

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
April 24, 2025**

A meeting of the KCEAA Executive Committee took place at 11:00a.m on Thursday, April 24, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Committee Members:

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

Staff/Other:

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

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Mr. Dave Fletcher, second by Mr. Rory Isaac to approve the meeting minutes from the Executive Committee meeting on March 27, 2025. The motion passed.

New Business:

Employee Representation to the Board of Directors- Monica Mason:

- Harry Miller stated that this topic had been brought up by several people, so he asked Monica Mason to add it to the agenda. Monica began the discussion by noting that she had planned to turn the floor over to Commissioner Wheeler, but he had not yet arrived. She expressed support for the idea of having a representative from KCEAA on the board, suggesting it would be an ex officio role. Carrie Dysart added that the bylaws indicate the individual would not have voting rights and emphasized the importance of clearly outlining the expectations of the role. The individual would participate as any other board member, but without voting privileges.
- Harry Miller suggested conducting a survey to allow employees to nominate someone to represent them on the board. He noted that no motion was needed, as the role is already addressed in the bylaws. Carrie Dysart recommended involving the full board in determining how the representative would be appointed. Dave Seidler proposed a one-year term, and the committee agreed. It was decided to create a nomination form to send out to all employees, followed by a vote on the nominated candidates. Results will be reported at the next meeting.
- Lillian Morris asked whether the employee representative would be compensated for attending meetings, and the committee agreed they would be.

Cordata- Monica Mason:

- Monica Mason began the discussion by stating that Carrie Dysart had reviewed the Cordata agreement. She explained that Cordata, the system used by the QRT team, had previously been funded by the state; however, the state will no longer be covering this cost. Monica noted that the expense has been included as a line item in the QRT grant with DHHR, and confirmed with DHHR that the funding remains available to cover the Cordata system.
- She stated that she has worked with Cordata and the annual cost will be \$21,000. The budgeted amount in the grant will cover this cost, and the software will be invoiced through the grant, with the charge to appear on the next quarterly invoice. Monica added that although the original agreement included a three-year term, it has been revised to a one-year term to ensure flexibility should grant funding no longer be available.

Motion made by Mr. Dave Fletcher, second by Mr. Rory Isaac to recommend to the full board to authorize Monica Mason to execute the Cordata agreement. The motion passed.

Old Business:**Update- RFP for EMS Medical Billing, Collections, and Revenue Cycle Management Services- John Shaheen:**

- John Shaheen reported that the RFP was sent out on April 1, 2025, to seven vendors. He noted that questions related to the RFP were due by April 22, 2025. Questions have been received from four vendors, along with one email from an unidentified vendor. He is currently working on responses and expects to have them completed by next week.

Cybersecurity Policy- Monica Mason:

- Monica Mason stated that she is continuing to work with Brock Malcom on the cybersecurity policy and is hopeful that it will be ready for review at the next meeting.

EMS Week Update- Monica Mason:

- Monica Mason stated that the EMS Week employee meals will take place on May 20th and 21st, with a cookout planned outside near operations. She noted that Brenda Alford will be preparing the sides and desserts. Jordan VanMeter added that the annual MVPs will be recognized during EMS Week, including EMT, Paramedic, CCT, and Officer of the Year. Monica also mentioned that Carolyn is working on an EMS Week gift for all employees.

Update- Priority Dispatch/ Tiered Response- Monica Mason & Dave Seidler:

- Dave Seidler stated that continued meetings with Metro have led to a better mutual understanding. He explained that Metro is currently managing several internal projects but now fully recognizes the importance of KCEAA transitioning to a tiered response system. Dave emphasized that tiered response models have been shown to improve patient outcomes and would enhance both community service and employee satisfaction.
- He shared that a compromise was reached with Metro to begin implementation using the most feasible option: the APCO card system, which will be integrated with the CAD. He reviewed the three potential options considered, ProQA, APCO software, and APCO cards, stating that ProQA, while the most comprehensive, is also the most expensive and training-intensive. Starting with APCO cards allows for a quicker rollout at a more modest cost, while still enabling a tiered response.

- Dave noted that Metro is open to moving toward a software-based system such as ProQA in the future, allowing time to build experience and evaluate priority dispatch. Metro has requested that both organizations learn more about each other's dispatch processes. For now, KCEAA's communication center will remain in-house.
- He added that Rachel from KCEAA Comm Center will work with Derek from Metro to evaluate workflows and return with rollout recommendations.
- Harry Miller confirmed that this discussion aligned with the earlier Implementation Committee meeting. Monica Mason added that KCEAA met with Matt from PWW to begin internal planning for implementation, including policy updates and data collection, and will ensure there are no updates from the last report.
- Monica Mason shared that she met with VFIS earlier in the day and noted their support for the tiered response initiative. VFIS expressed enthusiasm about the shift in risk away from KCEAA's Controllers and Chiefs once a call is dispatched from 911. Monica stated that a report from VFIS will be presented at the next meeting.
- Dave Seidler emphasized the importance of the Community First Responders Program, particularly the integration of paid first responders into the system. He noted that the success of the tiered response model depends on their active involvement and support, stressing that the system will not function effectively if KCEAA crews are frequently tied up on assist calls.

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

- Monica Mason stated she had an additional item to discuss with the committee, also included in her Executive Director's report for the full board. She explained that a new grant opportunity opened April 1 through the federal government and the Department of Highways: the Safe Streets and Roads for All (SS4A) Grant. This grant focuses on roadway safety and aligns with several KCEAA initiatives, such as the whole blood program, Health Information Exchange (HIE), pediatric preparedness, post-crash care, PSAP, and more. The application deadline is June 26, 2025.
- Monica shared that she has been working with Beyond Lucid Technologies, a company that specializes in EMS data, to assist with data gathering and the grant submission process. She proposed that KCEAA submit an application, noting that many of the initiatives discussed during the meeting could be incorporated into the required Comprehensive Action Plan. She emphasized that KCEAA qualifies for the grant and that partnering with another agency could increase available funding.
- She has reached out to Metro 911 to propose a partnership, which would only require Metro to sign a letter of participation. The grant has two phases at this time:
 - Phase One – up to \$3 million (to be split with the partner agency)
 - Phase Two – could involve several millions more that we would be eligible to apply for.
- Dave Fletcher asked how the application relates to roadway safety. Monica explained that nearly every aspect of KCEAA's operations connects back to roadway safety, particularly in areas like post-crash care and emergency response planning. She noted that a solid plan aligned with federal "hot topics" could make a strong application.
- Dave Fletcher also suggested reaching out to the Regional Intergovernmental Council (RIC), referencing that roadway safety is part of their focus, and recommended contacting Tyler or Jeff for possible support. He added that RIC might also assist with the \$10,000 fee

associated with Beyond Lucid Technologies' support, for working on and preparing the grant for KCEAA to submit.

- Monica said award notifications are expected by late October, with funding anticipated in Q1 of 2026. She emphasized the importance of moving quickly to provide Beyond Lucid with any necessary materials. Rory Isaac stated this grant aligns well with KCEAA's ongoing collaboration with Metro 911 and could help fund the new dispatch system without dipping into reserves. Dave Fletcher recommended also obtaining crash data from Metro for use in the application.
- The committee discussed the \$10,000 fee associated with Beyond Lucid Technologies' assistance in preparing the SS4A grant application. It was noted that this fee would still be payable even if the grant is not awarded. Rory Isaac shared that Beyond Lucid Technologies has a 70% success rate with grants they submit.

Motion made by Mr. Rory Isaac, second by Mr. Dave Fletcher, to recommend to the full board to authorize Monica Mason to proceed with applying for the SS4A Grant. The motion passed.

Adjournment:

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

Respectfully Submitted:



Ethan Walker