

KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY

BOARD OF DIRECTORS MEETING

AGENDA

Item of Business	Documents	Action Required	Members Notes
I. Call to Order Pledge of Allegiance			President Harry Miller
II. Approval of Minutes	December 17, 2024	Approval	
III. Annual FY24 Aduit Report	To be Distributed	Discussion/ Approval	Report by Suttle & Stalnaker Representative
IV. Report of Committee			
A. Executive Committee Report			Report by Harry Miller
1. Records Retention Policy	To be Distributed	Discussion/Approval	Report by Monica Mason & Carrie Dysart
2. Update Website with Board Members, Agendas, and Minutes		Discussion/ Approval	Report by Harry Miller & Monica Mason
3. PEIA Insurance Update & Market Survey	To be Distributed	Discussion/ Approval	Report by Monica Mason & Jordan VanMeter
4. Board Meeting Calendar for 2025	To be Distributed	Discussion/ Approval	Report by Harry Miller
B. Personnel Committee Report			Report by Harry Miller
1. Employee Manual 2025	To be Distributed		Report by Jordan VanMeter
C. Budget and Finance Report			Report by Glenn Summers
1. Approval of Write off's	To be Distributed	Approval	Report by Glenn Summers
2. Financial Report	To be Distributed	Update/Approval	Report by John Shaheen
D. Station Project Committee Report			Report by Tim Morris
1. City National Change in Terms Agreement		Update	Report by John Shaheen
E. Implementation Committee			Report by Harry Miller
1. PWW SOW for Recommendation Implementation	To be Distributed	Discussion/ Approval	Report by Monica Mason

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2. Request for Information for Billing Services	To be Distributed	Discussion/ Approval	Report by Harry Miller & Monica Mason
V. Executive Director Report	To be Distributed	Update	Report by Monica Mason
VI. Old Business			
VII. New Business			
VIII. Adjournment			