

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING MINUTES
June 15, 2026**

A meeting of the KCEAA Budget & Finance Committee took place at 1:00p.m. on Monday, June 15, 2026, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Committee Members Present:

Mr. Rory Isaac

Mr. Dave Fletcher

Mr. Tim Morris

Committee Members Absent:

All members were present.

Staff/Other:

Mr. Jason Sergent

Ms. Jordan VanMeter

Mr. Jason Wilson

Mr. John Shaheen

Ms. Carrie Dysart

Mr. Ethan Walker

Call to Order:

Mr. Rory Isaac called the meeting to order.

Approval of Minutes:

Motion made by Mr. Dave Fletcher, second by Mr. Tim Morris, to approve the Budget & Finance Committee meeting minutes from February 18, 2026. The motion passed.

New Business:

FY27 Budget- John Shaheen & Jason Sergent:

- The Committee began its review of the document titled *KCEAA FY27 Budget – Committee Briefing*, prepared on June 13, 2026, which was provided to all committee members. Discussion focused on the Executive Summary, Revenue Summary, Levy Taxes, Ambulance Service Fees, other revenue line items, and operating expenses.
- The Committee noted that the 2026 budget is projected to end with a deficit of only \$123,000, which will be covered through the use of reserves.
- The Committee discussed station projects, the HRSA and USDA grant, and recommended conducting annual reviews of contracts with facilities. The Committee also discussed the importance of ensuring that DigiTech automatically updates billing rates and accurately bills in accordance with all contractual agreements, including Medicare and other applicable reimbursement rates within contracts. The Committee discussed the personnel budget and KCEAA's ongoing internal software review initiative aimed at identifying efficiencies and reducing unnecessary expenses.
- The Committee discussed the insurance proposals from McGriff and WVCorp. It was noted that switching to WVCorp could result in an estimated annual savings of approximately \$190,000. Workers' compensation coverage will remain with Encova, consistent with other county agencies, due to the strong working relationship and favorable pricing.
- The Committee also discussed a potential Assistance to Firefighters Grant opportunity that could be pursued to obtain funding for radios. Additionally, the Committee discussed the Safe Streets and Roads for All grant opportunity and the Congressionally Directed Spending

request for funding to purchase new ambulances. The Committee also discussed the recently totaled ambulance and associated insurance matters.

- Additionally, the Committee discussed the ongoing IRS audit. It was noted that, to date, the audit has consisted of document and information requests, with no issues or findings reported.
- Due to time constraints, the Committee recommended scheduling an additional meeting on June 22, 2026, at 1:00 p.m. to continue its review of the FY27 budget.
- Prior to the next meeting, the Committee requested that the Executive Director position be added back into the personnel budget and recommended that the personnel-related cost savings be explained during the full Board meeting. The Committee also noted that the CPR line items in the budget should be changed to CP.
- Additionally, the Committee requested that Jordan contact WVCorp to obtain an explanation for the differences in vehicle insurance pricing and, if appropriate, revise the budget to reflect the estimated \$190,000 savings associated with switching to WVCorp. Recommend the CR-V vehicle be removed from the capital budget and that any other necessary revisions to the capital budget be made.
- The Committee also requested that any anticipated grant funding be included in the revenue budget and identified with an asterisk. Finally, the Committee requested that all changes made prior to the next meeting be highlighted to facilitate an efficient review.

Adjournment:

There being no further business, a motion was made by Mr. Rory Isaac, second by Mr. Dave Fletcher, 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" being more prominent than the last name "Walker".

Ethan Walker