

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
September 2, 2025**

A meeting of the KCEAA Executive Committee took place at 11:00 a.m. on Tuesday, September 2, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Committee Members:

Mr. Harry Miller	Mr. Glenn Summers	Mr. Rory Isaac
Ms. Lillian Morris	Mr. Tim Morris	

Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Dr. Dave Seidler	Mr. John Shaheen(zoom)	Ms. Carrie Dysart
Mr. Tom Susman(zoom)	Mr. Matt Glaspey(Terradon)	Mr. Jack Shaheen
Mr. Ethan Walker		

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Mr. Glenn Summers, second by Ms. Lillian Morris, to approve the meeting minutes from July 22, 2025, with the addition of Dr. Dave Seidler to the attendance. The motion passed.

New Business:

KCEAA/City of Charleston Levy Revenue Sharing Agreement- Billing Addendum- Monica Mason & John Shaheen:

- The Committee reviewed the Ambulance Services & Levy Revenue Sharing Agreement-Billing Addendum.
- Monica reported that the City was informed KCEAA will no longer handle billing and shared RFP information for selecting a new billing vendor following the blackout period. KCEAA discontinued City billing effective May 16, 2025 (service date). She added that KCEAA will receive 5% of collections from June onward for items billed by KCEAA, as well as \$10,240.17 for May 2025 billing services.

Motion made by Mr. Rory Isaac, second by Ms. Lillian Morris, to recommend to the full board the approval of the KCEAA/City of Charleston Levy Revenue Sharing Agreement-Billing Addendum and to authorize Mr. Harry Miller to execute the agreement. The motion passed.

City of Charleston QMC Resolution- Monica Mason:

- The Committee reviewed the City of Charleston QMC Resolution, noting that the City will separate from KCEAA billing and move forward with QMC as their billing vendor. Monica stated that the resolution was on the City's docket and there has been no indication that it did not pass.

Dunbar Floodplain: Discussion and Required Specialized Study- Monica Mason & Matt Glaspey, Vice President, Terradon:

- The Committee reviewed the Terradon Proposal and Scope of Services- HCE-RAS Study.
- Monica Mason began the discussion by introducing Matt Glaspey from Terradon, the company working with us on the environmental studies for all stations (South Charleston, St. Albans, Marmet, and Dunbar). She noted that the environmental reports for all stations, except Dunbar, have been completed and submitted to HRSA and USDA.
- Matt Glaspey reviewed that the Dunbar Station is located within the 100-year floodplain. To proceed with the project, a hydraulic study will be required, the property will need to be regraded to raise the station 2 feet out of the floodplain, and the floodplain map will need to be revised. He noted the following:
 - Approximately 750 cubic yards of dirt will be needed at a cost of \$11,050 for fill dirt and placement.
 - Extra footing will be required, and retaining walls will cost approximately \$21,000.
 - The building will need to be pushed back, which may result in some savings on storm and sewer pipe connections.
 - There is a gas line in the way of the new building location.
 - Parking in the back will be lost but can likely be relocated to the front.
 - It is likely that an architect will not be required for these modifications but not guaranteed.
- The estimated cost for this scope of work, including regrading, is approximately \$40,000-\$50,000 and could extend the project timeline by at least four months.
- The Committee reviewed the current cost of rent for all stations (Dunbar, South Charleston, St. Albans, and Marmet) that are planned for construction and compared it to the projected mortgage costs. It was noted that the mortgage should be close to breaking even with the current rent, but in a worst-case scenario, there could be an annual difference of \$30,000-\$40,000.
- Reviewed that when Swope was working on the design of the Dunbar Station, they should have noticed that it is in a floodplain.
- It was noted to ensure that all other municipalities are aware of the stations we are building in their community.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to recommend to the full board the approval of the Terradon Proposal and Scope of Services-HCE-RAS Study and the required changes to the property. The motion passed.

Old Business:

- No old business.

Adjournment:

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

Respectfully submitted:



Ethan Walker