

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
June 26, 2025**

A meeting of the KCEAA Board of Directors took place at 12:00p.m. on Thursday, June 26, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Board Members:

Mr. Harry Miller	Mr. Chuck Blair	Mr. Glenn Summers
Mr. Justin Teel	Mr. Scott Elliott	Mr. Rory Isaac
Ms. Lillian Morris	Mr. Jarl Taylor (zoom)	Mr. Justin Triplett

Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Mr. John Shaheen	Ms. Carrie Dysart	Mr. Tom Susman
Mr. Matt Vance	Ms. Ashley Perham (Gazette)	Ms. Lisa Bailey (zoom)
Ms. Cindy Pauline (zoom)	Ms. Brenda Alford (zoom)	Ms. Gail Triplett (zoom)

Call to Order:

President Harry Miller called the meeting to order and began with the Pledge of Allegiance.

Approval of Minutes:

Motion made by Mr. Scott Elliott, second by Mr. Rory Isaac to approve the meeting minutes from May 22, 2025. The motion passed.

Report of Committees:

Personnel Committee- Harry Miller:

- No report.

Station Project Committee- Monica Mason:

- No report.

Budget & Finance Committee- Glenn Summers:

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

Approval of Write Offs- Glenn Summers:

- March 2025- \$1,809.56

Motion made by Mr. Scott Elliott, second by Mr. Rory Isaac to approve the Automatic Write-Off's for March 2025. The motion passed.

Financial Report- John Shaheen:

- No report was presented pending receipt of the complete April billing data. It was noted that the most recent financial report provided was for March 2025. The April report will be sent to

all board members upon its completion. John Shaheen noted that April payroll remains under budget.

Motion made by Mr. Glenn Summers, second by Mr. Scott Elliott, to approve the abbreviated financial report as presented, with the proviso that the report be rendered as soon as possible. The motion passed.

Executive Committee Report- Harry Miller:

- Harry Miller stated that there were two items to be addressed: the discussion and approval of a billing services and revenue cycle management vendor, and the FY26 Budget. He noted that the discussion regarding the billing vendor involves confidential information and contracting matters, and he recommended that the board enter Executive Session.

Motion made by Mr. Glenn Summers, second by Mr. Rory Isaac, to enter Executive Session at 12:06 p.m. The motion passed. Executive Session concluded at 12:44 p.m., with no actions or votes taken.

Motion made by Mr. Justin Teel, second by Mr. Rory Isaac, to authorize administration and counsel to enter into contract negotiations with Vendor A. If a satisfactory agreement cannot be reached, they are authorized to proceed with contract negotiations with Vendor B for billing services and revenue cycle management. The motion passed.

- Harry Miller stated for the record that contract negotiations are confidential. The Implementation Committee will be involved as needed and will report to the Executive Committee as appropriate, with updates to the Board of Directors as necessary. It was also noted that the contract will become public once it is signed.

FY 26 Budget- John Shaheen:

- Harry Miller stated that the Budget & Finance Committee reviewed the proposed FY26 Budget and recommended purchasing four new ambulances and remounting four others, all equipped with power loads, at a total cost of \$1.5 million. He noted that the Budget & Finance Committee forwarded this recommendation to the Executive Committee, which now recommends approval of the budget to the full board. He also shared that the Executive Committee discussed financing options for the ambulance purchases but determined that a final decision could not be made at this time. The matter will be revisited.

Motion made by Mr. Glenn Summers, second by Mr. Chuck Blair, to approve the proposed budget as presented. The motion passed.

Implementation Committee- Monica Mason:

- Monica Mason reported that KCEAA has received 2024 and half of 2025 data from PWW and is awaiting additional data they are reviewing. She noted that work with the APCO cards is ongoing, and once all information is received, KCEAA will continue developing the response plan.

Executive Director Report- Monica Mason:

KCEAA Cost Saving Measures- Monica Mason:

- Monica Mason reviewed cost savings related to general liability insurance, provider insurance, and workers' compensation, noting an additional savings of \$60,000-\$70,000.

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

- Monica Mason stated that the SS4A grant has been submitted. KCEAA is partnering with Metro on a \$2.4 million grant. A decision on the grant is expected by late October.

Congressionally Directed Spending Requests FY 2026- Monica Mason:

- Monica Mason stated that the CDS request submitted to Senator Capito has advanced to the committee. The request includes six ALS ambulances and one CCT ambulance.

Clendenin Station Parking Lot Sealant- Monica Mason:

- Monica Mason thanked the Mayor of Clendenin for sealing the parking lot at the Clendenin station.

Outreach & Education Project- Monica Mason:

- Monica Mason reported that Bryant Sheppard and Matt Ashcraft are developing outreach and educational videos for use on social media and at recruiting events.

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								141	
CCT/NICU/PICU	3	1	1	1									6	
Emergency	589	617	707	584	552								3049	
Emergency-Critical	836	752	843	824	896								4151	
Emergency-Low	691	688	779	714	712								3584	
Emergency-Medium	195	201	232	213	209								1050	
Interfacility/Transport													0	
Pending Billing Approval	10	12	26	18	15								81	
Pre-Scheduled	919	686	834	784	760								3983	
Ready Now	403	353	405	382	382								1925	
Routine													0	
Sup Approval													0	
Chase	35	40	39	35	56								205	
Grand Total	3672	3331	3861	3559	3547	0	0	0	0	0	0	0	17970	

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							71
CCT/NICU/PICU		3		1	1								5
Emergency		501	510	584	473	457							2525
Emergency-Critical		605	554	637	600	659							3055
Emergency-Low		537	537	604	523	566							2767
Emergency-Medium		89	94	101	93	95							472
Interfacility/Transport													0
Pending Billing Approval		10	12	26	17	13							78
Pre-Scheduled		883	664	813	762	744							3866
Ready Now		394	345	397	378	374							1888
Routine													0
Sup Approval													0
Grand Total	3034	2724	3186	2867	2916	0	0	0	0	0	0	0	14727

Staffing- Jordan VanMeter:

- Jordan VanMeter reported that as of May 2025, KCEAA has 182 full-time employees. There was only one status change, a full-time EMT resignation.

Other:

- The July Clinic, Executive, and Board meetings will be moved to July 22, 2025, and will take place at their regular times.

Adjournment:

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

Respectfully submitted:

Ethan Walker