municipal Drive, Natrona Heights, PA 15065

Tuesday, June 10, 2026 — 6:30 p.m.

Section I — Call to Order

The Chair called the Workshop Meeting of the Board of Directors to order, and the Pledge of Allegiance to the American Flag was recited.

Roll was called by the Recording Secretary. A quorum (four required) was present.

Roll Call

Director	Appointing Municipality	Status
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

Directors Present: 7 **Quorum (4 required):** Yes

Also Present

- Susan Clark, Recording Secretary.
- The Authority's EMS transition and financial consultants (J.R).
- John Dubnansky, Community and Economic Development Director, City of Johnstown (grant advisor), for New Business Item 1.

No Solicitor was present. The Board noted that retaining a solicitor remains the Authority's first and most urgent action item.

Sunshine Act. This was 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 was posted at least 24 hours in advance. As a workshop meeting, the session was for discussion and direction; no official action was taken except the motion to adjourn.

Section II — Committee Reports

There were no committee reports at this time. The Board proceeded to Old Business.

Section III — Old Business

1. RFP for Solicitor

- The RFP and cover letter were mailed individually to six firms on May 27, 2026; the Board thanked Susan Clark for preparing the mailings.
- Firm questions were due June 10 (the meeting date); none were substantive, though two firms emailed thanks.
- Proposals are due June 15, 2026 by 1600. The Chair and Susan Clark will distribute copies to all members as received.
- Finalist interviews are targeted for June 16–19, evenings, spacing candidates roughly every 30 minutes (e.g., 7:00, 7:30, 8:00 p.m.) over one or two evenings depending on proposal count.
- The selection vote is planned for the June 30, 2026 regular meeting.
- Sunshine Act: the Board may not deliberate on selection by email or outside a public meeting. By consensus, an executive session will precede the June 30 meeting by about 30 minutes to reach consensus, with formal action taken in open session.

2. Fee Services Hearing

- The consultants reported a three-hour meeting that day with Citizens and Eureka leadership; significant progress was made and the transition is back on schedule after an approximately month-long delay.
- A consultant-prepared transition checklist was distributed. It will be provided in Word as a living document for tracking milestones and building future agendas; committee chairs may use it to monitor progress.
- Direction confirmed: AKESA will be an operating authority — employees, an executive director, ambulances titled to the Authority, Medicare/Medicaid numbers, and Authority billing — not an oversight authority. Both Citizens and Eureka wish to transition operations and administration to it.

Vehicles and Equipment

- Consultants recommend a five-ambulance fleet (not seven) based on call volume — Citizens three, Eureka two — with one backup for maintenance.
- Citizens' ambulances are reportedly paid off; Citizens proposed about $40,000 total trade-in for three, payable around $2,500 per year over five years (terms negotiable).
- The Board flagged clarifying ownership of the Citizens vehicles (the Citizens Hose / Citizens EMS lease) before transition.
- Eureka owes about $94,000 on its newest ambulance, requiring a separate agreement; financing and any lease transfer go to the retained solicitor.
- No formal appraisals will be obtained; consultants will use market/manufacturer knowledge to confirm values.

Facilities

- Anticipated bases: a Tarentum-area base at Eureka (subject to a borough arrangement) and a Citizens base (building owned by Citizens Hose, likely leased).
- Citizens may remodel a separate building for EMS, with rent discussed near $2,500 per month; lease terms, utilities, and compensation remain to be finalized.

Budget and Fee Schedule

- Consultants are targeting a draft package for July — more likely July 28 than July 8 — covering operations and administration, a first-year budget, capital needs, vehicle/equipment

transition, the labor budget (with pay escalation to recruit and retain staff), and projected billing revenue.
- The fee structure is typically built on a three-year window with an approximately 8% inflation factor to build capital reserves early.

Fee Hearing Logistics

- State law requires 30-day advance notice mailed to all property owners — one per parcel, so multi-parcel owners receive multiple notices.
- The Board must define fee criteria: occupied dwellings, home/small businesses (often a household equivalent), employee-tiered commercial fees, residential dwelling units (e.g., housing authority / Allegheny County units), and customary school and church exemptions.
- Property-owner lists are best obtained via municipal tax collectors (e.g., Berkheimer, Jordan Tax) and the school district; member councils will be asked to assist with the mailing.
- No fee hearing date was set; September is possible once the data package is in hand. Clear public communication on multi-parcel/dwelling-unit treatment was emphasized.
- **Direction:** Finance and Operations committee members (Nicole Kocon and Charles Blackburn discussed) will join or be copied on transition communications to hold the July 28 target.

3. Bylaws

- Members were asked to read the draft bylaws by June 30 and flag any questions or concerns.
- One concern: the unpaid-service provision. A member suggested revisiting a stipend after revenue begins, or removing the provision for now. No action taken — noted for future consideration.
- Per the Municipal Authorities Act, directors are full board members (not an interim "implementation" group). Staggered terms apply only at formation; reappointments are five-year terms, members serve until a successor is appointed, and removal requires specified circumstances (e.g., moving out of the municipality).
- **Goal:** Adopt the bylaws at the July 28 meeting, after solicitor review.

4. Board Policies

- Highest-priority policies for review: Conflict of Interest, Procurement, and Finance.
- Members will review these for the July 8 workshop, with adoption targeted for July 28 after solicitor review.
- The 2026 State Ethics Act Statement of Financial Interests is due May 1, 2027, filed with the Authority (not Harrisburg). Members were reminded to sign the internal Conflict of Interest statements.

5. Committees

- The standing committees (Audit and Finance, Personnel, and Operations) are in place. The structure is considered set; the solicitor will be consulted on any adjustments once bylaws are adopted.

Section IV — New Business

1. Municipal Grants — John Dubnansky

- Nicole Kocon introduced John Dubnansky (City of Johnstown; University of Pittsburgh), who cited about 23 years in local and regional government and roughly 300 successful grants totaling about $100 million. He offered to assist at no cost, through Nicole Kocon.
- Key guidance: build a business/strategic plan (current state, three-to-five-year goals, requirements, and costs) as the basis for all funding requests. The Authority's consolidation status is a grant advantage.
- Funding strategy: municipal asks for short-term/transitional needs; foundations and state sources for longer-term capital (vehicles, facilities, equipment). Short-term needs (now through about January–spring 2027): mailing, a prorated executive director salary (about $100,000 plus roughly 30% fringe for about three months), possibly administrative support, and solicitor costs.
- The Authority previously received a $35,000 grant for solicitor costs; Amy Rockwell (Harrison Township Manager) will verify whether it applies to the permanent solicitor.
- **Direction:** Nicole Kocon and the consultant (J.R.) will develop a total short-term funding figure and an allocation among the three municipalities (e.g., by population or call volume). The Board will then ask each council for assistance as a loan or contribution; Mr. Dubnansky will assist through Nicole Kocon.

2. Field Visit

- By consensus, the July 8 working session will be informational station visits to Eureka and Citizens (information-gathering, not deliberation, per the Sunshine Act).
- **Direction:** Susan Clark and the Chair will coordinate with the EMS chiefs (Brad and Jim), tentatively the first station near 6:30 p.m. and the second near 7:30 p.m.

3. Liability Insurance

- The Board agreed liability coverage is needed and belongs in the short-term funding request — for members, officers, and advisors/consultants acting for the Authority — beginning at $1 million and rising as responsibilities grow.
- **Direction:** The consultant recommended the MRM Trust (a 400-plus-member municipal pool covering workers' compensation and property/liability/D&O), will provide a contact, and Nicole Kocon will make the connection.

4. Mutual Aid Ambulance Proposal

- The Board reviewed a letter from Jason Ross, CEO of Mutual Aid EMS (a Natrona Heights resident), offering director, billing, and related services short- or long-term.
- The consultant advised that acting on one unsolicited letter would be inappropriate; any engagement would require an RFP, and pursuing it now is premature given the exclusive arrangement with Citizens and Eureka.
- **Consensus:** The letter was received and noted for the record; no action taken. It may be revisited only if the Authority later seeks such services via RFP.

Section V — Public Comment

A public comment period was provided in compliance with the Pennsylvania Sunshine Act (three-minute limit per speaker). No public comment was offered.

Section VI — Adjournment

There being no further business, a motion to adjourn was made and seconded; the motion carried, and the Workshop Meeting was adjourned.

Minutes recorded by: Susan Clark, Recording Secretary

Adjournment Time: _19:44_____ p.m.

Key Dates Referenced

- June 15, 2026 (1600) — Solicitor proposal submission deadline.
- June 16–19, 2026 — Finalist solicitor interviews (evenings).
- June 30, 2026 — Regular meeting; executive session beforehand; solicitor selection vote.
- July 8, 2026 — Working session; station field visits and policy review.
- July 28, 2026 — Anticipated presentation of draft budget/fee package; targeted adoption of bylaws and priority policies.
- By September 2026 (tentative) — Possible fee hearing window, pending data package and 30-day notice requirements.