

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, Dec 14, 2015 <<<
CLSD Headquarters – Bill Platt Training Room

1. Call to Order Hughes
2. Adoption of the Agenda Hughes
3. Minutes Approval – Action Hughes
 - Nov 16th regular Board of Directors Meeting with Special Session
4. Privilege of the Floor – Public Comment
5. New Business – Information or Action Hughes
 - Consider moving BOD meetings – ACTION item
6. Old Business – Information or Action
 - JOG Update – Information Perry
 - Update CLSD Short Term & Long Term Goals Hughes
7. Reports
 - Committee Reports
 - Communication Bower/André
 - Finance Beaty
FY 15 P & L
 - District Administrator Caley
 - CLSD Run Data – new format
 - Spring EMT training: Jan 26 – Jun 11, 2016
 - Ambulance coverage north District: Garcia River flooding
 - New Sprinter Ambulance delivered
 - Contracted with American Capital – Collection Agency
 - Ground Emergency Medical Transports report filed:
 - a. \$16,200 anticipated revenue
 - Falls Prevention update - coordinating initial meeting Jan 2016
8. Adjournment

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

- Jan 2016 - TBD based on Action of item #5 above but will be held at the CLSD Headquarters



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS Nov 16th, 2015

Call to Order. Director Hughes called the meeting to order at 4:45 p.m. at the Bill Platt Training Center following the Hands Only CPR Challenge with other Community Boards of Directors. Present: Directors Hughes, Beaty, André, Perry, Dodds, Bower and Schwartz. Also present: District Administrator Caley and Ops Manager Evan Dilks.

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

Approval of Minutes:

- **Oct 19th, 2015 Board Minutes:** Director André moved to approve the Minutes as submitted, Director Dobbs seconded, all ayes.
- **Nov 2nd, 2015 Special Board Meeting – Adoption of Resolution 240:** Director Dobbs moved to approve the Minutes as submitted, Director Schwartz seconded, all ayes.

Privilege of the Floor- Public Comment

- A question came from a community member asking about the new Ambulance Services signs placed on Hwy 1 for both north/south bound traffic. Director Perry explained they had been placed by Cal Trans. Discussion ensued exploring additional signage on Ocean Drive to help facilitate drivers locating RCMS services and identifying the physical address of CLSD.

Old Business -Information or Action:

• **Joint Operating Group (JOG) Update and Information.**

Director Perry reported on updates with JOG:

- The Strategic Planning Group has not yet had a secondary meeting due to scheduling conflicts.
- The Agreement Subcommittee (with representatives from St. Joseph's, RCMS, and CLSD) is scheduled to meet on Nov 30th. They have been tasked to investigate potential conflict, identify agendas, on how best to serve the community while each agency must conform to different regulations (e.g., Federally Qualified Health Center v. State Agency v. Public Non-Profit).
- The Aging in Place Mendonoma Committee made a presentation to JOG in October. The BOD commended the work thus far and discussion. A request was made to have the AIPM present at the January BOD meeting and encourage the public to attend.

New Business – Information or Action:

• **Routine CLSD Board Meetings – Information**

- Director Hughes brought up the possibility of moving the regularly scheduled BOD meeting to the 4th week of each month to accommodate more comprehensive and timely reporting at each meeting. Pros and cons were discussed of various alternatives with a decision to be determined at the Dec. BOD meeting. The option deemed most popular was to move to Thursdays of the third week in the month at 4 p.m.

Reports:

• **Communication Committee:**

Director Bower reported the pilot program teaching students how to properly access emergency services and bring this information home for dissemination in households launched. Measurement to date:

- 290 letters to families and emergency medical cards distributed to parents at parent-teacher

conferences at Arena Elementary during first week of November

- o 30 kindergartners instructed on dialing 911 and how to write their home address information
- o Facebook post about the medical cards had high interaction compared to regular posts by CLSD (see attached examples of medical card post vs. regular board meeting post): 660 people saw the ad and 34 people clicked on the link to our website
- o Blue medical info cards were included as an insert in ICO week of November 11 (~3000). Very few blue cards were seen tossed into the USPS recycling bins at the Gualala Post Office.

Expansion to other schools is in progress. Multiple locations will be identified for stocking the medical info cards. An annual calendar will be established to consider the timing/repetition of the campaign.

- Director André reported that interviews are being conducted to explore the community's perspective of CLSD with reporting of these interviews at a future meeting.
- **Finance Committee:**
Director Beaty presented the preliminary Financial Report for FY 14/15. CLSD is also catching up on prior billing problems. Q1 expenses are under budget but expect Q2 to bring some unexpected expenses (e.g. new furnace to CLSD headquarters). Delinquent accounts are being addressed. Discussion also included the DA's recommendation to pursue new a new Debt Collections agreement. Wittman Enterprises referred three different companies they work with. Upon interviewing, the DA recommends working with American Capital. The BOD verbalized support and did require a vote as this is an Operational item and within the purview of the DA to make arrangements.
- **District Administrator**
DA Caley reported the following:
 - o Intergovernmental Transport check received netting a higher amount than anticipated: \$84,508.
 - o Ambulance update: Financing arranged. Delivery scheduled for Dec 3rd.
 - o Reconciliation of the FY 15 and YTD transports continues.
 - o Ground Emergency Medical Transports report is due Nov 30th and on tract
 - o Looking into developing a Fall Prevention program as Falls are the #1 Dispatch complaint for CLSD. Will discuss/develop further with JOG and other appropriate resources.

Other:

- Director Schwartz recommended each BOD meetings in the future to visit/discuss appropriately the Short- and Long-Term Organizational goals of CLSD.
- Community member Don Kemp offered his appreciation of the speed at which CLSD is addressing some of the issues that have challenged CLSD.

Closed Session:

Director Hughes recommended to close the public BOD meeting to discuss a personnel item, seconded by Director Beaty, all ayes. After discussion, Director Hughes motioned to re-open the meeting. Director Beaty seconded. All ayes.

Next Board of Directors Meetings:

- Monday Dec 14, 2015, 4:30 p.m. at CLSD HQ (Held one week early due to the Holidays).

Adjournment:

Director Perry moved for adjournment at 5:45 pm, Director Dodds seconded, all ayes.

Minutes approved:

(Date)

Post Details

Reported stats may be delayed from what appears on posts



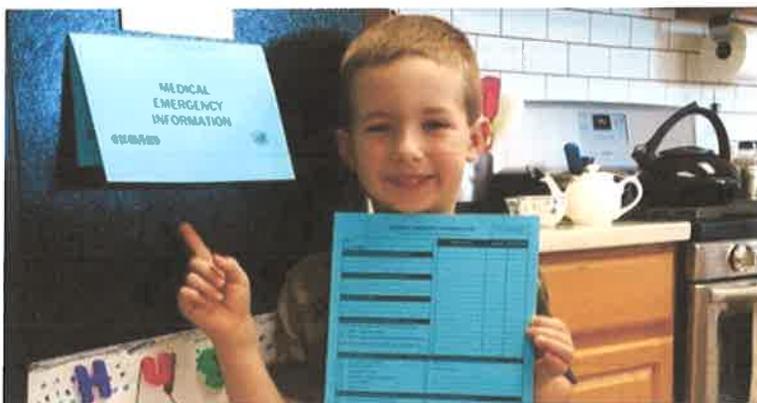
Coast Life Support District

November 11 at 3:28pm ·

Did you see this cute kid in last week's ICO? He's shown with his family's Emergency Medical Information Card, posted on the fridge in his house. CLSD medics are trained to look for this document when they respond to calls--the card contains important medical information about the family in case you are unable to communicate.

Get your own copy in THIS WEEK's ICO as an insert!

Or download the form here: <http://goo.gl/CpY5tS> (It doesn't have to be printed on blue paper.) It is also available at RCMS, Arena Pharmacy, and at the CLSD station on Ocean Drive in Gualala.



Emergency Medical Information

'Coast Life Support District'

CLSD.CA.GOV | BY ADMINISTRATOR

660 people reached

Boost Post

6 Likes 2 Shares

Like Comment Share

660 People Reached

40 Likes, Comments & Shares

30 Likes 6 On Post 24 On Shares

8 Comments 0 On Post 8 On Shares

2 Shares 2 On Post 0 On Shares

34 Post Clicks

0 Photo Views 10 Link Clicks 24 Other Clicks

NEGATIVE FEEDBACK

0 Hide Post 0 Hide All Posts

0 Report as Spam 0 Unlike Page

<http://www.upworthy.com/this-ambulance-driver-drove-straight...>



This ambulance driver drove straight past retirement.

Post Details

Reported stats may be delayed from what appears on posts



Coast Life Support District added an event.

September 21 ·



21
SEP

Board meeting

Mon 4:30 PM · Fort Ross Elementary · Cazadero, CA
Hosted by Coast Life Support District

23 people reached

Like

Comment

Share



23 People Reached

0 Likes, Comments & Shares

0 Likes 0 On Post 0 On Shares

0 Comments 0 On Post 0 On Shares

0 Shares 0 On Post 0 On Shares

0 Post Clicks

0 Photo Views 0 Link Clicks 0 Other Clicks

NEGATIVE FEEDBACK

0 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

istrict added an event.



17
AUG

Monthly Board Meeting

Mon 4:30 PM · 38901 Ocean Drive, Gualala, CA 95445
Hosted by Coast Life Support District

53 people reached

COAST LIFE SUPPORT DISTRICT
P&L Budget vs. Actual
July 2014 - June 2015

	Actual	Budget	over Budget	% of Budget
Income				
4000 CLSD Special Taxes				
4001 Mendocino County Taxes				
4004 Mendocino Ambulance Tax	462,976.00	462,624.00	352.00	100.08%
4009 Mendocino Urgent Care Tax	333,721.50	333,552.00	169.50	100.05%
4010 Mendocino Special Tax	87,000.00	87,000.00	0.00	100.00%
Total 4001 Mendocino County Taxes	\$ 883,697.50	\$ 883,176.00	\$ 521.50	100.06%
4002 Sonoma County Taxes				
4024 Sonoma Ambulance Tax	363,480.00	363,480.00	0.00	100.00%
4029 Sonoma Urgent Care Tax	303,972.00	303,972.00	0.00	100.00%
Total 4002 Sonoma County Taxes	\$ 667,452.00	\$ 667,452.00	\$ -	100.00%
Total 4000 CLSD Special Taxes	\$ 1,551,149.50	\$ 1,550,628.00	\$ 521.50	100.03%
4100 Interest Income	2,065.98	1,344.00	721.98	153.72%
4200 Ambulance Income				
4201 Ambulance Transport Billings	2,279,250.35	476,364.00	1,802,886.35	478.47%
4225 MediCal Reduction	(459,751.54)		(459,751.54)	0.00%
4226 MediCare Reduction	(1,009,739.95)		(1,009,739.95)	0.00%
4228 District Resident Discount	(43,305.75)		(43,305.75)	0.00%
Total 4201 Ambulance Transport Billings	\$ 766,453.11	\$ 476,364.00	\$ 290,089.11	160.90%
4220 Ambulance WO & Adj				
4219 CMS Overpayment	(22,957.63)		(22,957.63)	0.00%
4222 Collection Agency	(21,106.56)		(21,106.56)	0.00%
4224 Insurance Adjustment	(191,394.85)		(191,394.85)	0.00%
4227 Billing Adjust/Corrections	848.01		848.01	0.00%
Total 4220 Ambulance WO & Adj	\$ (234,611.03)	\$ -	\$ (234,611.03)	
Total 4200 Ambulance Income	\$ 531,842.08	\$ 476,364.00	\$ 55,478.08	111.65%
4300 CPR Class Fees	4,445.00	2,004.00	2,441.00	221.81%
4400 Miscellaneous Income	3,630.00	3,504.00	126.00	103.60%
4410 Intergovernmental Transport	84,508.00		84,508.00	0.00%
4430 Donations Received	429.00	300.00	129.00	143.00%
Total Income	\$ 2,178,069.56	\$ 2,034,144.00	\$ 143,925.56	107.08%
Gross Profit	\$ 2,178,069.56	\$ 2,034,144.00	\$ 143,925.56	107.08%
Expenses				
5000 PERSONNEL Expenses				
5100 Employee Test & Uniforms				
5110 Medical Tests	475.81	504.00	(28.19)	94.41%
5140 Uniform Expenses	4,514.75	4,200.00	314.75	107.49%
Total 5100 Employee Test & Uniforms	\$ 4,990.56	\$ 4,704.00	\$ 286.56	106.09%
5200 Health Insurance	101,171.40	102,000.00	(828.60)	99.19%
5300 Payroll Taxes Employer Costs	26,461.39	27,972.00	(1,510.61)	94.60%
5350 PERS Employer Costs	93,734.40	83,796.00	9,938.40	111.86%

	Actual	Budget	over Budget	% of Budget
5400 SALARIES & WAGES				
5405 Administration Salaries	229,227.32	225,696.00	3,531.32	101.56%
5405.1 Admin Salaries-Allocate to UC	(19,709.32)	(15,984.00)	(3,725.32)	123.31%
Total 5405 Administration Salaries	\$ 209,518.00	\$ 209,712.00	\$ (194.00)	99.91%
5410 Full-time Employee Salaries	358,757.37	356,604.00	2,153.37	100.60%
5420 Holiday & Other Wage Benefits	3,300.00	3,948.00	(648.00)	83.59%
5430 Merit Pay	17,696.48	29,904.00	(12,207.52)	59.18%
5450 Part-time Employee Wages				
5451 ALS Part-time Emp Wages	34,065.07	18,804.00	15,261.07	181.16%
5453 CPR Instructors	2,852.24	2,004.00	848.24	142.33%
5455 Paid Call Wages	148,332.98	123,804.00	24,528.98	119.81%
5458 Mgmt Stipends	5,857.14	10,800.00	(4,942.86)	54.23%
5470 Serverence Pay	6,928.00		6,928.00	0.00%
5480 Training Wages	14,893.34	15,876.00	(982.66)	93.81%
Total 5450 Part-time Employee Wages	\$ 212,928.77	\$ 171,288.00	\$ 41,640.77	124.31%
Total 5400 SALARIES & WAGES	\$ 802,200.62	\$ 771,456.00	\$ 30,744.62	103.99%
5500 Work Comp Insurance	21,994.65	26,028.00	(4,033.35)	84.50%
Total 5000 PERSONNEL Expenses	\$ 1,050,553.02	\$ 1,015,956.00	\$ 34,597.02	103.41%
6000 AMBULANCE OPERATIONS				
6010 Redwood Coast VFD Rental	2,714.64	2,820.00	(105.36)	96.26%
6030 Medical Director Fee-non AHUC	37,800.00	37,800.00	0.00	100.00%
6040 Dispatch Services	29,516.00	29,496.00	20.00	100.07%
6100 STATION/CREW HOUSING EXPENSES				
6110 Station Supplies, Cleaning, Mtc	8,658.71	9,300.00	(641.29)	93.10%
6170 Equipment Rental	2,407.05		2,407.05	0.00%
6180 Utilities	10,016.76	12,000.00	(1,983.24)	83.47%
6188 Telephone	6,428.06	5,496.00	932.06	116.96%
6190 Facility Improvements	3,234.87	5,004.00	(1,769.13)	64.65%
6195 Station Furniture & Fixtures	2,677.96	1,500.00	1,177.96	178.53%
Total 6100 STATION/CREW HOUSING EXPENSES	\$ 33,423.41	\$ 33,300.00	\$ 123.41	100.37%
6200 VEHICLE Expenses				
6210 Vehicle Repair & Maintenance	26,317.19	15,000.00	11,317.19	175.45%
6240 Vehicle Fuel	15,625.25	15,000.00	625.25	104.17%
Total 6200 VEHICLE Expenses	\$ 41,942.44	\$ 30,000.00	\$ 11,942.44	139.81%
6300 Insurance	12,829.00	11,556.00	1,273.00	111.02%
6410 Radios & Communications Equip				
6412 Radio Repairs		996.00	(996.00)	0.00%
6415 Communication Equipment	12,246.07	11,004.00	1,242.07	111.29%
6418 ATT Tower Lease		744.00	(744.00)	0.00%
Total 6410 Radios & Communications Equip	\$ 12,246.07	\$ 12,744.00	\$ (497.93)	96.09%
6500 Supplies & Equipment				
6510 Medical Supplies & Equipment	22,706.07	25,404.00	(2,697.93)	89.38%
6515 Disaster Preparedness Supplies		504.00	(504.00)	0.00%
Total 6500 Supplies & Equipment	\$ 22,706.07	\$ 25,908.00	\$ (3,201.93)	87.64%
Total 6000 AMBULANCE OPERATIONS	\$ 193,177.63	\$ 183,624.00	\$ 9,553.63	105.20%
6700 OVERHEAD -- ADMINISTRATION				
6710 Billing & Bookkeeping				

	Actual	Budget	over Budget	% of Budget
6711 Outside Agency Collections		1,404.00	(1,404.00)	0.00%
6712 Wittman (9:12mos)	23,932.89		23,932.89	0.00%
6714 Office Equip/Software	5,342.41	3,504.00	1,838.41	152.47%
Total 6710 Billing & Bookkeeping	\$ 29,275.30	\$ 4,908.00	\$ 24,367.30	596.48%
6718 Office Supplies-Admin	1,613.09		1,613.09	0.00%
6720 Board Expenses	8,090.34	5,004.00	3,086.34	161.68%
6730 Consultants				
6736 Consultants-Bookkeeping	7,616.00	7,680.00	(64.00)	99.17%
6737 Consultants-Financial	1,000.00	1,500.00	(500.00)	66.67%
6738 Consultant-Legal	7,652.25	3,000.00	4,652.25	255.08%
6740 Consultants-Audit	18,768.00	8,496.00	10,272.00	220.90%
6741 Consultants-Tax Administration	9,857.52	9,828.00	29.52	100.30%
Total 6730 Consultants	\$ 44,893.77	\$ 30,504.00	\$ 14,389.77	147.17%
6742 Bank/Merchant Fees	1,070.71	996.00	74.71	107.50%
6750 County Services				
6751 County Services-Miscellaneous	6,648.16	6,600.00	48.16	100.73%
6755 Property Tax Administration	9,749.21	15,000.00	(5,250.79)	64.99%
Total 6750 County Services	\$ 16,397.37	\$ 21,600.00	\$ (5,202.63)	75.91%
6770 Dues, Subscriptions, Membership	4,463.50	4,500.00	(36.50)	99.19%
6785 Office Expense	282.35		282.35	0.00%
6795 Travel/Transportation	1,376.26	504.00	872.26	273.07%
Total 6700 OVERHEAD – ADMINISTRATION	\$ 107,462.69	\$ 68,016.00	\$ 39,446.69	158.00%
6900 TRAINING PROGRAMS				
6970 Community Training Program Exp	3,257.81	3,000.00	257.81	108.59%
6980 Employee Training				
6981 Staff Training Expenses	7,540.78	8,004.00	(463.22)	94.21%
Total 6980 Employee Training	\$ 7,540.78	\$ 8,004.00	\$ (463.22)	94.21%
Total 6900 TRAINING PROGRAMS	\$ 10,798.59	\$ 11,004.00	\$ (205.41)	98.13%
7000 URGENT CARE				
7010 UC Administration	6,837.94		6,837.94	0.00%
7011 Admin Salaries-Alloc to UC	19,709.32	15,984.00	3,725.32	123.31%
7050 UC Contract	624,756.00	621,540.00	3,216.00	100.52%
Total 7000 URGENT CARE	\$ 651,303.26	\$ 637,524.00	\$ 13,779.26	102.16%
8000 Interest Expense				
8005 EMS Interest Expense	230.99		230.99	0.00%
	234.21	1,344.00	(1,109.79)	17.43%
Total 8000 Interest Expense	\$ 465.20	\$ 1,344.00	\$ (878.80)	34.61%
9500 Depreciation Expense	66,130.07	81,996.00	(15,865.93)	80.65%
Total Expenses	\$ 2,079,890.46	\$ 1,999,464.00	\$ 80,426.46	104.02%
Net Operating Income	\$ 98,179.10	\$ 34,680.00	\$ 63,499.10	283.10%
Net Income	\$ 98,179.10	\$ 34,680.00	\$ 63,499.10	283.10%

CLSD RUN DATA

MONTH	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS				
	AUTHORIZED ORDER DISPATCHED	RECENT 12 MONTHS	PATIENT CARE RECORD	RECENT 12 MONTHS	ADVANCED LIFE SUPPORT	RECENT 12 MONTHS	YEAR PRIOR	RECENT 12 MONTHS	YEAR PRIOR	BASIC LIFE SUPPORT	RECENT 12 MONTHS	YEAR PRIOR	RECENT 12 MONTHS	YEAR PRIOR	TRANSPORTS	RECENT 12 MONTHS	YEAR PRIOR	CANCELLED ON ROUTE	RECENT 12 MONTHS	YEAR PRIOR	ALS	RECENT 12 MONTHS	YEAR PRIOR	BLS	RECENT 12 MONTHS	YEAR PRIOR	
NOV	41	59	26	45	13	26	2		5	5			18	31	3		24	21	8	11	3	3	1		2	4	
OCT	72	78	50	53	28	25	2		6	9	1		34	34	7		22	29	16	12	4	2		5	3	1	
SEPT	82	93	50	71	30	44	2		9	11			39	55	5		20	17	8	8	4			7	10	2	
AUG	78	75	61	61	30	31	3		9	10			39	41	10		14	15	16	14	5			3	8	2	
JULY	96	97	82	57	36	28	7		16	12	1		52	40	10		14	21	16	15	7	2		7	2		
JUNE	80		57		32				6				38				23		12		3			8			
MAY	92		73		39				8				47				28		16		4			7		1	
APR	93		80		45				14				59				32		18		4			7		1	
MAR	69		62		31				14				45				12		11		5			3		3	
FEB	66		48		22				13				35				21		9		2			1		1	
JAN	79		62		26				10				36				24		19		5			1		1	
DEC	58		52		28				4				32				20		16		1			1		1	
RUNNING TOTAL	906	402	703	287	360	154	16		114	47	2		474	201	35		254	103	165	60	47	7	13	1	68	23	8
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRYRUN		T&R		TO RCMS		FROM RCMS				