

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 Monday, October 21, 2013 <<<

Elaine Jacobs Center

Gualala, CA

1. Call to Order Toedter
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action
 - Joint Executive Committee Update Toedter
 - Governance Committee
 - Bylaws Changes – Action Perry
 - District Administrator Review Process – Action Perry
 - Finance Committee
 - FY12-13 Year End Financial Review - Unaudited Rice
 - Funds Transfer Resolution 220 Rice
 - April 2014 Ballot Measure – Information
 - Draft Ballot Measure Resolution – Information Perry/Rice
 - Campaign Structure and Approach – Information
 - Quality Assurance/Quality Improvement Committee Update Dodds
 6. New Business
 7. Reports
 - Committee Reports
 - District Administrator
 - Write-offs Approval
 8. Other
 - General announcements
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):

A. GUIDELINES FOR ASSESSING DISTRICT ADMINISTRATOR PERFORMANCE

B. EVALUATION OF ACTUAL PERFORMANCE

<u>Area of Accountability</u>	<u>Performance Standards</u>	<u>Rating (1 – 5)</u>	<u>Positive Features</u>	<u>Improvement Needs</u>
1. ACHIEVEMENT OF BOARD GOALS	<ul style="list-style-type: none"> • Degree to which Admin. assisted in key objectives being completed/implemented? • Extent to which other Dist. goals attained? 	<p>_____</p> <p>_____</p>		
2. STRATEGIC PLANNING	<ul style="list-style-type: none"> • Futuristic thinker/visionary and causes organization to do same? • Knowledgeable about trends/implications? • Organization has a common vision rather than a set of independent visions? • Suggests options/strategies for addressing future needs – translates vision to set of goals, plans? 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
3. BUDGETING AND FINANCIAL CONTROL	<ul style="list-style-type: none"> • Financial results comparable to financial goals? • High service levels attained within revenue limitations? • Revenue generation alternatives and opportunities maximized internally/presented to the Board? • Costs carefully controlled? • Efficiencies found/implemented? • New technologies in service delivery evaluated and used when appropriate? 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
4. ORGANIZATIONAL RELATIONSHIPS/ DEVELOPMENT	<ul style="list-style-type: none"> • Morale/job satisfaction of employees high? • Skills of managers/employees increasing? 	<p>_____</p> <p>_____</p>		

- “Growing” future managers? _____
- Fosters a “team management” environment? _____
- Positive motivational climate exists? _____
- Organization’s work quality/quantity high? _____
- Expectations are clear and organization members held accountable for performance? _____
- New ideas surfacing within organization? _____
- Positive labor relations established or maintained? _____
- Delegates appropriately; doesn’t micro-manage. _____

Performance Standards	Rating	Positive Features	Improvement Needs
	(1-5)		

5. INTERGOVERNMENTAL RELATIONS

- State/local legislation utilized to benefit CLSD to extent possible? _____
- District solicited and obtained “its share” of outside resource/funding opportunities? _____
- Working effectively with other jurisdictions in CLSD service district and both counties? _____
- Strong leadership on regional issues which are important to District _____

6. COMMUNITY AND MEDIA RELATIONS

- Community feels Administrator is accessible? _____

- Community feels informed/included? _____
- Administrator articulates Board position/
public policy well? _____
- Administrator is “visible” and participates
in community? _____
- “Friendly” relations with community
and media exist? _____

PERFORMANCE STANDARDS

**RATING
(1 – 5)**

POSITIVE FEATURES

IMPROVEMENT NEEDS

**7. INTERFACE AND
WORKING RELATIONS
WITH CLSD BOARD**

- Communicates in effective and timely
fashion and readily shares information? _____
- Board members and their concerns are
dealt with equitably? _____
- “No surprises” occur? _____
- Provides Board with viable options/
alternatives? _____
- Trusted by the Board individually and
collectively? _____
- Available, listens, and serves as a sounding
board? _____
- Gives best professional recommendation;
doesn’t “count votes” first? _____
- Well prepared for Board and other meetings? _____
- Can be relied upon to follow through? _____
- Politically savvy/aware, but is not _____

political?

- Focuses on Board goals rather than his own agenda, and helps Board achieve its goals?

	Performance Standards	Rating (1 – 5)	Positive Features	Improvement Needs
8. PROFESSIONAL WORK HABITS	<ul style="list-style-type: none"> • High energy and work ethic? • Decisive, decision-maker? • Willing to take risks? • “Professional” presence; serves as role model for the organization? • An effective negotiator? • Anticipates problems: doesn’t get “blindsided”? 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
9. OTHER:	<ul style="list-style-type: none"> • _____ • _____ 	<p>_____</p> <p>_____</p>		

B. OVERALL EVALUATION

(CIRCLE ONE)

- | | | | | |
|---------------------|---------------------|-------------------|-------------|--------------------|
| 1 | 2 | 3 | 4 | 5 |
| Unacceptable | Reservations | Acceptable | Good | Outstanding |

COMMENTS:

NOTE: The overall ranking could be, but is not necessarily, a computation of the scores contained in Section "A". Lower scores in area(s) deemed more critical by Board members, e.g. "trusted by the Board members", could have a greater impact on the overall score than higher scores assigned to areas which are deemed to less important.

C. KEY PERFORMANCE OBJECTIVES FOR NEXT 12 MONTHS

- 1. _____

- 2. _____

- 3. _____

4.

5.

6.

EXPLANATION OF RATING STANDARDS
--

RATING SCALE

Assign a rating to the Administrator for each of the performance areas listed. Rating should be assigned, using the 5-point scale shown below:

	1	2	3	4	5
	Unacceptable	Reservations	Acceptable	Good	Outstanding

RATING STANDARDS

- (Unacceptable)** - Assign this rating when:
 - The Administrator demonstrates a *total lack* of the requisite set of knowledges, skills, or abilities to perform as expected.
- (Reservations)** - Assign this rating when:
 - The Administrator show *some evidence* of the set of knowledges, skills, or abilities required; but it is clearly below what is minimally acceptable for this position.
- (Competent)** - Assign this rating when:
 - The Administrator demonstrates *enough* of these knowledges, skills or abilities to allow him/her to acceptably perform the job.
- (Good)** - Assign this rating when:
 - The Administrator demonstrates *many* of knowledges, skills, or abilities required in this position. This rating should typify an above average skill level for the position.
- (Outstanding)** - Assign this rating when:
 - The Administrator exhibits an *high* amount of knowledges, skills or abilities required and demonstrates exceedingly high performance required for the position.

SUGGESTED EVALUATION PROCESS IN 2014

- Week 1 Circulate the form to each Board member to “score” and comment on Administrator’s performance. Completed forms (confidential) to be returned to President.
- Week 1 Provide Administrator with evaluation form and ask him/her to do a self-evaluation to be returned to the Board President.
- Week 2/3 Board to meet in Executive Session to review Administrator’s self-evaluation and discuss, and reach consensus on the performance of Administrator. Board then determines any subsequent actions and compensation adjustments, etc.
- Week 2/3 In open meeting the President will report that the Board has continued or concluded the Administrator’s evaluation without disclosure of anything discussed in the session, and would entertain a motion for any compensation adjustment if appropriate.
- Week 3/4 President and second board member to discuss the Board evaluation with the Administrator and subsequent actions and compensation adjustments as appropriate

Note: All documents related to the Administrator’s evaluation are confidential and not to be shared with any non-board members.

Coast Life Support District
Statement of Cash Flows
 July 2012 through June 2013

	Jul '12 - Jun 13
OPERATING ACTIVITIES	
Net Income	173,193.98
Adjustments to reconcile Net Income to net cash provided by operations:	
1095 · Misc Other A/R	950.00
1101 · Ambulance Patient's A/R	54,261.81
1105 · Accts Rec-Other	1,636.11
1115 · Prior Year Taxes Receivable	-9,722.94
1130 · Prepaid - Insurance	-548.84
1140 · Prepaid - Workers Comp	-50.00
1145 · Prepaid - Other Exps	-891.18
1155 · Prepaid - Dispatch Services	5,223.00
2000 · Accounts Payable	-16,233.46
2051 · Chase Visa	486.83
2010 · Accounts Payable Accrual	-25,136.74
2060 · Accrued Interest Payable	-639.69
2100.01 · CA-ETT	0.13
2100.02 · CA-SDI	284.24
2100.03 · CA-SIT	1,308.78
2100.04 · CA-SUI	-17.02
2100.10 · CalPERS 414(h)(2)	1,755.53
2100.12 · CalPERS Admin Classic	1,492.74
2100.13 · CalPERS Safety Classic	3,033.53
2100.15 · CalPERS Survivor Benefit	8.00
2100.20 · FIT	3,909.79
2100.21 · Medicare-Company	412.18
2100.22 · Medicare-Employee	412.18
2100.23 · SS-Company	207.52
2100.24 · SS-Employee	207.52
2100.25 · Employee Benefits	-5,062.62
2105 · Accrued Payroll	-31,575.10
2110 · Accrued PTO Payable	-8,174.67
2111 · Direct Deposit Liabilities	20,539.62
Net cash provided by Operating Activities	171,271.23
INVESTING ACTIVITIES	
1401 · Ambulances & Medical Equip Cost	-132,928.76
1405 · Less Accum Depreciation	39,025.02
1425 · Less Accum Depreciation	7,083.00
1455 · Less Accum Depreciation	22,651.00
1475 · Less Accum Depreciation	1,696.00
Net cash provided by Investing Activities	-62,473.74
FINANCING ACTIVITIES	
2800 · Due on 2001 Ambulance	-13,056.98
2900 · Municipal Finance Loan	-22,418.88
2910 · Capital Lease-Copier	-1,692.00
Net cash provided by Financing Activities	-37,167.86
Net cash increase for period	71,629.63
Cash at beginning of period	638,417.44
Cash at end of period	710,047.07

10:35 AM
 10/14/13
 Accrual Basis

Coast Life Support District
Balance Sheet
 As of June 30, 2013

	Jun 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1000 - Petty Cash	31.92
1001 - Redwood Credit Union Checking	143,261.71
1005 - Sonoma County FAMIS	566,651.73
1011 - Redwood Credit Union Savings	101.71
Total Checking/Savings	710,047.07
Other Current Assets	
1100 - Ambulance Patient's	97,544.07
1105 - Accts Rec-Other	-1,636.11
1115 - Prior Year Taxes Receivable	44,202.83
1130 - Prepaid - Insurance	3,083.34
1140 - Prepaid - Workers Comp	7,950.00
1145 - Prepaid - Other Exps	13,640.62
Total Other Current Assets	164,784.75
Total Current Assets	874,831.82
Fixed Assets	
1400 - Ambulances & Medical Equipment	217,395.86
1420 - Communication System	6,060.58
1450 - Building	396,358.80
1460 - Land	76,500.00
1470 - Office Furniture & Equipment	707.09
Total Fixed Assets	697,022.33
TOTAL ASSETS	1,571,854.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	16,154.52
Total Accounts Payable	16,154.52
Credit Cards	
2051 - Chase Visa	492.98
Total Credit Cards	492.98
Other Current Liabilities	
2060 - Accrued Interest Payable	3,276.77
2100 - Payroll Liabilities	13,038.69
2105 - Accrued Payroll	18,347.06
2110 - Accrued PTO Payable	19,842.30
2111 - Direct Deposit Liabilities	20,539.62
2610 - NEST/CERT Payable	5,140.60
2620 - AWOS Payable	7,129.01
2699 - LT Debt-short term portion	38,507.00
Total Other Current Liabilities	125,821.05
Total Current Liabilities	142,468.55
Long Term Liabilities	
2800 - Due on 2001 Ambulance	13,402.63
2900 - Municipal Finance Loan	25,490.93
2910 - Capital Lease-Copier	378.59
2999 - LT Debt-long term portion	-38,507.00
Total Long Term Liabilities	765.15
Total Liabilities	143,233.70
Equity	
3900 - Retained Earnings	1,255,426.47
Net Income	173,193.98

10:35 AM
10/14/13
Accrual Basis

Coast Life Support District
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
Total Equity	<u>1,428,620.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,571,854.15</u></u>

Coast Life Support District
Profit & Loss Budget vs. Actual
 July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Income				
4000 · CLSD Special Taxes	1,111,971.23	1,110,146.00	1,825.23	100.2%
4100 · Interest Income	3,731.21	1,300.00	2,431.21	287.0%
4200 · Net Ambulance Income	559,611.65	570,832.00	-11,220.35	98.0%
4300 · CPR Class Fees	2,226.00	4,500.00	-2,274.00	49.5%
4400 · Miscellaneous Income	292.20			
4430 · Donations Received	282.23	500.00	-217.77	56.4%
Total Income	1,678,114.52	1,687,278.00	-9,163.48	99.5%
Expense				
5000 · PERSONNEL Expenses	998,619.06	994,136.00	4,483.06	100.5%
6000 · AMBULANCE OPERATIONS	147,880.50	132,940.00	14,940.50	111.2%
6700 · OVERHEAD -- ADMINISTRATION	64,575.60	56,421.00	8,154.60	114.5%
6900 · TRAINING PROGRAMS	9,009.12	18,000.00	-8,990.88	50.1%
7000 · URGENT CARE	176,529.69	205,219.00	-28,689.31	86.0%
7100 · Urgent Care Advice Line	33,463.72	31,714.00	1,749.72	105.5%
8000 · Interest Expense	4,387.83	8,237.00	-3,849.17	53.3%
9500 · Depreciation Expense	70,455.02	92,290.00	-21,834.98	76.3%
Total Expense	1,504,920.54	1,538,957.00	-34,036.46	97.8%
Net Income	173,193.98	148,321.00	24,872.98	116.8%

COAST LIFE SUPPORT DISTRICT

RESOLUTION No. 220

**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 2013-14 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 2013-14 are budgeted at \$\$1,686,852:

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 \$500,000, during the 2013-14 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 21st day of October, 2013, by the following roll call vote:

Directors: Toedter Rice Randolph Schwartz
 Dodds Perry Provencher

Ayes:____ Noes:____ Abstain:____ Absent:____

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

Tom Toedter, President

Coast Life Support District

38901 Ocean Drive PO Box 1056
Gualala, CA 95445

October 21st 2013

General Fund

ANTICIPATED MONTHLY ENDING BALANCES

From July 1 2013 to June 30 2014

	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 October 21, 2013, 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 21st day of October 2013

Clerk of the Governing Board of the Coast Life Support District

RESOLUTION NO. 2xx

Dated: December x, 2013

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT CALLING AN ELECTION ON AN ORDINANCE IMPOSING A SPECIAL TAX FOR EXPANSION OF THE AVAILABILITY OF URGENT MEDICAL CARE SUBJECT TO APPROVAL BY TWO-THIRDS OF THE VOTERS IN THE DISTRICT, RAISING THE DISTRICT'S SPENDING LIMIT TO ALLOW USE OF PROCEEDS OF THE TAX, AND REPEALING THE EXISTING SPECIAL TAX, AND ORDERING THE ELECTION CONSOLIDATED WITH THE STATE, COUNTY, OR LOCAL GENERAL ELECTION OF APRIL XX, 2014

WHEREAS, the mission of Coast Life Support District is to provide and assure high quality healthcare facilities, services, and emergency care, as well as citizen health and well-being, to all residents and visitors within the community that supports it; and

WHEREAS, the Redwood Coast Medical Services had for more than 20 years provided 24 hours, 7 days per week urgent medical care services, and

WHEREAS, the Redwood Coast Medical Services leadership presented compelling evidence that the increase in the costs of assuring quality urgent medical care services had exceeded the combined tax and billing revenue available for providing these services; and

WHEREAS, due to their inability to continue to fund those services through community donations, the Redwood Coast Medical Services stopped providing direct after hours urgent care services in 2008, and

WHEREAS, the District is now in danger of eliminating the remaining urgent medical care services which have been limited to weekdays only; and

WHEREAS, the District's Board of Directors believes it is beneficial and necessary to maintaining the health and safety of this community, and that there is sufficient ongoing demand in the area for urgent medical care services on a (insert #) hours, (insert #) days per week basis; and

WHEREAS, the District's Board of Directors wishes to propose an ordinance authorizing a special tax to be voted upon by the voters of the District for the expansion of urgent medical care availability to seven days per week to replace the existing special tax, and to raise the District's spending limit to allow use of the proceeds of the tax; and

WHEREAS, state law requires that proposed special taxes be submitted to the voters for their approval, and authorizes Districts to call elections for this purpose and direct consolidation of such election with a statewide general election; and

WHEREAS, state law further requires that the proposed tax be approved by two-thirds of the District's Board members following a noticed, public hearing:

NOW, THEREFORE, BE IT RESOLVED:

(1) The Board finds and declares that the District has complied with all laws requiring notice of this action, and has held a public hearing as required by law.

(2) An ordinance authorizing a special tax shall be presented to the voters of the District, which ordinance shall be worded as follows:

SECTION I. PURPOSE AND INTENT

It is the purpose of this Ordinance to authorize the levy of a special tax on parcels of real property that are within the Coast Life Support District, established by Chapter 375, Statutes of 1986, in order to augment funding for expanding the availability for provision of urgent medical services.

This is a special tax within the meaning of Section 4 of Article XIII A of the California Constitution, and is being enacted pursuant to the authority and procedures of Chapter 375, Statutes of 1986 and Government Code Section 50077. This tax is based on the use or the right of use of each Assessor's parcel; and is based, to the extent practical, upon the costs of providing urgent medical care services associated with each parcel, its use and the improvements thereon. Since this tax is not an ad valorem tax, the exemptions contained in or authorized by Article XIII of the California Constitution shall not apply.

The taxes imposed by this Ordinance may be collected by the Counties on behalf of the District in the same manner and subject to the same penalty as other charges and taxes fixed and collected by the Counties.

The revenues raised by this tax are to be used solely for the purposes of obtaining, furnishing, operating and maintaining urgent medical care services, and for other necessary operating expenses of the District, consistent with Section 40 of Chapter 375, Statutes of 1986. (Coast Life Support District Act.)

SECTION II. SPECIAL TAX

The District's Board of Directors is authorized to levy a special tax within the boundaries of the Coast Life Support District each year, for the purposes stated in Section I, on each parcel of land shown on the respective County

Assessor's parcel maps and carried on the County secured property tax rolls; provided, however, that such a special tax shall not be imposed upon a federal or state governmental agency or another local agency. This special tax shall be imposed in accordance with the following schedule.

The following are the special tax rates for the Coast Life Support District:

<u>Actual Land Use</u>	<u>Units of Benefit</u>
Undevelopable agricultural, timber, pasture, or waste land	0
Vacant Buildable Lot	1
Developed Lot	2

SECTION III. SPECIAL TAX LIMIT

The special tax authorized by this Ordinance shall not exceed ~~\$\$\$~~ per unit of benefit per year.

SECTION IV. REPORT AND HEARING

Each year prior to the imposition of said tax the District's Board of Directors shall cause a report to be prepared showing each parcel, the owner(s) thereof, and the proposed levy thereon. Upon the receipt of such report, the Board of Directors shall set a date for a hearing thereof and shall cause notice of such hearing to be posted at three (3) public places within the District, or, in lieu of posting, by mailing notice of hearing to each property owner at the address disclosed on the latest tax roll. At said hearing, the Board of Directors shall make such corrections to the taxes proposed to be levied as may be required to conform to the schedule as set forth above.

SECTION V. COLLECTION

The tax shall be collected in the same manner and subject to the same penalty as other property taxes collected by the Counties.

SECTION VI. APPROPRIATIONS LIMIT

The appropriations limit for the District shall be increased by the amount of the additional tax money raised by imposition of this tax, for the maximum period permitted by law (four years).

SECTION VII. REPEAL OF EXISTING SPECIAL TAX

Upon the approval of this ordinance by two-thirds of the voters voting on this question, the existing special tax, limited to \$18.00 per unit of benefit per year,

shall be repealed. The appropriation limit for the District shall be increased by the amount of the additional tax money raised by imposition of this tax, for the maximum period permitted by law.

SECTION VIII. SEVERABILITY CLAUSE

If any section, subsection, sentence, phrase or clause of this Ordinance s for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The Directors of the District hereby declare that they would have adopted the Ordinance and each section thereof despite the fact that any one or more sections, subsections, phrases or clauses be declared invalid.

SECTION IX. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters in the District voting in an election to be held on April XX, 2014.

3) The Board hereby calls a special election for Tuesday, April XX, 2014, and directs that the foregoing proposition shall be submitted to a vote of the qualified electors of the District at that election, in the following manner:

(a) There shall be included on the ballot to be marked by all qualified electors of the District, in addition to any other matters required by law, ballot language in substantially the following form:

Shall the Coast Life Support District adopt an ordinance (1) authorizing imposition of a special tax not to exceed \$XX per unit of benefit for expansion of urgent medical care services availability to seven days per week, which charges shall be established by the Board of Directors of the District; (2) raising the appropriations limit of the District to permit spending of the revenue raised by the tax; and (3) repealing the existing tax of \$18.00 per unit of benefit?"

Yes _____
No _____

(b) The ballot to be used at said election shall be both as to form and matter contained therein such as may be required by law.

(c) The County Clerks of Mendocino and Sonoma Counties are hereby authorized, instructed, and directed to provide and furnish any and all official ballots, notices, printed matter, and all supplies, equipment and paraphernalia that may be necessary to properly and lawfully conduct an election.

(d) The County Clerks of Mendocino and Sonoma Counties are hereby further directed to take the necessary and appropriate actions to provide the necessary election officers, polling places, and voting precincts.

(e) The polls of said election shall be open during the hours required by law, and said election with respect to the foregoing ballot measure shall be held and conducted as provided by law for the holding of district elections.

(f) Notice of time and place of holding said election, together with any other notices required by law, shall be given by the County Clerk.

(g) Arguments for and against the measure, and other analyses provided for by law, may be submitted in accordance with law.

(h) Said election is hereby ordered consolidated with the April XX, 2014, General Election.

(4) The Clerk of the Board is directed to forward a certified copy of this resolution to the Mendocino County Board of Supervisors, the Mendocino County Clerk, and the Mendocino County Registrar of Voters; as well as the Sonoma County Board of Supervisors, the Sonoma County Clerk, and the Sonoma County Registrar of Voters.

Aye/No

Toedter
Randolph
Rice
Schwartz
Dodds
Perry
Provencher

AYES _____ NOES _____ ABSENT _____ ABSTAIN _____

SO ORDERED

Tom Toedter, President

DRAFT
WORK PLAN FOR BALLOT MEASURE PASSAGE

<u>TASK</u>	<u>WHO</u>	<u>DUE DATE</u>
1. <u>FINALIZE THE COST NUMBERS ASSOCIATED WITH THE URGENT CARE/AFTER HOURS ALTERNATIVES</u> <ul style="list-style-type: none"> • Get cost data from RCMS and Camden • Determine if 10/7 and 12/7 are the only alternatives • List the pros and cons of the schedules being considered • Write the Ballot language 	RCMS/CLSD	11/1/13
2. <u>SELECT BALLOT ALTERNATIVE(S)</u>	CLSD Board	11/15
3. <u>APPROVE PROPOSED BALLOT MEASURE BALLOT MEASURE</u>	CLSD Board	11/15
4. <u>DESIGN THE PROPOSED AFTER HOURS CARE PROGRAM</u> <ul style="list-style-type: none"> • Determine level of service to be offered and specifics of program, e.g. will staff be on-site at all program hours or on-call for a portion, etc and what are their capabilities 	RCMS/CLSD	11/15
5. <u>DETERMINE AVAILABILITY OF ANY OUTSIDE FUNDING*</u> <ul style="list-style-type: none"> • Assure that no grants or other outside funding is available to offset costs • Involve elected representative's staffs in that effort 	RCMS/CLSD	12/1
6. <u>APPOINT BALLOT CAMPAIGN COMMITTEE</u> <ul style="list-style-type: none"> • Consider recently formed Community Health Group or a portion of it – they are in place and represent the District's broad geographic area • Insure Committee has committed representatives also from key organizations 	CLSD Board	12/1
7. <u>DEVELOP THE WRITTEN ARGUMENT FOR PASSING THE BALLOT</u>	ballot campaign committee	1/2/14
8. <u>DEVELOP FUND RAISING APPROACH</u> <ul style="list-style-type: none"> • Appoint a three person citizens finance committee who can develop a campaign budget and develop strategies to raise \$\$ for signs, mailings, purchase voter lists, etc. 	Citizens Finance Committee	1/2
9. <u>CONDUCT ELECTION CAMPAIGN</u> <ul style="list-style-type: none"> • Appoint a Campaign Chairperson • Obtain mailing list, prepare and send out a mailer to all households • Identify speaker(s) who can cover all community orgs 	Campaign Committee	2/1 – 4/7

* I don't expect any \$\$\$ to be available, but we need to be able to tell voters we have investigated that avenue

BALLOT MEASURE STRATEGY

The thrust of the campaign could be to suggest voters consider this as similar to insurance such as Reach, Cal Star, health insurance, auto insurance, etc. – pay an annual rate to avoid significantly higher one-time/multiple time costs, and in our case, the major inconvenience of waiting and travel time. Other important points:

- Currently we can receive medical assistance at RCMS during the 30% of the time the clinic is open each week which is Monday through Friday from 8 am to 6 pm. Passage of the ballot would increase the RCMS schedule to 10 or 12 hours per day, and most importantly would assure availability of urgent care on Saturdays and Sundays. This would increase direct health care coverage to 50% of the time if the 7x12 plan is selected by the Board, 42% if the 7x10 plan is selected. Both are significant increases in health care hours.
- The additional annual cost (approximately \$80 to \$100) to fund this program is tax deductible because it is paid through property tax.
- The annual cost of Ballot Measure ___ is far cheaper than the average cost (\$___*) of a visit to the emergency room at Memorial Hospital in Santa Rosa or the Mendocino Coast District Hospital in Fort Bragg.
- Typical driving time to an emergency room is 4 hours round trip and the average waiting time is ___ hours. For most people in our district the round trip driving would be less than 1 hour with typically little or no waiting time. Also, there would be considerably less discomfort for the patient by avoiding a long drive and waiting time.

* cite source

rwp 10/15/13



Coast Life Support Quality Review Program

Reviewed and approved:

Bev Dodds, Chair, QA Committee/Date

Tuck Bierbaum, MD, CLSD EMS Medical Director/Date

Introduction

The Quality Review Program of the CLSD is a synthesis of several techniques generally based on Medical Director Oversight and peer-review practices, intended to examine our patient care and ensure that we adhere as closely as possible to accepted EMS industry practices.

The Quality Assurance/Quality Improvement Committee's approach to quality control involves two branches, one driven internally by our senior ALS staff, the EMS Medical Director, and the Quality Assurance Committee, and one driven externally by Coastal Valley EMS Agency reporting requirements. On a quarterly basis, the District Administrator and the Medical Director will meet to review both internal and external processes and results, and prepare a memorandum for the Chair, QA Committee, CLSD Board of Directors certifying compliance with policy.

Internal Review

Paramedic Review. The full-time paramedics review each others' patient charts and 100% of BLS patient charts, and separate out those which should be examined more closely. This review process occurs weekly. The reviewing paramedic should exercise professional judgment in determining which charts should be identified for additional review. While not exhaustive, the following list represents examples where charts require review:

- Deviation from CVEMSA Medical Protocol
- Adverse patient outcome
- Release at Scene (RAS) and Against Medical Advice (AMA)
- Responses for which CLSD receives a complaint from an allied agency or from a member of the public
- Any patient who is seen by CLSD more than once within 24 hours
- Any patient who is seen more than four times within a month
- Patients who present with an unusual medical problem, or in a manner not usual for their subsequently determined medical problem
- Patients who are transferred to a different form of transportation (handoff), e.g. ALS to BLS, ALS to helicopter, etc.
- Particularly well-handled responses
- Any response that a member of CLSD wishes to review

In general, this means that about 15-20 percent of our responses are selected for specific attention by the EMS Medical Director.

Medical Director Review. The EMS Medical Director reviews 100% of all ALS patient charts, with particular attention to those charts selected for review by the Paramedic. BLS charts will be reviewed when of sufficient interest. The EMS Medical Director may add his or her own comments to the chart (as part of the on-line patient chart review process), and/or contact the Paramedic directly with questions or concerns.

After review by the Paramedic and the EMS Medical Director, charts of interest are presented at two separate meetings.

- **Basic Life Support Chart Review.** This meeting is conducted monthly by the BLS Training Officer, attended by at least one of the Paramedic staff, and includes all members of the BLS ambulance staff and rescuers from allied agencies who are involved in local medical care, such as fire agencies and law enforcement. The general public is NOT admitted. Confidentiality is invoked, and all present are required to sign a document promising not to discuss details of our patients outside of this meeting. This satisfies local, State and Federal regulations balancing confidentiality concerns and the need to express free opinion about medical care. The charts are read and discussed in detail, with items of particular interest brought to light. The focus of this meeting is on BLS level care, with some ALS charts reviewed to expose the BLS crews to a more advanced type of assessment and care.
- **Advanced Life Support Chart Review.** The second meeting is aimed at the ALS level of care, and is attended by our ALS staff and the Medical Director. Outside agencies are not invited. These meetings are held monthly. Besides discussion of the ALS care of our patients, these meetings also involve operational matters involving the ALS ambulance and proposed changes to the ALS protocols at the CVEMSA level.

Team Health/Medical Advice Line. The Urgent Care Medical Director is responsible for reviewing patient contacts through the Team Health Medical Advice Line. The UC Medical Director reviews each patient care report generated by the TeamHealth medical advice line. These reports are available on-line to the Urgent Care Medical Director at Redwood Coast Medical Services (RCMS) and to the CLSD station at the close of each patient interaction. The UC Medical Director and the CLSD Shift Supervisor review each for deviations from expected standards of care. The RCMS staff attempts to contact each patient on the first business day following the call for follow-up care.

External Review

The external portion of our quality control program is driven by reporting requirements of the Coastal Valleys EMS Agency. Each quarter, CLSD reports data to the EMS agency for their 'Provider EMS CQI (Continuous Quality Improvement) Data Report.' This report is reviewed by the CLSD EMS Medical Director before submission to CVEMS, and includes:

- Total number of patients seen, broken down into those transported and those NOT transported
- Totals of trauma, cardiac and other medical patients
- Total pediatric patients (this category often overlaps the others)
- Total CQI cases (This number reflects instances when CVEMSA protocol was not followed and does not reflect the total number of CLSD charts selected internally for review.)
- Total 12-lead ECGs performed, and STEMI (the most severe form of heart attack) detected
- Data regarding pain control and sedation
- Data regarding several skills that are used infrequently, and which the EMS Agency desires to ensure are being done properly and appropriately.

The EMS agency has several uses for this data. It is used to evaluate 'call load,' or the frequency with which services are used. It is also compared to equivalent EMS agencies around the country to help determine our future regional need.

The use of this report is regional Quality Assurance/Improvement. Upon evaluation of each provider's quarterly report, the EMS agency contacts agencies to discuss areas of concern.

Quality Assurance/Quality Improvement (QA/QI) Committee

The QA/QI Committee of the CLSD Board of Directors has an oversight responsibility to ensure a robust QA/QI program is in place and compliant with internal and external policies and regulations. It also has a responsibility to report to the Board of Directors any patient contact issues that potentially put the District at risk for litigation or adverse public attention. To this end, the District Administrator and the EMS Medical Director have a duty to ensure program compliance, and certify compliance to the CLSD Board of Directors.

District Administrator/Medical Director Review and Report. Each quarter of the fiscal year the District Administrator and the Medical Director will conduct a program review and certify to the QA/QI Committee Chair that the District is in full compliance with internal and external policies and regulations, and bring to the Chair's attention any patient contacts that have a potential for Board interest.

Their review should include, at a minimum:

- Review of total number of patient contacts, by categories of BLS transports, ALS transports, hand-offs, and AMA and RAS patients.
- Examination of the most recent quarterly CVEMS report looking for adverse trends or noteworthy accomplishments.
- Review of summaries presented by the Medical Director and Operations Manager addressing
 - Patient charts reviewed in the categories specified in the Paramedic Review
 - Any reportable conditions requiring corrective action.
 - Outstanding performance of CLSD ALS and BLS staff

QA/QI Committee Chair Report. The QA/QI Chair's quarterly report to the Board should include a statement regarding the DA/MD review and certification of compliance, and seek to avoid any references to specific cases, types of infractions or deviations from protocol. Any legal action anticipated by the QA/QI Committee Chair as a result of patient contact should be reported to the Board in closed session.

COAST LIFE SUPPORT DISTRICT
Post Office Box 1056 • Gualala, California 95445
www.clsd.ca.gov



SCOTT FOSTER, DISTRICT ADMINISTRATOR
TEL: (707) 884-1829 EXT. 16
FAX: (707) 884-9119
scott.foster@clsd.ca.gov

EVAN DILKS, OPERATIONS MANAGER
TEL: (707) 884-1829 EXT. 2
FAX: (707) 884-9119
evan.dilks@clsd.ca.gov

[SAMPLE DRAFT LETTER]

October 8, 2013

MEMORANDUM FOR THE CHAIR, QUALITY ASSURANCE/QUALITY IMPROVEMENT
COMMITTEE, COAST LIFE SUPPORT BOARD OF DIRECTORS

From: CLSD EMS Medical Director

Via: CLSD District Administrator

Subj: CERTIFICATION OF QA/QI PROGRAM COMPLIANCE

For the quarter ending September 30, 2013, I have reviewed 100% of ALS patient charts and noted any reportable conditions and conditions requiring corrective action. I have met with all CLSD paramedics and conducted training where necessary to ensure continued quality improvement in patient care. The District remains in full compliance with all QA/QI internal and external policies and regulatory requirements.

For this quarter, there are no adverse actions or potential litigation requiring board attention.

Tuck Bierbaum, MD
EMS Medical Director

**Coast Life Support District
District Administrator's Report
October 21st, 2013**

1. Personnel. We have two new EMTs on our BLS crew: Claire Freson and Hans Peterson. They were #1 and #2 in their EMT class, respectively, and are enthusiastically jumping into their orientation program. Claire is an AmeriCorps volunteer at RCMS, and Hans is a local builder. Both are terrific additions to our team.
2. Clinical. We have completed building our internal QA/QI program, with the advice and guidance from our EMS Medical Director, Dr. Tuck Bierbaum. I am confident we are the only organization in the state that reviews 100% of ALS charts twice—once by the duty paramedic shift supervisor and once by the Medical Director. As Dr. Bierbaum points out, this goes beyond super-checking for errors and gives us more opportunities for identifying training requirements for lesser-used skills or unique situations.
3. Finance
 - a. Audit. We will be starting the audit today. I am cautiously optimistic about the process this year.
 - b. Medi-Cal Reimbursement. I grind away at the cost reports required to qualify for the state program for increased reimbursement. We will get a lot of money in back-pay; I am hesitant to make an estimate of how much, or when, however.
 - c. Financial Position. Although our transport volume is down from last year, we are still in pretty good shape as long as we keep building our reserve.
4. Community
 - a. Training. Every CLSD and local fire department EMT trained at our station under the tutelage of Nick Scanlon-Hill. Now Anthony Scott, a former CLSD BLS EMT, has hired on with Mendocino County Office of Education as an instructor for First Responder and EMT certification programs. He will be filling Nick's big shoes in a very important leadership role for our community. We look forward to working with him to ensure a continuing supply of locally-trained EMTs and First Responders for both CLSD and the local fire departments.
 - b. Disaster Preparedness. I continue to work closely with Chief Gregg Warner, South Coast FPD, on a joint planning and exercise program for area disasters. Diane Agee of RCMS has jumped in the game, too, and we'll be meeting with County representatives soon to develop a mutual understanding of expectations and capabilities. I have to add that working with Chief Warner is an absolute joy; SCFPD did well in choosing him as their new Chief.

/s/
Scott Foster
District Administrator