

# 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 17, 2011 <<<

Bill Platt Training Center

Coast Life Support District Station

38901 Ocean Drive, Gualala, CA 95445

1. Call to Order Kaplan
  2. Adoption of the Agenda
  3. Minutes Approval
  4. Privilege of the Floor – Public Comment
  5. Old Business – Information or Action
    - EMS Tax Change Resolution – Action
      - Public Hearing of Comments
      - Resolution - Vote
    - After Hours Urgent Care Tax Change Resolution – Action
      - Public Hearing of Comments
      - Resolution - Vote
  6. New Business
  7. Reports
    - Board Officers – General
    - Treasurer Rice
    - QA Committee Dodds
    - District Administrator Foster
    - Staff Dilks/Bold
  8. Other
    - General announcements
  9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
    - o December 5, 2011



MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
September 19th, 2011

Call to Order. President Steve Kaplan called the meeting to order at 4:30 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, & Toedter. Absent: Hauck

Adoption of the Agenda. Director Dodds moved, Director Schwartz second, all ayes.

Approval of July 18th, 2011 Board Minutes. Director Schwartz moved, Director Rice second, all ayes.

Privilege of the Floor: none

Old Business - Information or Action

- Final Budget-Action Resolution 204 Adoption of Final Budget for FY 2012 Director Rice moved, Director Toedter second, 4 yes, 2 noes, 1 absent. Approved.
- Community Hospital Working Group Update: Director Kaplan reported that the group was continuing the search for a partner and Santa Rosa Memorial Hospital has been contacted. The Urgent Care sub-committee members are Scott Foster, Cynthia Hauck, Tom Toedter, Cynthia Daniels, and Donna Yates-Johnson.

New Business:

- After Hours Urgent Care Tax-Change proposal (attachment in board packet).
- EMS Tax Change proposal (attachment in board packet).

Reports:

- Secretary's report. No report
- Treasurer's report. No report
- QA Committee Report: Bev Dodds
- DA Foster's report received.
- Ops. Mgr. Dilks report received.

- Business Mgr. Bold's July and August 2011 write-off reports approved. Director Dodds moved, Director Klopfer second, all ayes.

Other:

- Board Meeting Dates:

Monday, October 17th, 4:30 p.m.  
Monday, December 5th, 4:30 p.m.

Adjournment. Director Dodds moved for adjournment, Director Toedter second, all ayes. Meeting adjourned at 6:24 pm.

Minutes approved:

---

Date

RESOLUTION NO. \_\_\_\_\_

Dated: \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT CALLING AN ELECTION ON AN ORDINANCE IMPOSING A SPECIAL TAX FOR AMBULANCE, LIFE SUPPORT AND TRANSPORT PURPOSES 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 10, 2012

WHEREAS, the Board of Directors of the Coast Life Support District recognizes the burden placed on injured or ill District taxpayers and residents by the high fees necessary to maintain a financially sustainable ambulance service; and

WHEREAS, this disproportionate burden has been addressed by the California State Legislature in passing AB 2091, which allows the District to charge residents or taxpayers of the District a fee that is less than the fee it charges nonresidents or nontaxpayers; and

WHEREAS, AB 2091 authorizes the District's Board of Directors to waive payment of any fee when it determines that payment would not be in the public interest; and

WHEREAS, the District's Board of Directors, in acknowledging the tax contributions by District residents and taxpayers, desires to fund the provision of emergency medical response services at a level which ensures that no residents or taxpayers of the District be personally responsible for payment of ambulance service charges or fees beyond the charges or fees recoverable from their insurance provider, if any; 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 ambulance, life support and transport purposes 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 furnishing, operating and maintaining emergency medical services, ambulance, life support, and transport equipment and services.*

*It is the intent of this Ordinance to fund the provision of emergency medical response services at a level which ensures that no residents or taxpayers of the District be personally responsible for payment of ambulance service charges or fees beyond the charges or fees recoverable from their insurance provider, in any.*

*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 ambulance and life support and transportation 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 emergency medical services, ambulance, life support and transport equipment or apparatus and 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>Unit of Benefit</u>
<i>Agricultural/timber/pasture/waste vacant land or land outside of the District service area</i>	<i>0</i>
<i>Vacant, buildable lot – residential or commercial</i>	<i>1</i>
<i>Developed parcels</i>	<i>2</i>

**SECTION III. SPECIAL TAX LIMIT**

*The special tax authorized by this Ordinance shall not exceed \$120.00 per unit of benefit per year. For Fiscal Year 2012-2013, the tax shall not exceed \$80 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 \$32.00 per unit of benefit per year, shall be repealed.*

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 10, 2012.*

3) The Board hereby calls a special election for Tuesday, April 10, 2012, 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 \$120.00 per unit of benefit for emergency medical services and operating expenses of the District, 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 \$32.00 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 Clerk is 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 Clerk is 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 10, 2012, 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
Kaplan	_____
Chilton Hauck	_____
Rice	_____
Schwartz	_____
Dodds	_____
Klopfer	_____
Toedter	_____

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_ (2/3 vote required)

SO ORDERED.

RESOLUTION NO. \_\_\_\_\_

Dated: \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT CALLING AN ELECTION ON AN ORDINANCE AMENDING MEASURE O TO AUTHORIZE THE DISTRICT TO PROVIDE URGENT MEDICAL CARE SERVICES WITHOUT LIMITATION TO TIME OF DAY, AND ORDERING THE ELECTION CONSOLIDATED WITH THE STATE, COUNTY, OR LOCAL GENERAL ELECTION OF APRIL 10, 2012

WHEREAS, in November 1996, the majority of the voters in the Coast Life Support District approved an extension of powers of the District to provide “after hours” urgent medical care services; and

WHEREAS, in June 1997, the majority of the voters in the District approved District Measure O, which imposed a special tax for the provision of “after hours” urgent medical care services; and

WHEREAS, in 1997, the District solicited proposals and began to provide after hours urgent medical care services through a contracted medical provider; and

WHEREAS, the District Board of Directors recognizes that it is in the best interests of District taxpayers and residents for the District to provide urgent medical care services without limitation to time of day; and

WHEREAS, the District Board of Directors has determined that the District can provide urgent medical care services without limitation to time of day with no change in the tax rate set forth in Measure O; and

WHEREAS, the District’s Board of Directors wishes to propose an ordinance authorizing that Measure O be amended to allow the District to provide urgent care medical services without limitation to time of day; and

WHEREAS, state law requires that proposed amendment to Measure O 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, county, or local general election; and

WHEREAS, state law further requires that the proposed amendment to Measure O be approved by a majority 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 the amendment of Measure O 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 amend Coast Life Support District Measure O, originally passed in 1997, to authorize the District to provide urgent medical care services without limitation to time of day.*

*It is the intent of this Ordinance to allow the District to use Measure O funds to provide urgent medical care services at times other than “after hours.” Other than authorizing urgent medical care services without limitation to time of day, this Ordinance does not change any other provisions of Measure O and does not create any new special taxes.*

**SECTION II. NO CHANGE IN MEASURE O TAX LIMIT**

*This Ordinance does not change the existing Measure O tax limit*

**SECTION III. 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 IV. EFFECTIVE DATE**

*This Ordinance shall take effect immediately upon its confirmation by a majority of the voters in the District voting in an election to be held on April 10, 2012.*

3) The Board hereby calls a special election for Tuesday, April 10, 2012, 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 Coast Life Support District Measure O, passed in 1997 and providing for After Hours Urgent Medical Care Services, be amended to remove the “After Hours” restriction on use of urgent medical care services funds and authorize the District to use the funds to support Urgent Medical Care Services without limitation on time of day, with no increase in existing tax rate?”

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 Clerk is 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 Clerk is 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 10, 2012, 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
Kaplan	_____
Chilton Hauck	_____
Rice	_____
Schwartz	_____
Dodds	_____
Klopfer	_____
Toedter	_____

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_ (2/3 vote required)

SO ORDERED.

**Coast Life Support District  
District Administrator's Report  
October 17<sup>th</sup>, 2011**

1. Finance

- FY11 Budget. The Treasurer will present the year-end financial summary. Overall, we did pretty well. Subject to the auditor's report, it looks like we hit our Expenses within 0.2% (under) and our Income within 2.0% (over).
- Tax Measures. I have spent a significant amount of time with County Counsel in drafting resolutions for the future financial security of the organization. Hopefully the voters will be supportive.

2. Communications

- We've been approved for a ~\$200K grant for creating a Coast Command Channel and significantly upgrading the District's dispatch communications system. Approval was from the Sonoma County Homeland Security Grant Authority, who had \$725K to allocate. Final state and federal approval is pending, but I'm told that is a formality. The funds will go directly to the Sonoma County Sheriff's Communications shop, which now has responsibility for all county communications programs, for execution. This is good—they will purchase, install and maintain the system as well as deal with the FCC. The system will not be installed for months, but at least now we're on our way.
- For the record, this eliminates the need for a planned \$30K capital expenditure.

/s/

Scott Foster  
District Administrator

# COAST LIFE SUPPORT DISTRICT

Operations Manager's Report  
October 17, 2011

## Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%

We hired Bryan Wilson EMT to the BLS staff. He has started his training and will be scheduled on the BLS ambulance the end of October.

## Facilities

No major repairs pending.

## Vehicles/Equipment

All in service and in good working order

## Communications

No major issues or concerns

## Community Training

We have scheduled CPR classes for the PA schools in October (60 employees)

Super Saver Saturday CPR is October 15<sup>th</sup> 1pm-4pm at Bill Platt. (7 enrollees)

We held off on the CPR article and will run it prior to our mid December CPR saver class. I am working with Steve McLaughlin on the article.

Nick's First Responder class was cancelled due to lack of enrollment.

## Team Health Nurse Advice Line: the most recent twelve months.

	OCT	NOV	DEC	JAN	Feb	Mar	APR	MAY	JUN	JUL	Aug	SEP
Calls	30	18	39	19	22	25	39	29	27	32	24	19
Triaged	14	9	17	8	13	16	24	21	16	21	11	12
ED Now	4	4	7	3	6	10	11	8	6	8	3	2

# Business Manager's Report

By Terry Bold

Email: [billing@clsd.ca.gov](mailto:billing@clsd.ca.gov)

October 17th, 2011

## Vouchers:

Replenishment: A replenishment voucher for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period:

September 10<sup>th</sup> through October 7<sup>th</sup>, in the amount of \$92,101.27 was signed by Operations Manager, Evan Dilks, on October 6<sup>th</sup>, 2011.

Accounts Receivable Report: I have reviewed the September 2011 Accounts Receivable reports and find them to be within normally expected parameters.

# Coast Life Support District Accounts Receivable Status

September-11

ALS Transports	24
.....	.....
BLS Transports	9
.....	.....
Dry Runs	28
.....	.....
ALS/BLS Treat & Release	9
.....	.....
Total	70

Accounts Receivable Balance @ 8/31/2011 \$ 213,301.70

Ambulance Revenue \$ 117,463.60

.....

Payments Posted: \$ 45,474.91

.....

Write-offs:

MediCare-Required	\$ 59,896.08
.....	.....
Medi-Cal Required	\$ 20,720.69
.....	.....
Collections Agency	\$ 5,050.10
.....	.....
Other Adjustments	\$ 2,685.77
.....	.....
Less Reimbursement	.....

*Total Write-Offs for This Month* \$ 88,352.64

.....

Accounts Receivable Balance @ 9/30/2011 \$ 196,937.75

.....

Aging Report

CURRENT	\$ 92,304.84
.....	.....
31-60 Days	\$ 32,163.88
.....	.....
61-90 Days	\$ 28,463.25
.....	.....
91+ Days	\$ 44,005.78
.....	.....

Aging Report Balance @ 9/30/2011 \$ 196,937.75

.....

Payment Plan Accounts at end of month: 17 @\$28,589.14

Cash on Hand

FAMIS ACCOUNT:	\$337,126.90
Redwood Credit Union Checking:	\$47,984.47
Total Cash on Hand	\$385,111.37

**Coast Life Support District**  
**Accounts Receivable Status**

Board Approval/Secretary: \_\_\_\_\_ (Date)