

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
March 30, 2026**

A meeting of the KCEAA Board of Directors took place at 12:00p.m. on Monday, March 30, 2026, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members Present:

Mr. Harry Miller	Mr. Tim Morris	Mr. Dave Fletcher
Mr. Rory Isaac	Ms. Lillian Morris	Mr. Scott Elliott
Mr. Justin Teel	Mr. Virgil White	Dr. Tom Takubo
Mr. Chuck Blair(zoom)	Ms. Heidi Edwards(zoom)	Mr. Justin Triplett

Board Members Absent:

Commissioner Lance Wheeler	Mr. Scott James	Mr. Scott Taylor
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Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Sergent
Mr. Jason Wilson	Dr. Dave Seidler	Mr. John Shaheen
Ms. Carrie Dysart	Mr. Tom Susman	Commissioner Natalie Tennant(zoom)
Mr. Ethan Walker		

Call to Order:

President Harry Miller called the meeting to order, which began with the Pledge of Allegiance, followed by roll call.

Approval of Minutes:

Motion made by Mr. Tim Morris, second by Mr. Dave Fletcher, to approve the meeting minutes from February 26, 2026. The motion passed.

New Business:

- No new business.

Report of Committees:

Executive Committee- Harry Miller:

- Harry Miller stated that the Executive Committee met earlier today and reviewed the updated Drug Free Workplace Policy, Firearms and Weapons Policy, EMS Week, Advantage SonicWall Renewal, and PEIA HSA funding for the new renewal period. He noted that the committee made a recommendation to the full board to approve the updated policies, SonicWall renewal, and funding of the HSA cards.

Updated Personnel Manual- Monica Mason & Jordan VanMeter:

- Jordan VanMeter reviewed the update to the Drug Free Workplace policy, along with the addition of a Firearms and Weapons policy that was provided to all members. It was noted that, if approved, both will be distributed to employees for acknowledgment.

Motion made by Mr. Scott Elliott, second by Mr. Virgil White, to approve the Drug Free Workplace Policy and Firearms & Weapons Policy as presented. The motion passed.

EMS Week- Monica Mason:

- EMS Week is May 17-23. Reviewed that there is an employee line item in the budget with \$10,000 allocated that will cover the cost of EMS Week, with the goal of coming in under budget. This will include an EMS Week gift, employee meals, and service awards. All board members are welcome to attend, and additional details will be shared closer to the date.

Advantage SonicWall Renewal- Monica Mason & John Shaheen:

- Reviewed the Advantage SonicWall Firewall Upgrade quote that was provided to all members. John Shaheen noted that this is a highly recommended upgrade for our stations' SonicWalls and that they were last replaced in 2019.

Motion made by Mr. Dave Fletcher, second by Mr. Virgil White, to approve the Advantage SonicWall Renewal as presented. The motion passed.

PEIA-HSA Funding for New Renewal Period- Monica Mason & Jordan VanMeter:

- Jordan VanMeter reviewed that PEIA Plan C had a 5% increase in the premium and no changes to the deductible. Board members received a handout outlining the total cost. She explained that, with the shift in employee elections, the total increase, including the 5% premium increase and fully funding the HSA cards, would be \$19,733.92 compared to last year. She requested board approval to fund HSA contributions in the same manner as last year, at the full deductible amounts for elections made during open enrollment.

Motion made by Mr. Dave Fletcher, second by Mr. Virgil White, to approve PEIA HSA funding for the next renewal period. The motion passed.

Personnel Committee- Harry Miller:

- No update.

Budget & Finance Committee- Rory Isaac:

- Rory Isaac distributed the check register for February 2026, along with the statement of account for the WV Money Market Pool. He also reviewed that there are two separate state funds: \$1 million received from Governor Justice for station construction, and \$4 million in COVID funds that were retained and are helping balance the budget. He noted that the last drawdown of funds occurred in July/August. John Shaheen indicated that another drawdown will be needed soon. There was a lengthy discussion regarding cash on hand and how long operations can be sustained.

Approval of Write-Offs- Rory Isaac:

- February 2026- \$1,244.02

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

Financial Report- John Shaheen:

- Collections for February 2026 were \$139,000 over budget. Year-to-date collections, based on the modified budget, are \$1.6 million over, noting this will taper off as there will be no additional \$2.5 million months. Payroll for February 2026 was \$7,000 under budget. Levy collections for February 2026 were \$838,000, approximately \$30,000 less than the same period last year, and year-to-date Levy collections are also about \$30,000 less than the same period last year.

Motion made by Mr. Tim Morris, second by Mr. Dave Fletcher, to approve the Financial Report as presented. The motion passed.

Station Project Committee- Tim Morris & Monica Mason:

- Monica Mason reviewed that at the last Station Committee meeting, it was agreed to reach out to the architect to approve the changes made to the station blueprints. After speaking with the architect, we were notified that the blueprints will need to be completely redone due to updated requirements from 2019, when they were last completed. She noted that a new set of plans will likely cost \$90,000-\$100,000. Once the quote is received, a Station Committee meeting will be scheduled. She also emphasized that Swope is committed to keeping the project moving as quickly as possible.

Implementation Committee- Monica Mason, Dave Seidler, and Jason Sergent:

- Jason Sergent provided an update on the Priority Dispatch/Tiered Response initiative, noting that it is operating as expected and that he is happy with its progress. He also stated that the system continues to be monitored for compliance and best practices. Dr. Seidler commented that the initiative is going well and that the main objective, ensuring ALS availability, is being achieved. It was also reviewed that efforts are ongoing to fine-tune the process with BLS standard hold times.

Executive Director Report- Monica Mason:

- Monica Mason welcomed new board member Tom Takubo to the KCEAA Board of Directors.

Cost Saving Measures- Monica Mason:

- Reviewed that we continue to evaluate all areas to ensure cost savings.

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

- Reviewed that everything is going as expected with QMC. It was also noted that QMC and Digitech have merged, and the new CEO will be in town next week for a meet and greet. Despite the merger, we are still working with the same team members as before.

Rural Health Transformation Program Update- Monica Mason:

- We are still waiting to see what EMS will be able to qualify for. More information will be provided once it is received.

New Trucks & Remounts- Jason Wilson:

- The last remount has arrived and noted that, with all the new trucks and remounts, all front-line ambulances now have power loads. It was also noted that there has been a delay in the arrival of the new fly cars due to console issues/backorders.

Legislative Update- Monica Mason:

- It was reviewed that SB645 (No Surprises Bill) and HB5168 (permanent funding) passed the House and are now awaiting the governor’s signature. It was noted that if they are not signed or vetoed by April 1, 2026, they will automatically become law.

Levy- Monica Mason:

- The public safety levy will be on the upcoming May ballot. Everyone is invited to attend the levy kickoff at City Center on April 29, 2026. Additional information on the event will be provided soon.

IRS Audit- Monica Mason & John Shaheen:

- Reviewed that we are undergoing an IRS audit to ensure that changes from the 2017/2018 audit have been implemented. We have until May to submit the requested items, and it was noted that this should not be an issue.

CDS Request- Monica Mason:

- We will be submitting a CDS request to Senator Justice and Senator Capito for FY2027 for physical and cyber security. It was noted that it is uncertain whether we will receive funding, given that \$2.1 million was received from Capito’s CDS request last year.
- KCEAA administration was in DC last week for EMS Day on the Hill and met with the delegation and their staff.

Ambulance Responses- Monica Mason:

2025																
2025 On Scene	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Tot	Priority Dec. 2025	Total	Grand
Assist Call	26	21	34	39	21	65	56	32	47	53	53		447	ALS Priority	1572	
CCT/NICU/PICU	3	1	1	1		1	1		1				9	Assist Call	30	
Emergency	589	617	707	584	552	508	419	437	456	491	428		5788	BLS Priority	949	
Emergency-Critical	836	752	843	824	896	848	879	806	917	871	798		9270	BLS Standard	204	
Emergency-Low	691	688	779	714	712	842	900	891	890	905	891		8903	CCT/NICU/PICU	1	
Emergency-Medium	195	201	232	213	209	182	211	225	250	220	267		2405	CRV - Assignment	133	
Interfacility/Transport													0	Priority Not Selected	85	
Pending Billing Approval	10	12	26	18	15	36	30	26	11	24	14		222	Pending Billing Approval	19	
Pre-Scheduled	919	686	834	784	760	778	785	627	660	690	649		8172	Pre-Scheduled	623	
Ready Now	403	353	405	382	382	365	385	354	377	479	411		4296	Ready Now	438	
Routine								2					2			
Sup Approval													0			
Chase	35	40	39	35	56	57	58	46	74				440			
Grand Total	3672	3331	3861	3559	3547	3625	3666	3398	3611	3733	3511	0	39514		4054	43568

2026																
2026 On Scene	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total			
ALS Priority	1797	1351											3148			
Assist Call	39	26											65			
BLS Priority	965	927											1892			
BLS Standard	182	151											333			
CCT/NICU/PICU	2	1											3			
CRV - Assignment	62	31											93			
Priority Not Selected	45	40											85			
Pending Billing Approval	17	28											45			
Pre-Scheduled	530	601											1131			
Ready Now	453	389											842			
Intentionally left blank													0			
Intentionally left blank													0			
Intentionally left blank													0			
Grand Total	4092	3545	0	0	0	0	0	0	0	0	0	0	7637			

2025																
2025 TXP Priority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Grand Total	Priority DEC 2025	Total	2025 GR	
Assist Call	12	8	23	20	8	36	15	12	19	19	24	196	ALS Priority	1058		
CCT/NICU/PICU	3		1	1		1	1		1			8	Assist Call	15		
Emergency	501	510	584	473	457	410	330	351	357	376	320	4669	BLS Priority	601		
Emergency-Critical	605	554	637	600	659	635	657	591	648	575	555	6716	BLS Standard	119		
Emergency-Low	537	537	604	523	566	655	730	714	694	699	675	6934	CCT/NICU/PICU	1		
Emergency-Medium	89	94	101	93	95	78	84	112	107	89	115	1057	CRV-Assignment	29		
Interfacility/Transport												0	Priority Not Selected	33		
Pending Billing Approval	10	12	26	17	13	36	30	26	11	24	14	219	Pending Billing Approval	18		
Pre-Scheduled	883	664	813	762	744	761	760	661	632	675	615	7970	Pre-Scheduled	594		
Ready Now	394	345	397	378	374	361	380	376	372	468	396	4241	Ready Now	427		
Routine									1			1				
Sup Approval												0				
Grand Total	3034	2724	3186	2867	2916	2973	2987	2843	2841	2925	2714	32010		2895	34905	

2026																
2026 TXP Priority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Grand Total				
ALS Priority	1232	941										2173				
Assist Call	12	10										22				
BLS Priority	581	596										1177				
BLS Standard	99	91										190				
CCT/NICU/PICU	2	1										3				
CRV - Assignment	7	0										7				
Priority Not Selected	21	23										44				
Pending Billing Approval	17	28										45				
Pre-Scheduled	508	578										1086				
Ready Now	447	382										829				
Intentionally left blank												0				
Intentionally left blank												0				
Grand Total	2926	2650	0	0	0	0	0	0	0	0	0	5576				

Staffing- Jordan VanMeter:

- In February 2026, KCEAA hired one medic full-time, two EMTs full-time, and one EMT moved from part-time to full-time. Two EMTs moved from full-time to part-time, one medic moved from full-time to part-time, and two EMTs and one EVO resigned. There are currently nine EMT students in the ongoing EMT Academy, who are at the midpoint of the class. Additionally, two students from the previous class are still in the process of testing.

Adjournment:

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

Respectfully submitted:

Ethan Walker