

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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

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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, March 16, 2015 <<<

Elaine Jacob Center

Gualala, CA

1. Call to Order Hughes
2. Adoption of the Agenda
3. Minutes Approval – 17 Feb 2015
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
  - Treasurer Report Beaty
    - Billing Contract Budget Adjustment – Action
  - JOG Update Perry
  - Update of Board Strategic Goals Hughes
  - District Administrator Search Committee Update Hughes
6. New Business
7. Reports
  - Committee Reports
  - District Administrator
  - District Fiscal Officer
8. Other
  - General Announcements
9. Adjournment

Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):

- None scheduled at this time



MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
February 17th, 2015

Call to Order. Board President Hughes called the meeting to order at 4:30p.m. Present: Directors André, Beaty, Bower, Dodds, Hughes and Schwartz. Absent: Perry.

Adoption of the Agenda. Director Dodds moved to adopt the proposed agenda, Director André seconded, all ayes.

Approval of January 19, 2015 Board Minutes. Director Schwartz moved to adopt the Minutes, Director Hughes seconded, all ayes.

Privilege of the Floor- Public Comment: (none)

**Old Business-Information or Action:**

- Joint Operating Group (JOG) - Information  
District Administrator Foster reported that the CLSD/RCMS/St. Josephs planning grant had been submitted, and that the JOG mission statement and Urgent Care budget review were on the agenda for the next JOG meeting.

- Communications Strategy – Information  
Director Bower reported that the Communications Committee would hold its first meeting on February 26, with goal-setting as the first agenda item.

- Treasurer Report - Information  
Director/Treasurer Beaty reported on the status of the FY2014 audit and consideration of outsourcing ambulance billing.

- District Administrator Search Committee Update - Information

Director/President Hughes reported that 19 applications were received by the Committee, of which 10 had been selected for further consideration. In-person interviews are scheduled for March 2, with a target of end of March/early April for the Committee's recommendation to the Board.

**New Business:**

- Establishing Board Goals/Strategic Planning  
Director/President Hughes proposed a roundtable discussion on approaches to furthering the strategic planning process, and will present a suggested process at the next board meeting.

**Reports:**

- Committee Reports (none)
- District Administrator – DA Foster directed attention to his report as included in the agenda package, and additionally noted that there would be an all-hands company meeting on March 24.
- District Fiscal Officer (none)

**General Announcements:**

- "Went the Extra Mile" Award  
CLSD EMT Bonnie Plakos was recognized for her website assistance to the District Administrator Search Committee.

**Next Board of Directors Meetings**

- Monday March 16, 2015, 4:30 pm
- Monday April 20, 2015, 4:30 pm
- Monday May 18, 2015, 4:30 pm  
(the March meeting will be held at the Bill Platt Training Center at CLSD Headquarters in Gualala. Locations for the April and May meetings will be announced later.)

**Adjournment:**

Director Schwartz moved for adjournment, Director Bower seconded, all ayes. Meeting adjourned at 5:35 pm.

Minutes approved:

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Date

**Coast Life Support District  
District Administrator's Report  
March 16, 2015**

1. Personnel. We continue to progress on addressing the concerns raised through the employee survey last summer. On March 24<sup>th</sup> I will present to the crew our plan to improve our organization to provide guidance, mentorship, and individual feedback on performance, to include career development and improved communication. After working through the changes with staff, I will present an overview of the improvements at the April board meeting.
2. Finance.
  - a. Contracting A/R and A/R Backlog. The Treasurer will report on the status of contracting for ambulance services billing. The significance of this improvement cannot be overstated; in addition to improving efficiency and collection rate, shifting the billing tasks to a contractor will free up the DFO to provide analysis, reporting, and financial management recommendations that will greatly assist the District in moving forward with our partnership with RCMS and St. Joseph.
  - b. Audit. Awaiting Collins Accountancy. I ask the board to consider a single-item special board meeting as soon as we receive the final audit, so we may move forward on changing banks, establishing a line of credit, investigating financing of capital purchases, establishing our financial position, etc.
3. Logistics.
  - a. Big Red Ambulance. We are sending the Freightliner ambulance to a public auction in Benicia that specializes in public safety vehicles and construction equipment. This will be the most expeditious and low-risk option for disposing of the ambulance, and will likely net the highest return of the available options.

Respectfully submitted,

Scott Foster  
District Administrator