

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
March 30, 2026**

A meeting of the KCEAA Executive Committee took place at 11:00a.m. on Monday, March 30, 2026, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Committee Members Present:

Mr. Harry Miller	Mr. Dave Fletcher	Mr. Rory Isaac
Ms. Lillian Morris	Mr. Tim Morris(phone)	

Committee Member Absent:

Commissioner Lance Wheeler

Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Mr. Jason Sergent	Mr. John Shaheen	Dr. Dave Seidler
Ms. Carrie Dysart	Mr. Tom Susman	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. Dave Fletcher, to approve the meeting minutes from February 26, 2026. The motion passed.

New Business:

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. Rory Isaac, second by Ms. Lillian Morris, to recommend to the full board the approval of the updated Drug Free Workplace and Firearms and Weapons policies as presented. The motion passed.

EMS Week- Monica Mason:

- EMS Week is May 17-23. Reviewed that last year's budget for on-duty meals for both shifts, service awards, and an EMS Week gift was approximately \$7,100. \$10,400 is available in the employee relations line items to cover these costs. It was noted that efforts will be made to keep the total similar to last year.

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. Rory Isaac, to recommend approval of the Advantage Tech SonicWall renewal to the full board. 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. Committee members received a handout outlining the total cost. She explained that, with the shift in the employee mix, the total increase, including the 5% premium increase and fully funding the HSA cards, would be \$19,733.92 compared to last year.

Motion made by Mr. Dave Fletcher, second by Mr. Tim Morris, to recommend approval of funding the HSA contributions as presented to the full board. The motion passed.

Old Business:

- no old business.

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:



Ethan Walker