

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, April 16, 2012 <<<

Bill Platt Training Center

Gualala, CA 95445

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
 - Measures B & C Election Results - Information Foster
 - Nominating Committee - Action Rice
 - i. Committee Member Assignments
 - Community Healthcare Working Group Update Chilton Hauck
 - Ambulance Purchase Resolution – Action Foster
 6. New Business
 - FY12-13 Budget Recommendations – Information Foster
 - Urgent Care Contract - Information Foster
 - Fall Board Member Elections – Information Foster
 7. Reports
 - Board Officers – General
 - Treasurer Rice
 - District Administrator Foster
 - Staff Dilks/Bold
 8. Other
 - General announcements
 - Board meeting Schedule
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted)
 - May 14, 2012



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
March 19th, 2012

Call to Order. Cynthia Chilton Hauck called the meeting to order at 4:32 pm. Present: Schwartz, Rice, Klopfer, Toedter, Chilton Hauck and Dodds.

Adoption of the Agenda. Director Schwartz moved, Director Dodds, second to adopt the agenda. All ayes.

Approval of February 20th, 2012 Board Minutes. Director Schwartz moved, Director Dodds second, all ayes.

Privilege of the Floor: Michael Combs was introduced. Combs commented on a letter in the ICO that he and Kenny Jowers had written and received all positive comments.

Old Business - Information or Action

- Nominating Committee-Action
 - I. Board Vacancy Appointment: Treasurer Rice reported for the committee. The committee met and received 3 applications for the open board seat. The committee interviewed two candidates and Treasurer Rice moved to appoint Michael Combs to the seat. Director Schwartz second, Directors Toedter, aye, Rice, aye, Chilton Hauck, aye, Schwartz, aye, Klopfer, aye, and Dodds, aye. So moved. Secretary Hauck swore in new Director Combs.
 - II. Officers Election: Director Rice moved, Director Schwartz second, to nominate Director Tom Toedter as Board President. All directors voted aye. President Toedter suggested all officer positions be up for election in December, after new terms begin.
 - III. Committee Member Assignments: Since the Nominating Committee had significant interest in several committee positions, and because

Director Combs had not been included in consideration, Treasurer Rice said the Nominating Committee would return with a recommended committee slate at the next meeting.

- Measures B & C Information Campaign Update - Most have received all positive comments.
- Mission Statement Art in Training Center: Director Schwartz commented that former Board President Steve Kaplan is donating a wall board with the CLSD Mission Statement to be mounted in the training center.

New Business: none

Reports:

- Board Officers-General:
 - Director Schwartz commented on being the current "historian" and suggested the board invite previous CLSD Board Members to board meetings to give historical perspective on significant past events and issues. The sense of the board was for her to proceed. A discussion ensued about recording meetings and posting recordings on the CLSD website. Treasurer Rice volunteered to record the next meeting as a test.
 - Director Chilton Hauck reported that the AHUC working group had met and will meet again this week. They continue their work on improving the urgent care program and are taking two tracks: increasing Urgent Care hours in the near term, and seeking a partner for a long term solution.
- Treasurer's report: Treasurer Rice reported on the 2011/2012 draft audit. No adjustments or comments on procedures from the auditor. Rice and DA Foster suggested the board consider releasing the auditor from his

obligation to personally appear before the board if the audit is uneventful. The board agreed.

- District Administrator Foster's Report. See board packet.
- Ops. Mgr. Dilks report received.
- Business Mgr. Bold's February 2012 write-off report was approved. Director Schwartz moved, Director Dodds second, all ayes. Treasurer Rice requested additional information on receivables aged over ninety days. DA Foster and BM Bold will report back to him soon.

Other:

- General Announcements: none
- Board Meeting Schedule:

Monday, April 16th, 4:30 p.m.

Monday, May 14th, 4:30 p.m.

Adjournment. Director Chilton Hauck moved for adjournment, Director Rice, second, all ayes. Meeting adjourned at 5: 53 pm.

Minutes approved:

Date

Fiscal Year 2013 Budget Formulation Issues

Financial

- Tie rates increase to Medicare Inflation Index (2.5%)
 - Assume FY12 workload continues
- Build cash reserve to 10% of annual operations cost
- Display EMS and UC budgets (Income & Expense) separately

Personnel

- Maintain current pay scale, step increases on time
- Maintain 100% BLS Ambulance coverage

Equipment

- Purchase one replacement ALS ambulance

Infrastructure

- Plan for building maintenance program

Training

- Maintain robust training program for ALS & BLS

Urgent Care

- Prepare UC contract at \$150K

4/13/2012 2:53:27 PM

Coast Life Support District
Profit & Loss Budget vs. Actual
 July 2011 through March 2012

2:53 PM

04/13/12

Accrual Basis

	Jul '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Income				
4000 · CLSD Special Taxes	529,365.42	660,841.50	-131,476.08	80.1%
4100 · Interest Income	1,264.44	525.00	739.44	240.8%
4200 · Net Ambulance Income	463,799.86	423,885.00	39,914.86	109.4%
4300 · CPR Class Fees	3,964.00	4,725.00	-761.00	83.9%
4400 · Miscellaneous Income	400.00	0.00	400.00	100.0%
4430 · Donations Received	549.32			
Total Income	999,343.04	1,089,976.50	-90,633.46	91.7%
Expense				
5000 · PERSONNEL Expenses	754,732.48	743,097.42	11,635.06	101.6%
6000 · AMBULANCE OPERATIONS	79,286.17	92,385.00	-13,098.83	85.8%
6700 · OVERHEAD -- ADMINISTRATION	33,943.27	46,949.97	-13,006.70	72.3%
6900 · TRAINING PROGRAMS	4,647.71	10,875.00	-6,227.29	42.7%
7000 · AFTER HOURS URGENT CARE	20,876.06	93,767.25	-72,891.19	22.3%
7100 · Urgent Care Advice Line	21,495.50	23,130.00	-1,634.50	92.9%
8000 · Interest Expense	6,911.25	6,854.25	57.00	100.8%
9500 · Depreciation Expense	50,280.12	63,817.50	-13,537.38	78.8%
Total Expense	972,172.56	1,080,876.39	-108,703.83	89.9%
Net Income	27,170.48	9,100.11	18,070.37	298.6%

**Coast Life Support District
District Administrator's Report
April 16th, 2012**

1. Elections. Passing a 38% tax increase in this economy speaks to the value the community places on emergency medical response, and is directly attributable to the reputation of our crew. I am very proud of all of them.
2. Finance. I am developing budget alternatives for the two possible outcomes of the election.
 - a. Ambulance Purchase. We have quotes from four manufacturers, and a five-year financing offer at 3.75%. Evan and the paramedics will make the final recommendation as to configuration and capability. As with past ambulance purchases, the board must pass a resolution to authorize entering into a financing agreement. Due to popularity of the new International Harvester TerraStar chassis and the associated backorder queue, however, we anticipate a 150 day delivery time.
 - b. Budget. I plan to display the EMS and Urgent Care budgets separately, matching each tax to its appropriate program.
 - i. EMS. I have completed a draft budget with the ambulance purchase, no program increases, no COLA (scheduled salary step increases will continue) and increasing costs only in "fact of life" areas (e.g. CalPERS, insurance, REDCOM fees increases, etc.). This, combined with increased tax revenue, should get us a good start on building a reserve.
 - ii. Urgent Care. Urgent Care will likely run a deficit this year, using some of the reserve balance, to fund an election for extending UC hours. I am planning on a \$150K UC contract with RCMS, with the balance going to the after-hours nurse advice line program and a reduced level of management overhead.
 - c. Urgent Care Contract. The contract authority will be the President of the CLSD Board of Directors. I will work with the President and Treasurer to present a contract no later than the June board meeting.
3. Logistics.
 - a. Electronic Patient Records. We are transitioning to a paperless patient record system, using the Coastal Valley EMS on-line Patient Care Report (PCR) system. With two laptop computers recently acquired through a CVEMS grant, our crew will be able to complete most PCRs prior to arriving at the hospital, or complete PCRs remotely following a call. This will also significantly improve patient and performance data collection and record keeping.
4. Personnel. We've hired a new EMT to the BLS crew, Scott Christy, an experienced and motivated young man new to the area. We look forward to his contributions to the team.

/s/
Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report
April 16, 2012

Deployment / Staffing

- ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%
- Scott Christy has been officially hired and has started his training
- Bonnie Plakos has completed the process for CPR instructor certification.
- Brandy Oropeza has started the process to become a CPR instructor.
- All ALS staff members are completing Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) recertification

Facilities

- No major repairs pending.

Vehicles/Equipment

- All vehicles and equipment are in good service and in good working order.
- I have received four quotes for a replacement ALS ambulance

Communications

- We received two laptop computers for our ambulances from Coastal Valley EMS on a grant. They are in service. We are working towards 100% compliance with digital medical records.

Community Training/

- Bonnie Plakos taught the Super Saver Saturday CPR class on March 24 (6 participants). Also held classes at the Casino, Head Start and TCVFD.
- I did a CPR presentation for the Rotary Members.
- The community has scheduled an *Every 15 Minutes* program. The date is May 23, 2012. Meetings have started. CLSD is in the plans for two ambulances for the mock vehicle crash. I am soliciting volunteers.

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

	APR	MAY	JUN	JUL	Aug	SEP	OCT	NOV	DEC	JAN	Feb	Mar
Calls	39	29	27	32	24	19	21	8	25	23	21	31
Triaged	24	21	16	21	11	12	11	6	15	17	17	22
ED Now	11	8	6	8	3	2	8	3	7	5	3	9

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

April 16th, 2012

Vouchers:

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

March 17th thru March 30th, 2012 in the amount of \$40,394.63 was signed by Evan Dilks on March 30th, 2012.

Accounts Receivable Report: I have reviewed the March 2012 Accounts Receivable report and find it to be within normally expected parameters.

