

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
November 20, 2025**

A meeting of the KCEAA Executive Committee took place at 11:00a.m. on Thursday, November 20, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Committee Members Present:

Mr. Harry Miller	Mr. Rory Isaac	Mr. Tim Morris
Ms. Lillian Morris	Mr. Glenn Summers(zoom)	

Committee Members Absent:

Mr. Dave Fletcher	Commissioner Lance Wheeler
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Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Mr. Jason Sergent	Mr. John Shaheen	Mr. Tom Susman
Ms. Carrie Dysart	Mr. Jack Shaheen	Ms. Stephenie Tollett
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. Tim Morris, to approve the meeting minutes from October 23, 2025. The motion passed.

New Business:

First Responder Dog- Monica Mason:

- Monica Mason reported that KCEAA is exploring the possibility of obtaining a first responder dog through K9s for Warriors. She explained that the dog itself would be fully funded through a grant, with KCEAA only responsible for routine care. The dog would arrive already trained for an EMS setting, including the ability to detect elevated cortisol levels and provide support to personnel. It was discussed that the dog would primarily be stationed at Central, with the ability for 511 to take the dog to outlying stations for CISM debriefings, station visits, and other needs. It was noted that this program would also serve as a morale boost for employees, and that both a primary and secondary handler would be designated to ensure consistent care and availability. The Executive Committee will recommend to the full Board that we move forward with this initiative.

Cold Response- Reduced Lights and Sirens- Monica Mason & Jason Sergent:

- Reviewed the Cold Response-Lights & Sirens Use SOG that was provided to all committee members. Jason Sergent gave an overview of the SOG and explained the differences between the new process and the current process. He noted that the updated approach aligns with best practices, improves safety for both crews and the community, and will roll out alongside the tiered response initiative.

Longevity- Jordan VanMeter & John Shaheen:

- John Shaheen reviewed that the total wage figure for longevity is \$336,000, and with payroll taxes and retirement, the total cost is \$406,600. Jordan VanMeter noted that, over the last couple of years, longevity has been paid prior to Thanksgiving and recommended running the longevity payroll on Monday, November 24, 2025, with a check date of Wednesday, November 26, 2025. She reviewed that all part-time employees must have worked at least 24 hours in November to be eligible, and full-time employees must have worked in September, October, or November to qualify.

Motion made by Mr. Rory Isaac, second by Ms. Lillian Morris, to recommend to the full Board the approval of longevity pay with a payout date of November 26, 2025. The motion passed.

QMC Presentation- Stephenie Tollett:

- Stephenie Tollett, Vice President of Client Operations, provided an in-depth presentation covering trip count and payor category trends, call type trends, deposit activity, cash performance, revenue performance at a glance, back-to-operations updates, account analysis, and aging. She also noted that QMC has been acquired by Digitech, with no anticipated changes to current operations.

Attendance Policy- Jordan VanMeter:

- The Committee ran out of time for this discussion and will carry it over to the Board meeting.

Genesis Bankruptcy- Monica Mason & John Shaheen:

- The Committee ran out of time for this discussion and will carry it over to the Board meeting.

Reimbursement Resolution & Authorizing Resolution for Financing of New Ambulances- Monica Mason & John Shaheen:

- The Committee ran out of time for this discussion and will carry it over to the Board meeting.

Old Business:

Highmark- Monica Mason & Tom Susman:

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris, to enter executive session at 11:47a.m. The motion passed. Executive session ended at 11:59 a.m., with no actions or motions taken while in session.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris, to recommend to the full Board to authorize management to continue reviewing and renegotiating with all payors and to enter into appropriate agreements, at their discretion. The motion passed.

Adjournment:

There being no further business, a motion was made by Mr. Rory Isaac, 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, cursive script.

Ethan Walker