

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
March 27, 2025**

A meeting of the KCEAA Executive Committee took place at 11:00a.m on Thursday, March 27, 2025, at KCEAA Central office located at 601 Brooks Street, Charleston WV.

**Committee Members:**

Mr. Harry Miller	Mr. Glenn Summers(zoom)	Mr. Dave Fletcher
Commissioner Lance Wheeler	Mr. Rory Isaac	Mr. Tim Morris

**Staff/Other:**

Ms. Monica Mason	Dr. Dave Seidler	Ms. Jordan VanMeter
Mr. Jason Wilson	Mr. John Shaheen	Ms. Carrie Dysart
Mr. Brock Malcolm(zoom)	Mr. Tom Susman	Ms. Alesha Hafer(zoom)
Ms. McKenzie Wolfe(zoom)	Ms. Phyllis Spencer(zoom)	Ms. Brenda Alford(zoom)
Ms. Elizabeth Tincher(zoom)	Mr. Ethan Walker	

**Call to Order:**

Mr. Harry Miller called the meeting to order.

**Approval of Minutes:**

**Motion made by Mr. Rory Isaac, second by Mr. Dave Fletcher to approve the meeting minutes from the Joint Executive/Budget & Finance Committee meeting on March 4, 2025. The motion passed.**

**New Business:**

**Employee Benefits Support- Monica Mason & Jordan VanMeter:**

- Monica Mason started the conversation by stating that Commissioner Wheeler recommended AssuredPartners to her due to the benefits it has provided to the county. She stated that she and Jordan VanMeter had a conference call with AssuredPartners and then turned the floor over to Jordan VanMeter.
- Jordan VanMeter reviewed the proposed consulting agreement provided to all Committee members in their packets. She stated that they had met with AssuredPartners multiple times and reviewed the products they offer, which are not necessarily available through KCEAA's current insurance agency. She explained that, at present, there is no mediation between KCEAA and PEIA, meaning all matters have been handled internally, with submissions made directly to PEIA. AssuredPartners offers advanced tools designed to provide employees with more information and resources.
- Jordan VanMeter noted that another benefit is AssuredPartners' assistance with HSA enrollment, including employee education on the process. Additionally, they will help mediate any issues employees may have with PEIA. She stated that the service comes with a fee of \$15 per employee per month. She also mentioned that discussions took place about potentially switching ancillary coverage (dental and vision) to AssuredPartners as the agent of record, which could result in savings. However, it is unclear at this time what those savings might be.

- Monica Mason stated that another benefit would be the support AssuredPartners offers with the HSA process, noting that last year's transition was not the smoothest.
- Rory Isaac asked about the savings from transitioning all employees to Plan C. Jordan VanMeter responded that while transitioning everyone to Plan C still resulted in a \$162,000 increase, keeping everything as is would have led to a \$400,000 increase.
- Monica Mason also stated that there is a potential opportunity to implement a self-funded dental plan, which could result in savings. She mentioned that if the decision is made to move forward with AssuredPartners, this is something we would look into.
- Harry Miller asked Commissioner Wheeler if the county's experience with AssuredPartners has been positive. Commissioner Lance Wheeler responded affirmatively, explaining the benefits the county has seen and stated that with the plan to switch all employees to Plan C, this would be a beneficial move.
- Monica Mason stated that if we move forward with this, AssuredPartners would become our agent of record, with the transition occurring from McGriff to AssuredPartners.

**Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to recommend to the full board that we switch to AssuredPartners as our agent of insurance. The motion passed.**

**Discussion Regarding the RFP for EMS Medical Billing, Collections, and Revenue Cycle Management Services- Monica Mason, John Shaheen, & Carrie Dysart:**

- Monica Mason started the conversation by stating that Brock Malcolm, our healthcare attorney, is attending the meeting via Zoom and has been working on the RFP alongside Carrie Dysart.
- Brock Malcolm assisted with addressing questions and concerns raised during that process and then reviewed the final version of the RFP that was provided to all committee members.
  - If approved, the RFP will be released April 1, with questions accepted for the first two weeks. Final responses are due May 15, and evaluations should be completed by June 15. Offeror Interviews conducted by June 30, with board approval expected by July 31. The contract will be finalized for a September 1 implementation.
  - To maintain confidentiality, bids will be submitted via a secure email account, remaining unopened until the deadline. Vendors must demonstrate experience with EMS agencies, financial stability, and compliance with cybersecurity and HIPAA regulations.
  - Key evaluation criteria include pricing transparency, organizational capacity, references, and legal history. The Business Associate Agreement (BAA) requires cybersecurity insurance, an indemnification clause, and strict breach notification protocols.
  - The attachments, including the statement of work, BAA, and expected contractual language. The key provisions set expectations for vendors, particularly regarding dispute resolution, jurisdiction, and contract terms.
  - Vendors can raise concerns during the question period. This ensures transparency and prevents last-minute contract changes while allowing flexibility if necessary.
- Commissioner Lance Wheeler raised a concern about receiving proposals via electronic submission, emphasizing that for transparency, the proposals should remain sealed until all are received and reviewed together. It was noted that this had been the intent with the billing RFP email. However, to ensure the proposals are reviewed simultaneously, he

suggested they be mailed by certified mail with a USB drive included in the packet. The committee agreed with his suggestion.

**Motion made by Commissioner Lance Wheeler, second by Mr. Rory Isaac, to recommend to the full board to proceed with the RFP, incorporating the amendment regarding the submission by certified mail and that small technical/ legal changes may be made, provided they honor the intent of the Committee/Board and are made by Carrie Dysart. The motion passed.**

**Records Retention Policy- Monica Mason:**

- Monica Mason reviewed the records retention policy provided to all committee members, noting it was an update to the existing policy and had been reviewed by Carrie Dysart and Brock Malcolm.

**Motion made by Mr. Rory Isaac, second by Mr. Dave Fletcher, to recommend to the full board to approve the records retention policy as presented. The motion passed.**

**Cybersecurity Policy- Monica Mason:**

- Monica Mason stated that the policy is still being reviewed and will be presented at the next meeting.

**AutoPulse- Worry Free Warranty Extension- Jason Wilson:**

- Jason Wilson began by stating that it was brought to our attention that when the worry-free plan for equipment was signed, the monitors and ventilators were on a 5-year term, while the AutoPulses were on a 3-year term. The AutoPulses' warranty expires in May 2025, with 27 units in use, and their end of life is in 2028. ZOLL provided two quotes: one for a warranty lasting until 2028 (\$132,000) and one until 2027 (\$115,000). Rory Isaac asked for Jason's recommendation on the warranty, and Jason suggested extending the warranty.

**Motion made by Mr. Rory Isaac, second by Mr. Dave Fletcher to recommend to the full board to extend the AutoPulse warranty through 2027. The motion passed.**

**EMS Week- Monica Mason:**

- Monica Mason began the conversation by stating that EMS Week is in the middle of May and asked if the Committee/Board would like KCEAA administration to plan for it. She mentioned that last year's budget for EMS Week and Service Awards was \$5,000, and we are requesting the same budget again this year. Monica noted that we came in well under budget last year due to donations and intend to do the same this year.

**Motion made by Mr. Tim Morris, second by Mr. Dave Fletcher, to recommend to the full board to allow a budget of \$5,000 for EMS week and service awards. The motion passed.**

**Adjournment:**

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

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Ethan Walker", with a stylized flourish at the end.

Ethan Walker