

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

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

Board Members:

Mr. Harry Miller	Mr. Glenn Summers	Mr. Justin Teel
Mr. Charles Blair	Mr. Scott Elliott	Mr. Tim Morris
Mr. Jarl Taylor(zoom)	Commissioner Lance Wheeler	Mr. Rory Isaac
Ms. Lillian Morris	Mr. Justin Triplett	

Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Mr. John Shaheen	Ms. Carrie Dysart	Mr. Jeremy Young(zoom)
Ms. Brenda Alford(zoom)	Ms. Cindy Pauline(zoom)	
Ms. Sierra Marling- Gazette (zoom)	Mr. Ethan Walker	

Call to Order:

President Harry Miller called the meeting to order and began with the Pledge of Allegiance, followed by a prayer led by Mr. Charles Blair.

Approval of Minutes:

Motion made by Mr. Tim Morris, second by Mr. Rory Isaac to approve the Board of Director meeting minutes from April 24, 2025. The motion passed.

Report of Committees:

Executive Committee- Harry Miller:

- Harry Miller discussed an amendment to the bylaws regarding the Ex-Officio employee board member representing staff. Monica Mason reported on the Highmark Community Paramedicine collaboration and the 911 Blood Program. Highmark is partnering with KCEAA to expand services to their patients, and the collaboration is expected to be finalized soon. The 911 Blood Program is awaiting approval from CAMC's legal team, and staff training will begin once approved.

Personnel Committee Report- Harry Miller:

- No updates were provided.

Budget & Finance Committee Report- Glenn Summers:

- Glenn Summers distributed the check register for April 2025 and the statement of account for the WV Money Market Pool. A Budget & Finance Committee meeting is scheduled for June 12, 2025.

Approval of Write-Off's- Glenn Summers:

- Glenn Summers stated that there were no write-offs to report this month.

Motion made by Mr. Glenn Summers, second by Mr. Rory Isaac, to accept the treasurer's report as presented. The motion passed.

Financial Report- John Shaheen:

- The financial report for March 2025 showed collections totaling \$964,000, which is \$108,000 below budget. Payroll for March 2025 was \$118,000 under budget, and levy collections for March 2025 were \$792,000, which is \$265,000 higher than the same month last year. The financial report was approved.

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

Station Project Committee Report- Monica Mason:

- Monica Mason provided updates on the South Charleston, St. Albans, and Dunbar station projects. Terradon has submitted environmental reports for South Charleston and St. Albans, which are under review by HRSA. The Dunbar report is still being coordinated with the floodplain manager. The Marmet station is still under review by USDA.

Implementation Committee Report- Monica Mason:

- Monica Mason reported on the tiered response and priority dispatch implementation. Significant progress has been made, and the APCO cards have been updated to incorporate the new model. The clinical portion of the data is being re-evaluated due to changes in West Virginia protocols and the expanded scope of practice for EMTs and paramedics.

Executive Director Report- Monica Mason:

- Monica Mason welcomed Justin Triplett to the Board and discussed the possibility of adding an employee representative to the Implementation Committee. The Board clarified that Justin can attend committee meetings but cannot participate in RFP review meetings.

KCEAA Cost Saving Measures- Jason Wilson:

- Jason Wilson reviewed additional RFPs issued in preparation for the upcoming budget. Uniform bids have been completed, and bids for janitorial, medical, and office supplies will close on the 30th.

City of Charleston Excess Levy Repayment- Monica Mason:

- Monica Mason confirmed that the final excess levy payment will be made at the beginning of June.

Safe Streets and Roads for All (SS4A) Grant- Monica Mason:

- Monica Mason stated that a grant application for the SS4A grant will be submitted by the end of June. KCEAA is partnering with Metro, and the grant would total \$2.4 million to be split between the partners on the project.

Town Hall Informational Sessions in June- Monica Mason:

- Monica Mason announced that town hall-style informational sessions will be held in mid to late June to discuss the tiered response initiative and gather feedback from staff.

Cybersecurity Policy- Monica Mason:

- Monica Mason provided an update on the cybersecurity policy, which is still in development. The policy will integrate upcoming HIPAA changes and device security measures.

PEIA Open Enrollment- Monica Mason & Jordan VanMeter:

- Jordan VanMeter reported that open enrollment was successful, with 180 individuals requiring changes. One employee was ineligible for a transition due to restrictions on their PEIA account.

VFIS Annual Risk Assessment- Monica Mason:

- Monica Mason stated that VFIS completed their annual risk assessment and had no recommendations at this time.

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									120	
CCT/NICU/PICU	3	1	1	1									6	
Emergency	589	617	707	584									2497	
Emergency-Critical	836	752	843	824									3255	
Emergency-Low	691	688	779	714									2872	
Emergency-Medium	195	201	232	213									841	
Interfacility/Transport													0	
Pending Billing Approval	10	12	26	18									66	
Pre-Scheduled	919	686	834	784									3223	
Ready Now	403	353	405	382									1543	
Routine													0	
Sup Approval													0	
Chase	35	40	39	35									149	
Grand Total	3672	3331	3861	3559	0	0	0	0	0	0	0	0	14423	

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								63
CCT/NICU/PICU		3		1	1								5
Emergency		501	510	584	473								2068
Emergency-Critical		605	554	637	600								2396
Emergency-Low		537	537	604	523								2201
Emergency-Medium		89	94	101	93								377
Interfacility/Transport													0
Pending Billing Approval		10	12	26	17								65
Pre-Scheduled		883	664	813	762								3122
Ready Now		394	345	397	378								1514
Routine													0
Sup Approval													0
Grand Total	3034	2724	3186	2867	0	0	0	0	0	0	0	0	11811

- Glenn Summers asked about the decrease in Chase call volume. Justin Triplett explained that staffing challenges have led to Chase providers being assigned to ambulances instead of the Chase vehicle.

Staffing- Jordan VanMeter:

- Jordan VanMeter reported that KCEAA had 183 full-time employees as of April 2024. Recruitment is ongoing, and the EMT Academy application period has closed. The goal is to hire 10 candidates for the academy.

Open Forum:

- An open discussion by the members was held and members discussed a number of topics.

Adjournment:

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

Respectfully submitted:



Ethan Walker