ALLE-KISKI EMERGENCY SERVICES AUTHORITY

WORKSHOP MEETING OF THE BOARD OF DIRECTORS

MEETING MINUTES

August 12, 2026 | 6:30 p.m. | 1 Municipal Drive, Natrona Heights, PA 15065

Item	Meeting Details
Meeting	Workshop Meeting of the Board of Directors
Date and Time	August 12, 2026 | 6:30 p.m. - approximately 8:28 p.m.
Location	Harrison Township Municipal Building, 1 Municipal Drive, Natrona Heights, PA 15065

SECTION I | CALL TO ORDER

Chair Jamie Nee called the workshop meeting of the Alle-Kiski Emergency Services Authority Board of Directors to order at approximately 6:30 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

Present: *Rob Brady*

Absent: *Solicitor:*

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: No public comments were offered.

SECTION III | COMMITTEE REPORTS

Audit and Finance

Committee members: Nicole Kocon, Charles Blackburn.

Report: No formal committee report was presented during the workshop.

Personnel

Committee members: Jamie Nee, Sam Jones, Susan Clark.

Report: No formal committee report was presented during the workshop.

Operations

Committee members: Richard Jones, Dr. Jerry Taylor, Susan Clark.

Report: No formal committee report was presented during the workshop.

SECTION IV | OLD BUSINESS

Fee Hearing Discussion

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.

The Board discussed the target date for the hearing, working backward from a January 2027 operational target; the financial data package the consultants and EMS leadership must produce, including 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; and who is coordinating the data assembly among the consultants, Citizens Hose leadership, and Eureka leadership.

Discussion: The Board reviewed the steps necessary to conduct the public fee hearing and emphasized that the hearing and adoption of the annual EMS fee are critical to establishing an independent revenue stream and maintaining the January 2027 implementation schedule. Discussion focused on the notice requirements, the information that must be presented to the public, residential and commercial fee structures, municipal property and household counts, projected operating costs, insurance revenue, and the need for Citizens Hose, Eureka, the consultants, and the participating municipalities to provide consistent financial and operational data. The Board agreed that the hearing materials should clearly explain the purpose of the fee, how the proposed amount was calculated, and how the Authority will use the revenue.

ROBB Consulting Update

Robb Consulting provided the Board with an update on its ongoing work supporting AKESA's formation and operational planning, including progress since the last update, decisions or action items for the Board, next milestones and expected timeline, the content and timing of the notice mailing to property owners, additional required advertising, presenters for the fee hearing, and updates on the proposed commercial fees.

Discussion: ROBB Consulting reviewed the work completed to date and the remaining tasks associated with the fee hearing and operational transition. The update included preparing the property-owner mailing, required legal advertising, developing the presentation and supporting financial information, and refining the proposed commercial fee schedule. The Board discussed coordinating the mailing lists and municipal data, ensuring that the public receives sufficient notice, and presenting a uniform explanation of the fee across all participating communities. Additional information from the EMS providers and municipalities was identified as necessary before the hearing package could be finalized.

Motion to Set the Fee Hearing Date

Motion to set date on 10-27-2026 for initial fee hearing
Action: *Motion:* ______R. Jones____________ *Second:* _______C. Blackburn___________ *Tally:* _____7_____________

Motion to Name Depository

Motion to name First Commonwealth Bank as the Authority's depository.

Action: *Motion: ____J.Taylor______________ Second: ____N.Kocon______________ Tally: ______7___________*

Motion to Name Account Signers

Motion to name Jamie Nee, Nicole Kocon, and Charles Blackburn as signers on the account.

Action: *Motion: _S. Jones_________________ Second: ____J. Taylor______________ Tally: ______7___________*

Board Policies Discussion

The board orientation packet includes a Master Governance Policy Manual with 17 policies and 33 supporting appendices, covering 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.

The Board discussed which policies to prioritize for early Solicitor review and adoption, including the Conflict of Interest Policy and Procurement Policy, and the Finance Policy's dual-signature requirements, monthly reconciliation, and reserve fund floors, and identified any additional policy gaps.

Discussion: The Board reviewed the draft governance and operational policies and agreed that the documents should be prioritized for Solicitor review rather than adopted as a single package without further examination. Initial emphasis was placed on policies necessary for immediate financial and administrative operations, including conflicts of interest, procurement, banking and financial controls, authorization of expenditures, account reconciliation, and signature requirements. Other personnel and operational policies will be reviewed as the Authority moves closer to hiring staff and beginning service.

RFP for Auditor Discussion

As a newly formed authority, AKESA will be required to have its finances audited. The Board discussed the timeline for selecting and engaging an auditor given a year-end target, whether the Audit and Finance Committee should lead the selection process, whether to issue a request for proposals or solicit quotes from a small number of qualified public-sector auditors, and applicable audit standards given the Authority's status as a newly formed entity with limited financial history.

Discussion: The Board discussed the need to engage an independent auditor familiar with municipal authorities and public-sector accounting. Members reviewed the proposed request for proposals, the anticipated scope of the initial audit, and the limited financial activity expected during the Authority's startup period. The Audit and Finance Committee will assist with reviewing responses and making a recommendation to the full Board.

Motion to Accept RFP for Auditor

Motion to accept the request for proposals for Auditor and advertise.

Action: *Motion: ___J.Taylor_______________ Second: _____R. Jones_____________ Tally: _____7_____________*

Motion to Authorize Payment to Greenwich Insurance Company

Liability insurance for the AKESA Board and its advisors, in the amount of $5,436.00.

Action: *Motion: _____R. Jones_____________ Second: ______S.Jones____________ Tally: ______7____________*

Executive Director Position Discussion

The Board discussed the target date for posting the position; a proposed timeline of posting in September, interviewing in October, and hiring in November; where to post the opening; task assignments and whether the job description is all-encompassing; proposed salary requirements; and proposed benefits, including the provider and start date.

Discussion: The Board reviewed the proposed Executive Director job description, recruitment process, salary and benefit considerations, and the timing necessary to have an administrator in place before operations begin. The general recruitment schedule discussed was to advertise the position in September, conduct interviews in October, and select a candidate in November. Members also discussed appropriate advertising outlets, the range of responsibilities included in the position, and the need to coordinate compensation and benefits with the Authority's available revenue and startup schedule.

SECTION V | NEW BUSINESS

Motion to Authorize Payment to Mette Associates

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

Action: *Motion: _____R.Jones___________ Second: ____S.Jones____________ Tally: ______7__________*

Motion to Authorize Payment to Witherel & Associates

Witherel & Associates performed work on behalf of the Authority. The Board considered authorizing payment of its invoice, totaling $2,858.00, for the July and August retainer and review of the bylaws and policies.

Action: *Motion: ____C.Blackburn_____________ Second: _____J.Taylor___________ Tally: _____7___________*

Letter to Participating Municipalities

The Board discussed a letter to the municipalities thanking them for the startup funding and directing them where the monies should be forwarded for deposit. Brackenridge submitted its payment, which is in the safe at Harrison Township awaiting deposit. Harrison Township is tracking the grant funding.

Discussion: The Board discussed sending a formal letter to each participating municipality acknowledging its startup contribution and providing instructions for forwarding funds to the Authority's newly established account. Brackenridge Borough's contribution was being held at Harrison Township pending establishment of the depository account, and Harrison Township continued to track the grant funds and related startup expenditures.

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: No public comments were offered.

SECTION VII | ADJOURNMENT

Action: A motion was made by R.Jones and J.Taylor seconded to adjourn. The meeting adjourned at approximately 8:28 p.m.