

**Kanawha County Emergency Ambulance Authority
Board of Directors Meeting Minutes
January 22, 2026**

A meeting of the KCEAA Board of Directors took place at 12:00p.m. on Thursday, January 22, 2026, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members Present:

Mr. Harry Miller	Mr. Chuck Blair	Mr. Scott Elliott
Mr. Rory Isaac(zoom)	Mr. Virgil White	Mr. Tim Morris
Ms. Lillian Morris	Mr. Scott James(zoom)	

Board Members Absent:

Mr. Justin Teel	Commissioner Lance Wheeler	Mr. Dave Fletcher
Mr. Justin Triplett	Ms. Heidi Edwards	Mr. Scott Taylor

Staff/Other:

Ms. Monica Mason	Dr. Dave Seidler	Ms. Jordan VanMeter
Mr. Jason Wilson	Mr. Jason Sergent	Mr. John Shaheen
Ms. Carrie Dysart	Mr. Tom Susman(zoom)	Ms. Whitney Merrill
Commissioner Natalie Tennant(zoom)	Mr. Jeremy Young(zoom)	Ms. Cindy Pauline(zoom)

Call to Order:

Mr. Harry Miller called the meeting to order, followed by the Pledge of Allegiance and a moment of silence for the passing of board member and treasurer Glenn Summers.

Approval of Minutes:

Motion made by Mr. Virgil White, second by Mr. Chuck Blair, to approve the meeting minutes from December 29, 2025. The motion passed.

New Business:

Audit Report- Whitney Merrill (Suttle & Stalnaker):

- Whitney Merrill, a representative from Suttle & Stalnaker, reviewed the financial statements and the report to the board that was provided to all board members. She reported the audit resulted in an unqualified opinion which is the usual preferred outcome.

Motion made by Mr. Tim Morris, second by Mr. Scott Elliott, to approve the FY25 Annual Audit Report as presented. The motion passed.

Report of Committees:

Executive Committee- Harry Miller:

- Harry Miller reviewed that the Executive Committee reviewed the 2026 Personnel Manual and made a motion to recommend approval of the 2026 Personnel Manual to the full board. Jordan VanMeter reviewed that the only change from 2025 was an update to the attendance policy, which had already been approved by the board on November 20, 2025.

Motion made by Mr. Tim Morris, second by Mr. Scott Elliott, to approve the 2026 Personnel Manual. The motion passed.

Personnel Committee- Harry Miller:

- No update.

Budget & Finance Committee- Harry Miller:

- Harry Miller distributed the check registers for November and December 2025, along with the statement of account for the WV Money Market Pool.
- Harry Miller announced Rory Isaac as the new Treasurer for the KCEAA Board of Directors.

Approval of Write-Offs- Harry Miller:

- September 2025- \$652.46
- October 2025- \$3,113.81
- November 2025- \$1,190.48
- December 2025- \$4,767.96

Motion made by Mr. Tim Morris, second by Mr. Scott Elliott, to approve the Automatic Write-Off's as presented. The motion passed.

Financial Report- John Shaheen:

- Reviewed collections from September 2025 through December 2025, noting that collections were \$1.586 million over budget year-to-date and \$1.674 million over the same period last year. Payroll was \$430,000 under budget for the six-month period, noting this will change with the pay increase. The levy was \$14,000 over last year's figures.

Motion made by Mr. Scott Elliott, second by Mr. Tim Morris to accept the Financial Report as presented. The motion passed.

Station Project Committee- Monica Mason:

- HRSA has released the funds for the St. Albans and South Charleston stations. It was reviewed that we are now in the process of obtaining updated quotes from Scope, as the previous quotes were from March and April 2023. It was also noted that changes to the stations may be necessary to ensure we stay within budget. A meeting with HRSA was held to confirm that project changes could take place; we were informed that changes are allowed but would require an approval process. Once the updated quotes are received from Scope, a Station Committee meeting will be scheduled, and the committee will report their findings to the full board.

Implementation Committee- Jason Sergent:

- Jason Sergent provided an update on the tiered response/priority dispatch initiative, noting that it is going well so far and achieving the main goal of ensuring the right resource reaches the right patient. There was discussion regarding updates that have been made to the system, and it was noted that Metro continues to collaborate effectively with us throughout the transition.

Executive Director Report:

Cost Saving Measures- Monica Mason:

- Reviewed that we continue to explore all possible ways to save.

Billing Services & Revenue Cycle Management Vendor Update- Monica Mason:

- Reviewed that the process with the new billing vendor is proceeding as expected, and we are pleased with their performance.

Rural Health Transformation Program Update- Monica Mason:

- West Virginia was awarded the Rural Health Transformation Grant and is now in the process of determining what will be eligible for EMS and how to apply for the funding. The board will be updated once more information becomes available.

New Trucks & Remounts Update- Jason Wilson:

- Reviewed that all four new trucks have arrived, and three of the four remounts have been received. Noted that we are very pleased with the remounts and the \$40,000 savings compared to purchasing a new ambulance. The vehicles are in the process of being made road-ready, with the goal of having them operational by the first week of February.

Blood Program- Jason Wilson:

- Reviewed that progress is being made with the blood program, and we are currently in the process of validating the blood coolers. Once validation is complete, training will be provided for all participating providers.

Legislative Update- Monica Mason:

- Monica reviewed that she will be meeting with Kanawha County delegates to educate them on issues affecting Kanawha County first responders and discussed EMS-related legislative items.

SS4A-Monica Mason:

- KCEAA and its partners (Metro and Beyond Lucid) were awarded the Safe Streets and Roads for All grant in the amount of \$2.4 million. It was noted that a press release has been issued and that the next step is to work with our partners to develop a plan for how the funding will be used. The board will be kept updated on the process.

PEIA-Monica Mason:

- PEIA premiums will increase by 3%. It was stated that it is concerning to see what the deductibles and maximum out-of-pocket costs will be.

Responses- Monica Mason:

Dec 2025 On Scene	Total	Dec 2025 Transported	Total
ALS Priority	1572	ALS Priority	1058
Assist Call	30	Assist Call	15
BLS Priority	949	BLS Priority	601
BLS Standard	204	BLS Standard	119
CCT/NICU/PICU	1	CCT/NICU/PICU	1
CRV - Assignment	133	CRV - Assignment	29
Priority NOT Selected	85	Priority NOT Selected	33
Pending Billing Approval	19	Pending Billing Approval	18
Pre-Scheduled	623	Pre-Scheduled	594
Ready Now	438	Ready Now	427
Grand Total	4054	Grand Total	2895

Staffing- Jordan VanMeter:

- Currently there are 191 full-time employees. Reviewed staffing changes from November and December 2025. Seven full-time EMTs were hired, four employees retired, four EMTs transitioned from full-time to part-time, one paramedic transitioned from full-time to part-time, and seven employees resigned. There was discussion regarding the raise and whether any of the recent employees who left went to Cabell EMS. It was noted that two employees did, with one requesting to return. It was noted that other employees who left went to Health Team. There was also discussion regarding a new transport company moving into the Charleston area, and the situation is being monitored. It was requested that the turnover rate be calculated excluding employees who transitioned from full-time to part-time, and include only true separations from KCEAA.

Open Forum:

- Noted there will be a Budget & Finance Committee meeting to adjust the 2026 budget in the near future and that projections through 2030 will be reviewed.
- Monica reviewed that she and Tom Susman have had continued conversations with our payers, which have been productive, and that the payers are willing to support treatment in place.
- Monica thanked staff for their support on the audit and noted that work on the cybersecurity policy is ongoing.

Adjournment:

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

Respectfully submitted



Ethan Walker