

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, February 26th, 2018 <<<
CLSD Headquarters – Bill Platt Training Room

1. Call to Order Hughes
2. Adoption of the agenda Hughes
3. Minutes Approval (Jan 22nd and Joint BOD meeting CLSD & RCMS 1/30/18) Hughes
4. Privilege of the floor Hughes
5. New Business - Presentation
 - a. *Opportunities for Enhancing our Local EMS Ambulance Services* Caley
 - b. Future Vacancy on the Board of Directors Hughes
6. Old Business
 - a. Appropriations Limit Election: Resolution & Ordinance - ACTION Caley
 - b. Board goals – deferred to March Hughes
 - c. Final FY17 Audit – ACTION Beaty
 - d. Mendonoma Health Alliance Tittle
 - i. MOU amendment – ACTION
 - ii. Corporation or LLC – ACTION
 - e. EMR & EMT classes update Caley
 - f. Medicare billing for transports to RCMS – update Caley
7. Reports:
 - a. Finance: YTD Beaty
 - i. Wittman ambulance revenue – YTD
 - ii. Expenses
 - b. Communication Committee Bower/André
 - c. MHA update Tittle
 - d. Customer Survey Report – deferred to March Caley
8. DA report Caley
 - a. Ambulance run data
 - b. DA Summary Report – read in advance and will have Q & A
9. **NEXT MEETINGS:** Scheduled Board of Director meetings are held routinely scheduled on the 4th Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:

Mar 26, 2018
Apr 23, 2018 – REQUEST CHANGE to APRIL 30th accommodate District Administrator travel to National Rural EMS Conference
May 28, 2018 – REQUEST CHANGE to MAY 21st as the 4th Monday is Memorial Day
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
Jan 22nd, 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, Schwartz, and Tittle. Also, present: District Administrator Caley, Ops Manager Evan Dilks, and Executive Assistant Robin Bean. Excused absence: Director Perry.

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

Approval of Dec 20th, 2017 Board Minutes: Director Schwartz moved to approve the Dec 20th meeting minutes and was seconded by Director Tittle. All ayes.

Privilege of the Floor – Public Comment: none

New Business:

- a. **June Primary election- June 2018: re-affirm the Appropriations Limit:** The law requires that every four years voters approve of the Appropriations Limit. County Council "Resolution 252" has been drafted and language reviewed and obtained potential edits. The final version will be on the Feb agenda.

Old Business:

- a. **CLSD Reserve Policy** – the final version was presented. Director Schwartz motioned to adopt the CLSD Reserve Policy as written, and was seconded by Director Tittle.
- b. **MHA – Joint Board of Director meeting Jan 30, 2018 – 11:30 a.m.**
 - i. **Memorandum of Understanding (MOU):** Amendment drafted to refine the original MOU and will be an agenda item at the Joint Board meeting. The CLSD BOD will take action to adopt at the Feb BOD meeting.
 - ii. Agenda for joint meeting will be available mid-week.
- a. **Board Goals – Update:** Director Hughes reviewed with the BOD, the Annual Board Goals for FY18.
 - i. Currently meeting all goals (reserve policy, 3-5 yr. financial projections, on the June Ballot).
 - ii. Ops Mgr. Dilks has prepared a preliminary "salary range" for all salaries and wages for CLSD Staff. Director Hughes and Ops Mgr. Dilks to meet later this week to discuss.
 - iii. Board Goals to be added to the next BOD meeting.
 - iv. EMT classes – held yearly at the CLSD Bill Platt Training Center. Sustainability of this program is of great importance to our community (many local EMT graduates have come from this very program). Mendocino Office of Education has raised the enrollment fee of the Jan. 2018 class. CLSD continues to work solutions to ease the financial burden this may have for future students (see Old Business c.)
- b. **Board Orientation Resource Manual:** The new CLSD's "Board Orientation Reference Manual" has been printed and organized into folders and given to the BOD's last meeting. Each director has reviewed the manual. After needed updates to each director's Bio's a typed version will be added to the manual (still a work in progress) in the near future.
- c. **EMR & EMT classes – Mendocino County Office of Education (MCOE):** The "winter 2018 EMT Class" is scheduled to start in January 23rd 2018. Currently there are 12 registered students (minimum 16 students needed). Several potential students (not registered) plan to attend the 1st class. Students must pay \$695 upfront and those who complete the class will receive a \$300 rebate

(this rebate keeps the cost of the class the same as last year). CLSD has tripled its efforts through flyers (posting with listservs, CLSD websites, at PA High School & all fire departments). Several ad's has been placed with the ICO. North Coast Fire Protection District has announced that they will be donating \$1000.00 from their Christmas tree sales toward supplementing possibly 3 students to offset their expenses. CLSD continues to work toward possible subsidizes of the registration fees.

Reports:

a. Finance: YTD

i. **Wittman ambulance revenue – FY18 December '17:** The "Wittman CLSD (YTD) Report" was review with following discussion: Dec gross charges \$172,167. Net receipts received for Nov \$50,462.

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 (36) transports in Dec, cumulative volume of (288) with 47 billable incidents with a cumulative total of 325.

c. **180+ Day Aging:** In Dec, E.A. Bean reviewed aging claim (120+ day aging). A new list of aging claims will be compiled for Jan review. E.A. Bean continues to keep close tabs by reviewing the aging claims to determine correct course of action (write-offs, collections, or billing follow ups) to recommend to the FC.

d. **Communications Committee:** Discussion with various community members indicates they are resistant to using the "Blue" medication list (designed to be placed on refrigerator) for privacy, aesthetics, etc. Currently the committee is discussing different design ideas (vials for Life, stickers, etc.).

e. **MHA update:** (Above under Old Business: b)

f. **Medicare Billing for transports to RCMS – update:** Currently working on setting a precedence for billing Medicare appropriately for transports to RCMS. Finalized Letter to Medicare & MedCal will be mailed 1-23-17. The letter addresses that RCMS (a non-hospital) is providing emergency services as if a hospital and advocates that transports to them should be reimbursable by Medicare.

Customer Survey feedback: - There have been 66 responses to-date. All feedback has been positive with an overall rating in the 90% and up.

DA report: The DA took a couple of questions related to the Summary DA and Ops report in the agenda packet.

Adjourn to Closed Session:

- a. Conference with Legal Counsel – anticipated litigation under Gov. Code 54956.9(d) (2)
- b. Public Employee Performance Evaluation – District Administrator (54957)

Return from Closed Session:

- a. Board received advice from its legal counsel and provided directions.
- b. Board commended David Caley, District Administrator, for his work quality and high work ethic and approved a \$5,000 bonus as part of his compensation plan.

Adjournment: at 5pm. Director Schwartz moved for adjournment, Director Beaty seconded, all ayes.

Next Board of Directors Meeting: 4 pm

Monday, Feb 26th, 2018; Monday, Mar. 26th, 2018; Monday, Apr. 23rd, 2018

Minutes Approved:

_____(Date)_____



MINUTES OF A SPECIAL JOINT BOARD OF DIRECTORS MEETING

COAST LIFE SUPPORT DISTRICT BOARD OF DIRECTORS
and
REDWOOD COAST MEDICAL SERVICES BOARD OF DIRECTORS

Mendonoma Health Alliance - Update
JANUARY 30, 2018

Meeting Minutes

Attendance: **CLSD:** Leslie Little, Carolyn André, Julie Bower, Naomi Schwartz, Geoffrey Beaty, and ex-officio David Caley. Absent: Rich Hughes and Rich Perry.
RCMS: Ex-officio Diane Agee and various RCMS BOD
St Joseph's Health System: Morgan Jolley and Carm Mocerì

CALL TO ORDER: Leslie Tittle called the meeting to order at 10:05 AM.

MHA Program Updates were presented by Leslie Tittle, Bonnie Noble, Heather Regelbrugge, David Caley, Morgan Jolley, and Diane Agee. Core programs were reviewed and discussed, including the Community Blood Pressure Screenings and Workshops, Chronic Care Management, Care Transitions, Access to Care, including Access to Specialist and Transportation and Emergency Care Services. Telemedicine Planning grant was also presented.

MOU Addendum was presented by Leslie Tittle.

Original MOU was briefly reviewed along with the reasons for the addendum. Addendum had been reviewed and edited by St. Joseph Santa Rosa Memorial Hospital as well as by MHA GB.

ACTION ITEM: Approval of addendum by three entities by 2/26/2018 if possible.

MHA becoming a non-profit entity was presented by Leslie Tittle.

Reasons and rationale presented. Brief explanation given on structure options: Corporate and LLC along with brief explanation of pros and cons. More legal advice to be obtained. Questions and discussion followed.

ACTION ITEM: Approval by three entities requested by 2/26/18 if possible.

ADJOURNMENT: Leslie Tittle adjourned the meeting at 11:35 am

By Janis Sites, MHA

Approved by David Caley, Leslie Tittle, Bonnie Noble

Minutes Approved:

_____(Date)_____

RESOLUTION NO. 252

FY 2018

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT CALLING A SPECIAL ELECTION FOR TUESDAY, JUNE 5, 2018, ON AN ORDINANCE RENEWING THE DISTRICT'S PREVIOUSLY ADOPTED APPROPRIATIONS LIMIT TO ALLOW THE USE OF ALL PROCEEDS OF TAXES PREVIOUSLY APPROVED BY THE VOTERS FOR AMBULANCE AND URGENT CARE SERVICES, AND REQUESTING THAT THE ELECTION BE CONSOLIDATED WITH ANY OTHER ELECTION HELD ON THE SAME DATE IN TERRITORY THAT IS THE SAME OR IS IN PART THE SAME

WHEREAS, on April 10, 2012, voters in the Coast Life Support District ("District") approved Measure C ("Measure C"), an ordinance establishing a special tax for ambulance and related services and increasing the District's appropriations limit to allow for the use of all funds raised by the special tax; and

WHEREAS, on April 8, 2014, voters in the District approved Measure J ("Measure J"), an ordinance establishing a special tax for urgent medical care services and increasing the District's appropriations limit to allow for the use of all funds raised by the District's special taxes; and

WHEREAS, Article XIII B, section 4 of the California Constitution limits to four (4) years the maximum duration in the appropriations limit; and

WHEREAS, the approved four (4) year renewal of the appropriations limit has expired, and the original appropriations limit is insufficient to allow use of all proceeds of the special taxes approved by the voters in Measure C and Measure J; and

WHEREAS, the Board of Directors of the District ("Board") desires to propose an ordinance renewing the District's previously adopted appropriations limit for the maximum period allowed by law (four years) to allow use of all proceeds of the special taxes approved by the voters in Measure C and Measure J; and

WHEREAS, state law requires that such an ordinance be submitted to the voters of the District for their approval, and authorizes the Board to call a special election for that purpose, and to request consolidation of the election with any other election held on the same date in territory that is the same or is in part the same;

NOW, THEREFORE, the Board hereby resolves and orders as follows:

1. The Board determines that an ordinance renewing the District's previously adopted appropriations limit for the maximum period permitted by law (four years), allowing for the use of all proceeds of the special taxes approved by the voters in Measure C and Measure J, shall be presented to the voters of the District. The Board further determines that the form of the ordinance shall be as set forth in Appendix A, attached hereto and incorporated herein by this reference. Pursuant to state law, the ordinance shall not go into effect until it is approved by a simple majority of the votes cast by voters of the District voting upon the question of its approval.

2. The Board hereby calls a special election for Tuesday, June 5, 2018, and directs that the foregoing proposition shall be submitted to voters of the District at the election in the following manner:

(a) There shall be included on the ballot to be marked by the voters in the District, in addition to any other matters required by law, ballot language in the following form:

Shall the measure renewing for four years the Coast Life Support District's previously adopted appropriations limit to allow the use of all proceeds of taxes for ambulance and urgent care services be adopted?

(b) The ballot to be used at the election shall be both as to form and matter contained therein such as may be required by law. On the ballot, in addition to any other printed matter required by law, opposite the measure to be voted upon and to its right, the words "yes" and "no" shall be printed on separated lines within voting squares.

(c) The Sonoma County and Mendocino County Registrars of Voters are 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 the election.

(d) All notices required by law shall be given by the Sonoma County and Mendocino County Registrars of Voters.

(e) Arguments for and against the measure may be, and other analyses provided for by law shall be, submitted in accordance with law. In accordance with the provisions of the Elections Code, Board Member(s) _____ is/are authorized and directed to submit an argument in favor of the measure and a response to any argument in opposition to the measure on behalf of the entire Board.

(f) It is hereby requested that the election be consolidated with any other election held on the same date in territory that is the same or in part the same.

(g) The canvass of ballots cast at the election shall be conducted in accordance with law.

3. 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.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on January 22nd 2018 and ordered adopted on February 26th, 2018 by the following vote:

Directors:	Hughes	Aye	No	Abstain	Absent
	Beaty	Aye	No	Abstain	Absent
	Bower	Aye	No	Abstain	Absent
	Schwartz	Aye	No	Abstain	Absent
	Tittle	Aye	No	Abstain	Absent
	Perry	Aye	No	Abstain	Absent
	André	Aye	No	Abstain	Absent

Ayes:___ Noes:___ Absent:___ Abstain:___

SO ORDERED

Richard Hughes, President

APPENDIX A

ORDINANCE NO. __TBD__

AN ORDINANCE OF THE COAST LIFE SUPPORT DISTRICT RENEWING THE DISTRICT'S PREVIOUSLY ADOPTED APPROPRIATIONS LIMIT TO ALLOW THE USE OF ALL PROCEEDS OF TAXES PREVIOUSLY APPROVED BY THE VOTERS FOR AMBULANCE AND URGENT CARE SERVICES.

The Board of Directors of the Coast Life Support District ("District") does ordain as follows:

SECTION I. PURPOSE AND INTENT.

It is the purpose and intent of this ordinance to authorize a renewal of the previously adopted appropriations limit of the District for the provision of ambulance and urgent care services. Such renewal shall be applicable for a period of four years. The revenues appropriated pursuant to this renewal are to be used solely for the purposes of obtaining, furnishing, operating, and maintaining urgent medical care services, emergency medical services, ambulance, life support and transport equipment or apparatus and services, and for other necessary operating expenses of the District.

SECTION II. APPROPRIATIONS LIMIT.

The previously adopted appropriations limit for the District shall be renewed for the maximum period permitted by law (four years) to allow for the use of all proceeds raised by the District's special taxes.

SECTION III. LIMITED AMENDMENT.

If any section of this ordinance or portion thereof is held invalid or unenforceable by any court and such judgment becomes final, then that section may be amended by the District's Board by a majority vote to conform with the judgment of such court, provided that such amendment is consistent with the purpose and intent of this ordinance. Provisions of this ordinance relating to procedures may only be amended by ordinance.

SECTION IV. SEVERABILITY CLAUSE.

If any section, subsection, sentence, clause or phase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The people of the Coast Life Support District hereby declare that they would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phases be declared unconstitutional or invalid.

SECTION V. EFFECTIVE DATE.

This ordinance shall take effect the day following its approval by a simple majority of the District's qualified voters voting on its approval at the special election on June 5, 2018.

SO ORDERED.

Richard Hughes, President

ATTEST:

This **ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING** ("**Addendum**") is between Redwood Coast Medical Services ("**RCMS**"), Coast Life Support District ("**CLSD**") and Santa Rosa Memorial Hospital ("**SRMH**") (collectively the "**Parties**"), effective _____, 2017 ("**Effective Date**").

WHEREAS, RCMS, CLSD and SRMH entered into a Memorandum of Understanding, dated October 14, 2016 ("**MOU**"), to establish Mendocoma Health Alliance ("**MHA**"), seeking to create a network that consults, collaborates and coordinates on Primary Care, Urgent Care and Emergency Medical Services in Sonoma and Mendocino Counties, including Delivery Systems and Funding Sources, and improves local access to wellness education, prevention services and quality healthcare in the communities they serve.

WHEREAS, the Parties seek to add provisions to the MOU to further clarify their roles and responsibilities and the function of MHA.

NOW THEREFORE, the Parties agree to the following:

1. As the lead applicant, RCMS, with input and collaboration from the Parties, for the benefit of MHA, will exercise administrative and programmatic direction over award-funded activities for the HRSA Development Grant (D06RH31032-01-00) including the grant budget and the development and implementation of programs in the areas of Prevention & Wellness, Chronic Disease Management, Care Transition program, Specialty Care Access, Transportation, Emergency Services, Telemedicine, Health Information Exchange, Infrastructure, and Community Outreach.
2. As the lead applicant, RCMS, for the benefit of MHA, will exercise administrative and programmatic direction over award-funded activities for the HRSA Planning Grant (P10RH29849-02-00) for Telemedicine, including the grant budget as well as planning and development activities in collaboration and coordination with CLSD, SRMH, California Telemedicine Resource Center and Partnership Health Plan.
3. MHA will research, review and apply for additional grants that support the mission and vision of MHA and the Parties.
4. The Parties will determine the best infrastructure, legally and operationally, that supports the sustainability of MHA, which may include becoming a non-profit, public benefit corporation. It is the intention that such structure will provide a framework for ongoing collaboration with the Parties as well as other community service organizations.
5. All other provisions of the MOU remain in full force and effect and are herein incorporated by reference.

IN WITNESS THEREOF, the Parties' authorized representatives sign this Addendum as of the Effective Date.

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(Signature Page Follows)

REDWOOD COAST MEDICAL SERVICES

DIANE AGEE, CEO

COAST LIFE SUPPORT DISTRICT

DAVID CALEY, CLSD DISTRICT ADMINISTRATOR

SANTA ROSA MEMORIAL HOSPITAL

TODD SALNAS, PRESIDENT

Notes – Attorney discussions re: Forming a non-profit

Polsinelli Law – Joan Killgore & Doug Anning, Friday Jan 5th, 9-10am

- Corporation vs. LLC
 - No wrong answer
 - Either will work, both beneficial
 - No differences in liability
- LLC
 - Provides increased flexibility with regard to infrastructure & governance when have multiple stake holders
 - LLC can be formed for any legal purpose, including a non-profit in CA
 - Is not the norm for non-profits, has been used for that purpose for 10-15 yrs. in CA
 - All members must be other non-profits or government entities – however there is some “fuzziness” to CA law which may preclude CLSD being a member of LLC – some additional research needed
 - Can’t have for profit members
 - Could have contractual agreement or be non-voting member
- Corporation
 - Is the norm for non-profits, known structure, no uncertainty by those we would be working with
 - What foundations, govt and individuals used to working with in non-profit world
 - Can have for profit members
- Fundraising
 - Should have no impact for individual, foundation or govt funding
 - Tax benefits to donors same if corporation non-profit or LLC non-profit
 - May need to provide additional information, answer additional questions if LLC since it is less common
- CPA
 - Recommend CPA input prior to forming Corporation or LLC – “more input better than less”
 - Recommend discussion regarding financial issues and tax implications prior to decision
 - Recommend they assist with 3 yr. budget development that is required for the 501(c)3 application
- Taxes
 - If granted tax exempt status by feds = no fed taxes and no state taxes
 - Property tax and sales tax exemption may not extend to LLC
 - UBI issue – both treated the same
- Attorney fees
 - Initial consultation (this call) free
 - Range \$5,000 - \$10,000 depending on complexity (average \$7,500)
 - LLC will be somewhat more complex to set up
 - Includes Articles of incorporation, bylaws, required policies (conflict of interest, etc.) and completion, submission and shepherding of IRS application of non-profit status
 - Will need Mission/Vision statement, Explanation of activities, Fund raising activities, projected 3 yr. budget
 - Fees will increase if set up is “out side the norm” – in a “grey area” or if there is a lot of back and forth with the Feds on the application
 - Time frame – once application submitted typically 90-180 days

Smith, McDowel & Powell – C. Jason Smith, Jan 5th @ 10:30

- Corporation vs. LLC
 - Both reasonable options
 - No liability differences
- LLC
 - More flexibility in structure
 - Can clearly define 1/3rd ownership per entity
 - Less common as non-profit, can involve more paper work & take longer to set up

- May not be as "acceptable" to funders
- Corporation
 - Most common form
 - More strait forward to set up
- CPA
 - Recommend input to understand potential tax implications between the 2
 - Can assist with the IRS application and budget projection
- Attorney Fees
 - Corporation set up less expensive than LLC due to less time
 - Max cost \$5,000, typically \$2,000 - \$3,000 for corporation, additional \$1,000 for LLC
 - Does not include completion of IRS application

David Wright Tremaine – Dennis Diaz (health care) & Jean Tom (non-profits) Jan 31st @1:30pm

- Corporation vs LLC
 - Both doable
 - No liability differences to the 3 entities or to the members of the board
 - Can integrate community members into both structures
 - Cost to set up and on going cost – no significant differences
 - Both have ability to set up structure to assure the 3 founding entities maintain control – all in how the Bylaws or Operating documents are written. Can be done in such a way that the rights/vote of each entity is protected.
 - Example - Bylaws can only be amended by the unanimous vote of all 3 entities
- Corporation
 - Easier to set up
 - Most common form of 501(c)3
 - Fewer questions from Feds and funders, more readily accepted
 - Can have for profit entities as members
 - Tried and true structure
 - Articles of incorporation & bylaws
- LLC
 - Potential more complex to set up
 - Certificate of formation, operating document
 - Most often used as a flow through entity
 - As a general principle governance is more flexible
 - Members can appoint single person to be manager with less involvement of board
- Liability
 - Entities with no increase liability risk, no fiduciary responsibility
 - BOD has fiduciary responsibility
- Fund raising
 - More of an optics issue – corporation viewed more favorably as it is what is the norm
 - Potential more questions, paperwork required at time of funding requests
- CPA
 - Reasonable to have discussion
 - Won't be able to answer questions re structure/law
 - Can provide feedback regarding accounting related issues
 - Accounting structure can be set up the same for either Corp or LLC
- Attorney fees
 - Initial consultation (this call) free
 - Range \$15,000-25K depending on complexity, for us most likely \$20-25K
 - LLC will be somewhat more complex to set up
 - Includes Articles of incorporation, bylaws, required policies (conflict of interest, etc.) and completion, submission and shepherding of IRS application of non-profit status and post exemption support regarding what is needed to remain compliant
 - Currently hourly rate \$675

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	ADI	NEW A/R BALANCE
FY 17													
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	32,322				509,635
FY18													
JULY '17	60	239,510	135,540	45,593	13,973	44,404	62,114	-	62,114	34,781	1,988	11	455,167
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
DECEMBER '17	47	172,167	69,416	63,344	3,929	35,478	50,462	-	50,462	-	-	4	489,176
JANUARY '18	43	163,388	65,539	46,515	2,622	48,711	35,372	-	35,372	20,280	-	-	482,236

FY To Date	357	1,452,710	615,398	379,780	29,845	427,688	383,819	4,274	379,546	72,785	6,325	3,569	1,063.15
Last 12 Months	614	2,462,723	1,103,107	616,853	57,557	685,207	641,251	14,727	626,524	104,816	18,042	4,644	1,020.40

Monthly Average FY To Date	51	207,530.06	87,914	54,254	4,264	61,098	54,831	611	54,221	10,398	904	510
Monthly Average Last 12 Months	51	205,227	91,926	51,404	4,796	57,101	53,438	1,227	52,210	8,735	1,503	387

Coast Life Support District Profit & Loss Budget Overview July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Mendo/Sonoma Co Taxes	1,069,381.29	925,033.10	144,348.19	115.6% ¹
4100 · Interest Revenue	100.08	37.50	62.58	266.9%
4200 · Ambulance Revenue	413,519.80	342,708.31	70,811.49	120.7% ²
4400 · Miscellaneous Revenue	8,501.37	1,750.00	6,751.37	485.8% ³
4410 · Intergovernmental Transport(IGT)	0.00	46,666.65	-46,666.65	0.0%
4420 · Ground Emerg Med Transport	0.00	14,583.35	-14,583.35	0.0%
Total Revenue	1,491,502.54	1,330,778.91	160,723.63	
Expense				
5000 · Wages and Benefits	630,346.95	658,342.26	-27,995.31	95.7%
6000 · Ambulance Operations	78,230.22	95,408.70	-17,178.48	82.0%
66000 · Payroll Expenses	33.97			
6700 · Overhead/Administration	86,858.71	144,733.77	-57,875.06	60.0%
7000 · Urgent Care	453,530.00	453,519.50	10.50	100.0%
8000 · Interest Expense	1,918.25	2,625.00	-706.75	73.1%
9000 · Other Expenses	0.00			
9500 · Depreciation Expense	53,038.14	53,736.06	-697.92	98.7%
9999 · Prior Period Adjustment	-6,307.58			
Total Expense	1,297,648.66	1,408,365.29	-110,716.63	92.1%
Net Ordinary Operating Surplus	193,853.88	-77,586.38	271,440.26	-249.9%
Net Revenue	193,853.88	-77,586.38 ⁴	271,440.26	

1. CO. OF MENDOCINO & SONOMA/AUDITOR CONTROLLER PYMT FOR EMS/UC PARCEL TAXES: DIFF IN REC'D & BUDGETED DUE INPART TO WHEN PARCEL TAXEZ ARE PAID TO THE CO.
.....
2. 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. Low net charges & Low net payments mo. of Dec Low net charges and net pymts for Jan. *Ref Wittman YTD Report (acc 4200+Column F minus H/K/L).
.....
3. Revenue due to CPR Program
.....
4. \$10,833/mo x 7 months = \$75,831 for Urgent Care increase and covered by UC reserves.
.....

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02/16/18

Accrual Basis

Coast Life Support District Profit & Loss Budget Overview July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes				
4001 - Mendocino County Taxes				
4004 - Mendocino Ambulance Tax	300,221.53	278,637.35	21,584.18	107.7%
4009 - Mendocino Urgent Care Tax	212,850.58	197,124.10	15,726.48	108.0%
4010 - Mendocino Ad Valorem Tax	64,160.97	54,058.65	10,102.32	118.7% ¹
4001 - Mendocino County Taxes - Other	0.00	0.00	0.00	0.0%
Total 4001 - Mendocino County Taxes	577,233.08	529,820.10	47,412.98	108.9%
4002 - Sonoma County Taxes				
4024 - Sonoma Ambulance Tax	268,958.18	217,341.85	51,616.33	123.7%
4029 - Sonoma Urgent Care Tax	223,190.03	177,871.15	45,318.88	125.5%
Total 4002 - Sonoma County Taxes	492,148.21	395,213.00	96,935.21	124.5% ²
Total 4000 - CLSD Special Taxes	1,069,381.29	925,033.10	144,348.19	115.6%
4100 - Interest Revenue	100.08	37.50	62.58	266.9%
4200 - Ambulance Revenue				
4201 - Amb Transport Billings	413,519.80	350,000.00	63,519.80	118.1%
4228 - Writedowns-District Res. Disc.	0.00	-7,291.69	7,291.69	0.0%
Total 4200 - Ambulance Revenue	413,519.80	342,708.31	70,811.49	120.7% ³
4400 - Miscellaneous Revenue	8,501.37	1,750.00	6,751.37	485.8% ⁴
4410 - Intergovernmental Transport(IGT)	0.00	46,666.65	-46,666.65	0.0%
4420 - Ground Emerg Med Transport	0.00	14,583.35	-14,583.35	0.0%
Total Revenue	1,491,502.54	1,330,778.91	160,723.63	
Expense				
5000 - Wages and Benefits				
5200 - Health Insurance	60,515.56	63,000.00	-2,484.44	96.1%
5300 - Payroll Taxes Emplr Costs	16,811.54	18,739.00	-1,927.46	89.7%
5350 - PERS Employer Costs	48,937.39	53,123.60	-4,186.21	92.1%
5405 - Administration Salaries				
5405.1 - Admin Salaries-Alloc/UC	-13,255.69	-13,255.68	-0.01	100.0%
5405 - Administration Salaries - Other	122,457.34	128,379.24	-5,921.90	95.4%
Total 5405 - Administration Salaries	109,201.65	115,123.56	-5,921.91	94.9%
5410 - Ambulance Operations Wages	345,217.45	358,971.10	-13,753.65	96.2%
5430 - Extra Duty/Stipend Pay/DA	26,568.19	26,289.65	278.54	101.1%
5500 - Work Comp Insurance	23,095.17	23,095.35	-0.18	100.0%
Total 5000 - Wages and Benefits	630,346.95	658,342.26	-27,995.31	95.7%
6000 - Ambulance Operations				
6030 - Med. Director Fee-non AHUC	22,050.00	22,050.00	0.00	100.0%
6040 - Dispatch Services	9,329.25	18,292.00	-8,962.75	51.0%
6050 - Misc Reimbursements	5.00			
6100 - Station/Crew Expenses				
5100 - Uniforms & Med Tests	1,285.13	2,916.65	-1,631.52	44.1%
6101 - Facility Repair & Maintenance	966.18	5,483.35	-4,517.17	17.6%
6102 - Facility Furniture	1,749.73	0.00	1,749.73	100.0%
6110 - Supps, Rental, Clean. etc	2,816.43	7,583.35	-4,766.92	37.1%
6210 - Veh. Repair & Maintenance	13,250.81	10,500.00	2,750.81	126.2%
6240 - Vehicle Fuel	8,660.79	8,750.00	-89.21	99.0%
6320 - Licenses and Permits	129.00			
6410 - Radios & Comm Equip	188.00	2,333.35	-2,145.35	8.1%
6510 - Medical Supplies & Equip	17,799.90	14,000.00	3,799.90	127.1%

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Accrual Basis

Coast Life Support District Profit & Loss Budget Overview July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Total 6100 - Station/Crew Expenses	46,845.97	51,566.70	-4,720.73	90.8%
6980 - Misc. Employee Train. Exps	0.00	3,500.00	-3,500.00	0.0%
Total 6000 - Ambulance Operations	78,230.22	95,408.70	-17,178.48	
66000 - Payroll Expenses	33.97			
6700 - Overhead/Administration				
6180 - Utilities	7,504.01	7,000.00	504.01	107.2%
6188 - Telephone	4,715.48	3,500.00	1,215.48	134.7%
6300 - Insurance	12,846.75	12,750.00	96.75	100.8%
6713 - Ambulance Billing	20,650.38	22,605.90	-1,955.52	91.3%
6718 - Office Supp/Equip/Software				
6718.1 - Office Supplies	2,371.10	2,916.65	-545.55	81.3%
6718.2 - Computer Equipment	289.90	1,750.00	-1,460.10	16.6%
6718.3 - Software	1,864.53	918.75	945.78	202.9%
6718 - Office Supp/Equip/Software - Other	135.26	0.00	135.26	100.0%
Total 6718 - Office Supp/Equip/Software	4,660.79	5,585.40	-924.61	
6720 - Board Expenses	0.00	1,458.31	-1,458.31	0.0%
6730 - Consultants				
6734 - IT	3,318.00	4,375.00	-1,057.00	75.8%
6735 - EMS Survey	1,121.90	2,041.65	-919.75	55.0%
6737 - Financial/Bookkeeping	525.00	2,916.65	-2,391.65	18.0%
6738 - Legal	64.00	5,833.35	-5,769.35	1.1% ⁵
6740 - Audit	0.00	4,958.35	-4,958.35	0.0%
6741 - Tax Administration	7,952.40	6,084.15	1,868.25	130.7%
Total 6730 - Consultants	12,981.30	26,209.15	-13,227.85	
6742 - Bank/Merchant Fees	737.44	583.35	154.09	126.4%
6755 - Property Tax Admin	10,681.01	16,916.65	-6,235.64	63.1% ⁶
6760 - Education/Professional Dev	11.75	1,458.35	-1,446.60	0.8%
6765 - Election Costs/Reserve	0.00	27,416.65	-27,416.65	0.0% ⁷
6770 - Dues, Subscrip, Membership	4,934.85	5,833.35	-898.50	84.6%
6788 - Printing & Reproduction	979.44	5,833.35	-4,853.91	16.8%
6795 - Travel/Transportation	2,099.37	1,750.00	349.37	120.0%
6970 - Community Dev/Training	4,056.14	5,833.31	-1,777.17	69.5%
Total 6700 - Overhead/Administration	86,858.71	144,733.77	-57,875.06	
7000 - Urgent Care				
7011 - Admin Salaries-Alloc to UC	13,255.69	13,255.65	0.04	100.0%
7050 - UC Contract	440,274.31	440,263.85	10.46	100.0%
Total 7000 - Urgent Care	453,530.00	453,519.50	10.50	
8000 - Interest Expense				
8005 - EMS Interest Expense	0.00	875.00	-875.00	0.0%
8000 - Interest Expense - Other	1,918.25	1,750.00	168.25	109.6%
Total 8000 - Interest Expense	1,918.25	2,625.00	-706.75	
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	53,038.14	53,736.06	-697.92	98.7%
9999 - Prior Period Adjustment	-6,307.58			
Total Expense	1,297,648.66	1,408,365.29	-110,716.63	92.1%
Net Ordinary Operating Surplus	193,853.88	-77,586.38	271,440.26	-249.9%
Net Income	193,853.88	-77,586.38 ⁸	271,440.26	

Coast Life Support District
Profit & Loss Budget Overview
July 2017 through January 2018

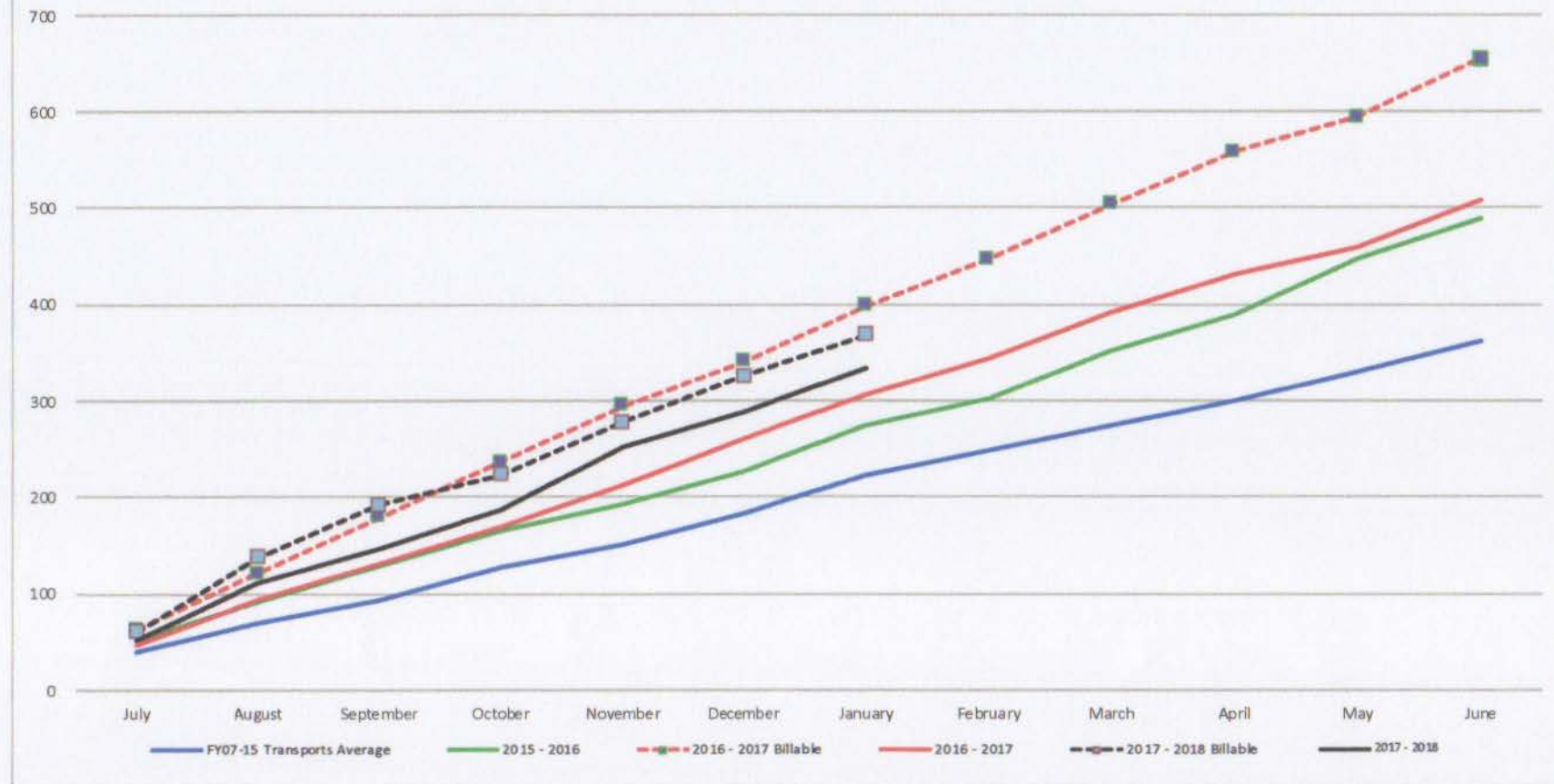
1. CO. OF Mendo PYMT FOR EMS/UC PARCEL TAXEX: DIFF IN REC'D & BUDGETED DUE INPART TO WHEN PARCEL TAXEZ ARE PAID TO THE CO.
.....
2. CO. OF SONOMA/AUDITOR CONTROLLER PYMT FOR EMS/UC PARCEL TAXEX: DIFF IN REC'D & BUDGETED DUE INPART TO WHEN PARCEL TAXEZ ARE PAID TO THE CO.
.....
3. NET BILLING: Had high 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. Low net charges & Low net payments mo. of Dec Low net charges and net pymts for Jan. *Ref Wittman YTD Report (acc 4200+Column F minus H/K/L).
.....
4. Revenue due to CPR Program
.....
5. Budgeted expense over 12 mo. upcoming exp. not yet realized
.....
6. Mendocino County tax fee (38%) Funds rec'd Jan/ expect next funding in May.
.....
7. Upcoming expense
.....
8. \$10,833/mo x 7 months = \$75,831 for Urgent Care increase and covered by UC reserves.
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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	288	334					

Cumulative Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	121	179	236	295	340	398	447	503	558	594	655
2017 - 2018 Billable	60	138	192	223	278	325	368					

CUMULATIVE Transport & Billable Incident Volume by Fiscal Years



District Administrator / Operations Report: February 2018

- Assembly Bill No. 2262: Assemblymember Jim Wood introduced AB 2262 on Feb 13, 2018. This bill expands CLSD enabling legislation of supplying emergency medical services to additionally authorize the district to provide urgent medical care services.
- Verbal commitment obtained for Video Teleconferencing equipment for CLSD Training Room and hope to purchase and have installed within the next quarter.
- The Sonoma County Ambulance Ordinance stakeholders held their initial meeting Feb 9th (postponed initially b/c of the fires). I will be attending bi-monthly sub-committee meetings now scheduled through July representing rural ambulance services to draft the new ordinance and RFP to establish Exclusive Operating Areas.
- I submitted a letter to the Mendocino County CEO and Board of Supervisors advocating a thorough assessment and evaluation process before terminating their contract with Coastal Valleys EMS Agency and the challenges of establishing their own Local EMS Agency by their targeted date of July 1, 2018.
- CPR and Community Event Planning: We are developing expansion of our CPR and Community Events. We will present information and program planning at the March BOD meeting.
- Community Fall Prevention Program: We just completed our fifth Matter of Balance (MOB) class. I attended the 7th class session as the Health Care Professional and answered mobility and medical related questions. Sixteen registered and 13 graduated. We have now conducted five MOB sessions: 3 in Gualala, 1 in Timber Cove and 1 in Manchester. Timber Cove independently developed their own Aging in Place group and we have assisted them getting two MOB coaches trained. We have targeted a MOB class in Gualala in June/July and Manchester in the Fall. Future classes beyond these two are tentative because we need to recruit and train more coaches.

OPERATIONS:

Deployment / Staffing

- ALS (M-120) staffed 100% BLS (B-121) Staffed 100%
- New hire Marcus Bond, PT paramedic and Daniel Sexton EMT have started their orientation process.
- New hire EMT Malay Thacker's training continues to progress. He has started to work some shifts as a driver and soon as an attendant.
- Bronwyn Golly is doing a great job as Field Training supervisor. She coordinates all the new hires training progression
- No river coverage needed so far this dry winter season.

Facilities

- We will definitely need to consider parking lot repairs before next winter and slurry seal.
- Considering a 4th stall for ambulance storage and brainstorming parking options.

Vehicles/Equipment

- The Ford continues to produce excessive exhaust fumes. We put catalytic converter cleaner in twice. Back to considering a new converter. Approximate cost \$3K.
- Matt Bold continues to do a great job as medical supplies coordinator.

Community events / Training

- CLSD community CPR and First Aid taught by Steve McLaughlin and Evan Dilks had 14 students.
- South Coast daycare requested a class for March
- RCMS is scheduling monthly CPR classes with us now.
- EMT class on their way....19 students.
- In a short time we have sold approximately 30 first aid kits. We are going to increase the price to \$30.00 and have a restock fee of \$10.00
- We have a Health Fair at Gualala Arts on March 10th
- We will be teaching Coast Youth Little's coaches first aid and CPR. They would like us to have a demo at opening day March 31st. Goldie is working on coverage.
- Goldie Pounds is doing a spectacular job at CPR and community relations events.
- Have gotten good feedback about our CREST sessions since Chris Ottolini has taken on the extra duty as Training Officer. More good things to come.