

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room

>>> **4 PM, Jan 28th, 2019** <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Board of Directors meeting Dec 10, 2018 Beaty
4. Privilege of the floor Beaty
5. New Business
6. Old Business
  - a. Resolution 258 – ACTION: Adopt Prop 4 Appropriation Limit for FY19 Caley
  - b. Board goals – review Beaty
7. Reports:
  - a. Finance: YTD Paterson
    - i. Wittman ambulance revenue – YTD
    - ii. Expenses
  - b. Communication Committee Bower/André
  - c. MHA: Quarterly update Tittle
8. DA / Ops report Caley
  - a. Ambulance run data
  - b. DA / Ops Summary Report – read in advance and will have Q & A
  - c. CLSD Quality Assurance/Quality Improvement Process
9. **NEXT MEETINGS:** Scheduled Board of Director meetings are held routinely on the 4<sup>th</sup> Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:  
  
2019  
February 25<sup>th</sup>, 4 PM  
March 25<sup>th</sup>, 4 PM  
April 22<sup>nd</sup>, 4 PM  
May 27<sup>th</sup>: Consider moving due to the 27<sup>th</sup> is the Memorial Day Holiday
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
Dec 10th, 2018 Joint Finance Committee and Board of Directors Meeting

**Call to Order:** Director Beaty called the meeting to order at 2:03 p.m. at the Bill Platt Training Room.  
**Present:** Directors: Bower, Schwartz, André, Tittle and Villagomez. Also, present: Newly elected Board Member Annan Paterson (about to be sworn in for the now-retired Richard Hughes Board seat; District Administrator David Caley; Ops Manager Evan Dilks; and new Bookkeeper/Ex Assistant Deborah Housen.

**Swearing in of New Board Directors:** Re-elected Directors Julie Bower and Crystal Villagomez were sworn in for their new four-year terms till Dec 2022. Newly Elected Director Annan Paterson was sworn in for the start of her four-year term in the position vacated by Richard Hughes.

**Election of new Board Officers:** The Board then proceeded to have discussion to replace retired Director Hughes as President. Geoffrey Beaty was nominated and received unanimous votes to become the new President. With Director Beaty becoming President, that vacated the Treasurer position. Director Paterson was nominated and received unanimous votes to become the new Treasurer.

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

**Approval of Minutes:**

- **Finance Committee meeting minutes from Oct 17, 2018:** Director Schwartz moved and Director Beaty seconded to approve the minutes from the Oct 17<sup>th</sup> FC meeting. All ayes.
- **Board of Directors meeting minutes Oct 22, 2018:** Director Schwartz moved to approve the Oct 22<sup>nd</sup> meeting minutes and was seconded by Director André. All ayes.

**Privilege of the Floor – Public Comment:**

- **Appreciation for outgoing Board President Richard Hughes:** Select Board Directors and DA Caley all conveyed deeply felt appreciation for the years of service and rich professional life expertise Director Hughes brought to the CLSD Board of Directors, along with his immense sense of humor. Rich repeatedly went the extra mile and was extremely dedicated to achieve the best outcomes possible for the organization. Humorous tokens of appreciation were provided.
- **Introduction of Deborah Housen:** Deborah replaces the former Bookkeeper/Executive Assistant Robin Bean. Welcome Deborah.
- **Letter of Appreciation:** DA Caley read into the record a letter of appreciation from resigning EMT Scott Kwon. Scott was hired at CLSD as new EMT besides him working for the State Parks as a lifeguard. Scott aspired to become a paramedic. He was one of four CLSD EMT employees who were accepted into the Paramedic Programs this past year and he successfully graduated. He is now working for Sonoma Life Support in Santa Rosa. He conveyed his thanks to everyone helping to excel his career.

**New Business:**

- a. **Resolution 258 – Adopting the Prop 4 Appropriation Limit for FY19:** This new Resolution was introduced to adopt the FY19 Prop 4 Appropriation Limit. Annually, the BOD adopts the Sonoma County Treasurer's calculation for the Appropriation Limit now at \$2,138,261 based on sum of the tax income increase, the annual percentage change for the CA Per Capita Personal Income, and local population growth change. Action to adopt will take place at the Jan meeting.

**Old Business:**

- a. **Board Goals:** Director Beaty reviewed the Board goals as of Q2 – FY19. Status of each goal was discussed and determined the Board continues to have strong momentum moving the goals along on their anticipated trajectory during this FY. After discussion, it was determined that quarterly review of the goals would be sufficient.

## Reports:

### a. Finance: YTD

- i. **Wittman ambulance revenue – Year-to-Date:** Oct gross charges were \$248,217. Net receipts received for Oct were \$70,941. There were 67 billable incidents and 49 transports. (both record highs for any month of October) Cumulative transports YTD is 192 with cumulative billable incidents at 269. For the last 12 months, average monthly net receipts has been \$52,884. Accounts Receivable in Oct was \$436,400. Staff continues to monitor and take correct course of action regarding the aging claims.
- ii. **P&L Actuals vs Budget: FY19 Report: Expenses – FY19 YTD:** Expenses continue to be within budget.
- iii. **Intergovernmental Transfer (IGT) update:** No new news. We are still expecting to submit a Provider match and Admin fee to the IGT program to collect federal matching dollars ultimately bringing IGT funds to the district. Awaiting further instructions from the program.
- iv. **GEMT updates:** See the DA Report regarding FY 15 audit and FY 18 funds that have now been received in (just over \$24K).

- b. **Communications Committee:** the Ballot Measure Analysis workgroup has had their initial meeting to review parcel tax structures. Recommendations will eventually be brought to the Board based what is learned during the analytical process – expected to take several months.

### c. Mendonoma Heath Alliance:

Director Tittle, chair of the MHA Governing Board, will provide a quarterly MHA update at the January meeting.

## DA report:

- a. **Ambulance run data - Reviewed**
- b. **DA Summary Report – read in advance and Q & A during meeting.**
- c. **Reminder to sign up for the Crew's Thanksgiving dinner.** Directors and Admin staff provide the crew a full menu Christmas dinner to cover staff for approximately one week.

## Next Board of Directors Meeting:

- Monday, December 24<sup>th</sup> – Monday is Christmas Eve – meeting is CANCELLED

2019: RETURNING TO REGULAR SCHEDULING the 4<sup>th</sup> Monday of the month at 4 PM

- Monday, January 28<sup>th</sup> – 4 PM
- Monday, February 25<sup>th</sup> – 4 PM
- Monday, March 25, - 4 PM

**Adjournment:** at 4:36. Director André motioned to adjourn and seconded by Director Tittle, all ayes.

Minutes Approved:

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



**COAST LIFE SUPPORT DISTRICT  
RESOLUTION No. 258**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT  
DISTRICT, STATE OF CALIFORNIA, ADOPTING THE PROPOSITION 4  
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2018-2019**

WHEREAS, each fiscal year a Proposition 4 limit must be established; and

WHEREAS, Proposition 111, Article XIIIB, requires the Board of Directors of the Coast Life Support District to choose and adopt a certain method to increase this limit every year; and

WHEREAS, the Coast Life Support District had approved and adopted an Appropriation Limit for Fiscal Year 2017-2018 of \$2,067,112; and

WHEREAS, the Coast Life Support District has chosen the California Per Capita Personal Income and the Sonoma County Population Change Percentage factors in establishing the Proposition 4 limit; and

WHEREAS, the Board of Directors of the Coast Life Support District, now accepts the Sonoma County Treasurer's calculation for the Appropriation Limit to be \$2,138,261, based on sum of the tax income increase and the annual percentage change for the California Per Capita Personal Income which is 3.67% and the local population growth change which is 0.78%,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coast Life Support District hereby adopts a new Appropriation Limit in the amount of \$2,138,261 for the Fiscal Year 2018-2019,

THE FOREGOING RESOLUTION was introduced by Director Beaty, who moved its adoption, seconded by Director Schwartz, and then adopted by the following vote on the 28th day of January, 2019,

Directors:	André	Aye	No	Abstain	Absent
	Bower	Aye	No	Abstain	Absent
	Schwartz	Aye	No	Abstain	Absent
	Beaty	Aye	No	Abstain	Absent
	Tittle	Aye	No	Abstain	Absent
	Villagomez	Aye	No	Abstain	Absent
	Paterson	Aye	No	Abstain	Absent

Ayes:	Noes:	Abstain:	Absent:
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WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO, ORDERED

\_\_\_\_\_  
Naomi Schwartz, Secretary to the Board

# 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>FY18</b>													
JANUARY '18	43	163,388	65,539	46,515	2,622	48,711	35,372	-	35,372	20,280	-	-	482,236
FEBRUARY '18	53	272,815	109,275	65,276	2,803	95,461	54,511	23	54,487	-	-	-	523,210
MARCH '18	72	272,061	148,108	5,215	3,021	68,784	40,754	-	40,754	32,164	653	-	518,423
APR '18	56	206,528	105,159	46,448	3,024	51,897	80,068	-	80,068	-	3,835	737	487,155
MAY '18	58	204,220	80,596	51,439	(1,495)	73,681	55,203	-	55,203	56,045	1,250	-	448,338
JUNE '18	54	192,499	103,831	61,697	3,130	23,859	52,759	9,307	43,452	-	-	23	428,768
<b>FY19</b>													
JULY '19	70	281,184	174,532	49,415	5,255	51,982	37,431	-	37,431	31,334	3,317	-	408,669
AUG '19	80	314,797	126,949	92,536	3,430	91,883	51,142	-	51,142	-	-	-	449,415
SEPT '19	52	194,431	86,754	53,314	9,730	44,632	52,021	-	52,021	-	-	-	442,027
OCT '19	67	248,217	116,334	55,281	11,288	65,314	70,941	-	70,941	-	-	-	436,400
NOV '19	58	208,046	95,675	68,631	6,318	37,423	48,605	-	48,605	-	3	0	425,215
DEC '19	68	223,719	67,435	61,071	-	95,212	48,587	-	48,587	-	-	2,638	474,478

<b>FY To Date</b>	395	1,470,394	667,679	380,248	36,021	386,447	308,726	-	308,726	31,334	3,320	2,638	
<b>Last 12 Months</b>	731	2,781,906	1,280,187	656,839	49,125	748,840	627,393	9,330	618,063	139,822	9,057	3,399	

<b>Monthly Average FY To Date</b>	66	245,066	111,280	63,375	6,003	64,408	51,454	-	51,454	5,222	553	440	
<b>Monthly Average Last 12 Months</b>	61	231,826	106,682	54,737	4,094	62,403	52,283	778	51,505	11,652	755	283	

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
DEC '19	105,774	36,984	41,173	27,095	65,837	197,614	474,478

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**Coast Life Support District**  
**Profit & Loss Budget Overview FY19**  
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	850,681.01	798,591.52	52,089.49	106.5%
4100 · Interest Revenue	20.35	0.00	20.35	100.0%
4200 · Ambulance Revenue	380,484.28	324,999.98	55,484.30	117.1% <sup>1</sup>
4400 · Miscellaneous Revenue	8,515.00	16,275.00	-7,760.00	52.3%
4410 · Intergovernmental Transport(I...	0.00	65,000.02	-65,000.02	0.0%
4420 · Ground Emerg Med Transp...	0.00	12,500.02	-12,500.02	0.0%
4421 · GEMT - SB523 (QAF)	0.00	14,000.02	-14,000.02	0.0%
<b>Total Revenue</b>	<b>1,239,700.64</b>	<b>1,231,366.56</b>	<b>8,334.08</b>	<b>100.7%</b>
<b>Expense</b>				
5000 · Wages and Benefits	580,368.32	649,776.58	-69,408.26	89.3%
6000 · Ambulance Operations	70,253.37	79,149.04	-8,895.67	88.8%
66000 · Payroll Expenses	106.00			
6700 · Overhead/Administration	76,816.42	100,100.48	-23,284.06	76.7%
7000 · Urgent Care	389,377.31	389,363.02	14.29	100.0%
8000 · Interest Expense	979.65	2,250.00	-1,270.35	43.5%
9000 · Other Expenses	0.00			
9500 · Depreciation Expense	45,601.04	45,601.04	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,163,502.11</b>	<b>1,266,240.16</b>	<b>-102,738.05</b>	<b>91.9%</b>
<b>Net Ordinary Operating Surplus</b>	<b>76,198.53</b>	<b>-34,873.60</b>	<b>111,072.13</b>	<b>-218.5%</b>
<b>Net Revenue</b>	<b>76,198.53</b>	<b>-34,873.60 <sup>2</sup></b>	<b>111,072.13</b>	<b>-218.5%</b>

1. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)

2. \$10,833 x 6 months = \$64,998.00 for Urgent Care increase and covered by UC reserves.

# Coast Life Support District

## Profit & Loss Budget Overview FY19

### July through December 2018

	Jul - Dec 18	Budget	\$ Over Bu...	% of B...
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	238,832.02	238,832.02	0.00	100.0%
4009 · Mendocino Urgent Care Tax	168,963.52	168,963.52	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	50,216.48	50,216.48	0.00	100.0%
Total 4001 · Mendocino County Taxes	458,012.02	458,012.02	0.00	100.0%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	215,937.30	187,572.00	28,365.30	115.1%
4029 · Sonoma Urgent Care Tax	176,731.69	153,007.50	23,724.19	115.5%
Total 4002 · Sonoma County Taxes	392,668.99	340,579.50	52,089.49	115.3%
Total 4000 · CLSD Special Taxes	850,681.01	798,591.52	52,089.49	106.5%
4100 · Interest Revenue	20.35	0.00	20.35	100.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	380,484.28	324,999.98	55,484.30	117.1% 1
4228 · Writedowns-District Res. Disc.	0.00	0.00	0.00	0.0%
Total 4200 · Ambulance Revenue	380,484.28	324,999.98	55,484.30	117.1%
4400 · Miscellaneous Revenue	8,515.00	16,275.00	-7,760.00	52.3%
4410 · Intergovernmentl Transport(IGT)	0.00	65,000.02	-65,000.02	0.0%
4420 · Ground Emerg Med Transport	0.00	12,500.02	-12,500.02	0.0%
4421 · GEMT - SB523 (QAF)	0.00	14,000.02	-14,000.02	0.0%
Total Revenue	1,239,700.64	1,231,366.56	8,334.08	100.7%
Gross Profit	1,239,700.64	1,231,366.56	8,334.08	100.7%
<b>Expense</b>				
5000 · Wages and Benefits				
5200 · Health Insurance	45,390.49	60,000.00	-14,609.51	75.7%
5300 · Payroll Taxes Emplr Costs	15,328.56	18,179.02	-2,850.46	84.3%
5350 · PERS Employer Costs	54,034.16	53,429.02	605.14	101.1%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-11,999.25	-11,994.00	-5.25	100.0%
5405 · Administration Salaries - Other	120,100.03	116,374.50	3,725.53	103.2%
Total 5405 · Administration Salaries	108,100.78	104,380.50	3,720.28	103.6%
5410 · Ambulance Operations Wages	318,217.97	358,727.02	-40,509.05	88.7% 2
5430 · Extra Duty/Stipend Pay/DA	15,321.89	28,104.00	-12,782.11	54.5%
5500 · Work Comp Insurance	26,956.84	26,957.02	-0.18	100.0%
Total 5000 · Wages and Benefits	583,350.69	649,776.58	-66,425.89	89.8%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	18,900.00	18,900.00	0.00	100.0%
6040 · Dispatch Services	12,731.19	13,049.00	-317.81	97.6%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	426.43	2,499.98	-2,073.55	17.1%
6101 · Facility Repair & Maintenance	1,257.85	4,700.02	-3,442.17	26.8%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	2,686.19	6,500.02	-3,813.83	41.3%
6210 · Veh. Repair & Maintenance	5,744.96	9,000.00	-3,255.04	63.8%
6240 · Vehicle Fuel	12,148.92	7,500.00	4,648.92	162.0%
6410 · Radios & Comm Equip	563.00	2,000.02	-1,437.02	28.1%
6510 · Medical Supplies & Equip	15,893.26	12,000.00	3,893.26	132.4% 3
Total 6100 · Station/Crew Expenses	38,720.61	44,200.04	-5,479.43	87.6%
6980 · Misc. Employee Train. Exps	0.00	3,000.00	-3,000.00	0.0%
Total 6000 · Ambulance Operations	70,351.80	79,149.04	-8,797.24	88.9%

# Coast Life Support District

## Profit & Loss Budget Overview FY19

### July through December 2018

	Jul - Dec 18	Budget	\$ Over Bu...	% of B...
66000 • Payroll Expenses	0.00			
6700 • Overhead/Administration				
6180 • Utilities	5,142.02	6,999.98	-1,857.96	73.5%
6188 • Telephone	2,972.26	2,237.48	734.78	132.8%
6300 • Insurance	9,003.50	8,997.98	5.52	100.1%
6713 • Ambulance Billing	18,215.52	19,500.00	-1,284.48	93.4%
6714 • GEMT SB52B EXP	0.00	3,500.02	-3,500.02	0.0%
6718 • Office Supp/Equip/Software				
6718.1 • Office Supplies	494.92	2,499.98	-2,005.06	19.8%
6718.2 • Computer Equipment	626.41	1,500.00	-873.59	41.8%
6718.3 • Software	1,337.10	1,500.00	-162.90	89.1%
6718 • Office Supp/Equip/Software ~...	0.00	0.00	0.00	0.0%
Total 6718 • Office Supp/Equip/Softw...	2,458.43	5,499.98	-3,041.55	44.7%
6720 • Board Expenses	505.73	1,250.02	-744.29	40.5%
6730 • Consultants				
6734 • IT	2,558.02	3,500.02	-942.00	73.1%
6735 • EMS Survey	1,444.95	1,749.98	-305.03	82.6%
6737 • Financial/Bookkeeping	6,270.26	1,500.00	4,770.26	418.0%
6738 • Legal	448.00	2,499.98	-2,051.98	17.9%
6740 • Audit	0.00	4,550.02	-4,550.02	0.0%
6741 • Tax Administration - NBS	5,448.03	5,214.98	233.05	104.5%
Total 6730 • Consultants	16,169.26	19,014.98	-2,845.72	85.0%
6742 • Bank/Merchant Fees	502.95	600.00	-97.05	83.8%
6755 • Property Tax Admin	5,789.85	9,999.98	-4,210.13	57.9%
6760 • Education/Professional Dev	635.57	1,250.02	-614.45	50.8%
6765 • Election Costs/Reserve	0.00	2,499.98	-2,499.98	0.0%
6770 • Dues, Subscrip, Membership	5,336.02	5,000.02	336.00	106.7%
6788 • Printing & Reproduction	1,678.87	5,000.02	-3,321.15	33.6%
6795 • Travel/Transportation	2,079.34	3,750.00	-1,670.66	55.4%
6970 • Community Dev/Training	6,023.18	5,000.02	1,023.16	120.5% <sup>4</sup>
Total 6700 • Overhead/Administration	76,512.50	100,100.48	-23,587.98	76.4%
7000 • Urgent Care				
7011 • Admin Salaries-Alloc to UC	11,999.25	11,994.00	5.25	100.0%
7050 • UC Contract	377,378.06	377,369.02	9.04	100.0%
Total 7000 • Urgent Care	389,377.31	389,363.02	14.29	100.0%
8000 • Interest Expense				
8005 • EMS Interest Expense	0.00	750.00	-750.00	0.0%
8000 • Interest Expense - Other	979.65	1,500.00	-520.35	65.3%
Total 8000 • Interest Expense	979.65	2,250.00	-1,270.35	43.5%
9000 • Other Expenses	0.00			
9500 • Depreciation Expense	45,601.04	45,601.04	0.00	100.0%
9999 • Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,166,172.99	1,266,240.16	-100,067.17	92.1%
Net Ordinary Operating Surplus	73,527.65	-34,873.60	108,401.25	-210.8%
Net Revenue	73,527.65	-34,873.60 <sup>5</sup>	108,401.25	-210.8%



1:05 PM

01/24/19

Accrual Basis

**Coast Life Support District**  
**Profit & Loss Budget Overview FY19**  
**July through December 2018**

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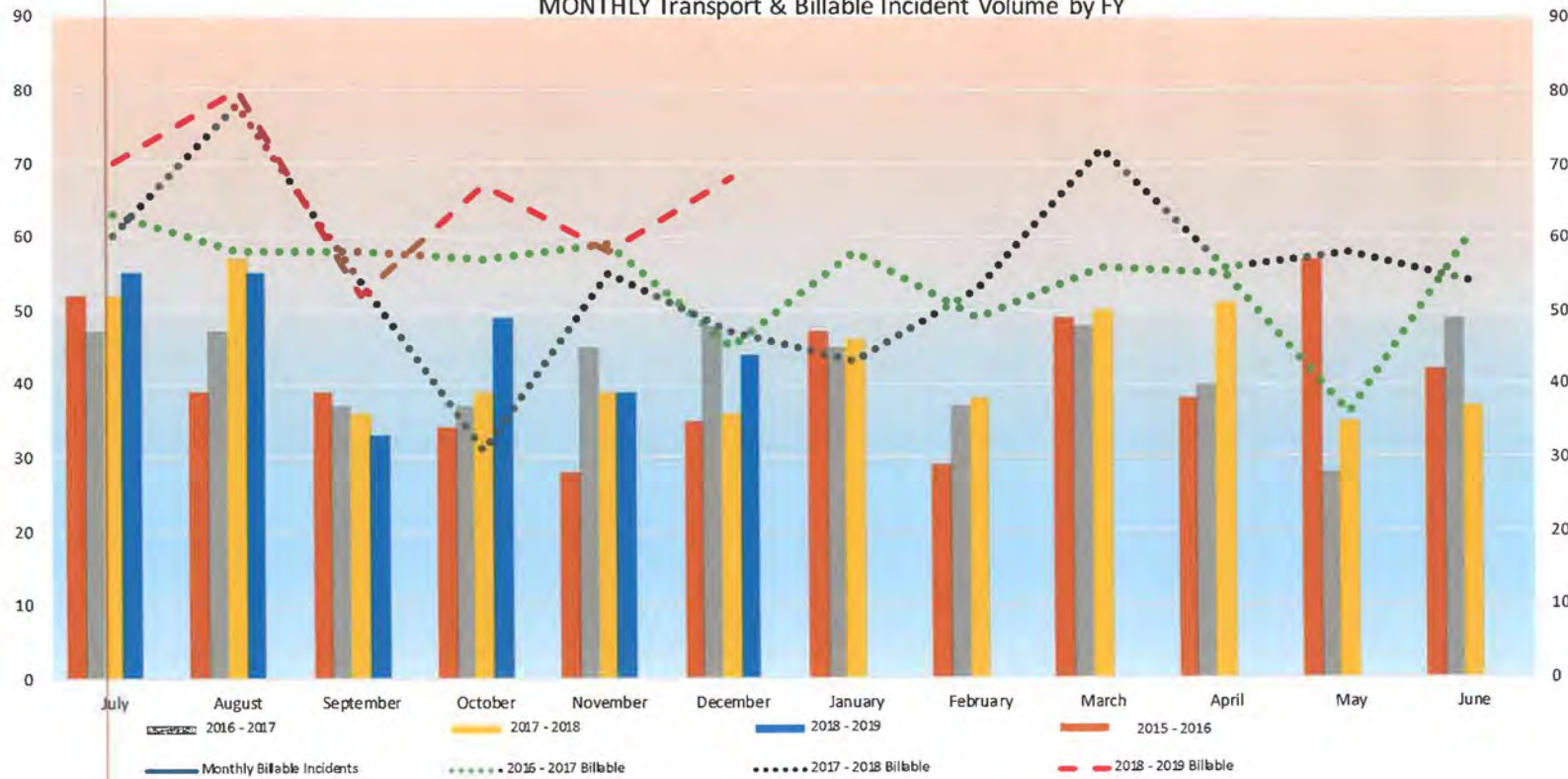
1. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Ambulance Op Wages show a decrease at this time, due to the time pay periods hit the P&L. Budgeted number split evenly over 12-month period. Also, no wages were paid for the Executive Assistant/Bookkeeper position in November 2018. This line item will be lower, but we expect to see the consulting line item to reflect Robin Bean's assistance with Interim transition.
3. Higher volume of medical supplies needed than budgeted.
4. CPR program expansion.
5.  $\$10,833 \times 6 \text{ months} = \$64,998$  for Urgent Care increase and covered by UC reserves.

### MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
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	36	46	38	50	51	35	37
2018 - 2019	55	55	33	49	39	44						

Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68						

MONTHLY Transport & Billable Incident Volume by FY

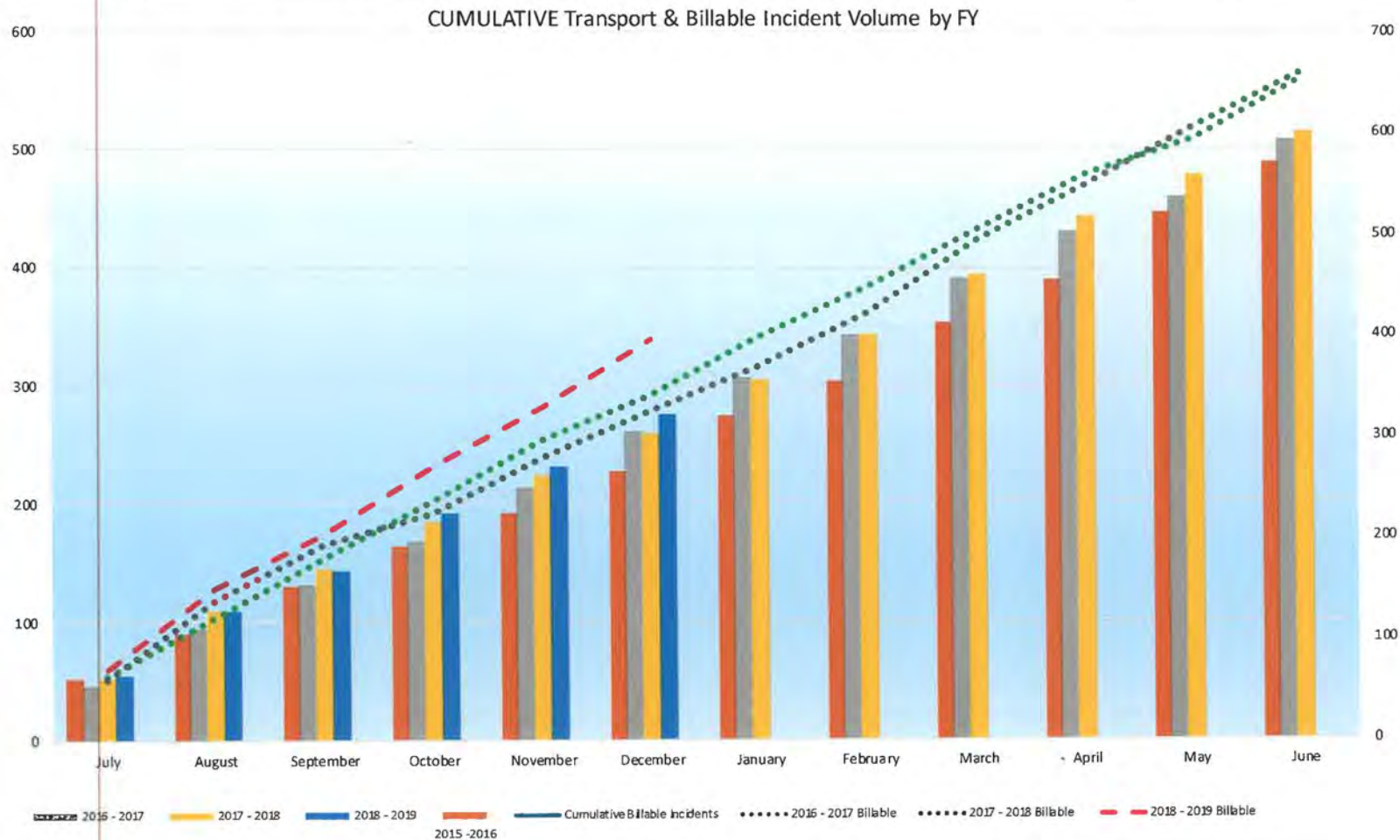


# CUMULATIVE AMBULANCE DATA

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
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	109	145	184	223	259	304	343	393	444	479	516
2018 - 2019	55	110	143	192	231	275						



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	421	493	549	607	661
2018 - 2019 Billable	70	150	202	269	327	395						



1/24/19

## CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS				
	MOST CURRENT ON TOP	AUTHORIZED		PATIENT		ADVANCED				BASIC				TRANSPORTS				CANCELLED ON ROUTE				ALS		BLS		ALS		BLS	
		ORDER	DISPATCHED	CARE	RECORD	LIFE	SUPPORT			LIFE	SUPPORT																		
	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	
18-Dec	100	67	62	53	29	28	2	1	15	8	2	0	44	36	4	5	29	17	18	11	2	5	1	2	10	5	6	3	
18-Nov	89	90	54	61	31	31	3	0	7	18	1	1	38	49	4	5	20	29	16	12	1	3	1	1	5	9	1	12	
18-Oct	99	81	64	54	38	23	4	2	11	16	2	0	49	39	10	4	19	21	15	15	1	2	1	1	15	2	6	9	
18-Sep	74	60	54	48	30	28	2	1	3	6	1	1	33	34	6	5	18	12	17	14	1	2	0	0	8	8	1	4	
18-Aug	110	121	73	77	46	42	1	3	9	15	1	2	55	57	6	3	26	38	18	22	3	7	0	2	14	7	4	6	
18-Jul	105	98	70	62	47	37	3	4	8	15	1	1	55	52	5	9	26	31	15	15	4	4	0	0	7	8	5	7	
18-Jun	78	99	52	61	33	33	1	4	4	16	2	2	37	49	8	7	26	28	15	15	4	2	0	1	3	6	1	10	
18-May	76	70	54	58	32	34	1	4	3	4	0	0	35	51	5	10	20	25	19	20	3	0	0	2	8	10	1	3	
18-Apr	70	84	58	58	34	27	4	2	4	13	0	1	51	40	10	4	25	23	20	18	0	2	2	0	10	10	3	6	
18-Mar	97	91	70	60	37	34	1	4	13	14	1	4	50	48	10	8	25	23	20	12	0	1	3	0	10	6	2	6	
18-Feb	63	72	53	53	31	28	2	3	7	9	2	1	38	37	6	3	7	13	13	16	2	4	1	0	4	4	4	3	
18-Jan	80	67	59	53	36	28	2	1	10	8	2	0	46	36	2	5	16	17	13	11	7	5	0	2	8	5	7	3	
	1041	1000	723	698	424	373	26	29	94	142	15	13	531	528	76	68	257	277	199	181	28	37	9	11	102	80	41	72	
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS				



**COAST LIFE SUPPORT DISTRICT**  
District Administrator and Operations Manager's Report  
Nov/Dec 2019

**District Administrator:**

- A big thank you the BOD for providing the Crew Christmas dinner. As always, it was much appreciated.
- We received our January payment of parcel taxes from Mendocino County in January (\$497,460).
- Employee Engagement Survey has been edited with the Communication Committee and expecting to finalize with EMS Survey Team in the next week or so. The survey will then be implemented with staff who'll have a three week window to complete. Weekly reminders will be sent those who have not completed with the goal of 100% response rate. The report should be received in March.
- Fourteen students completed the Fall EMR coursework.
- Twelve students have enrolled for the Winter/Spring EMT course. Four of the students took the Fall EMR course. Anthony, the instructor, has received numerous calls of interest and expecting a couple of more may register. Several were walk-ins last Tue. Anthony will survey the students to ID where they hear about the class and possibly influence recruitment in the future. The course is \$395 and includes the textbook.
- The ad hoc Ballot Measure Analysis workgroup has met several times. We are analyzing current parcel tax levy structures, revenue generation, analysis of the parcels not paying levies, etc., to determine potential future Ballot Initiatives are needed.
- The draft of our FY18 audit has been received. Several meetings have subsequently been held to review and correct some data. The final draft will be ready for the Board in February.
- The FY18 State Controller's Office Transaction Report has been filed.
- The Sonoma County Ambulance Ordinance meetings continue bi-monthly. Diverse County EMS representation is at the table working to draft a new ordinance and eventual RFP to award the Exclusive Operating Area (EOA) contract.
- REDCOM – last Board meeting, a one year option to extend the existing contract for Dispatch services was approved and signed (coincides with the dates of the Ambulance Ordinance process). Marin County is also interested in negotiating 911 Dispatch services with REDCOM. An ad hoc committee has been formed to research.
- CLSD is participating in an entire catalog review of Coastal Valleys EMS Agency update of Field Protocols. Especially important is to represent the rural perspective relative to expanded scope and/or longer transports
- CLSD is collaborating with Bodega Bay to co-jointly work on new expanded scope of protocols for rural providers. Working with our Chief Medical Officer, we'll define our list and then meet with the Medical Director of CVEMSA. Any mutually agreed upon expanded scope protocols will need to be approved by the State EMS Authority. But the process is in motion.
- DA will be making a presentation to the RCMS BOD at their Feb meeting.
- CLSD Ambulance Services Continuum – to be discussed at this meeting – see next two pages.

**Operations Manager:**

**Deployment / Staffing**

- ALS (M-120) staffed 100%
- Second out ambulance staffed 100% November and covered all in Dec with the exception of (1) 12-hour shift for BLS in December
- Second out paramedic coverage was sparse due to the holidays
- Second out ALS coverage November (13 days) and Dec (5 days)
- One Paramedic was out during the holidays for bereavement
- Staff was very thankful for the Holiday food brought by the CLSD BOD
- Garcia River coverage was recently implemented once for about 16 hours
- We have a new EMT interested in employment. He is completing some pre-employment requirements.

- Recruitment started for a full time and part time paramedic to fulfil the 2<sup>nd</sup>-Out Paramedic Program and support redundancy in the Operations Manager
- Hans Petersen, (formerly CLSD EMT) is another successful graduate of a Paramedic Program and is interested in upgrading to paramedic with CLSD. Procedures are being discussed.

#### **Facilities**

- No major issues pending.
- Discussions in progress for remodeling of downstairs crews quarters. Budgeted for this year. Consideration for housing for second out paramedic also in the discussion.

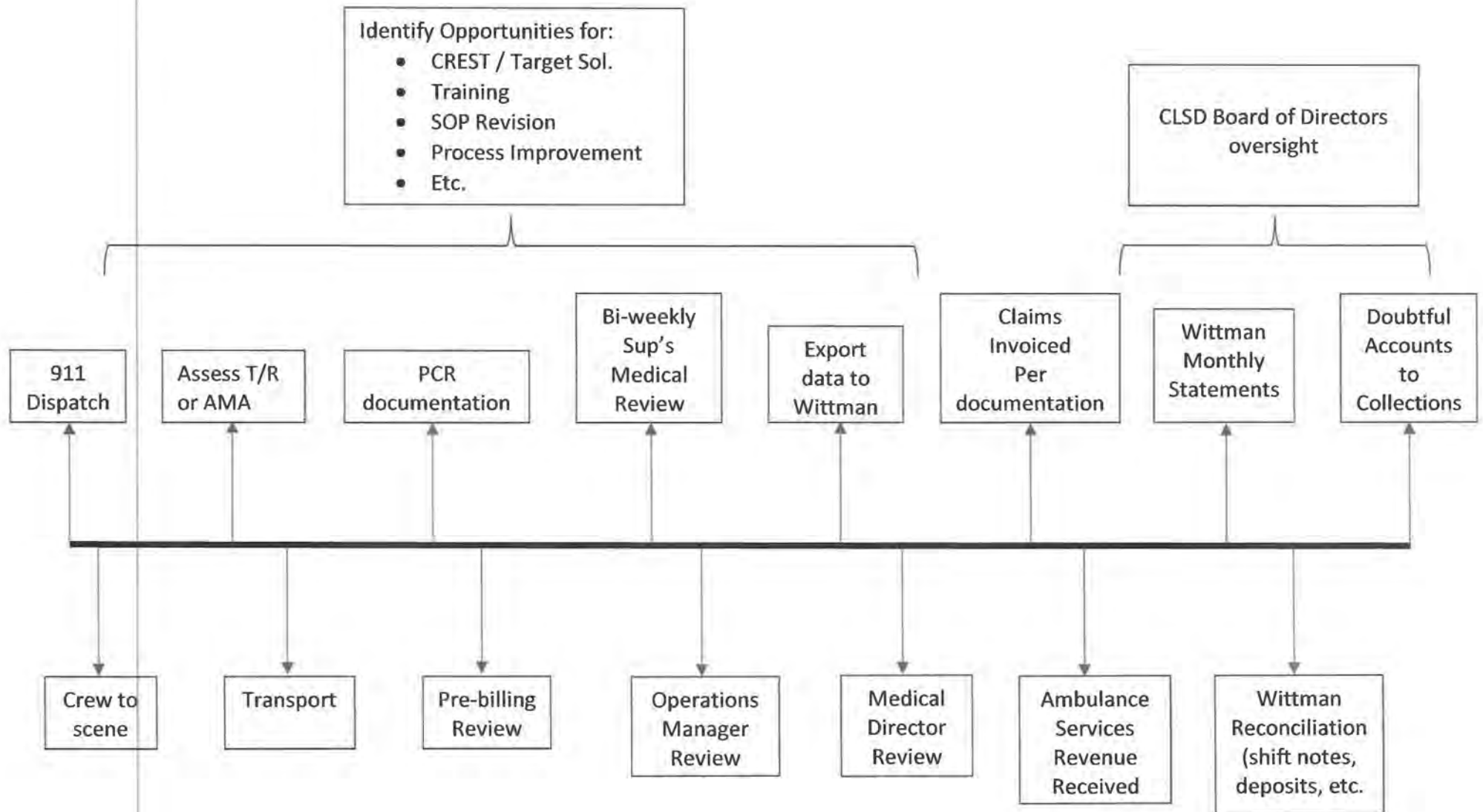
#### **Vehicles/Equipment**

- 2011 sprinter was placed out of service. All belt pulleys were replaced.
- Ford is having moderate repairs to front suspension. Tires are "toed out"
- Investigating the cost for rear air bag suspension for the Chevy.
- All other services are up to date and we have no major issues
- Received three new CPR manikins. Donation received through South Coast Fire

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

- Goldie did a health career demo at PA high school.
- Point Arena schools is due for CPR and first aid training—big class being scheduled
- Soroptimist group has requested first aid training
- EMR class graduated 14 students
- EMT class starts 1-22-2019
- Ten students and the principal from South Coast High school were certified in CPR and First Aid. Full page article in the ICO.
- Goldie is working on updating our AED program. We are registering our community AED locations with CVEMS and the dispatch centers

# CLSD Ambulance Services Continuum



# PCR REVIEW



## Coast Life Support District PCR Review

DOS: \_\_\_\_\_

Agency #: \_\_\_\_\_

### STEP 1: CREW REVIEW

Crew #1 (Patient Care): \_\_\_\_\_

Crew #2 (Driver): \_\_\_\_\_

Other riders: \_\_\_\_\_

(circle all that apply)

ALS Assessment	BLS	AMA	Hand-Off	Code 3 Transport	
ALERTS:	STEMI	Stroke	Trauma	Sepsis	Pediatric
Expanded Scope:	Y	N	(Explain in summary below)		
Air Amb requested:	Y	N	Outcome: Transported	Cancelled	Weather Unavailable
Good for education:	Y	N	Specify:		
Follow-up requested:	Y	N	Specify:		
Summary of call:					

☐ Place this form, printed PCR\*, & all billing originals in supervisor review drawer

☐ Place incomplete PCR with Pre-Billing Workflow form in the Pending Folder

### STEP 2: SUPERVISOR PRE-BILLING REVIEW

(refer to Pre-Billing workflow document)

Initials: \_\_\_\_\_

☐ If check list complete - initial on shift notes and enter "Finalized" in shift notes QA status unless still pending

☐ Put PCR/ECG & form in review binder under date tab

☐ If not ready for billing, make note on shift notes, and notify crew

☐ Place all billing originals in storage box for later shredding

### STEP 3: TUE / FRI SUPERVISOR MEDICAL REVIEW additional participants encouraged

Initials: \_\_\_\_\_

Chart Review questions (specify)

Educational CREST opportunities: (specify)

### STEP 4: OPERATIONS MANAGER REVIEW

☐ Ready to bill

Notes:

### STEP 5: MEDICAL DIRECTOR REVIEW

Notes:

☐ Pull for CREST

☐ Crew counseling recommended

signature

Tuck Bierbaum, MD