

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
December 17, 2024**

A meeting of the KCEAA Executive Committee took place at 9:00a.m on Tuesday, December 17, 2024, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Committee:

Mr. Harry Miller	Mr. Glenn Summers	Mr. Rory Isaac
Mr. Johnny Rutherford	Mr. Dave Fletcher	Mr. Tim Morris

Staff/ Other:

Ms. Monica Mason	Mr. Jack Linville	Ms. Jordan VanMeter
Mr. Jason Wilson	Dr. Dave Seidler	Mr. John Shaheen
Mr. Rick McElhaney	Ms. Carrie Dysart	Mr. Matt Zavadsky
Mr. Tom Susman	Mr. Ethan Walker	

Call to Order:

Mr. Harry Miller called the meeting to order.

- Monica Mason introduced Jason Wilson, the new Director of Support Services, to the Executive Committee and announced Tracy Surface's retirement.

Approval of Minutes:

Motion made by Mr. Rory Isaac, second by Mr. Johnny Rutherford to approve the meeting minutes from October 25, 2024. The motion passed.

New Business:

Nominating Committee- Johnny Rutherford:

- Harry Miller appointed the Nominating Committee, requesting they meet between meetings and report their nominations at the full Board meeting. The committee consisted of Johnny Rutherford, Tim Morris, and Glenn Summers.

PWW EMS Service Delivery Report- Monica Mason & Matt Zavadsky:

- Monica Mason began the discussion by thanking Matt Zavadsky for conducting and presenting the PWW EMS Service Delivery Report.
- Matt Zavadsky reviewed the presentation of the KCEAA PWWAG Report Overview that the Committee received for review.
- After Matt Zavadsky completed his presentation, Harry Miller invited additional questions or comments. The Committee addressed their questions with Matt Zavadsky regarding the PWW EMS Service Delivery Report.
- Monica Mason reviewed the proposed fee schedule as presented in the packet of information, which outlined the current fee schedule to one set at 325% of the Medicare allowable rate. It was recommended that the Executive Committee accept the new fees and grant administration the authority to make necessary annual adjustments based on the consumer price index (CPI) for the service area.

Motion made by Tim Morris, second by Rory Isaac, to recommend to the full Board to approve the proposed fee schedule and authorize administration to increase the rate annually based on the CPI. The motion passed.

- The Committee discussed the PWW recommendation to outsource billing services, including the possibility of issuing an RFP or RFI. Following the discussion, a vote was conducted.

Motion made by Mr. Dave Fletcher, second by Rory Isaac to authorize Monica Mason to issue an RFI and to report her findings to the Executive Committee and to inform the full Board in Executive Session. The motion passed.

Implementation Committee- Harry Miller:

- Harry Miller stated that he has asked Glenn Summers, Rory Isaac, and Tim Morris to join him on the implementation committee and mentioned that he will chair the committee for the time being.

Old Business:

Public Utility Property Tax Share to Charleston Fire Department- John Shaheen:

- Monica Mason provided an update, noting that she, Harry Miller, Commissioner Wheeler, and John Shaheen met with the City of Charleston, the city manager, and finance manager regarding the public utility property tax. The city believes the money is owed to them based on the contractual agreement. Monica explained that in the previous meeting, the direction was to propose a cap of up to \$3 million. An understanding with the City was reached that the \$527,000 tax owed should be repaid first before renegotiating terms, such as the percentage they receive or capping the agreement. Currently, the matter remains in a holding pattern.
- John Shaheen stated that it was agreed, with the commissioner's approval, to repay the \$527,000 within 6–10 months. Harry Miller clarified that the repayment terms are still open for discussion. Monica Mason noted that the city would meet to confirm if a 10-month repayment timeline is acceptable.
- John Shaheen highlighted that the broader issue is renegotiating the rest of the levy term, including potentially lowering the percentage or capping the agreement, but any changes would require city council approval.
- Monica stated that the \$527,000 repayment would proceed while working with the city to renegotiate the agreement. If repaid over 10 months, it would amount to slightly over \$50,000 per month.
- Dave Fletcher inquired about the period covered by the \$527,000. John Shaheen clarified that it represents 38% of the utility tax for fiscal year 2024. Harry Miller stated that moving forward, both KCEAA and the city should receive the correct amounts from the tax.

Motion made by Mr. Dave Fletcher, second by Mr. Rory Isaac, to reimburse the City based on the number of months agreed upon by the City. The motion passed.

Adjournment:

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

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Ethan Walker". The signature is fluid and cursive, with the first name "Ethan" written in a larger, more prominent script than the last name "Walker".

Ethan Walker