

COAST LIFE SUPPORT DISTRICT

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AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:00 PM Monday April 25, 2016 <<<

CLSD Headquarters – Bill Platt Training Room

1. Call to Order Hughes
2. Adoption of the Agenda Hughes
3. Minutes Approval – Action Hughes
 - Mar 28, 2016 regular Board of Directors Meeting
4. Privilege of the Floor – Public Comment
5. New Business – Information Agee/Caley
Kemp
Hughes
 - Status of the CMS designation
 - Tentative Urgent Care Budget
 - Upcoming Board vacancy
6. Old Business – Information or Action Perry
Hughes
 - JOG Update – Information
 - Goal Setting – Information
7. Reports
 - Committee Reports Bower
Beaty/Hughes
 - Communication Committee
 - Finance – Information
 - a. FY 15 Audit update
 - b. Wittman data (ambulance billing)
 - c. FY 16 Expenses
 - d. Line of Credit
 - District Administrator Caley
 - DA/OPS/Team Leader meeting: Established new goals/timelines (e.g. revising job descriptions, revamping training of staff, prioritizing new Standard Operating Policies/Guidelines)
 - Kicked off a more robust monthly QA and training program for staff. (Each month staff are assigned Target Solutions content, attend QA/Chart review with CLSD MD, tailgate sessions and skills check-off with supervisors)
 - Potential Sonoma County refund of FY15-16 Dispatch fees
 - CLSD Run Data
 - Last month: ALS and second-out BLS staffed 100%
 - Facilities, Vehicles & Equip – no major repairs pending.
 - Spring cleaning is starting (i.e. carpets, washing building, landscaping, etc.)
 - CPR: Goldie Pounds – CPR/First Aid instruction for the Posh Squash (100+)
 - Certification of QA/QI Program Compliance Q3
 - Site visit: Wittman Sacramento
8. Closed Session:
 - Discussion of possible legal issue (§54956.9(b)(3)(A))
9. Open Session
10. Adjournment

NEXT MEETINGS: Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted. *The upcoming dates are: May 23rd, June 27 and July 25th. The start time of the meetings is 4:00 PM.*



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS March 28, 2016

Call to Order. Director Hughes called the meeting to order at 4:00 p.m. at the Bill Platt Training Center. Present: Directors Hughes, André, Schwartz, Dodds, and Bower. Absent: Director Perry and Beaty. Also present: District Administrator Caley, Ops Manager Evan Dilks.

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

Approval of February 22, 2016 Board Minutes: Director André moved to approve the Minutes, Director Dodds seconded, all ayes.

Privilege of the Floor- Public Comment - none

New Business – Information:

- David Caley discussed some of the budget items for next fiscal year and asked the BOD to email their recommendations for prioritizing as funding allowed.
- A revised Billing and Collections policy was distributed for consideration and discussion at a future time. The policy has not been revised for several years and preceded outsourcing of billing to Wittman.

Old Business -Information or Action:

- **Joint Operating Group (JOG) Update:** Deferred as there wasn't a March meeting
- **Short and Long-Term Goals - Information**
STG: Director Hughes asked the BOD to be considering a year-end report and end-of-year status of performance objectives
LTG: When reliable Wittman trend data available for ambulance services to work on a 2-3-year projection. Discussion also held about repeating a Strategic Planning meeting. Last year was held off until the new DA was in place. This year could be held earlier to possibly consider at the FY-end evaluation and planning for FY 17.
- **Communication Committee Charter Adoption – Action:** Director Bower led the discussion reviewing the Communication Committee Charter introduced at the February BOD meeting. Director Schwartz made a motion to adopt the Charter and was seconded by Director Hughes. All ayes.

New Business – Information or Action:

Reports:

- **Finance Committee:**
 - Eight months into FY16 expenses are on tract with budget.
 - Revenue collection – see Wittman YTD report. The large batch of invoices initially given to Wittman at the start of the contract are beginning to clear. The last three months are beginning to emerge as possible trend data at ~ \$51,750/mo.
 - Auditor reports we will have a clean audit. Management Discussion and Analysis has been submitted and we are awaiting the final draft.
 - Unfunded Pension Liability: Following new rules by the Governmental Accounting Standards Board, state and local governments must now list unfunded pension liabilities as debts alongside the more traditional bonds and other forms of debt.

District Administrator:

- Reminder given to the BOD who had registered for Updates on the Brown Act webex to be held on April 7th
- 11 one-on-one interviews completed between DA and staff. Information obtained is influencing planning on a variety of levels and providing opportunities to learn of staffs' professional aspirations, define ways to empower them on the job, solicit new ideas or suggestions to improve efficiency and outcomes, build relationship with the staff, etc.
- CLSD Ambulance Run Data was presented. Transports continue on the trajectory of FY 15.
- Twice in the last month an ambulance was stationed/staffed north of the Garcia River in anticipation of flooding
- ALS and second-out BLS ambulance services were staffed 100% in February
- Facilities – no major repairs pending.
- Vehicles/Equip: All in good working order and no major issues pending.
- New Cardiac Arrest Management (CAM) training completed ahead of the Sonoma County mandate of April 1st. CLSD deployed for all our own crews and District Fire Departments.
- CPR provided in Timber Cove, Ft. Ross Winery, Coast Little League plus routine CLSD programs
- Community Fall Prevention Program held its second meeting and progressing with development. Volunteer Coach Training will take place mid-May.
- Update provided on efforts for a Medicare designation status for RCMS Urgent Care. CEO of RCMS met with Congressman Jared Huffman in Washington DC and their office is inquiring with CMS.
- Meet and Greet with Assemblymember Wood took place to inform him of the challenges of ambulance and healthcare service delivery in our rural area. He has recently been appointed Chair of the Health Care Committee for CA.
- April – DA will be in Sacramento for a Meet and Greet with CA Senator Mike McGuire during the CA Primary Care Clinic Association Day at the Capital (collaboratively with CEO of RCMS). Will also meet with Wittman as they are based in Sacramento.
- FY 17 Budget is in development.
- District Administrator Assistant position will be advertised in the next coming weeks.
- REDCOM – DA elected as Vice-Chair for FY 17.

Next Board of Directors Meetings:

- Monday April 25, 4 PM at CLSD Headquarters
- Monday May 23, 2016
- Monday June 27, 2016

Adjournment:

Director André moved for adjournment at 5:45 pm, Director Hughes seconded, all ayes.

Minutes approved.

(Date)

**Coast Life Support District
Year to Date Report**

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET REVENUE	PAYMENTS	REFUNDS	NET RECEIPTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
APRIL '15	\$ 231,082.50	\$ 65,610.39	\$ 24,103.07	\$ -	\$ 141,369.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 629,144.52
MAY '15	\$ 255,607.00	\$ 93,214.57	\$ 52,569.26	\$ -	\$ 109,823.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738,967.69
JUNE '15	\$ 153,464.50	\$ 114,435.98	\$ 39,389.70	\$ 230.12	\$ (591.30)	\$ 65,766.81	\$ -	\$ 65,766.81	\$ -	\$ -	\$ -	\$ 672,609.58
JULY '15	\$ 263,387.20	\$ 140,848.32	\$ 32,396.54	\$ 3,140.02	\$ 87,002.32	\$ 46,898.13	\$ -	\$ 46,898.13	\$ -	\$ -	\$ -	\$ 712,713.77
AUGUST '15	\$ 215,744.30	\$ 121,218.04	\$ 42,648.23	\$ 17,805.07	\$ 34,072.96	\$ 91,226.51	\$ -	\$ 91,226.51	\$ -	\$ -	\$ -	\$ 655,560.22
SEPTEMBER '15	\$ 250,301.80	\$ 51,311.08	\$ 23,513.03	\$ 8,058.55	\$ 167,419.14	\$ 167,485.74	\$ -	\$ 167,485.74	\$ 40,956.00	\$ -	\$ 152.92	\$ 614,690.54
OCTOBER '15	\$ 146,082.90	\$ 54,650.53	\$ 73,494.63	\$ (2,705.13)	\$ 20,642.87	\$ 63,526.44	\$ -	\$ 63,526.44	\$ -	\$ -	\$ -	\$ 571,806.97
NOVEMBER '15	\$ 124,913.00	\$ 49,950.15	\$ 61,562.00	\$ 680.95	\$ 12,719.90	\$ 83,346.78	\$ -	\$ 83,346.78	\$ -	\$ 0.50	\$ 15.00	\$ 501,194.59
DECEMBER '15	\$ 179,477.60	\$ 55,633.94	\$ 44,209.91	\$ 5,100.64	\$ 74,533.11	\$ 55,218.36	\$ -	\$ 55,218.36	\$ -	\$ 538.40	\$ -	\$ 519,970.94
JANUARY '16	\$ 238,072.40	\$ 97,509.44	\$ 60,109.94	\$ 4,155.57	\$ 76,297.45	\$ 53,232.82	\$ -	\$ 53,232.82	\$ -	\$ 730.00	\$ 7.14	\$ 542,312.71
FEBRUARY '16	\$ 145,692.60	\$ 66,384.49	\$ 35,490.56	\$ 48.87	\$ 43,768.68	\$ 46,827.68	\$ -	\$ 46,827.68	\$ -	\$ -	\$ 7.78	\$ 539,261.49
MARCH '16	\$ 236,652.90	\$ 131,049.86	\$ 42,004.94	\$ 927.62	\$ 62,670.48	\$ 52,777.57	\$ 297.79	\$ 52,479.78	\$ -	\$ -	\$ -	\$ 549,452.19
YEAR TO DATE TOTALS	\$ 2,440,478.70	\$ 1,041,816.79	\$ 531,491.81	\$ 37,442.28	\$ 829,727.82	\$ 726,306.84	\$ 297.79	\$ 726,009.05	\$ 40,956.00	\$ 1,268.90	\$ 182.84	
YTD PERCENTAGE OF REVENUE		42.69%	21.78%	1.53%	34.00%	29.76%	0.04%	29.75%	1.68%	0.05%	0.02%	
YTD PERCENTAGE OF NET REVENUE								87.50%				



COAST LIFE SUPPORT DISTRICT
Budget vs. Actuals: Budget - FY16 P&L
July 2015 - March 2016

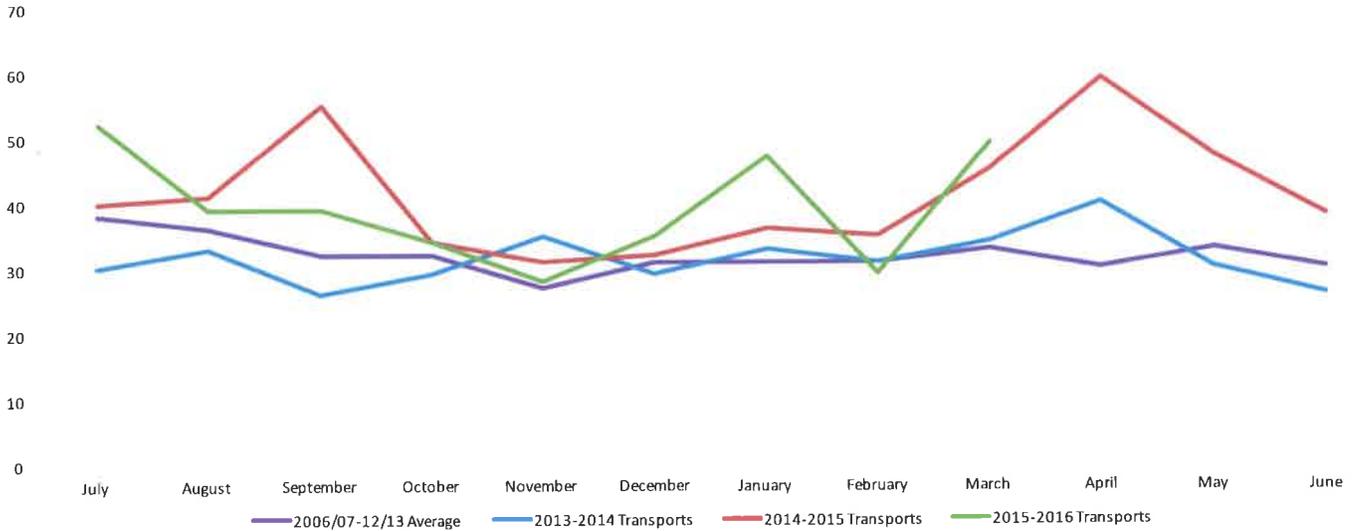
	Total			
	Actual	Budget	over Budget	% of Budget
Expenses				
5000 PERSONNEL Expenses	736,072.03	820,924.00	-84,851.97	89.66%
6000 AMBULANCE OPERATIONS	133,310.19	133,640.00	-329.81	99.75%
6700 OVERHEAD -- ADMINISTRATION	85,482.48	81,680.00	3,802.48	104.66%
6900 TRAINING PROGRAMS	2,663.71	6,300.00	-3,636.29	42.28%
7000 URGENT CARE	480,699.00	482,448.00	-1,749.00	99.64%
8000 Interest Expense	1,573.32	1,003.00	570.32	156.86%
9500 Depreciation Expense	68,762.50	72,000.00	-3,237.50	95.50%
Uncategorized Expense	0.00		0.00	
Total Expenses	\$ 1,508,563.23	\$ 1,597,995.00	-\$ 89,431.77	94.40%

Friday, Apr 22, 2016 10:00:36 AM PDT GMT-7 - Accrual Basis

CLSD AMBULANCE RUN DATA (Month/Cumulative)

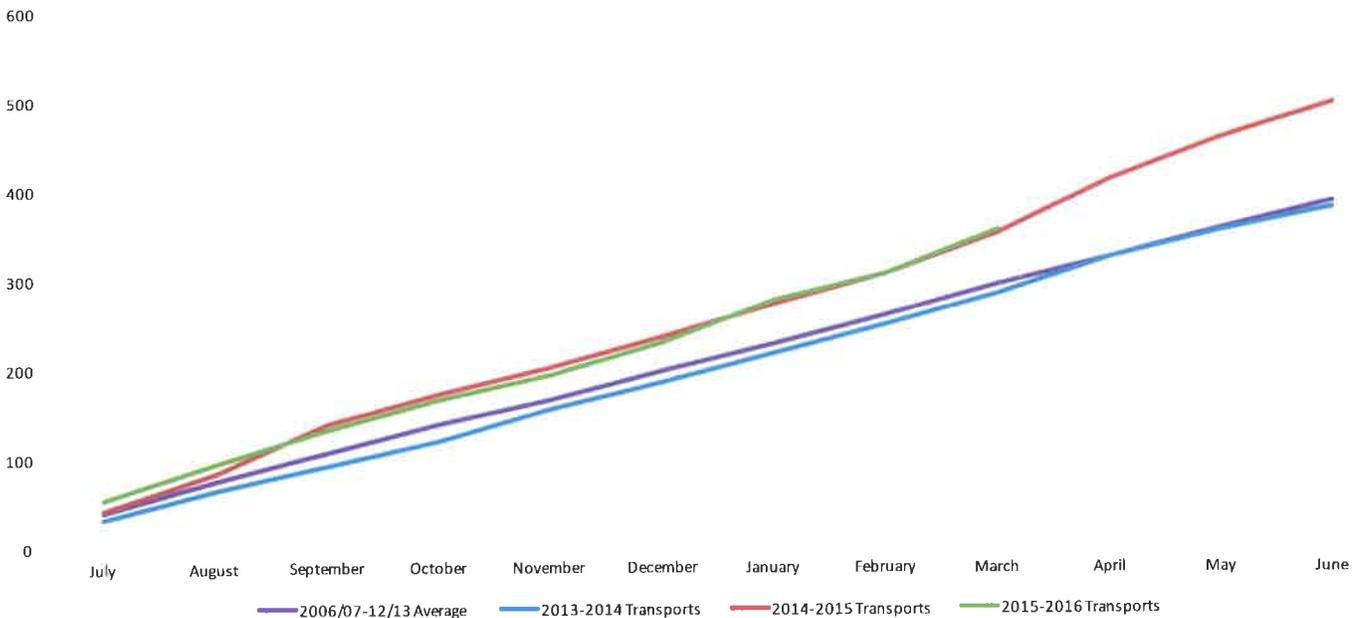
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	36	32	32	27	31	31	31	33	30	33	30
2013-2014 Transports	30	33	26	29	35	29	33	31	34	40	30	26
2014-2015 Transports	40	41	55	34	31	32	36	35	45	59	47	38
2015-2016 Transports	52	39	39	34	28	35	47	29	49			

Monthly Transport Volume by Fiscal Years



Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	73	105	137	164	195	226	257	290	320	353	383
2013-2014 Transports	30	63	89	118	153	182	215	246	280	320	350	376
2014-2015 Transports	40	81	136	170	201	233	269	304	349	408	455	493
2015-2016 Transports	52	91	130	164	192	227	274	303	352			

Cumulative Transport Volume by Fiscal Years



CLSD RUN DATA for the PRECEDING 12 MONTHS

MONTH MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS		
	AUTHORIZED ORDER DISPATCHED	Year Prior	PATIENT CARE RECORD	Year Prior	ADVANCED LIFE SUPPORT	Year Prior																			
																									Current
MAR	91	69	70	62	31	31	6	18	14	0	49	45	5	20	12	13	11	2	5	1	3	7	3	7	3
FEB	59	66	47	48	18	22	8	11	13	0	29	35	4	12	21	10	9	1	2	0	1	2	0	1	
JAN	83	79	68	62	34	26	4	12	10	1	46	36	6	15	24	16	19	5	5	1	1	4	10	5	
DEC	67	58	57	52	29	28	3	6	4	2	35	32	5	10	20	14	16	2	1	1	4	3	0	1	
NOV (revised)	66	59	42	45	19	26	2	9	5	0	28	31	4	24	21	12	11	4	3	2	2	4	2	2	
OCT	72	78	50	53	28	25	2	6	9	1	34	34	7	22	29	16	12	4	2	1	5	3	2	1	
SEPT	82	93	50	71	30	44	2	9	11	39	55	5	20	17	8	8	4	4	4	4	7	10	2	2	
AUG	78	75	61	61	30	31	3	9	10	39	41	10	14	15	16	14	16	5	5	3	8	4	2	2	
JULY	96	97	82	57	36	28	7	16	12	52	40	10	14	21	16	15	16	7	2	2	7	2	2	2	
JUNE	80		57		32		6	6		38			23		12			3			8				
MAY	92		73		39		8	8		47			28		16			4		1	7		1	1	
APR	93		80		45		14	14		59			32		18			4			7		1	1	
TOTAL	959	674	737	511	371	261	37	124	88	495	349	56	234	180	167	115	45	20	10	5	68	39	24	7	
	A/O		PCR		ALS		ALS>BLS	BLS		BLS>ALS	TOTAL	LZ	DRY RUN		T&R		TO RCMS				FROM RCMS				

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA