April 28, 2026
Organization Meeting
Alle-Kiski Emergency Services Authority

The Organization Meeting of the Alle-Kiski Emergency Services Authority was called to order with the Pledge of Allegiance at 7:00 P.M. by temporary Chair Ben Reid. Roll call indicated the following present: Jamie Nee, Charles Blackburn, Susan Clark, Jerry Taylor, Nocole Kocon, Richard Jones, and Ralph Jones.

Visitors Present: Ben Reid, J.R. Henry, Brad James, Jim Erb, Dwight Boddorf, Amy Rockwell, and Chad Edwards.

Election of Officers
Temporary Chair Ben Reid opened the floor for nominations for a Chairperson.
Rick Jones nominated Charles Blackburn. Mr. Blackburn declined the nomination.
Susan Clark nominated Dr. Jerry Taylor. Dr. Taylor declined the nomination.
Nicole Kocan nominated Jami Nee. Mrs. Nee accepted the nomination.
With no further nominations, the temporary Chair closed the nominations.
Motion made by Rick Jones; seconded by Dr. Taylor to appoint Jamie Nee as Chairperson. All in favor with Mrs. Nee abstaining; motion carried.
Mrs. Nee took over as the newly appointed Chair of the Alle-Kiski Emergency Services Authority.

Mrs. Nee opened the floor for nominations for Vice-Chair.
Ralph Jones nominated Rick Jones. Mr. Rick Jones accepted the nomination.
Jamie Nee nominated Susan Clark. Ms. Clark accepted the nomination.
With no further nominations, Mrs. Nee closed the nominations.
Motion by Ralph Jones; seconded by Nicole Kocon to appoint Rick Jones as Vice-Chair. Roll call vote indicated Ralph Jones-yes, Blackburn-yes, Clark-no, Nee-no, Kocon-yes, Taylor-yes, and Rick Jones abstained. Motion passed to appoint Rick Jones as Vice-Chair.

Mrs. Nee opened the floor for nominations for Secretary.
Dr. Taylor nominated Susan Clark. Susan Clark accepted the nomination.
With no further nominations, Mrs. Nee closed the nominations.
Motion by Rick Jones; seconded by Nicole Kocon to appoint Susan Clark as Secretary. All in favor, with Ms. Clark abstaining, motion passed.

Mrs. Nee opened the floor for nominations for Treasurer.
Mrs. Nee nominated Nicole Kocon. Mrs. Kocon accepted.
With no further nominations, Mrs. Nee closed the nominations.
Motion by Ralph Jones; seconded by Dr. Taylor to appoint Nicole Kocon as Treasurer. All in favor, with Mrs. Kocon abstaining, motion passed.

An introduction and welcome was presented by Steering Committee Chair, Dwight Boddorf, to the Board, which included the actions taken to get to this first meeting of the newly formed Authority. He presented to the Board a book of Board Documents to provide a benchmark for them to establish policies and procedures, along with samples, for them to customize for their adoption.

Next Steps
JR Henry of ROBB Consulting presented next steps the Authority Board will need to take. Two new contracts will need to be executed with Harrison Township for the $35,000 in grant funding awarded for legal counsel and consulting services, and Alle-Kiski Emergency Service Authority (AKESA) for contracted consulting and legal services.

A meeting will need to be scheduled with the EMS Chiefs and the AKESA Board to confirm revenues and expenses to allow ROBB Consulting to establish recommendations to the Board on a transition plan. This will finalize design principles, staffing needs, and capital needs. This will allow them to develop preliminary fee projections.

The Board and JR Henry discussed the need to start the Executive Director recruitment process. The Board will need to establish a recruitment committee of three Board members. These members should meet with the EMS Chiefs to discuss and finalize the job description.

Committee structures were discussed, and three committees were proposed: the Finance and Audit Committee, the Administrative Committee, and the Operations Committee. The Operations Committee should also include the EMS Chiefs and the Executive Director.

Discussion of Startup Funding

Harrison Township has a grant for the Authority for $35,000 to cover consulting and legal fees for the Authority start-up. The money will be administered by Harrison Township as they are the grantee. Harrison Township will work with the Treasurer and the Secretary to provide the detailed information needed for the Authority Board.
The Board discussed funding opportunities, including grants and loan options.

Discussion of Meeting Schedule

A discussion was held regarding the meeting frequency during the initial setup of the authority. Various items will need to be established, including insurance, employee benefits, and administrative needs. It was proposed to hold workshop meetings and voting meetings over the next six months to keep the process moving.
Motion by Rick Jones; seconded by Susan Clark, to establish workshop meetings on the second Wednesday of the month at 7:0 P.M. All in favor; motion carried.
Motion by Rick Jones; seconded by Dr. Taylor to establish the Board Meetings on the last Tuesday of the month at 6:30 P.M. All in favor; motion carried.
Amy Rockwell offered to advertise the recurring meetings for the Authority and communicate the information to the Secretary for the official record.
A discussion was held regarding the need for a separate email address before official email addresses can be established to protect the Board members' private emails. Everyone is to establish a Gmail account with uniform design.

Discussion of Banking and Signing Authority

A discussion was held regarding the need to establish bank accounts and the request for proposals process. In the Board Documents book, there are RFPs for banking and legal services that the Board can use as a template. It was discussed to utilize the RPP process to ensure transparency in the process. The Board will continue this discussion at the next workshop meeting.

Public Comment

Jim Gezo, 1209 Cambridge Street, asked if both ambulance carriers move forward with the authority, since Citizens sent out their fund drive letter. He was advised that it will be at least six months before the authority is ready to start the municipal fees, and during that period, both Citizens and Eureka will be in operation and require funding.

Tom Leyland, 94 Garfield Street, asked why the gentlemen who run Eureka and Citizens would not run the authority. It was explained that the Executive Director position would be advertised and applications would be accepted. The authority was structured around both of their divisions intentionally.

Brad James, Eureka Hose Chief, spoke on behalf of himself and Jim Erb, stating that their services are humbled and steeped in tradition. He was appreciative of the excellent collaboration with the municipal governments, the consultants and now the seated board.

Adjournment

Motion made by Mr. Rick James, seconded by Dr. Taylor to adjourn at 8:29 p.m. All in favor.

ATTEST

Alle-Kiski Emergency Services Authority

Susan Clark, Secretary

Jamie Nee, Chair