ALLE-KISKI EMERGENCY SERVICES AUTHORITY

REGULAR MEETING OF THE BOARD OF DIRECTORS

MEETING MINUTES

July 28, 2026 | 7:00 p.m. | 1 Municipal Drive, Natrona Heights, PA 15065

Item	Meeting Details
Meeting	Regular Meeting of the Board of Directors
Date and Time	July 28, 2026 | 7:00 PM
Location	Harrison Township Municipal Building, 1 Municipal Drive, Natrona Heights, PA 15065

SECTION I | CALL TO ORDER

Chair Jamie Nee called the regular meeting of the Alle-Kiski Emergency Services Authority Board of Directors to order at approximately 7:05 p.m. The Pledge of Allegiance was recited.

Director	Affiliation	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: __Witherall______________;*

Quorum: *[_7_] directors were present. A quorum was [established / not established] (four required).*

SECTION II | CITIZENS COMMENTS

The Chair opened the Citizens Comments period for items appearing on the agenda. Speakers were limited to three minutes each.

Comments: *None*

SECTION III | APPROVAL OF MINUTES

June 10, 2026 and June 30, 2026 Meetings

The Board considered the minutes of the June 10, 2026 meeting and the June 30, 2026 regular meeting.

Action: *A motion was made by R. Jones and seconded by J.Taylor to approve the 6-10-2026 minutes as presented.*

A motion was made by S. Jones and seconded by J.Taylor. to approve the 6-30-2026 minutes as presented.

SECTION IV | OLD BUSINESS

Approval of Bylaws

The Board and the Solicitor reviewed the draft Bylaws. The Board approved the changes recommended by the Solicitor, and the version approved by the Solicitor was presented for a vote.

Action: *A motion was made by R. Jones and seconded by N. Kocon. to approve the bylaws*

Discussion on Policies

The Solicitor is reviewing the draft governance policies, and the Board is awaiting recommendations. If revisions are provided and the Board approves, a vote can be taken.

Discussion: *The Solicitor advised that the governance policies required additional review before adoption. The Board agreed to defer formal consideration until the Solicitor's recommendations were received and to place the policies on a future meeting agenda.*

Bank Updates

Ron Welker of First Commonwealth Bank presented banking proposals for the Authority's consideration.

Discussion: *Mr. Welker reviewed First Commonwealth Bank's proposal for serving as the Authority's depository and answered questions regarding establishment of the Authority's accounts. The Board deferred selection of a depository until a later meeting so the proposal and account arrangements could be reviewed further.*

Fee Services Hearing

The Board discussed confirming the target date, data requirements, and accountability for the financial package that must be in place before the 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 discussed drafting the 30-day notification to the communities.

Discussion: *The Board continued planning for an initial fee hearing on September 29, 2026. Discussion included the required 30-day public notice, preparation of property-owner mailing information, completion of the supporting financial and operational data, and coordination among the participating municipalities, EMS providers, consultants, and Solicitor before the hearing materials could be finalized.*

SECTION V | NEW BUSINESS

Liability Insurance

The Board reviewed and discussed a liability insurance proposal from HUB International, including coverage, limits, and deductibles.

Action: *A motion was made by S.Clark and seconded by R. Jones to acquire liability insurance. Discussion on small account to accept deposits. A motion was made by R. Jones and seconded by J.Taylor. J. Nee, N. Kocon, C. Blackburn as signatories.*

Advisors to the Board

The Board considered a motion to name Amy Rockwel, Harrison Township Manager, and Dwight Boddorf, Tarentum Borough Manager, as non-voting advisors to the AKESA Board.

Action: *A motion was made by S.Clark and seconded by S. Jones to add A.Rockwell and D. Boddorf as non-voting advisors*

ROBB Consulting Presentation

Rob Brady presented the formal consultant proposal, including operations, financials, and fee hearing structure.

Discussion: *Rob Brady reviewed ROBB Consulting's proposed scope of work for assisting the Authority with its operational transition, financial planning, and preparation for the public fee hearing. The presentation addressed development of the operating budget and revenue projections, residential and commercial fee structures, property and household data, insurance-reimbursement assumptions, notice and advertising requirements, and preparation of the public presentation. Board members discussed the additional information needed from Citizens Hose, Eureka EMS, and the member municipalities and emphasized the need for consistent data and a clear explanation of how the proposed fee would be calculated and used.*

Standing Committee Reports

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.

Audit and Finance

Report: *N/A*

Personnel

Report: *N/A*

Operations

Report: *R. Jones added that the Alle-Kiski Health Authority may be interested in helping the Authority.*

Executive Director Position

The Board discussed the timing of advertising, interviewing, and appointing an Executive Director.

Discussion: *The Board agreed to advertise the Executive Director position in September, conduct interviews in October, consider an appointment at the October regular meeting, and target a November start date.*

Auditor Proposals

The Board discussed drafting auditor proposals, the timing of submissions, and appointment for year end, with a tentative proposal due date of October 14, 2026. A vote is necessary to request the proposals and establish the timeline.

Action: *The Board discussed preparing and advertising a request for proposals for auditing services, with a tentative proposal deadline of October 14, 2026. The goal is to select an auditor in time to address the Authority's year-end financial and reporting requirements.*

SECTION VI | CITIZENS COMMENTS

The Chair opened the Citizens Comments period to any topic, open to residents and taxpayers of member municipalities. Speakers were limited to three minutes each.

Comments: *N/A*

SECTION VII | ADJOURNMENT

Action: *A motion was made by S.Jones and seconded by J. Taylor to adjourn. The meeting adjourned at approximately 8:40 p.m.*