

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
July 22, 2025**

A meeting of the KCEAA Board of Directors took place at 12:00p.m. on Tuesday, July 22, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Board Members:

Mr. Harry Miller	Mr. Glenn Summers	Mr. Scott James(zoom)
Mr. Virgil White	Mr. Rory Isaac	Ms. Lillian Morris
Mr. Tim Morris	Mr. Justin Triplett	

Staff/Other:

Ms. Monica Mason	Dr. Dave Seidler	Ms. Jordan VanMeter
Mr. Jason Wilson	Mr. John Shaheen	Ms. Carrie Dysart(zoom)
Mr. Brock Malcolm(zoom)	Mr. Jack Shaheen	Mr. Josh Perdue
Mr. Chase Clendenin	Mr. Ray Parsons	Ms. Carolyn Charnock
Ms. Brenda Alford(zoom)	Ms. Gail Triplett(zoom)	Ms. McKenzie Wolfe(zoom)
Mr. Ethan Walker		

Call to Order:

President Harry Miller called the meeting to order, beginning with the Pledge of Allegiance and roll call.

Approval of Minutes:

Motion made by Mr. Glenn Summers, second by Mr. Rory Isaac to approve the meeting minutes from June 26, 2025. The motion passed.

Report of Committees:

Personnel Committee- Harry Miller:

- No report.

Executive Committee- Harry Miller:

- Harry Miller stated that the Executive Committee reviewed two items: the Atlantic remount pricing increase and the Ex Officio Board members' hospital representation. Monica Mason explained that the original quote for the remounts, which had been previously approved by the Board, has now increased following an in-person evaluation by Atlantic. The additional cost for all four remounts will be approximately \$80,000, bringing the total cost per remount to \$142,761. Harry Miller noted that the Executive Committee made a motion to recommend to the full Board that they approve moving forward with the four remounts. He also stated that the bylaws allow hospital representation to be placed on the Board as Ex Officio members. Monica Mason shared that CAMC has already appointed a representative and that she is working with Thomas to secure their representative. It is hopeful that both Ex Officio roles will be filled and attending the next Board meeting.

Motion made by Mr. Glenn Summers, second by Mr. Rory Isaac, to approve moving forward with the four remounts. The motion passed.

Budget & Finance Committee- Glenn Summers:

- Glenn Summers distributed the check register for June 2025 and the statement of account for the WV Money Market Pool.

Approval of Write-Offs- Glenn Summers:

- April 2025- \$2,567.93

Motion made by Mr. Glenn Summers, second by Mr. Rory Isaac to approve the Automatic Write-Off's for April 2025. The motion passed.

Financial Report- John Shaheen:

- Collections for April 2025 were \$131,000 over budget and YTD collections through April 2025 are under budget by \$55,000. May collections are still being finalized, but it was noted that they should come in close to budget.
- Payroll for April 2025 was under budget by \$109,000, and YTD payroll through April 2025 is under budget by \$946,000.
- The levy for April 2025 was \$135,000 less than the comparable figures from last year. YTD, this is \$167,000 less than last year's numbers for the same period through April.

Motion made by Mr. Glenn Summers, second by Mr. Tim Morris to approve the financial report as presented. The motion passed.

Station Committee- Monica Mason:

- Monica Mason reported that she was notified by Terradon, the company assisting with the environmental reports for the stations, that the Dunbar station will require additional work, including a hydrologic study and additional surveying. Terradon is working with FEMA and the floodplain coordinator. She noted that it is likely we will need to regrade the property to remove it from the floodplain. Monica also stated that there will be additional costs and time associated with this work. It was determined that a Station Committee meeting will need to be held to decide how to proceed, with the goal of having a recommendation for the full Board by the next meeting. The environmental reports for the South Charleston, Marmet, and Dunbar stations have been approved, with no further updates at this time.

Implementation Committee- Monica Mason & Dave Seidler:

- Dave Seidler reviewed the progress on the tiered response and priority dispatch, noting that all of the APCO cards have been updated and there will be one final review before submission to APCO. He stated that he is pleased with the updates and noted that the initial changes were conservative and will likely be updated again in the future. Monica Mason reported that KCEAA will work internally on our response plan after receiving the additional requested data from PWW, while Metro will focus on updating the CAD system. She also reviewed the PR plan for implementation, which includes employee town hall meetings, community meetings, and other outreach efforts.

Executive Director Report- Monica Mason:

- Monica Mason welcomed Chief Virgil White to the KCEAA Board of Directors.

Cost Saving Measures- Monica Mason:

- Monica Mason stated that there is nothing specific to report at this time and noted that we are currently in the bid process for uniforms for 2026.

Outreach & Education Project- Recruitment Video- Monica Mason:

- Monica Mason showed the Board the outreach and education recruitment video that will be used for the upcoming EMT Academy on our social media and at other recruiting events.

Billing Services & Revenue Cycle Management Vendor Update- Monica Mason:

- Monica Mason stated that we have executed our agreement with the billing services and revenue cycle management vendor, and we are continuing to work through the processes.

Ambulance Responses- Monica Mason:

2024													
2024 On Scene	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call	24	35	71	53	51	67	73	63	59	54	74	47	671
CCT/NICU/PICU	6	7	10	4	3	5	3	1	3	4	1	4	51
Emergency	512	501	558	635	677	622	718	665	575	564	542	557	7126
Emergency-Critical	894	880	898	958	967	931	841	878	893	861	801	837	10639
Emergency-Low	782	797	813	729	658	730	688	743	735	683	647	667	8672
Emergency-Medium	235	197	234	231	258	247	239	208	219	198	184	211	2661
Interfacility/Transport													0
Pending Billing Approval	11	10	8	12	6	11	5	13	16	15	24	8	139
Pre-Scheduled	671	704	748	750	697	686	764	731	657	754	824	944	8930
Ready Now	438	460	464	449	422	422	399	440	376	403	393	411	5077
Routine													0
Sup Approval													0
Chase	97	87	71	97	101	110	111	102	70	81	84	49	1060
Grand Total	3573	3591	3804	3821	3739	3721	3730	3742	3533	3536	3490	3686	43966

2025													
2025 On Scene	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call	26	21	34	39	21	65							206
CCT/NICU/PICU	3	1	1	1		1							7
Emergency	589	617	707	584	552	508							3557
Emergency-Critical	836	752	843	824	896	848							4999
Emergency-Low	691	688	779	714	712	842							4426
Emergency-Medium	195	201	232	213	209	182							1232
Interfacility/Transport													0
Pending Billing Approval	10	12	26	18	15	36							117
Pre-Scheduled	919	686	834	784	760	778							4761
Ready Now	403	353	405	382	382	365							2290
Routine													0
Sup Approval													0
Chase	35	40	39	35	56	57							262
Grand Total	3672	3331	3861	3559	3547	3625	0	0	0	0	0	0	21595

2024													
Priority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call		12	26	53	8	13	39	28	22	13	8	26	272
CCT/NICU/PICU		6	7	9	4	3	4	3	1	3	4	1	49
Emergency		421	396	456	521	558	512	575	541	455	456	438	5789
Emergency-Critical		656	645	656	682	699	679	585	629	630	605	592	7668
Emergency-Low		639	656	650	550	500	585	510	575	575	537	512	6808
Emergency-Medium		133	98	119	92	116	110	105	89	125	94	92	1278
Interfacility/Transport													0
Pending Billing Approval		11	10	8	12	5	11	4	11	16	15	24	135
Pre-Scheduled		655	681	730	718	668	655	743	713	640	639	805	8558
Ready Now		431	455	458	437	414	407	390	431	370	371	384	4949
Routine													0
Sup Approval													0
Grand Total	2964	2974	3139	3024	2976	3002	2943	3012	2827	2729	2874	3042	35506

2025													
Priority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call		12	8	23	20	8	36						107
CCT/NICU/PICU		3		1	1		1						6
Emergency		501	510	584	473	457	410						2935
Emergency-Critical		605	554	637	600	659	635						3690
Emergency-Low		537	537	604	523	566	655						3422
Emergency-Medium		89	94	101	93	95	78						550
Interfacility/Transport													0
Pending Billing Approval		10	12	26	17	13	36						114
Pre-Scheduled		883	664	813	762	744	761						4627
Ready Now		394	345	397	378	374	361						2249
Routine													0
Sup Approval													0
Grand Total	3034	2724	3186	2867	2916	2973	0	0	0	0	0	0	17700

Staffing- Jordan VanMeter:

- There are currently 190 full-time employees. Jordan VanMeter reported significant staffing activity in June, including one paramedic changing status from full-time to part-time, one EMT who resigned, one EMT moving from part-time to full-time, one new full-time EMT hire, one new full-time EVO hire, and seven EMT students were hired. It was noted that the EMT Academy is expected to end in mid-August.

Old Business:

- No old business.

New Business:

2024 MVP- Monica Mason:

- The KCEAA Board of Directors recognized the 2024 Most Valuable Providers of the Year- Chase Clendenin, EMT of the Year; Ray Parsons, Paramedic of the Year; and Josh Perdue, CCT Paramedic of the Year. It was noted that Matt Ashcraft, Officer of the Year, was unable to attend the meeting and will be present at the next one.

Adjournment:

There being no further business, a motion was made by Mr. Tim Morris, second by Ms. Lillian Morris to adjourn the meeting. The motion passed.

Respectfully Submitted:



Ethan Walker