

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
April 24, 2025**

A meeting of the KCEAA Board of Directors took place at 12:00p.m on Thursday, April 24, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Board Members:

| | | |
|--------------------|----------------------------|-------------------|
| Mr. Harry Miller | Mr. Rory Isaac | Mr. Glenn Summers |
| Mr. Justin Teel | Mr. Dave Fletcher | Mr. Scott James |
| Ms. Lillian Morris | Mr. Tim Morris | Mr. Jarl Taylor |
| Mr. Charles Blair | Commissioner Lance Wheeler | |

Staff/Other:

| | | |
|-------------------------|-------------------------|------------------------------------|
| Ms. Monica Mason | Dr. Dave Seidler | Ms. Jordan VanMeter |
| Mr. Jason Wilson | Mr. John Shaheen | Mr. Justin Young |
| Ms. Carrie Dysart | Mr. Tom Susman(zoom) | Mr. Matt Vance |
| Mr. Tim Barnett(zoom) | Ms. Gail Triplett(zoom) | Commissioner Natalie Tennant(zoom) |
| Ms. Cindy Pauline(zoom) | Ms. Brenda Alford(zoom) | Ms. McKenzie Wolfe(zoom) |

Call to Order:

President Harry Miller called the meeting to order and began with the Pledge of Allegiance, followed by a moment of silence to honor retiree Larry “Dewey” Cole.

Approval of Minutes:

Motion made by Mr. Scott James, second by Mr. Tim Morris to approve the Board of Directors meeting minutes from March 27, 2025. The motion passed.

Report of Committees:

Executive Committee- Harry Miller:

- Harry Miller stated that the Executive Committee met earlier today and discussed several items, including employee representation to the Board, the Cyber Security Policy, an EMS Week update, and the Cordata agreement.
 - **Employee Representation to the Board-** Harry Miller started the conversation by stating that the Executive Committee recommends to the full board that an employee representative be added to the board. He noted that this suggestion came from Commissioner Wheeler and Chuck Blair. The Executive Committee recommended sending a survey to all employees to nominate an employee representative. It was noted that this would be a one-year term, non-voting position as outlined in the bylaws.

Motion made by Mr. Charles Blair, second by Mr. Rory Isaac, to add an employee representative to the Board of Directors. The motion passed.

- **Cybersecurity Policy-** Monica Mason stated that we are continuing to work with our attorney, Brock Malcolm, on a cybersecurity policy and expressed hope that it will be ready by the May meeting.

- **EMS Week-** Monica Mason stated that the EMS Week employee cookouts will take place on May 20th and 21st. Hamburgers and hotdogs will be served, and the event will be held outside near Operations. Brenda Alford will be preparing the sides and desserts. Monica then asked Jordan VanMeter to provide an update on the awards. Jordan VanMeter stated that service awards, as well as the Yearly MVP awards for EMT, Medic, CCT, and Officer of the Year, will be presented during the EMS Week celebration. She noted that employees voted on the MVP award recipients.
- **Cordata Agreement-** Monica Mason stated that we have been using Cordata for our QRT team, which was previously provided by the state but ended this month. She explained that in our grant with DHHR for QRT, we have a line item to cover the cost of Cordata, which will amount to \$21,000 annually and can be invoiced to the grant. Monica mentioned that Carrie Dysart has reviewed the agreement and made one change: it will be an annual agreement to ensure funding through the grant. She also noted that Cordata has continued to run the system after the state discontinued it. Harry Miller stated that the Executive Committee recommends to the full board the approval and execution of the Cordata agreement.

Motion made by Mr. Rory Isaac, second by Mr. Dave Fletcher, to approve the Cordata agreement. The motion passed.

Personnel Committee- Harry Miller:

- No update.

Budget & Finance Committee Report- Glenn Summers:

- Glenn Summers distributed the check register for February 2025 and March 2025, along with the statement of account for the WV Money Market Pool, for the Board to review.

Approval of Write-Off's- Glenn Summers:

- January 2025- \$185.77
- February 2025- \$1,533.68

Motion made by Mr. Glenn Summers, second by Mr. Dave Fletcher to approve the Automatic Write-Off's for January 2025 & February 2025. The motion passed.

Financial Report- John Shaheen:

- Collections for February 2025 totaled \$1,050,000, which was \$80,000 over budget. Year-to-date, we are \$80,000 short of the budget. Compared to last year, \$250,000 more was collected in February, and a year ago, we were under budget by \$500,000, whereas this year the shortfall is only \$80,000.
- Payroll for February 2025 was \$120,000 under budget, and year-to-date, \$677,000 under budget.
- The levy for February 2025 was approximately \$15,000 higher than the same period a year ago, and year-to-date figures are very comparable to last year, noting this is before the payments being made to the city. Monica Mason added that through April 15, 2025, we have paid \$351,603.20, with two more payments remaining for a total of \$527,404.83. She then shared the agreement along with the payment schedule for the Board's review.

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

Station Project Committee- Monica Mason:

- Monica Mason stated that we are still waiting for Terradon to complete the environmental report, noting the delay due to a floodplain piece with the Dunbar station.

Implementation Committee- Harry Miller:

- Harry Miller stated that we reviewed two agenda items at the Implementation Committee meeting on Monday: an update on the RFP for EMS Medical Billing, Collections, and Revenue Management Services, and an update on Priority Dispatch/Tiered Response.
 - **Priority Dispatch/ Tiered Response-** Dave Seidler started the conversation by explaining how we currently dispatch, where the closest unit responds, and then outlining how a tiered response would involve sending the closest appropriate unit. He stated that a tiered response is important because it ensures the right resources are provided to high-acuity patients in a timely manner. He noted that studies on tiered responses have shown better outcomes for patients and emphasized that it would be a great addition to both the community and employee satisfaction.
 - Dave Seidler reviewed that we have been working with Metro 911 to implement the new process. He explained that the current version of the APCO system they use doesn't support a tiered response. We've been working with Metro to find the most cost-effective and efficient way to implement a tiered response. Dave reviewed two companies, APCO Digital and ProQA, both of which offer integrated software that provides more than just tiered responses. However, he noted that both programs are costly and require training.
 - After meeting with Metro, Dave mentioned that they currently have other priorities. Based on this, the short-term goal is to stay with APCO but upgrade to their cards that allow for tiered responses as the first step. Over time, the goal is to move toward a more software-based system. The next step is to obtain a quote for the APCO cards, which should be modest. We are also looking at how to roll this out. It has been determined that we need to better understand each other's roles, so Rachel Nuckols, our comm center supervisor, will be working with Derek at Metro to learn each other's approaches. Dave stated that by the next board meeting, we should have a game plan for implementing a tiered response.
 - **Update on Billing RFP-** John Shaheen stated that the RFP was sent out on April 1, 2025, to seven vendors. He mentioned that questions for the RFP were due by April 22, 2025, and that we have received questions from four vendors. He is currently working on responding to the questions and expects to have the responses by next week.

Executive Directors Report- Monica Mason:

- **KCEAA Cost Saving Measures-** Monica Mason stated that we have placed some ambulances on GovDeals and then turned the floor over to Jason Wilson. Jason Wilson explained that we listed five ambulances on GovDeals, and the auction closed on Friday of last week. In total, the ambulances sold for \$12,535. It was noted that all the trucks had over 400K miles and rusted floorboards.

- **WV legislative Update-** Monica Mason stated that the legislative session has ended for this year and noted that, from an EMS standpoint, there wasn't much movement on EMS bills. She added that we will continue to work with the EMS Coalition with the goal of securing permanent funding for EMS in WV.
- **City of Charleston Excess Levy Repayment-** Monica Mason reviewed that the payment schedule had been passed around to all board members for review, and that there are two payments remaining, in May and June.
- **Whitesville & Clay Billing Services-** Monica Mason stated that the billing services for Whitesville and Clay have ended.
- **Prestera Grant-** Monica Mason stated that she and Dr. Seidler have been working with Prestera on a few initiatives. She mentioned that they have a grant available for KCEAA to provide mental health first aid training to all employees. She added that they are waiting on dates for the training and hope to have the flyer out next week. The training will be offered over several weeks to ensure all employees have the opportunity to attend. Monica noted that we will continue to partner with Prestera for additional opportunities.
- **Congressionally Directed Spending Request FY2026-** Monica Mason stated KCEAA has submitted a CDS request to Senator Justice and Senator Capito for six ALS ambulances, one CCT ambulance, and the required equipment for each, totaling approximately \$2,000,000. Monica stated that she will provide updates as they are received.
- **Safe Streets and Roads for All (SS4A) Grant-** Monica Mason reviewed that the SS4A grant was discussed in the Executive Committee and noted that it could be a potential source of funding for the tiered response/priority dispatch initiative. She explained that the grant opened in April and is a federal funding program aimed at advancing roadway safety, with a focus on post-crash care. Monica then reviewed how this grant could relate to KCEAA. She stated that KCEAA qualifies for the grant, and the recommendation from administration is to apply.
- Monica also mentioned that this opportunity allows for a partnership, and she is hopeful that Metro will join us in this initiative. She stated that we will work with a data company, Beyond Lucid Technologies, which specializes in EMS data, to help gather data and assist with the grant submission. She noted that any costs associated with the data company would be invoiced to the grant. Monica further explained that if we are unsuccessful in securing the grant, the cost owed to the data company would be \$10,000.
- Dave Fletcher recommended working with RIC to help fund the cost of the grant work. Monica explained that the grant has two phases: the first phase is a \$3 million grant, with KCEAA and their partners receiving \$2.4 million to share. If we are successful in securing phase two, it would involve several millions more that we would be eligible to apply for.
- Harry Miller stated that the Executive Committee recommends the full board authorize Monica Mason to proceed with this grant opportunity.

Motion made by Mr. Glenn Summers, second by Mr. Rory Isaac, to authorize Monica Mason to move forward with the Safe Streets and Roads for All Grant. The motion passed.

- Scott James asked if KCEAA received any funding from the opioid settlement money. Monica Mason stated that we did not, but noted that we had applied and are currently working with the Commission Office to reapply. Commissioner Wheeler added that there is a judge's order outlining what the funding can be used for and explained that KCEAA's first application did not meet those requirements. However, he stated that the Commission has

been working with KCEAA on reapplying. Rory Isaac asked if KCEAA could also apply to the First Foundation for additional funds if we receive opioid settlement money. Commissioner Wheeler confirmed that we could, and explained that the Commission would send a letter of recommendation to the First Foundation to request additional funds. He also noted that everyone who received funding from the Commission last year also received funds from the First Foundation.

Ambulance Response- Matt Vance:

- Matt Vance stated that responses are consistent with last year's numbers:

| 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 | | | | | | | | | | 81 | |
| CCT/NICU/PICU | 3 | 1 | 1 | | | | | | | | | | 5 | |
| Emergency | 589 | 617 | 707 | | | | | | | | | | 1913 | |
| Emergency-Critical | 836 | 752 | 843 | | | | | | | | | | 2431 | |
| Emergency-Low | 691 | 688 | 779 | | | | | | | | | | 2158 | |
| Emergency-Medium | 195 | 201 | 232 | | | | | | | | | | 628 | |
| Interfacility/Transport | | | | | | | | | | | | | 0 | |
| Pending Billing Approval | 10 | 12 | 26 | | | | | | | | | | 48 | |
| Pre-Scheduled | 919 | 686 | 834 | | | | | | | | | | 2439 | |
| Ready Now | 403 | 353 | 405 | | | | | | | | | | 1161 | |
| Routine | | | | | | | | | | | | | 0 | |
| Sup Approval | | | | | | | | | | | | | 0 | |
| Chase | 35 | 40 | 39 | | | | | | | | | | 114 | |
| Grand Total | 3672 | 3331 | 3861 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10864 | |

| 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 | | | | | | | | | 43 |
| CCT/NICU/PICU | | 3 | | 1 | | | | | | | | | 4 |
| Emergency | | 501 | 510 | 584 | | | | | | | | | 1595 |
| Emergency-Critical | | 605 | 554 | 637 | | | | | | | | | 1796 |
| Emergency-Low | | 537 | 537 | 604 | | | | | | | | | 1678 |
| Emergency-Medium | | 89 | 94 | 101 | | | | | | | | | 284 |
| Interfacility/Transport | | | | | | | | | | | | | 0 |
| Pending Billing Approval | | 10 | 12 | 26 | | | | | | | | | 48 |
| Pre-Scheduled | | 883 | 664 | 813 | | | | | | | | | 2360 |
| Ready Now | | 394 | 345 | 397 | | | | | | | | | 1136 |
| Routine | | | | | | | | | | | | | 0 |
| Sup Approval | | | | | | | | | | | | | 0 |
| Grand Total | 3034 | 2724 | 3186 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8944 |

- Commissioner Wheeler asked if there have been further conversations with the Hatfield and McCoy Trail regarding a safety plan, noting that it covers 40 miles with only one access point. Monica Mason confirmed that a plan is in place for emergencies. Monica Mason stated that Chief Bibb and CW Sigman have been out to review the trail. Jason Wilson added that, to his knowledge, an additional access point is being added. Commissioner Wheeler requested that this be looked into further, especially with nicer weather bringing more trail users. Jason Wilson also noted that the trail has been widened and that the ASAP units can now fit. Dave Fletcher stated that a similar planning process needs to occur for the AOT project in Belle, which is progressing. He noted that Belle Fire Department already has a buggy built. Commissioner Wheeler suggested bringing together all area fire chiefs and KCEAA to develop a coordinated plan for the AOT trail, now that it is fully funded and will cover 50–60 miles.

Staffing- Jordan VanMeter:

- KCEAA had 186 full-time employees for the month of March. Four EMTs resigned during the month: two moved out of state, one transferred to Health Team, and one is switching career paths.

Adjournment:

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

Respectfully submitted:



Ethan Walker