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

1 Municipal Drive, Natrona Heights, PA 15065

8-12-2026| 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: 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* ▪ *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?* ▪ *What should the notice to property owners say on the mailing?* ▪ *When should the mailings be sent out?* ▪ *What other advertising is required for the fee hearing?* ▪ *Who should present the information at the fee hearing?* ▪ *What updates are there for the proposed Commercial Fees?*	DISCUSSION
3. Motion to set the new date for the Fee Hearing. **Motion: ___________ Second: ____________ Tally: ___________**	MOTION
4. Motion to name First Commonwealth Bank as the Authority's depository. **Motion: ___________ Second: ____________ Tally: ___________**	MOTION

5. Motion to name Jamie Nee, Nicole Kocon, and Charles Blackburn as signers on the account. **Motion: ___________ Second: ____________ Tally: ___________**	MOTION
6. 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?* ▪	DISCUSSION
7. Discussion: RFP Auditor *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?*	DISCUSSION
8. Motion: Accept the RFP for Auditor and advertise. **Motion: ___________ Second: ____________ Tally: ___________**	MOTION
9. Motion: Authorize Payment to Greenwich Insurance Company in the amount of $5,436.00 • *Liability insurance for the AKESA board and its advisors.* **Motion: ___________ Second: ____________ Tally: ___________** •	MOTION

10. Discussion: Executive Director Position • *What is the target date for posting the position?* • *What is the proposed timeline? Post in September, interview in October, hire in November?* • *Where should we post the open position?* • *What are the task assignments? Is the job description all-encompassing?* • *What are the proposed salary requirements?* • *What are the proposed benefits? Who is providing the benefits? When will benefits start?*	DISCUSSION

SECTION V — NEW BUSINESS

1. Motion: Authorize Payment to Mette Associates *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* **Motion: ___________ Second: ____________ Tally: ___________**	MOTION
2. Motion: Authorize Payment to Witherel & Associates *Witherel & Associates performed work on behalf of the Authority. The Board is asked to authorize payment of their invoice, totaling $2,858.00 for July and August Retainer, and review of bylaws and policies.* **Motion: ___________ Second: ____________ Tally: ___________**	MOTION
3. Letter to Participating Municipalities *Draft a letter to the municipalities thanking them for the startup funding and directing them where the monies should be forwarded for deposit.* • *Brackenridge submitted their payment, and it is in the safe at Harrison Township awaiting deposit.* • *Who is keeping track of any deposits or payments? Harrison Township is tracking the grant funding.* **Motion: ___________ Second: ____________ Tally: ___________** •	MOTION

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

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**