

COAST LIFE SUPPORT DISTRICT

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AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, October 13, 2014 <<<

Bill Platt Training Center

38901 Ocean Drive

Gualala, CA

1. Call to Order Toedter
 2. Adoption of the Agenda
 3. Minutes Approval – 23 September 2014
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action
 - Board Appointment: Oath of Office – Action Toedter
 - Joint Operating Group Update - Information Perry
 - DA Search Committee Criteria – Action Hughes
 6. New Business Schwartz
 - District-area Pharmacy Requirements
 7. Reports
 - Committee Reports
 - District Administrator
 - September A/R, Write-offs Approval - Action
 8. Other
 - General announcements
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - November 17, 2014
 - December 8, 2014



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
September 23rd, 2014

Call to Order. President Toedter called the meeting to order at 4:30p.m. Present: Directors Perry, Schwartz, Provencher, Dodds and Bower.

Adoption of the Agenda. President Toedter requested revising the order of the agenda, to hear New Business before Old Business. Director Schwartz moved for adoption as amended, Director Dodds second, all ayes.

Approval of August 18, 2014 Board Minutes. Director Provencher moved to adopt the Minutes. Director Schwartz second, all ayes.

Privilege of the Floor- Public Comment: None at this time; President Toedter announced the public would be given an opportunity to comment later in the agenda.

New Business – Information

- Chris Thomas, Assistant County Administrator, Sonoma County, presented an overview of the background and charter of the Fire Services Ad-Hoc Committee. A copy of his presentation was included with the agenda materials. Mr. Thomas then took questions from the Board and members of the public.

Old Business-Information or Action

- Adoption of Final FY14-15 Budget – Action: By unanimous roll call vote, the Board approved Resolution 230, Adoption of Final Budget for Fiscal Year 2015, with total budgeted revenue and expenses of \$2,034,123.
- St. Joseph's Executive Leadership Meeting Update - Information
President Toedter reported on a meeting including CLSD and RCMS leadership with representatives of St. Joseph's senior management (directors of strategic planning for

Santa Rosa Memorial Hospital and Northern California, and CLSD's Medical Director and Memorial ER Physician, Tucker Bierbaum). St. Joseph's stated a willingness to establish direct communication links between RCMS Urgent Care and Memorial's Emergency Department; telemedicine links when broadband becomes available locally; access to specialists; and assistance with planning activities, including new facilities. At this time, however, they were not able to commit Urgent Care staffing resources.

- Joint Operating Group (JOG) Update - Information

Director Perry reported that the JOG had met twice since the last board meeting, on July 28 and August 13, 2014. Minutes of these meetings were included with the agenda materials. Also included with the agenda materials were financial and operating information for the Urgent Care program. The Board requested that the Urgent Care material be summarized, rather than detailed, in the future.

- Joint Operating Group (JOG) Appointment - Action

Director Provencher moved, Director Schwartz seconded appointment of Director Dodds as alternative member of the Joint Operating Group. All ayes.

- Board Vacancy – Nominating Committee Update - Information

President Toedter reported that the Nominating Committee (himself, Director Schwartz and community member Rich Hughes) had met with a number of qualified candidates. The application period ends on September 30, and the Committee expects to bring its recommendation to the Board at its October 13 meeting.

- Organizational Action Plan - Information
D.A. Foster reported on the Action Plan for employee and leadership development, following the employee survey presented at the August 18 Board Meeting. Details of the Action Plan were included with the agenda materials.

Reports:

- QA/QI- No report
- Governance Committee. No report.
- Finance Committee. No report. Next meeting scheduled for October 15.
- District Administrator – Report was distributed with the agenda materials. D.A. Foster announced that he would be resigning effective at the end of the current fiscal year, on June 30, 2015. A search committee, comprised of President Toedter, Directors Schwartz and Dodds, and community member Rich Hughes, was proposed, to be confirmed at the next meeting.
- August 2014 A/R Write-offs-Director Schwartz moved, Director Perry seconded, approved 5-1 (Provencher). Discussion of the write-off process was referred to the next Finance Committee meeting.

General Announcements:

- Public Comment. RCMS CEO Diane Agee reported that the Gualala Pharmacy would be closing in the near future.
- Next Board of Directors Meetings
 - Monday, October 13, 2014, 4:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.
 - Monday, November 17, 2014, 4:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.
 - Monday, December 8, 2014, 4:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.

Adjournment. Director Perry moved for adjournment, Director Provencher second, all ayes. Meeting adjourned at 6:___pm.

Minutes approved:

Date

From email dated October 10/08/14

Naomi,

Thanks for the heads up. I of course want to attend the meeting. It sounds like the meetings go on for a while. Unless I had a pharmacist come and cover part of the afternoon for me I probably wouldn't be able to get there before 6 o'clock. Do you think that might work?

I feel very strongly that with current insurance reimbursement rates being so low and pressure to decrease them, this area cannot support two pharmacies. Jack and I have been struggling to survive for some time now. Jack has been working weekends for Walmart. I probably wouldn't still be here if I didn't own the building I'm in.

My basic position is that we can work with RCMS and the community to provide service to the community. I might add that, while this seems like a terrible inconvenience to some, people who live in bigger towns generally think nothing of driving 15 to 30 minutes to a pharmacy.

I have met (this past Monday) with providers at RCMS to discuss options. We didn't get very far. The topic of dropping off deliveries at RCMS was brought up and pretty much dismissed due to perceived liability issues. That leaves two other options available to be discussed. One is the expansion of Arena Pharmacies delivery service, and RCMS increasing it's ability to dispense urgent care meds from the clinic.

Let me know if I have to be there at the beginning of the meeting. Otherwise I will be there as soon as I can after closing Monday. Also, if there are materials to be presented, I would appreciate having a chance to look at them before walking into the meeting if possible.

Thanks so much for your support. I am committed to making this work.

Sincerely,
Chris

**Coast Life Support District
District Administrator's Report
October 13, 2014**

1. Personnel

- a. Departure. Paramedic Jim Adamski has given us his notice and will be departing mid-month. This creates a second open position for a paramedic, and will increase our reliance on part-timers until the (now two) positions can be filled.
- b. Arrivals.
 - i. Paramedics. After an exhaustive resume review and team interview process, we have initiated hiring actions for two new paramedics, Mr. Dean Rising and Mr. Jeff Finck. Both are deeply experienced paramedics: Mr. Rising is a flight paramedic with extensive clinical credentials and Mr. Finck is a retired EMS captain with a fire agency in the Central Valley. Both are hired in a six-month probationary status, at the end of which they will be evaluated for their clinical skills and organizational fit.
 - ii. District Fiscal Officer. Our new DFO, Mr. David Rice, is now on board. He is attending the annual California Ambulance Association reimbursement conference, building his skills and establishing a professional network. He is settling in to the new office spaces at the station.
- c. BLS Scope of Practice.
 - i. We have made extraordinary progress with our efforts to expand the BLS scope of practice in recognition of our extended transport times. While most of the changes involve "no-brainer" changes in common over-the-counter medications, the larger issue is we are recognized as being the leader in pushing the envelope for the state EMS protocols. ALS EMT Scott Ignacio is leading the charge on this, and deserves kudos for his efforts.

2. Logistics.

- a. Construction. I am pleased to report completion of the building extension, on time and on budget. TNT Construction did a terrific job; they were not only professionally very proficient but exhibited excellent customer service throughout the project.

3. Finance.

- a. Although we have a one-year relief for the County changes in "dry period funding," we will continue to press forward with moving our accounts to Exchange Bank. As soon as our DFO is settled in we will initiate action.

Scott Foster
District Administrator

Coast Life Support District Accounts Receivable Status

September-14

ALS Transports	42
BLS Transports	12
Dry Runs	17
ALS/BLS Treat & Release	6
Total Activity	77

Accounts Receivable Balance @ 08/31/2014 \$353,898.01

Ambulance Revenue	\$ 257,836.40
Reductions to Revenue	
MediCare Required	\$ (91,400.37)
Medi-Cal Required	\$ (32,652.24)
District Resident 50% Discount	\$ (2,906.47)
Total Reductions for Month	\$ (126,959.08)

Ambulance Revenue Net

Payments Received	\$ (62,176.98)
Write-Offs	
Collections Agency	\$ (375.22)
Other Adjustments	\$ 224.99
Total Write-Offs for Month	\$ (150.23)

Accounts Receivable Balance @ 09/30/2014 \$ 422,448.12

CURRENT	\$ 213,722.78
31-60 Days	\$ 87,206.09
61-90 Days	\$ 36,900.48
91+ Days	\$ 84,618.77

Aging Report Balance @ 09/30/2014 \$ 422,448.12

Payment Plan Accounts EOM: 10@\$18,668.58

Cash on Hand

FAMIS Account	\$ (2,842.01)
Redwood Credit Union Checking	\$ 430,226.35
Total Cash on Hand	\$ 427,384.34

Board Approval/Secretary: _____ (Date)