

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Thursday, June 2nd, 2011 <<<

Bill Platt Training Center

Coast Life Support District Station

38901 Ocean Drive, Gualala, CA 95445

1. Call to Order Kaplan
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action Foster
 - FY12 Budget – Action
 - i. FY12 Tax Rates Resolution
 - ii. FY12 Ambulance Fees Resolution
 - iii. FY12 Funds Transfer Resolution
 - iv. FY12 Proposition 4 Limit Resolution
 - v. FY12 Preliminary Budget Resolution
 6. New Business
 7. Reports Rice
Dodds
Rice
Chilton Hauck
Foster
Dilks/Bold
 - Board Officers – General
 - Treasurer
 - QA/QI Committee
 - Tax Planning Committee
 - Communications Committee
 - District Administrator
 - Staff
 8. Closed Session – District Administrator performance review
 9. Other Rice
 - General announcements
 10. Adjournment
- Scheduled Board of Director meetings (Bill Platt Training Center unless otherwise noted).
 - Monday, July 18th, 4:30pm

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. ____**

ADOPTION OF TAX RATE FOR FISCAL YEAR 2012

WHEREAS, in 2006 the voters of the Coast Life Support District authorized the District Board of Directors to levy a Special Tax of up to \$32 per benefit unit to support Emergency Medical Services, and

WHEREAS, in June 1997, the voters of the District approved a Special Tax assessment of up to \$18 for an undeveloped parcel, and \$36 for a developed parcel, to support After Hours Urgent Care,

WHEREAS, Coast Life Support District's budget for Fiscal Year 2012 requires a Special Tax rate of \$32 per benefit unit for Emergency Medical Services and \$18/\$36 Special Tax for undeveloped/developed parcels to provide After Hours Urgent Care,

BE IT RESOLVED that the Special Tax rate of \$32 per benefit unit for Emergency Medical Services, plus \$18/\$36 per parcel for After Hours Urgent Care, be assessed accordingly to parcels in the District,

BE IT FURTHER RESOLVED that the Coast Life Support District renews its agreements with the appropriate offices of Mendocino and Sonoma Counties for collections of the assessments through the property tax rolls.

The above RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 2nd day of June 2011 by the following roll call vote:

Directors: Kaplan
Rice
Schwartz
Toedter
Dodds
Chilton Hauck
Klopper

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Cynthia Chilton Hauck, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. ____**

ADOPTION OF AMBULANCE RATES FOR FISCAL YEAR 2012

WHEREAS, the Coast Life Support District last adjusted the rates at which Ambulance Services are billed in June of 2010, and

WHEREAS, the rates are intended to reflect the actual operating costs of the ALS Ambulance, and

WHEREAS, with the passage of AB 2091 Berg, as of January 1, 2007, the District may charge Residents and Taxpayers of the District a Fee for Service Rate less than that of Non-Residents and Non-Taxpayers, and

WHEREAS, the District recognizes the disparity between what a Resident/Taxpayer actually pays for services versus what a Non-Resident/Non-Taxpayer pays, vis-à-vis their parcel tax contribution, and

WHEREAS, as Resident/Taxpayer is defined as either having a mailing address within the District or owning property within the District or both,

BE IT THEREFORE RESOLVED, that the rate schedule adopted, effective July 1, 2011 and in effect until changed by resolution, be as follows:

BASIC CHARGES:	<u>Resident</u>	<u>Non-Resident</u>
BLS Non-Emergency	\$788	\$985
BLS Emergency	\$1158	\$1448
BLS Emergency/Night	\$1253	\$1567
ALS I Non-Emergency	\$1989	\$2486
ALS I Emergency	\$2377	\$2971
ALS I Emergency/Night	\$2679	\$3126
ALS I Emergency/EKG	\$2530	\$3162
ALS I Emergency/EKG/Night	\$2677	\$3345
ALS II Emergency	\$2783	\$3480
ALS II Emergency/Night	\$2945	\$3681
Mileage per mile	\$26	\$32
Oxygen	\$118	\$148
EKG	\$165	\$206
BLS Treat and Release	\$148	\$185
ALS Treat and Release	\$364	\$455
Late Payment Fee	\$10	\$10

AND BE IT FURTHER RESOLVED, that these charges be reviewed annually and changes included in the Budget for the following year.

The above RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 2nd day of June, 2011,

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Cynthia Chilton Hauck, Secretary

COAST LIFE SUPPORT DISTRICT

RESOLUTION No. _____

**RESOLUTION OF THE GOVERNING BOARD OF COAST LIFE SUPPORT DISTRICT
OF THE STATE OF CALIFORNIA, REQUESTING FUND TRANSFER UNDER
ARTICLE XVI, SECTION 6 OF THE STATE CONSTITUTION**

RESOLVED, by the Governing Board of the Coast Life Support District, a Bi-County District of the State of California, that:

WHEREAS, this District may not have a sufficient cash flow cycle to provide for the operations of the District during the 2012 Fiscal Year, and

WHEREAS, Article XVI, Section 6 of the State Constitution authorizes a temporary transfer of funds in the custody of the County Treasurer upon approval of the Board of Supervisors, and

WHEREAS, the revenues to said District for the fiscal year 2012 are budgeted at \$1,453,302:

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

1. That the Board of Supervisors of the County of Sonoma be and it is hereby requested to authorize a temporary transfer to this District on an as-needed basis of not to exceed \$450,000, during the 2012 Fiscal Year; said sum will not exceed 85% of the revenues to said District during said fiscal year.
2. That the County Treasurer of the County of Sonoma be requested to recommend and the County Auditor of the County of Sonoma be requested to acknowledge said transfer.
3. That certified copies of this resolution be forwarded by the Clerk of this Board to the Board of Supervisors of the County of Sonoma, the County Auditor and County Treasurer of this County.

The above resolution was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed and adopted on this 2nd day of June, 2011, by the following roll call vote:

Directors:	Kaplan	Rice	Schwartz	Chilton Hauck
	Dodds	Toedter	Klopfner	

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

_____, Secretary

Coast Life Support District

38901 Ocean Drive PO Box 1056
Gualala, CA 95445

June 2nd 2011

General Fund

ANTICIPATED MONTHLY ENDING BALANCES

From July 1 2011 to June 30 2012

	Cash Income	Cash Expenditures	Cash Balances
Beginning Cash Balance:			
July	\$ _____	\$ _____	\$ _____
August	_____	_____	_____
September	_____	_____	_____
October	_____	_____	_____
November	_____	_____	_____
December	_____	_____	_____
January	_____	_____	_____
February	_____	_____	_____
March	_____	_____	_____
April	_____	_____	_____
May	_____	_____	_____
June	_____	_____	_____
Carry Over	*\$ _____	\$ _____	
Capital Outlay (Current Yr)		_____	
General Reserves		_____	
Approp. For Contingencies		_____	
	\$ _____	\$ _____	\$ _____

NOTE: Copies of the Cash Flow Statement are to be attached to each Resolution.

*Total cash income includes secured and unsecured taxes to be raised in current year budget plus estimated revenues (other than current property taxes).

CLERK'S CERTIFICATE

I, Scott Foster, Clerk of the Governing Board of the Coast Life Support District of the Counties of Sonoma and Mendocino, State of California, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Governing Board of said District, regularly held at the regular meeting place thereof, on June 2, 2011, of which meeting all the members of said Governing Board had due notice.

I further certify that said resolution has not been amended, modified, nor rescinded since the date of its adoption and the same is now in full force and effect.

ATTEST: This 2nd day of June 2011

Clerk of the Governing Board of the Coast Life Support District

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. _____**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT
DISTRICT, STATE OF CALIFORNIA, ADOPTING THE PROPOSITION 4
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2011-2012**

WHEREAS, each fiscal year a Proposition 4 limit must be established; and

WHEREAS, Proposition 111, Article XIII B, requires the Board of Directors of the Coast Life Support District to choose and adopt a certain method to increase this limit every year; and

WHEREAS, the Coast Life Support District had approved and adopted an Appropriation Limit for Fiscal Year 2010-2011 of \$1,022,753; and

WHEREAS, the Coast Life Support District has chosen the California Per Capita Personal Income and the Sonoma County Population Change Percentage factors in establishing the Proposition 4 limit; and

WHEREAS, the Board of Directors of the Coast Life Support District calculates the new Appropriation Limit to be \$1,058,594 based on the annual percentage change for the California Per Capita Personal Income which is 0.97% and the local population growth change which is 2.51%,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coast Life Support District hereby adopts a new Appropriation Limit in the amount of \$1,058,594 for the Fiscal Year 2011-2012,

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____, and then adopted by the following vote on the 2nd day of June, 2011

Director Kaplan _____ Director Chilton Hauck _____ Director Toedter _____
Director Dodds _____ Director Rice _____ Director Schwartz _____
Director Klopfer _____

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____

WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO ORDERED

Cynthia Chilton Hauck, Secretary to the Board

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: _____

ADOPTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2012

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for After Hours Urgent Care services in order to fully fund the current program and provide adequate funds for development of any potential future after hours program and any other authorized use, and

WHEREAS, the District Board of Directors will approve any expenditures of AHUC funds in support of, but beyond current program, and

WHEREAS, Reserve funding must remain at prudent levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$356,726
Mendocino County	\$524,396
Ambulance Billings	\$565,180
Training Class Fees	\$6,300
Miscellaneous	<u>\$700</u>
Total Budgeted Revenue	\$1,453,302

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$1,111,715
District Administration & Overhead	\$66,700
Training Programs	\$14,500
After-Hours Urgent Care Program	\$150,534
Interest & Depreciation	\$94,229
Reserve Fund Expense	<u>\$15,624</u>
Total Budgeted Expenditures	\$1,453,302

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2012.

The above resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed and adopted on this 2nd day of June 2011 by the following roll call vote:

Directors: Kaplan
 Rice
 Schwartz
 Toedter
 Dodds
 Klopfers
 Chilton Hauck

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Cynthia Chilton Hauck, Secretary

**Coast Life Support District
District Administrator's Report
June 2nd, 2011**

1. Disaster Preparedness.
 - a. The board President, Treasurer, and I with Chief Mark Aston, Sonoma County Department of Emergency Services, to discuss area fire department's readiness in coastal disaster response. We hope to meet with Mendocino County before the summer's out.
 - b. HAM Operators Drill. The District sponsored a second annual ham radio operators' drill, with representatives from both counties and all district-area fire departments. The drill was a success.
 - c. Mendocino County radio drill. The District participated in a county-wide ham radio drill involving EMS providers.
2. Communication.
 - a. We await FCC approval for our tactical network frequency. The bureaucracy moves very slowly.
3. Legal. The Treasurer and I had a teleconference with County Counsel regarding the effect of Proposition 26 on the District continuing to charge a rate differential for non-residents and we received an affirmative response.
4. Finance. We worked closely with the Treasurer to complete the FY12 budget and accompanying documents.

/s/

Scott Foster
District Administrator

Coast Life Support District Accounts Receivable Status

April-11

ALS Transports	27
.....
BLS Transports	6
.....
Dry Runs	26
.....
ALS/BLS Treat & Release	3
.....
Total	62

Beginning Gross Accounts Receivable Balance: \$190,242.03

Ambulance Revenue	\$	125,648.10
.....

Payments Posted:	\$	40,651.46
.....

Write-offs:

MediCare-Required	\$	41,124.89
.....
Medi-Cal Required	\$	21,345.28
.....
Collections Agency	\$	6,254.00
.....
Other Adjustments		\$682.64
.....	
Less Reimbursement		
.....	

Total Write-Offs for This Month		\$69,406.81
.....

Aging Report

CURRENT	\$	101,691.61
.....
31-60 Days	\$	43,515.93
.....
61-90 Days	\$	9,689.70
.....
91+ Days	\$	50,934.62
.....

New Gross Accounts Receivable Balance: \$205,831.86

Cash on Hand

FAMIS ACCOUNT:		\$557,916.66
Redwood Credit Union Checking:		\$61,992.87
Total Cash on Hand		\$619,909.53

Board Approval/Secretary: _____ (Date)