ALLE-KISKI EMERGENCY SERVICES AUTHORITY

WORKSHOP MEETING OF THE BOARD OF DIRECTORS

1 Municipal Drive, Natrona Heights, PA 15065

7-8-2026| 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 — CITIZENS COMMENTS

Citizens Comments Period — Agenda Items Only

Three-minute time limit per speaker. This comment period is limited to items appearing on tonight's agenda. Residents and taxpayers of member municipalities wishing to speak on non-agenda topics may do so during the Citizens Comments period at the close of the meeting.

SECTION III —COMMITTEE REPORTS

Audit and Finance	N. Kocon C. Blackburn

Personnel	J. Nee S. Jones S. Clark
Operations	R. Jones J. Taylor S. Clark

SECTION IV — OLD BUSINESS

1. **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*

DISCUSSION

2. **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

- *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.

3. **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?*

4. **Motion: Authorize Payment to Mette Associates** — MOTION

Mette Associates performed work on behalf of the Authority from its incorporation through the first Board meeting. The Board is asked to authorize payment of their invoice, totaling $2,970.77, to be paid from grant funding

SECTION V — NEW BUSINESS

1. **Discussion:** Liability Insurance — DISCUSSION

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?*

2. **Discussion**: Banking — EIN Received and Bank Account Selection
The Authority has received its Employer Identification Number (EIN) from the IRS. With the EIN in hand, AKESA can now establish its own bank account(s) rather than continuing to route funds through a member municipality. Opening an account is a foundational financial control step and is needed to enable orderly receipt and disbursement of funds, including payment of the pending solicitor invoices.

DISCUSSION

WHAT THE BOARD SHOULD DISCUSS

- *Which bank(s) should the Authority solicit or approve for its operating account? Considerations include local presence, public-fund experience, and existing relationships with member municipalities.*
- *Who should be authorized signers on the account(s)? The Bylaws require two authorized signatures on all disbursements — the Board should identify which officers will serve in that capacity.*
- *How should account access be structured — online banking, check-signing authority, and reconciliation access — for the Treasurer, other Board officers, and any future Executive Director?*
- *How and how often will finances be reported to the full Board? The Board should decide on a standing reporting format and frequency, such as a monthly financial statement or Treasurer's report at each meeting.*

3. **Discussion**: Update: Robb Consulting
Robb Consulting will provide the Board with an update on its ongoing work supporting AKESA's formation and operational planning.

WHAT THE BOARD SHOULD DISCUSS

DISCUSSION

- *What progress has Robb Consulting made since the last update?*
- *Are there decisions or action items the Board needs to address based on this update?*
- *What are the next milestones and expected timeline for Robb Consulting's continued work?*

4. **Discussion**: Selection of Auditor by Year End
As a newly formed authority, AKESA will be required to have its finances audited. The Board should begin the process of selecting an auditor, with sufficient lead time to complete engagement and fieldwork by year end.

WHAT THE BOARD SHOULD DISCUSS

- *What is the timeline for selecting and engaging an auditor, given the year-end target?*

▪ *Should the Audit and Finance Committee lead the auditor selection process, consistent with the committee structure discussed under Old Business?* ▪ *Should the Board issue a request for proposals, or solicit quotes from a small number of qualified public-sector auditors?* ▪ *What audit standards or scope will apply, given AKESA's status as a newly formed authority with limited financial history?*	
SECTION VI — CITIZENS COMMENTS	
Citizens Comments Period — Open to Any Topic — 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. This comment period is open to any topic, whether or not it appears on tonight's agenda.*	
SECTION VII — ADJOURNMENT	
Motion to Adjourn	**MOTION**

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