

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING MINUTES
June 12, 2025**

A meeting of the KCEAA Budget & Finance Committee took place at 1:30p.m on Thursday, June 12, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Committee Members:

Mr. Glenn Summers	Mr. Harry Miller	Mr. Dave Fletcher
Mr. Rory Isaac		

Staff/Other:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Mr. Matt Vance	Ms. Oliva Haught (Gazette)	Mr. John Shaheen
Ms. Carrie Dysart	Mr. Ethan Walker	

Call to Order:

Mr. Glenn Summers called the meeting to order.

Approval of Minutes:

There were no meeting minutes to approve; they were approved at the Executive Committee meeting on March 27, 2025.

New Business:

Updated 2025 Vehicle Replacement Plan- Jason Wilson:

- Jason Wilson presented an overview of KCEAA’s current fleet, which consists of 68 vehicles, including a mix of box and van ambulances, SUVs, and work trucks. The current plan is based on the existing deployment model and staffing.
- A significant portion of the fleet is aging, with 22 ambulances exceeding the national replacement standard of 250,000 miles. Eleven box units are currently over this threshold, with five more expected to surpass it within two years. Several units are over 300,000 miles, including four frontline spares over 350,000 miles. Two E350 vans are out of service due to structural issues.
- Mileage data was analyzed by station to estimate vehicle lifespan, ranging from 3.5 to 6 years based on usage.
- Remounting existing ambulance modules was discussed as a cost-saving alternative, averaging \$120,000 per unit with a 90-120-day turnaround. Purchasing new box ambulances starts around \$165,000-\$179,000, with delivery lead times up to 600 days. KCEAA would need to replace or remount at least 10 ambulances in the next fiscal year to stay on track, with five more in FY2027 and six every other year thereafter.
- Van ambulance replacement is also necessary, with two units (544 and 549) to be replaced in FY2026 and two more every third year. Current van pricing starts at approximately \$107,741, with projected increases by August 2025.
- Pricing through the WV Coalition agreements with Penn Care and Atlantic may provide cost savings. Current pricing under the agreement is as follows:

- Penn Care:
 - Van: \$107,741.00
 - Small Box: \$143,049.00
 - Large Box: \$177,946.00
- Atlantic:
 - Van: \$111,365.00
 - Small Box: \$163,675.00
 - Large Box: \$193,590.00
- Each new or remounted ambulance will also require a Stryker load system, estimated at \$33,800 per unit.
- Staff vehicles were evaluated and will be reassessed over the next year for a potential phased replacement plan.
- After a thorough review, the committee recommended purchasing four new ambulances from Atlantic and remounting four existing ambulances, two at a time, with power load systems included for all units.

A motion was made by Mr. Dave Fletcher, second by Mr. Rory Isaac, to recommend to the Executive Committee, who will in turn recommend to the full board, the purchase of four new ambulances from Atlantic to be delivered by December 31, 2025; to remount four of the spare ambulances, two at a time; and to include load systems in them, noting the total budget would be \$1.5 million. The motion passed.

Stryker KCEAA State of The Readiness- Jason Wilson:

- Jason Wilson reviewed the Stryker KCEAA State of Readiness report that was provided to all Committee members.

ZOLL- Monica Mason:

- Monica Mason noted that our current ZOLL equipment will reach end of service in 2027 and that it was originally purchased in 2020. She emphasized the need to begin assessing all of our equipment in preparation for next year's budget.

Salary Study- Jordan VanMeter:

- Jordan VanMeter reviewed the salary study that was provided to all committee members. It was determined that no action can be taken at this time, and Harry Miller suggested revisiting it in six months.

Workers' Compensation Modified Duty Program Update- Jordan VanMeter:

- Jordan VanMeter reviewed the following documents, which were provided to all Committee members: Expenses Billed to Encova from KCEAA Health & Wellness Clinic vs. Other Medical Providers, Impact of KCEAA's Light Duty Program on Workers' Compensation Premium, and Encova's Stewardship Report. Jordan added that in 2016-2017, the premium was \$843,000; in 2017-2018, it was \$581,000; and from 2019 to the present, it has remained under \$550,000. She also noted a 6% decrease in the workers' compensation premium this year.

FY26 Budget- John Shaheen & Monica Mason:

- The committee began its review of the FY26 budget. There was discussion regarding the projected \$13 million in collections. It was noted that this is only an estimate, and we will not have a clear sense of the actual amount until payments begin coming in under the new fee schedule.

A motion was made by Mr. Dave Fletcher, second by Mr. Harry Miller, to enter Executive Session at 3:04 p.m. The motion passed. The Executive Session ended at 3:25 p.m.; no decisions were made, and no votes were taken.

- The Committee continued its review of the operating and capital budgets. It was determined that the budget will need to be revisited following the implementation of a tiered response model and potential changes within the billing department. The \$600,000 in public safety funding was reviewed. It was noted that the proposed ambulances would be paid for with cash on hand and added to the capital budget in the amount of \$1.5 million. Discussion also took place regarding the replacement of the broken air conditioning units, with a recommendation to proceed with replacement as soon as possible.

A motion was made by Mr. Dave Fletcher, second by Mr. Rory Isaac, to recommend to the Executive Committee, who will in turn recommend to the full board, that the capital budget be approved with the removal of \$19,916 for HVAC replacement and the addition of \$1.5 million for the purchase of new ambulances. The motion passed.

A motion was made by Mr. Harry Miller, second by Mr. Dave Fletcher, to recommend to the Executive Committee, who will in turn recommend to the full board, that the budget be approved with the revisions from Mr. Fletcher's prior motion, noting that an updated budget will be prepared prior to the meeting. The motion passed.

A motion was made by Mr. Dave Fletcher, second by Mr. Rory Isaac, to grant Monica Mason approval to repair the HVAC units on the main building. The motion passed.

Adjournment:

There being no further business, a motion was made by Mr. Harry Miller, second by Mr. Dave Fletcher to adjourn the meeting. The motion passed.

Respectfully Submitted:



Ethan Walker