

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445  
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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:00 PM, December 20th, 2017 <<<

CLSD Headquarters – Bill Platt Training Room

(this meeting is held early as the normally scheduled meeting falls on Christmas Day)

- |  |             |
|--|-------------|
| 1. Call to Order   | Hughes      |
| 2. Adoption of the agenda  | Hughes      |
| 3. Minutes Approval  | Hughes      |
| 4. Privilege of the floor  | Hughes      |
| 5. New Business  |             |
| a. MHA – Joint Board of Directors meeting Jan 30, 2018 10 – 11:30 a.m. | Tittle      |
| b. CLSD Reserve Policy   | Beaty       |
| 6. Old Business  |             |
| a. June Primary election   | Caley       |
| b. Board goals – update  | Hughes      |
| c. Board Orientation Resource Manual                                   | Caley       |
| d. EMR & EMT classes update  | Caley       |
| 7. Reports:  |             |
| a. Finance: YTD  | Beaty       |
| i. Wittman ambulance revenue – YTD                                     |             |
| ii. Expenses   |             |
| iii. Audit FY17 status   |             |
| iv. Intergovernmental Transfer update                                  | Caley       |
| v. Ground Emergency Medical Services update                            | Caley       |
| vi. SB523 update   | Caley       |
| b. Communication Committee   | Bower/André |
| c. MHA update  | Tittle      |
| i. Medicare billing for transports to RCMS – update                    | Caley       |
| d. Customer Survey Report  | Caley       |
| 8. DA report   | Caley       |
| a. <del>Ambulance run data</del> <i>deferred till Jan</i>              |             |
| b. DA Summary Report – read in advance and will have Q & A             |             |
| 9. Adjourn   | Hughes      |

**NEXT MEETINGS:** Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted.

Upcoming meetings are:

Jan 22, 2018

Feb 26, 2018

Mar 26, 2018



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
Nov 27th, 2017

**Call to Order:** Director Hughes called the meeting to order at 4:00 p.m. at the Bill Platt Training Room. Present: Directors: André, Bower, Beaty, Perry, Schwartz, and Tittle. Also, present: District Administrator Caley, Ops Manager Evan Dilks, and Executive Assistant Robin Bean.

**Adoption of the Agenda:** Director Beaty moved to adopt the agenda and seconded by Director Tittle. All ayes.

**Approval of Oct 23rd, 2017 Board Minutes:** Director Schwartz moved to approve the Oct 23rd meeting minutes and was seconded by Director Perry. All ayes.

**Privilege of the Floor – Public Comment:** DA Caley shared the "Impact of Fires" along with a digital map showing the time lapse of 911 calls flooding The Sonoma County Dispatch Center – REDCOM. Dispatch met many challenges during the fires, working from a smoke filled room, received over 1200 911 calls. Many were evacuated during this time (10 medical facilities, 3 hospitals, 7 skilled nursing facility, 840 patients, and more), along with 6900 structures lost (5,000 residents and 1,900 businesses). The DA also conveyed staff appreciation for the Thanksgiving dinner provided by the BOD for the crews.

**New Business:**

- a. **EMR & EMT classes – Mendocino County Office of Education (MCOE):** DA Caley presented to the BOD the costs for the "Winter 2018 EMT Class". The MCOE has been running the program at loss for several years making increases inevitable. Changes to the Carl Perkins funding (which previously held down fee increases) stipulates full time employment must be provided to students at end of coursework. Part-time CLSD EMT nor positions in our local Fire Departments do not meet this criteria. Short-Term solutions were discussed and each BOD's has been asked to provide ideas for funding this necessary program. Short-Term possible "Next Steps" to be reviewed for next meeting:
  1. Scholarships
  2. CLSD subsidize registration fees
  3. 501(c)3 – Donor directed funds (Mendocino county Community Foundation, Sea Ranch Foundation)
  4. Sonoma County Health and Human Services
  5. Adult Education – State Funded Grants
  6. Supervisor Lynda Hopkins (passionate about EMS & rural Healthcare)
  7. Supervisor Dan Hamburg
  8. Cal-Fire - possible rural training funds
- b. **Conversation of the DA Salary plan:** Director Hughes reviewed with the BOD the "Salary Plan for the District Administrator". The current and proposed "step based" salary was discussed in depth. It was suggested and agreed by all BOD's that along with the DA Salary that a re-evaluation should take place for all staff wages. The DA salary plan will be added to next month's meeting to be voted on (staff wage re-evaluation within the next three months).

**Old Business:**

- a. **Board Goals – Update:** Director Hughes reviewed with the BOD, the Annual Board Goals for FY18. Currently, the Board of Directors community involvement, along with identifying programs or groups is of great importance. The BOD's were asked to identify potential areas of the community that could benefit from their involvement. Board Goals to be added to the next BOD meeting.
- b. **Board Orientation Resource Manual:** The new CLSD's "Board Director Reference



Manual" is now being printed and organized into folders to be presented to the BOD's at the next meeting.

**Reports:**

**a. Finance: YTD**

- i. **Wittman ambulance revenue** – The Wittman YTD Report was reviewed: October gross charges were \$126,356. Net receipts received for Oct 56,086.
- ii. **Expenses – FY17 YTD:** Expenses continue to be within budget.

**b. P&L Actuals vs Budget: FY17 Report:**

- i. Board of Directors reviewed the "P&L Actuals vs Budget" Report.
- ii. There were (39) transports in Oct and Cumulative Volume of (186)

**c. 180+ Day Aging:** In Oct, EA Bean continues to make progress with regards to the 180+ day aging. A new list of aging claims has been batched (~\$9K) and being sent to collections in November. A new batch is being reviewed for approval (next FC meeting).

**d. Audit FY17 Status** – Larry Bain & 2 staff were on location here at CLSD from November 1 - 3, 2017. DA Caley just received the Draft audit and in review.

**e. Intergovernmental Transfer (IGT) & Ground Emergency Medical Services (GEMT) update:** received the anticipated FY15/16 IGT net new funds in the amount of 108K (org. amt. 101K). Received 10K in anticipated GEMT funds. Also, GEMT FY16 was audited and we expect an adjustment (overpayment returned).

**f. SB523 update:** This recently passed into law Senate Bill is intended to help recover unreimbursed costs of ambulance providers for MediCal transports. CLSD would be required to pay an upfront "assessment fee" and later receive funds based on the actual number of Medi-Cal transports. Based on the assessment fee formula, CLSD would be assessed a higher fee than reimbursed for the actual number of transports – thus losing \$32,000 and \$12,000 based on the last two FY figures. DA Caley will be attending a CA Ambulance Association workshop in early Dec and will have the opportunity to discuss further with representation from DHCS.

**Communications Committee:** Looking at a revision of the community "Blue" Emergency Contact Cards" to included how many people, pets, etc. (possible 1<sup>st</sup> responder stickers). Also looking at developing a "Vial For Life" program locally and currently reasearching.

**MHA update:**

- a. **MHA & BOD Joint meeting:** Will be scheduled in January 2018 - to review the Mendocino Health Alliance (MHA) M.O.U. Addendum.
- b. **Medicare Billing for transports to RCMS – update:** After extensive research of Federal codes, a draft letter is in review for submission to Medi-Care to allow for Federal Financial Participation (FFP) of Medi-care patient ambulance transports to RCMS Urgent Care.

**Customer Survey feedback:** Sept-Oct 2017: 98% (positive response). 26 in September & 13 in October.

**DA report:**

- Two meetings with MCOE Superintendent Warren Galletti – see summary document in agenda packet
- Admin, Ops Mgr, Paramedic Supervisor and Tuck off-site meeting all day in Santa Rosa. Continue to evolve the QA process, Training, CREST, Performance Management reviews to be completed (4 month increments), and Paramedic skills check-off (intubation) completed.
- Attended MHA off-site in Santa Rosa.
- Attended Santa Rosa Fires Hospital Evacuation de-briefing. Lessons learned related to complexities of patient evacuations, medical equipment, communication equipment redundancy, transport vehicles, etc. Catastrophic fires depleted all resources as well as

neighboring agency resources and ability to backfill support needed until distant outlying agencies mobilized.

#### **Deployment / Staffing**

- ALS (M-120) staffed 100%. BLS (B-121) missed 9 hours due to a sick call
- EMT Malay Thacker is hired and starting his training

#### **Facilities**

- Vehicle exhaust system is fully operational
- Training room improvements—Instructor furniture arrived
- Extra project / additional EMT sleep room is complete
- No major expenses anticipated

#### **Vehicles/Equipment**

- Chevy in for (2) Alternators and batteries
- Other vehicles are all in good working order
- Power chair update—waiting for modifications to rigs delayed due to fires
- Three IPADS are in service from CVEMS Dept. of Homeland Security grant.

#### **Community events / Training**

- Bronwyn Golly taught CPR to ELK Fire
- We had a community demo "health fair" event scheduled for November 15<sup>th</sup> at PA high school. All district schools rotated through. Goldie Pounds, Adrienne Martin, Hans Petersen and Glenn Valli all helped out. Estimated 450 enthusiastic attendees
- Next CLSD community CPR is Saturday December 2
- RCMS has CPR scheduled for December 21
- Chris Ottolini is active in his role of Training Officer. Presented Cardiac Arrest Management and skills training at monthly CREST.  
He is working on a training schedule for 2018

**Adjournment:** at 5:15pm. Director Perry moved for adjournment, Director Hughes seconded, all ayes.

Next Board of Directors Meeting: 4 pm

Wednesday, Dec 20<sup>th</sup>, 2017

Monday, Jan 22<sup>nd</sup>, 2018

Monday, Feb 26<sup>th</sup>, 2018

Minutes Approved:

\_\_\_\_\_  
(Date)





## **Coast Life Support District Reserve Policy**

**Reserve Policy Objectives:** To provide stable funding to meet CLSD annual and multi-year budgetary needs.

### **Foundational Elements:**

1. Core functions/services
  - a. Ambulance operations: 24/7 ALS and BLS capacity to meet local needs.
  - b. Emergency medical services: Urgent care and other emergency services.
  - c. Community healthcare services: Ongoing programs to enhance local health.

### **Considerations:**

2. Income:
  - a. Parcel Tax – EMS
  - b. Parcel Tax – UC
  - c. Ambulance revenue
  - d. Grant funding
3. Expenses:
  - a. Ambulance Operations
  - b. Overhead/Administration
  - c. Emergency Medical Services Contract (formerly Urgent Care)
4. Strategic planning with ongoing communications and community input
5. Maintain a Capital Improvement plan
6. Cash-flow
  - a. Mendocino and Sonoma County Parcel Tax timing
  - b. Mendocino County Ad Valorem Tax timing
  - c. GEMT (Ground Emergency Medical Transport) funding
  - d. CalPERS unsecured debt
  - e. Line of Credit
  - f. Capital Improvement outlays
7. Target levels for reserves:
  - a. EMS – restricted (sufficient to cover 3-months of expenses) FY18 ~\$415K
  - b. Urgent Care – restricted (sufficient to cover 3 months of contract) FY18~\$195K

# CLSD AMBULANCE REVENUE

	A	B	C	D	E	F	G	H	I	J	K	L	M
	BILLABLE INCIDENTS	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJ	NEW A/R BALANCE
<b>FY 17</b>													
DECEMBER '16	45	191,565	85,425	35,904	77	70,159	44,377	917	43,459	29,017	3,903		499,740
JANUARY '17	58	295,900	135,365	31,436	10,841	118,259	76,233		76,233				541,766
FEBRUARY '17	49	181,705	66,854	54,733	13,899	46,218	48,693	8,003	40,690				547,294
MARCH '17	56	231,976	130,377	48,901	1,833	50,864	58,970	2,000	56,970	(727)	8,318		533,597
APRIL '17	55	197,865	98,027	52,662	5,417	41,759	51,484		51,484		3,399		520,474
MAY '17	36	142,371	79,567	38,383	1,337	23,085	65,743	230	65,513	32,757		1,076	446,364
JUNE '17	61	256,097	112,884	42,394	5,226	95,593	32,542	220	3,222				509,635
JULY '17	60	239,510	135,540	45,593	13,973	44,404	62,114	-	62,114	34,781	1,988	11	455,167
<b>FY18</b>													
AUGUST '17	78	292,985	132,529	65,944	3,088	91,424	56,944	3,413	53,531	-	-	2,226	495,286
SEPTEMBER '17	43	158,264	61,382	35,655	1,954	59,273	72,870	104	72,767	-	(9)	1,127	482,959
OCTOBER '17	31	\$ 126,356	\$ 43,683	\$ 44,504	\$ 6,796	\$ 31,373	\$ 56,086	\$ 177	\$ 55,909	\$ -	\$ 4,346	\$ 200	\$ 454,247
NOVEMBER '17	55	\$ 300,041	\$ 107,310	\$ 78,225	\$ (2,518)	\$ 117,024	\$ 49,971	\$ 580	\$ 49,391	\$ 17,724	\$ -	\$ -	\$ 504,156

<b>FY TO DATE</b>	207	877,645	344,903	224,328	9,320	299,094	235,872	4,274	231,598	17,724	4,337	3,553
<b>LAST 12 MONTHS</b>	627	2,614,633	1,188,942	574,334	61,923	789,435	676,027	15,644	631,283	113,552	21,945	4,640

<b>Average FY To Date</b>	104	438,822.60	172,452	112,164	4,660	149,547	117,936	2,137	115,799	8,862	2,168	1,777
<b>Average YTD Last 12 Months</b>	52	217,886	99,079	47,861	5,160	65,786	56,336	1,304	52,607	9,463	1,829	387

3:19 PM

12/14/17

Accrual Basis

# Coast Life Support District Profit & Loss Budget Overview July through November 2017

	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 - CLSD Special Taxes	660,737.94	660,737.94	0.00	100.0%
4100 - Interest Revenue	0.00	0.00	0.00	0.0%
4200 - Ambulance Revenue	329,334.33	244,791.65	84,542.68	134.5% <sup>1</sup>
4400 - Miscellaneous Revenue	6,823.37	1,250.00	5,573.37	545.9% <sup>2</sup>
4410 - Intergovernmental Transport(IGT)	0.00	33,333.31	-33,333.31	0.0%
4420 - Ground Emerg Med Transport	0.00	10,416.69	-10,416.69	0.0%
<b>Total Income</b>	<b>996,895.64</b>	<b>950,529.59</b>	<b>46,366.05</b>	<b>104.9%</b>
<b>Gross Profit</b>	<b>996,895.64</b>	<b>950,529.59</b>	<b>46,366.05</b>	<b>104.9%</b>
<b>Expense</b>				
5000 - Wages and Benefits	480,039.27	468,623.16	11,416.11	102.4%
6000 - Ambulance Operations	57,674.81	68,166.38	-10,491.57	84.6%
6700 - Overhead/Administration	48,894.81	102,774.11	-53,879.30	47.6%
7000 - Urgent Care	323,950.00	323,942.50	7.50	100.0%
8000 - Interest Expense	1,389.35	1,875.00	-485.65	74.1%
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	37,337.34	38,382.90	-1,045.56	97.3%
<b>Total Expense</b>	<b>949,285.58</b>	<b>1,003,764.05</b>	<b>-54,478.47</b>	<b>94.6%</b>
<b>Net Ordinary Income</b>	<b>47,610.06</b>	<b>-53,234.46</b>	<b>100,844.52</b>	<b>-89.4%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Other Miscellaneous Expense	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>47,610.06</b>	<b>-53,234.46</b> <sup>3</sup>	<b>100,844.52</b>	<b>-89.4%</b>

1. NET BILLING: Had High Net Charges in Mo of Aug. Net Payments High in Mo. Sept. Low Net Charges & Avg Net Payments Mo. of Oct. High Net Charges & Avg Net Payments Mo. Nov. \*Ref Wittman YTD Report (acc 4200+Column F minus H/K/L).
2. Revenue due to CPR program
3. \$10,833.34 A MO. X5= - (\$54,166.70) FOR U.C. INCREASE COVERED BY U.C. RESERVE.



3:15 PM

12/14/17

Accrual Basis

# Coast Life Support District

## Profit & Loss Budget Overview

### July through November 2017

	Jul - Nov 17	Budget	\$ Over Bud...	% of Bu...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 - CLSD Special Taxes				
4001 - Mendocino County Taxes				
4004 - Mendocino Ambulance Tax	199,026.69	199,026.69	0.00	100.0%
4009 - Mendocino Urgent Care Tax	140,802.94	140,802.94	0.00	100.0%
4010 - Mendocino Special Tax	38,613.31	38,613.31	0.00	100.0%
4001 - Mendocino County Taxes - Ot...	0.00	0.00	0.00	0.0%
<b>Total 4001 - Mendocino County Taxes</b>	<b>378,442.94</b>	<b>378,442.94</b>	<b>0.00</b>	<b>100.0%</b>
4002 - Sonoma County Taxes				
4024 - Sonoma Ambulance Tax	155,244.19	155,244.19	0.00	100.0%
4029 - Sonoma Urgent Care Tax	127,050.81	127,050.81	0.00	100.0%
<b>Total 4002 - Sonoma County Taxes</b>	<b>282,295.00</b>	<b>282,295.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 4000 - CLSD Special Taxes</b>	<b>660,737.94</b>	<b>660,737.94</b>	<b>0.00</b>	<b>100.0%</b>
4100 - Interest Revenue	0.00	0.00	0.00	0.0%
4200 - Ambulance Revenue	329,334.33	244,791.65	84,542.68	134.5% <sup>1</sup>
4400 - Miscellaneous Revenue	6,823.37	1,250.00	5,573.37	545.9% <sup>2</sup>
4410 - Intergovernmental Transport(IGT)	0.00	33,333.31	-33,333.31	0.0%
4420 - Ground Emerg Med Transport	0.00	10,416.69	-10,416.69	0.0%
<b>Total Income</b>	<b>996,895.64</b>	<b>950,529.59</b>	<b>46,366.05</b>	<b>104.9%</b>
<b>Gross Profit</b>	<b>996,895.64</b>	<b>950,529.59</b>	<b>46,366.05</b>	<b>104.9%</b>
<b>Expense</b>				
5000 - Wages and Benefits				
5200 - Health Insurance	43,183.19	45,000.00	-1,816.81	96.0%
5300 - Payroll Taxes Emplr Costs	11,447.75	13,385.00	-1,937.25	85.5%
5350 - PERS Employer Costs	36,843.59	37,945.44	-1,101.85	97.1%
5405 - Administration Salaries				
5405.1 - Admin Salaries-Alloc/UC	-9,468.35	-9,468.34	-0.01	100.0%
5405 - Administration Salaries - Other	94,580.77	90,078.12	4,502.65	105.0%
<b>Total 5405 - Administration Salaries</b>	<b>85,112.42</b>	<b>80,609.78</b>	<b>4,502.64</b>	<b>105.6%</b>
5410 - Ambulance Operations Wages	270,351.44	256,407.94	13,943.50	105.4%
5430 - Extra Duty/Stipend Pay/DA	16,604.33	18,778.31	-2,173.98	88.4%
5500 - Work Comp Insurance	16,496.55	16,496.69	-0.14	100.0%
<b>Total 5000 - Wages and Benefits</b>	<b>480,039.27</b>	<b>468,623.16</b>	<b>11,416.11</b>	<b>102.4% <sup>3</sup></b>
6000 - Ambulance Operations				
6030 - Med. Director Fee-non AHUC	15,750.00	15,750.00	0.00	100.0%
6040 - Dispatch Services	7,873.90	13,083.00	-5,209.10	60.2%
6050 - Misc Reimbursements	5.00			
6100 - Station/Crew Expenses				
5100 - Uniforms & Med Tests	976.51	2,083.31	-1,106.80	46.9%
6101 - Facility Repair & Maintenance	342.02	3,916.69	-3,574.67	8.7%
6102 - Facility Furniture	519.31	0.00	519.31	100.0%
6110 - Supps, Rental, Clean. etc	1,896.67	5,416.69	-3,520.02	35.0%
6210 - Veh. Repair & Maintenance	9,309.33	7,500.00	1,809.33	124.1% <sup>4</sup>
6240 - Vehicle Fuel	6,552.99	6,250.00	302.99	104.8%
6320 - Licenses and Permits	129.00			
6410 - Radios & Comm Equip	0.00	1,666.69	-1,666.69	0.0%
6510 - Medical Supplies & Equip	14,320.08	10,000.00	4,320.08	143.2% <sup>5</sup>
<b>Total 6100 - Station/Crew Expenses</b>	<b>34,045.91</b>	<b>36,833.38</b>	<b>-2,787.47</b>	<b>92.4%</b>
6980 - Misc. Employee Train. Exps	0.00	2,500.00	-2,500.00	0.0%
<b>Total 6000 - Ambulance Operations</b>	<b>57,674.81</b>	<b>68,166.38</b>	<b>-10,491.57</b>	<b>84.6%</b>



3:15 PM

12/14/17

Accrual Basis

# Coast Life Support District Profit & Loss Budget Overview July through November 2017

	Jul - Nov 17	Budget	\$ Over Bud...	% of Bu...
<b>6700 · Overhead/Administration</b>				
6180 · Utilities	4,676.25	5,000.00	-323.75	93.5%
6188 · Telephone	3,340.39	2,500.00	840.39	133.6% <span>6</span>
6300 · Insurance	8,564.50	8,500.00	64.50	100.8%
6713 · Ambulance Billing	14,659.21	16,147.06	-1,487.85	90.8%
<b>6718 · Office Supp/Equip/Software</b>				
6718.1 · Office Supplies	1,629.73	2,083.31	-453.58	78.2%
6718.2 · Computer Equipment	289.90	1,250.00	-960.10	23.2%
6718.3 · Software	1,091.13	656.25	434.88	166.3% <span>7</span>
6718 · Office Supp/Equip/Software - ...	19.95	0.00	19.95	100.0%
<b>Total 6718 · Office Supp/Equip/Software</b>	<b>3,030.71</b>	<b>3,989.56</b>	<b>-958.85</b>	<b>76.0%</b>
<b>6720 · Board Expenses</b>	<b>0.00</b>	<b>1,041.65</b>	<b>-1,041.65</b>	<b>0.0%</b>
<b>6730 · Consultants</b>				
6734 · IT	2,370.00	3,125.00	-755.00	75.8%
6735 · EMS Survey	796.90	1,458.31	-661.41	54.6%
6737 · Financial/Bookkeeping	525.00	2,083.31	-1,558.31	25.2%
6738 · Legal	64.00	4,166.69	-4,102.69	1.5%
6740 · Audit	0.00	3,541.69	-3,541.69	0.0%
6741 · Tax Administration	4,376.73	4,345.81	30.92	100.7%
<b>Total 6730 · Consultants</b>	<b>8,132.63</b>	<b>18,720.81</b>	<b>-10,588.18</b>	<b>43.4%</b>
6742 · Bank/Merchant Fees	497.44	416.69	80.75	119.4% <span>8</span>
6755 · Property Tax Admin	3.50	12,083.31	-12,079.81	0.0%
6760 · Education/Professional Dev	11.75	1,041.69	-1,029.94	1.1%
6765 · Election Costs/Reserve	0.00	19,583.31	-19,583.31	0.0%
6770 · Dues, Subscrip, Membership	2,969.47	4,166.69	-1,197.22	71.3%
6788 · Printing & Reproduction	0.00	4,166.69	-4,166.69	0.0%
6795 · Travel/Transportation	533.43	1,250.00	-716.57	42.7%
6970 · Community Dev/Training	2,475.53	4,166.65	-1,691.12	59.4%
<b>Total 6700 · Overhead/Administration</b>	<b>48,894.81</b>	<b>102,774.11</b>	<b>-53,879.30</b>	<b>47.6%</b> <span>9</span>
<b>7000 · Urgent Care</b>				
7011 · Admin Salaries-Alloc to UC	9,468.35	9,468.31	0.04	100.0%
7050 · UC Contract	314,481.65	314,474.19	7.46	100.0%
<b>Total 7000 · Urgent Care</b>	<b>323,950.00</b>	<b>323,942.50</b>	<b>7.50</b>	<b>100.0%</b>
<b>8000 · Interest Expense</b>				
8005 · EMS Interest Expense	0.00	625.00	-625.00	0.0%
8000 · Interest Expense - Other	1,389.35	1,250.00	139.35	111.1% <span>10</span>
<b>Total 8000 · Interest Expense</b>	<b>1,389.35</b>	<b>1,875.00</b>	<b>-485.65</b>	<b>74.1%</b>
<b>9000 · Other Expenses</b>	<b>0.00</b>			
9500 · Depreciation Expense	37,337.34	38,382.90	-1,045.56	97.3%
<b>Total Expense</b>	<b>949,285.58</b>	<b>1,003,764.05</b>	<b>-54,478.47</b>	<b>94.6%</b>
<b>Net Ordinary Income</b>	<b>47,610.06</b>	<b>-53,234.46</b>	<b>100,844.52</b>	<b>-89.4%</b>
<b>Other Income/Expense</b>				
Other Expense	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>47,610.06</b>	<b>-53,234.46</b> <span>11</span>	<b>100,844.52</b>	<b>-89.4%</b>

3:15 PM

12/14/17

Accrual Basis

**Coast Life Support District**  
**Profit & Loss Budget Overview**  
**July through November 2017**

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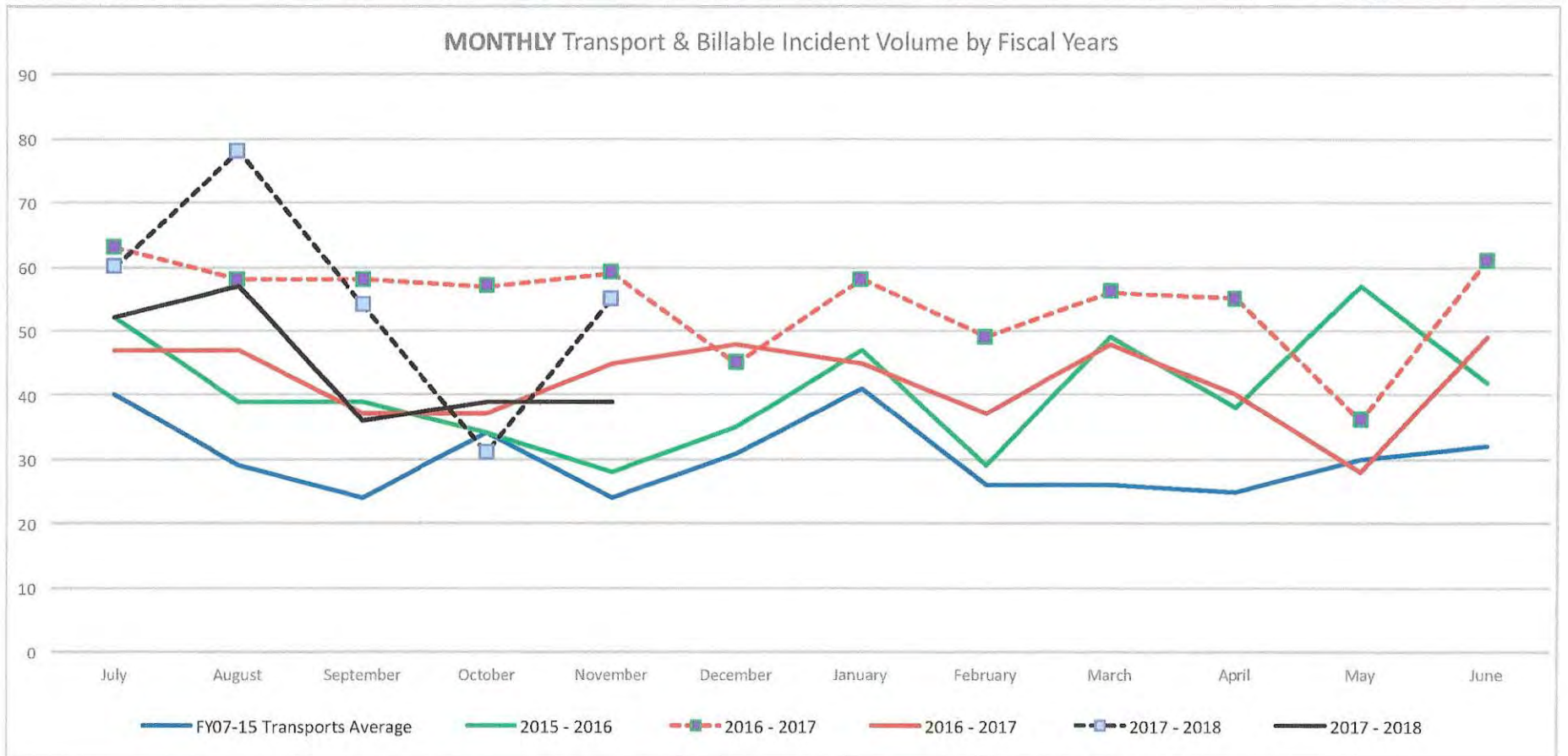
1. NET BILLING: Had High Net Charges in Mo of Aug. Net Payments High in Mo. Sept. Low Net Charges & Avg Net Payments Mo. of Oct. High Net Charges & Avg Net Payments Mo. Nov. \*Ref Wittman YTD Report (acc 4200+Column F minus H/K/L).
2. Revenue due to CPR program
3. Payroll based on CY Budget Mo to MO. 9 days were allocated to OCT/ 11 days allocated to Nov.
4. Unexpected Ambulance Repairs
5. Medical supply ording: restocking of supplies
6. 3 new cell phones for ambulance (not anticipated at time of budget)
7. QuickBooks & Dropbox
8. Merchant fee for taking credit card payments
9. 6700: Overhead/Administration: Under budget amt of \$53K due to budgeted on a monthly basiss. Expenses (election, printing of upcoming elections, financial.audit & legal fee) that have not yet been used (sch. for near future use).
10. Loan interest - Ambulance
11. \$10,833.34 a mo. x 5mo. = -(54,166.70) for U. C. Increase covered by U.C. reserve



### MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2007 - 2015 Averaged	40	29	24	34	24	31	41	26	26	25	30	32
2015 - 2016	52	39	39	34	28	35	47	29	49	38	57	42
2016 - 2017	47	47	37	37	45	48	45	37	48	40	28	49
2017 - 2018	52	57	36	39	39							

Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018	60	78	54	31	55							



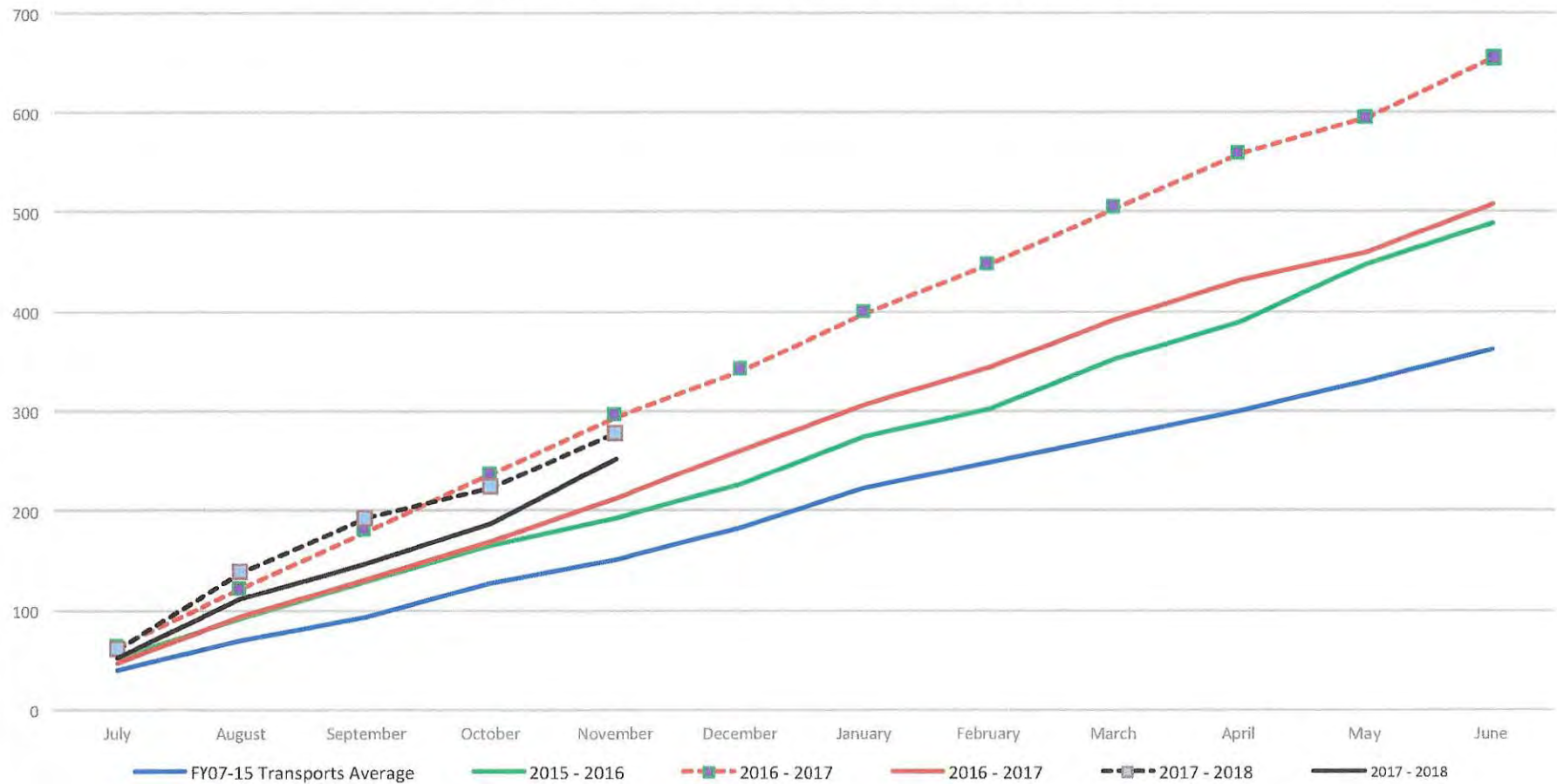
### CUMULATIVE AMBULANCE DATA

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2007 - 2015 Averaged	40	69	93	127	151	182	223	249	275	300	330	362
2015 - 2016	52	91	130	164	192	227	274	303	352	390	447	489
2016 - 2017	47	94	131	168	213	261	306	343	391	431	459	508
2017 - 2018	52	111	147	186	252							



Cumulative Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017	63	121	179	236	295	340	398	447	503	558	594	655
2017 - 2018	60	138	192	223	278							

CUMULATIVE Transport & Billable Incident Volume by Fiscal Years





# CLSD RUN DATA for the PRECEEDING 12 MONTHS

MONTH  MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
	AUTHORIZED		PATIENT		ADVANCED				BASIC								CANCELLED											
	ORDER		CARE		LIFE				LIFE				TRANSPORTS				ON				ALS		BLS		ALS		BLS	
	DISPATCHED		RECORD		SUPPORT				SUPPORT								ROUTE											
	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior
17-Nov	90	89	61	58	31	33	0	2	18	12	1	1	49	45	5	5	29	27	12	15	3	5	1	1	9	5	12	6
17-Oct	81	83	54	57	23	24	2	4	16	13	0	1	39	37	4	6	21	22	15	20	2	3	1	0	2	2	9	5
17-Sep	60	74	48	56	28	25	1	1	6	12	1	0	34	37	5	4	12	15	14	19	2	1	0	0	8	8	4	8
17-Aug	121	90	77	61	42	35	3	3	15	12	2	2	57	47	3	8	38	23	22	10	7	6	2	1	7	6	6	5
17-Jul	98	106	62	71	37	30	4	7	15	17	1	1	52	47	9	9	31	31	15	17	4	5	0	1	8	6	7	6
17-Jun	99	90	61	63	33	26	4	6	16	16	2	2	49	42	7	8	28	18	15	23	2	1	1	0	6	3	10	4
17-May	67	101	42	77	20	32	2	10	5	25	0	0	28	57	7	5	21	24	21	10	0	3	0	0	5	3	1	4
17-Apr	84	91	58	60	27	34	2	4	13	14	1	4	40	48	4	8	23	23	18	12	2	1	0	0	10	6	6	6
17-Mar	91	91	60	70	34	31	4	6	14	18	4	0	48	49	8	5	23	20	12	13	1	2	0	1	6	7	6	7
17-Feb	72	59	53	47	28	18	3	8	9	11	1	0	37	29	3	4	13	12	16	10	4	1	0	0	4	2	3	0
17-Jan	87	83	60	68	34	34	2	4	11	12	1	1	45	46	7	6	25	15	15	16	5	5	0	0	7	4	4	5
16-Dec	95	67	92	57	32	29	6	3	18	6	3	2	48	35	7	5	25	10	10	14	4	2	1	1	3	4	4	0
	1045	1024	728	745	369	351	33	58	156	168	17	14	526	519	69	73	289	240	185	179	36	35	6	5	75	56	72	56
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

Last update Dec 15, 2017



## **District Administrator and Operations Manager Report**

### **District Administrator**

- Filed the GEMT Cost Report on November 29<sup>th</sup>. Confirmation received and accepted. Now is in queue for payment.
- Attended the CA Ambulance Association conference in SF Dec 7<sup>th</sup>:
  - RE: SB523 per DHCS, we will learn in Jun 2018 the final formula of expected assessment fee and reimbursement for the Medi-Cal transports. This late notification will make FY19 budgeting a challenge. The first assessment fee (for transports April through June 2018) for agencies with less than 35,000 Medical transports/year will be due to DHCS in Aug [two payments]. Sidebar conversation with CAA Board Director expects a fund to be established to cover the cost of those ambulance providers who will be harmed by this SB.
  - Expectations in the not too distant future, that other ambulance payers will begin curtailment of contractual allowance/reimbursement similar to Medi-Care and Medi-Cal
  - More people are shifting to higher deductible insurance plans forcing patients to pay more out of pocket before insurance kicks in. This will likely push more patients into "private pay" categories and may default on payment.
  - In conversation with Deputy Director of CA EMS Agency, he believes we have a good argument to petition CMS for Medicare reimbursement for those transports to RCMS.
- CLSD drafted the letter to Medicare asking for ambulance transport reimbursement to RCMS – an "emergency medical services provider". In review currently and planning submission to CMS in Jan 2018.
- Participated in the MHA site visit in Redding for the Telemedicine planning grant. Hope to leverage funds to purchase webcam equipment to facilitate long-distant meeting participation or distant learning.
- Reaching out to Assemblyman Jim Wood's office to secure a Spot Bill in next legislative cycle. The purpose would be to further define "emergency medical services" vs. "urgent care" to further clarify CLSD's enabling legislation.

### **Deployment / Staffing**

- ALS (M-120) staffed 100% BLS (B-121)
- Performance reviews are on going
- Starting the process for hiring another part time EMT and one part time paramedic.

### **Facilities**

- No major issues pending

### **Vehicles/Equipment**

- Chevy was for (2) Alternators, batteries and major service. Back in service repairs approx. \$2500
- No other repairs pending

### **Community events / Training**

- CLSD community CPR was December 2, Taught by Heidi Horvitz- 6 attendees. Next class is January 13<sup>th</sup>.
- RCMS has CPR scheduled for December 21
- Gualala Arts CPR/ First aid to be taught January 20th
- Chris Ottolini presented Pediatric emergencies at monthly CREST
- EMT class flyers are out. Class starts January 23rd