

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 Tuesday, May 19, 2015 <<<

Bill Platt Training Center

Gualala, CA

1. Call to Order Hughes
2. Adoption of the Agenda
3. Minutes Approval –
 - April 20, 2015
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
 - FY16 Financial Resolutions – Action Beaty
 - Resolution 234 Adoption of Preliminary Budget for FY2016
 - Resolution 235 Adoption of Tax Rates for FY2016
 - Resolution 236 Adoption of Ambulance Rates for FY2016
 - JOG Update – Information Perry
 - Board Planning & Goals - Information Hughes
6. New Business
 - Communications Plan Bower
 - Community Leadership Institute Hughes
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):

- June 24, 2015, 4:30pm at the Point Arena Library



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
April 20th, 2015

Call to Order. Board President Hughes called the meeting to order at 4:30p.m. Present: Directors André, Beaty, Bower, Hughes, Perry and Schwartz; absent: Director Dodds. Also present: District Administrator Foster and District Fiscal Officer Rice.

Adoption of the Agenda. Director Bower moved to adopt the agenda, Director Perry seconded, all ayes.

Approval of March 16, 2015 Board Minutes. Director André moved to approve the Minutes, Director Schwartz seconded, all ayes.

Approval of April 14, 2015 Board Minutes. Director Schwartz moved to approve the Minutes as corrected, Director André seconded, all ayes.

Privilege of the Floor- Public Comment: (none)

Old Business-Information or Action:

- District Re-organization – Information. District Administrator Foster provided an update to the Board on previously outlined steps associated with the re-organization of the District's operations staff, including the new team structure (three teams of 3-4 EMTs, under the leadership of a Paramedic), planned training of all EMTs to the ALS-EMT level and performance evaluation structure.

- Joint Operating Group (JOG) Update and Information. Director Perry presented the revised Mission Statement for the JOG, as distributed in the agenda package. Director Beaty moved to approve, Director Bower seconded, and after discussion, the Board adopted the Mission Statement on a 5-1 vote (Schwartz nay).

Director Perry reported that the JOG had reviewed projected RCMS costs for FY2016 for the operation of the Urgent Care program, and that as a result of grant funds obtained by RCMS, the contract amount for FY2016 was expected to remain the same as the current FY2015 contract.

- FY2016 Preliminary Budget Overview – Information.

District Administrator Foster reviewed, and the Board discussed, the Preliminary Budget Overview included with the agenda package, and the related drafts of the annual budget resolutions the Board will consider at the May meeting.

- Transfer of District Monies to Exchange Bank – Action.

Director/Treasurer Beaty reviewed the documentation required by Sonoma County to withdraw District funds from the County Treasury and use an outside bank (Exchange Bank) as depository, as implemented in proposed Resolution 232 and as reviewed and recommended by the Finance Committee. Director Beaty moved to approve, Director Schwartz seconded, all ayes.

- Authorization to establish line of credit - Action. Director/Treasurer Beaty described the terms of the proposed line of credit from Exchange Bank, which will replace the dry period funding no longer available from Sonoma County, as outlined in proposed Resolution 233 and as reviewed and recommended by the Finance Committee. Director Beaty moved to approve, Director Hughes seconded, all ayes.

- FY2014 Audit Revision and Approval – Action. District Administrator Foster reviewed the correction of a typographical error found in the previously approved FY2014 Audit Report. Director Schwartz moved for approval of the revised report, Director Perry seconded, all ayes.

New Business: (none)

Reports:

- Committee Reports - District Administrator Foster reviewed the Medical Director's report to the QA/QI Committee for the quarter ended March 31, 2015, as included with the agenda package.

- District Administrator – no additional items to report.
- District Fiscal Officer – District Fiscal Officer Rice updated the Board on the status of the ambulance billing outsource to Wittman Enterprises (planned kick-off meeting in Sacramento on April 23), and planning for the FY2015 audit.

Closed Session – Personnel Action

Board President Hughes closed the public session of the Board Meeting at 6:10 pm, and the Board went into closed session to consider a personnel action. The public meeting was reconvened at 7:25 pm. Board President Hughes reported that the Board was refining its offer to the top candidate for the District Administrator position, and would report later on the outcome.

Other – General Announcements:

(none)

Next Board of Directors Meetings

- Tuesday May 19, 2015, 4:30 pm, at the Elaine Jacob Center in Gualala
- Wednesday June 24, 2015, 4:30 pm, at the Coast Community Library in Point Arena
- Annual Board Retreat to be scheduled

Adjournment:

Director Hughes moved for adjournment at 7:28 pm, Director Schwarts seconded, all ayes.

Minutes approved:

Date

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 234

ADOPTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2016

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 not require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of the presently envisioned Urgent Care program and any other authorized use, and

WHEREAS, Reserve funding should remain at present levels to support contingencies and capital replacement requirements, and

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

Sonoma County	\$666,878
Mendocino County	\$895,107
Ambulance Billings	\$596,417
Miscellaneous	<u>\$6,638</u>
Total Budgeted Revenue	\$2,165,040

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

Ambulance Operations	\$1,272,748
Administration & Overhead	\$117,305
Urgent Care Program	\$643,265
Interest & Depreciation	\$97,338
Reserve Fund Increase	<u>\$34,384</u>
Total Budgeted Expenditures	\$2,165,040

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 2016.

The above resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed and adopted on this 19th day of May 2015 by the following roll call vote:

Directors: Hughes
Beaty
Bower
Schwartz
Dodds
Perry
André

Ayes: Noes: Abstain: Absent:

Commented [SF1]:
Commented [SF2R1]:
Commented [SF3R1]:

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

Naomi Schwartz, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 235**

ADOPTION OF TAX RATES FOR FISCAL YEAR 2016

WHEREAS, in March 2012 the voters of the Coast Life Support District authorized the District Board of Directors to levy a Special Tax of up to \$44 per benefit unit to support Emergency Medical Services, and

WHEREAS, in April 2014, the voters of the District approved a Special Tax assessment of up to \$74 for a developable parcel, and \$148 for a developed parcel, to support Urgent Care, and

WHEREAS, the District Board of Directors has determined the tax for the Urgent Care program need not be increased and will remain unchanged, and

WHEREAS, the District's budget for Fiscal Year 2016 requires a Special Tax rate of \$44 per benefit unit for Emergency Medical Services and \$57.50/\$115.00 Special Tax for developable/developed parcels to provide Urgent Care,

BE IT RESOLVED, THEREFORE that the Special Tax rate of \$44 per benefit unit for Emergency Medical Services, plus \$57.50 per benefit unit per parcel for 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 19th day of May 2015 by the following roll call vote:

Directors: Hughes
 André
 Bower
 Schwartz
 Dodds
 Beaty
 Perry

Ayes: Noes: Abstain: Absent:

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

Naomi Schwartz, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 236**

ADOPTION OF AMBULANCE RATES FOR FISCAL YEAR 2016

WHEREAS, the Coast Life Support District last adjusted the rates at which Ambulance Services are billed in June of 2014, 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, 2015 and in effect until changed by resolution, be as follows:

<i>Service</i>	<i>BLS</i>	<i>ALS I</i>	<i>ALS II</i>
Non-Emergency	\$1,081	\$2,726	
Emergency	\$1,587	\$3,258	\$3,814
Night Surcharge	\$130	\$415	\$415
Mileage	\$36	\$36	\$36
Oxygen Surcharge	\$162	\$162	\$162
EKG Surcharge		\$227	\$227
Treat & Release	\$203	\$500	
Late Payment Fee	\$25	\$25	\$25

AND BE IT FURTHER RESOLVED, that Resident/Taxpayers will receive a fifty percent reduction in the balance owed after third-party payments, if paid in full within sixty days.

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 19th day of May, 2015,

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

Naomi Schwartz, Secretary

**Coast Life Support District
District Administrator's Report
May 19, 2015**

1. Personnel.
 - a. Team Organization. I am pleased to report that our reorganization into teams is proceeding with enthusiasm and success for all concerned. Team leaders have demonstrated personal support of their team members and have already developed advanced training programs to move all EMTs to the ALS level.
 - b. Off-Duty Response Program. In the course of our daily lives in this remote area of the state, we come across emergency situations on the road or in our neighborhoods. In order to provide our crew with the tools to assist in emergencies while off-duty, and remove any disincentives from engaging in emergencies, I have initiated a program to support community emergency response.
 - i. Train & Equip. Our EMTs are currently in the process of training up to the ALS response level. When they are fully trained and certified, they will be issued a professional "jump bag," or medical aid kit, for their personal vehicle, equipped with medical supplies appropriate to their certification level. The program cost of these kits will be less than \$2K and can be accommodated within our budget for supplies and equipment.
 - ii. Organize and Deploy. Crew members who are off-duty, and choose to engage in a medical emergency situation, will automatically be placed in an on-duty status for the duration of their involvement with the patient. This will allow them to be covered by our liability insurance and Workers Compensation policies, removing any disincentives or fear of personal liability. To close the loop and record their participation, they will report their hours and will be paid their normal hourly rate for helping their community. Given the infrequency of these events and short duration (1-2 hours at the most), the cost of this to the District will be negligible.
 - c. BLS Expanded Scope. In what will likely be a campaign lasting long past my tenure, I have initiated an effort to expand the BLS scope of practice for coastal area EMTs. Several common-sense practices already approved for the National EMT Scope of Practice (e.g. aspirin for incipient angina, over-the-counter Benadryl for minor allergic reactions, Epi-Pen for anaphylaxis, simple airways, etc.) are prohibited for use by California EMTs. Our area is somewhat unique in that local EMTs are likely on-scene and with an ill patient for up to forty-five minutes before arrival of a paramedic with higher-level drugs and protocols. Like expanding our paramedic scope of practice two years ago, this effort will take months of building a case, on which I will continue to work as a representative of Timber Cove FPD.
2. Finance. District Fiscal Officer/EMT Rice has been working around the clock, literally.
 - a. Billing backlog. DFO Rice drove to Sacramento to personally coordinate the documentation required for Wittman to begin working on our backlog.
 - b. Banking Transition. The account has been established; the tedium of transitioning all on-line payment vendors and external agencies is underway. We are in the process of establishing a line of credit as resolved by the board in April.

- c. Budget. A considerable amount of time has been consumed deciphering the motivations and decisions of CalPERS regarding their charges, resulting in a FY16 \$14K net increase over FY15 charges, instead of a planned \$26K decrease. This changes the budget numbers from the last presentation, but remain in a good financial position.
- d. FY15 Audit. Release of an RFP for FY14-15 audit services is being held pending resolution of our billing backlog.
- e. Internal Controls. The DFO is working on re-organizing our transaction cycle (payables, receivables, bank account reconciliation, etc.) to be more efficient and consistent, and less time consuming for the Operations Manager, without sacrificing necessary separation of duties.
- f. Financial Reporting. Between the backlog of billings and transaction recording, updating financial status for quarterly reports remains an elusive goal. The Finance Committee is developing a new—and board-appropriate—set of periodic financial reports for both the committee and the board of directors.

3. Logistics.

- a. Turnover.
 - i. Documentation. I have been meeting with David Caley and worked up a turnover plan. Part of this has been development of a document (currently ~20 pages) outlining history, background and status of current issues, critical contacts and relationships, and professional secrets.
 - ii. Meetings. I've been inviting David to sit in on meetings where an opportunity exists to learn issue history and development, and have initiated introductions to key players. We attended an important REDCOM meeting on May 14; David will be taking the CLSD seat on the board of directors beginning in July.
- b. Ambulance. The new Mercedes ambulance is in the construction queue and due here in July. The DFO will coordinate financing on the most favorable terms; the purchase will require a board resolution to approve a loan.

Respectfully submitted,

Scott Foster
District Administrator