

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, February 20, 2012 <<<  
Bill Platt Training Center  
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
    - Measures B & C Information Campaign Update Foster
      - i. Calendar Commitments
    - Community Healthcare Working Group Update Kaplan
    - Nominating Committee Kaplan
      - i. Board Vacancy
      - ii. Officers
      - iii. Committee Members
  6. New Business
    - Ethics Training Chilton-Hauck
  7. Reports
    - Board Officers – General
    - Treasurer Rice
    - Quality Assurance Dodds
    - 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)
    - March 19, 2012

COAST LIFE SUPPORT DISTRICT  
Post Office Box 1056 • Gualala, California 95445  
[www.clsd.ca.gov](http://www.clsd.ca.gov)



MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
January 3rd, 2012 at Elaine Jacob Center

Call to Order. President Steve Kaplan called the meeting to order at 4:29 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, & Toedter. Hauck

Adoption of the Agenda. Director Dodds moved, Director Schwartz second to adopt the agenda as amended to include Resolution 205 in Old Business, all ayes.

Approval of December 5th, 2011 Board Minutes. Director Schwartz moved, Director Klopfer second, with minutes amended to include roll call vote for Resolution 206 from previous meeting, all ayes.

Privilege of the Floor: none

Old Business - Information or Action

- Tax Committee Report: 1. Financial Update was presented by Director Toedter as included in the board packet. 2. Discussion Points
- Letter from Director Klopfer presented. See board packet.
- EMS Tax Change Resolution-Action: was presented by Director Rice. See board packet.
- EMS Tax Scenarios : Resolution 206 Calling An Election on an Ordinance Imposing A Special Tax for Ambulance, Life Support, and Transport Purposes. Six ayes, (Kaplan, Schwartz, Rice, Toedter, Dodds, Hauck) one abstention, (Klopfer) motion passed.
- Resolution 205 Urgent Care Amendment-Action: 1. CLSD-RCMS Agreement Ratification-Action Director Klopfer's discussed the CLSD Board support of daytime Urgent Care. No action. 2. Finance Committee Report- Information. Director Rice reported on Resolution 205.

New Business: None

Reports:

- Board Officers-General: President Kaplan No report
- Treasurer's report: No report.
- DA Foster's Report: See Board Packet
- Ops. Mgr. Dilks report received.
- Business Mgr. Bold's November 2011 write-off report was approved. Director Rice moved, Director Schwartz second, all ayes.

Other:

Announcements: President Kaplan discussed his plans to move and that the February Board Meeting will be his last.

- Board Meeting Dates:  
Monday, February 20<sup>th</sup>, 4:30 p.m.  
Monday, March 19<sup>th</sup>, 4:30 p.m.

Adjournment. Director Schwartz moved for adjournment, Director Rice, second, all ayes. Meeting adjourned at 6:19 pm.

Minutes approved:

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Date

## 2012 Public Meeting Speaking Schedule

Group	Scheduled Date	Time	Group Contact	Phone	CLSD Board Rep	RCMS Board Rep	Notes
Rotary	16-Dec	1200	Ron Miles	884-1829	--		
Redwood Coast FPD BOD	10-Jan	1800	Judy Seymore	882-2189	--		
Timber Cove Fire BOD	17-Jan	1930	Chief Singer	847-3368	Tom		
Lions Club	24-Jan	1830	Randy Jones	884-9508	--		
The Sea Ranch Fire VFD	1-Feb	1600	Mike Scott	785-3348	--		
Redwood Chamber of Commerce	7-Feb	1800	Laura	884-1080	Tom		
Irish Beach Public (Firehouse)	11-Feb	1000	Steve Whitaker	882-1992	Naomi		
Soroptomists @ Mariachi's	14-Feb	1145	Linda Reno	884-4715	--		
Odd Fellows	15-Feb	1930	Todd Orenick	882-2251			
Senior Center: Gualala (Tues)	21-Feb	1210	Judy Frazier	882-2137			
Senior Center: Point Arena (M-W)	22-Feb	1220	Judy Frazier	882-2137			
Comm. Resource Connection	27-Feb	1000	John Horn				
Point Arena City Council	28-Feb	1800	Leslie Dahlhoff	882-2122			
KTDE Interview	29-Feb	1600	Fred Adler	884-3545			
Pay 'n Take	3-Mar	900	Public				
The Sea Ranch Forum	3-Mar	1500	Leigh Mueller	785-9533			
Democratic Club/St. Orres	10-Mar	1000	Kenny Jowers	882-2399			
South Coast Firefighters	TBA		Leighton Nelsen	884-4700			
KGUA Interview	TBA		Peggy Berryhill	884-4883			
Timber Cove Community	TBA						
GMAC							
Manchester Grange							
Knights of Columbus							
Action Network				884-5413			
Rancheria							
Coastal Hills Community Listserv							
TSR Listserv							
ICO Article 1					Cynthia		
ICO Article 2							
ICO Article 3							

= Awaiting Response

Coast Life Support District  
**Profit Loss Budget vs. Actual**  
 July through December 2011

(\$ amounts 000)	<u>FY12 6mo Actual</u>	<u>FY12 6mo Budget</u>	<u>Variance - Fav/(Unfav)</u>	<u>Actual % of Budget</u>
<b><u>EMS</u></b>				
<b><u>EMS Revenues</u></b>				
Special Taxes (accrual basis)	\$341.6	\$341.6	\$0.0	100%
Net Ambulance Income	246.8	282.6	(35.8)	87%
Other	4.8	3.5	1.3	138%
	<u>593.2</u>	<u>627.7</u>	<u>(34.5)</u>	<u>95%</u>
<b><u>EMS Expenses</u></b>				
Personnel Expenses	506.5	495.4	(11.1)	102%
Ambulance Operations	52.4	61.6	9.1	85%
Overhead/Administration	27.8	31.3	3.5	89%
Training Programs	2.2	7.3	5.0	31%
Interest and Depreciation	38.1	47.1	9.0	81%
	<u>627.1</u>	<u>642.7</u>	<u>15.6</u>	<u>98%</u>
Net	<u>(\$33.9)</u>	<u>(\$15.0)</u>	<u>(\$18.8)</u>	
<b><u>AHUC</u></b>				
<b><u>AHUC Revenues</u></b>				
Special Taxes (accrual basis)	\$99.0	\$99.0	\$0.0	100%
<b><u>AHUC Expenses</u></b>				
Advice Line	15.6	15.4	(0.2)	101%
Other	15.1	62.5	47.4	24%
	<u>30.7</u>	<u>77.9</u>	<u>47.3</u>	<u>39%</u>
Net	<u>\$68.3</u>	<u>\$21.1</u>	<u>\$47.3</u>	
Combined Net	<u>\$34.5</u>	<u>\$6.1</u>	<u>\$28.4</u>	

Note: Special taxes collected YTD \$528.8, \$88.2K more than accrued.

**Coast Life Support District  
District Administrator's Report  
February 20<sup>th</sup>, 2012**

1. Elections. I continue to present at any public or private forum that will allow me on their agenda. You have all seen the schedule, and I thank board members for their assistance. At each talk, I make clear up front that the “no out-of-pocket” benefit and the leveling of tax rates for parcel types are both off the table. So far, I have not met with any public or private resistance or naysayers for either new proposal.
2. Finance.
  - a. Pre-election Budget Reduction Actions. I have decided to take a pessimistic view of our financial situation and prepare for Measure C's failure—if I wait until April to make program changes we'll never catch up. I will re-evaluate the current year budget after the April election, but meanwhile here are the actions I've taken:
    - i. Suspended all funded training where we have not already made a commitment.
    - ii. Suspended the ambulance purchase. We continue to gather information and prepare, however.
    - iii. Notified the Medical Director that we may have to terminate his contract.
  - b. Post-election Budget Reduction Actions. In the event Measure C does not pass, I will immediately implement the following prioritized actions to achieve the necessary savings:
    - i. Suspend Merit Pay.
    - ii. Implement Pay Reduction, percentage to be determined.
    - iii. Reduce BLS ambulance coverage.

/s/  
Scott Foster  
District Administrator

## COAST LIFE SUPPORT DISTRICT

Operations Manager's Report  
February 20, 2012

### Deployment / Staffing

- ALS (M-120) was staffed 100% and second out BLS (B-121) also at 100%
- Mid-year employee performance reviews were completed
- Matt Ignacio has resigned his BLS position. I am in the interview process and will hire one BLS EMT.

### Facilities

- No major repairs pending. The damaged bay door estimated at \$2500 (accident about 5 years ago) is on hold.

### Vehicles/Equipment

- All vehicles and equipment are in good service and in good working order. We are seeing an increase in odd repairs to our first out ALS (Big Red). Examples are the electric circuit board, transmission gasket, and windshield wiper motor, to name a few
- I am scheduled with Mechanicsville Rescue Squad in the Baltimore area to ride along in a TerraStar re-mounted ambulance, which is the closest to the specification that CLSD is considering. I will also attend the EMS Today conference and exhibit hall going on at that time. I am also going to do site visits this month to the companies that do ambulance re-mounts. I am inviting Junior (Jr's Auto) along.

### Communications

- We received two laptop computers for our ambulances from Coastal Valley EMS on a grant. This will allow the crew to write their Patient Care Reports in the ambulance and send them to the hospital on arrival if ready. We are in-servicing them this month.

### Community Training

- Next Super Saver Saturday CPR class is March 24 (9-1pm)
- All the PAHS freshman class (32 students) received CPR instruction and will receive a certificate of completion. The senior class has shown interest.
- The community is trying to schedule an Every 15 Minutes program. Tentative date is May 22, 2012. Meetings are starting.

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

	Mar	APR	MAY	JUN	JUL	Aug	SEP	OCT	NOV	DEC	JAN	
Calls	25	39	29	27	32	24	19	21			23	
Triaged	16	24	21	16	21	11	12	11			17	
ED Now	10	11	8	6	8	3	2	8			5	

## Business Manager's Report

By Terry Bold

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

February 20th, 2012

### Vouchers:

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

December 23<sup>rd</sup>, 2011 thru January 11<sup>th</sup>, 2012 in the amount of \$79,162.48 was signed by Evan Dilks on January 11<sup>th</sup>, 2012

January 18<sup>th</sup> thru January 31<sup>st</sup>, 2012, in the amount of \$66,963.76 was signed by Evan Dilks on January 31<sup>st</sup>, 2012.

Accounts Receivable Report: I have reviewed the December 2011 and January 2012 Accounts Receivable reports and find them to be within normally expected parameters.

**Coast Life Support District**  
**Accounts Receivable Status**  
**December-11**

ALS Transports	21
BLS Transports	5
Dry Runs	19
ALS/BLS Treat & Release	3
<b>Total</b>	<b>48</b>

Accounts Receivable Balance @ 11/30/2011	\$	224,316.97
Ambulance Revenue	\$	102,030.40
Payments Posted:	\$	37,924.64
Write-offs:		
MediCare-Required	\$	22,946.23
Medi-Cal Required	\$	38,876.55
Collections Agency	\$	3,797.00
Other Adjustments	\$	2,928.96
Less Reimbursement		
<b>Total Write-Offs for This Month</b>	<b>\$</b>	<b>68,548.74</b>
Accounts Receivable Balance @ 12/31/2011	\$	219,873.99

## Aging Report

CURRENT	\$	74,578.82
31-60 Days	\$	53,771.98
61-90 Days	\$	28,558.70
91+ Days	\$	62,964.49
Aging Report Balance @ 12/31/2011	\$	219,873.99
Payment Plan Accounts at end of month: 15@		<a href="#">\$29,461.14</a>
Cash on Hand		
FAMIS ACCOUNT:		\$561,813.35
Redwood Credit Union Checking:		\$66,404.40
<b>Total Cash on Hand</b>		<b>\$628,217.75</b>

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



**Coast Life Support District**  
**Accounts Receivable Status**  
**January-12**

ALS Transports	31
BLS Transports	9
Dry Runs	14
ALS/BLS Treat & Release	0
<b>Total</b>	<b>54</b>

Accounts Receivable Balance @ 12/31/2011	\$	219,873.99
Ambulance Revenue	\$	145,257.80
Payments Posted:	\$	47,124.71
Write-offs:		
MediCare-Required	\$	19,555.80
Medi-Cal Required	\$	12,626.43
Collections Agency	\$	6,827.00
Other Adjustments	\$	118.00
Less Reimbursement		
<b>Total Write-Offs for This Month</b>	<b>\$</b>	<b>39,127.23</b>
Accounts Receivable Balance @ 1/31/2012	\$	278,879.85

**Aging Report**

CURRENT	\$	141,387.80
31-60 Days	\$	31,559.38
61-90 Days	\$	43,624.88
91+ Days	\$	62,307.79
Aging Report Balance @ 1/31/2012	\$	278,879.85

Payment Plan Accounts at end of month: 16@

\$28,507.97

**Cash on Hand**

FAMIS ACCOUNT:	\$463,618.40
Redwood Credit Union Checking:	\$100,863.41
<b>Total Cash on Hand</b>	<b>\$564,481.81</b>

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