

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, April 22nd, 2019 <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: March 25th, 2019 meeting Beaty
4. Privilege of the floor Beaty
5. New Business Beaty
 - a. State of the District Caley
6. Old Business Caley
 - a. Form 700s and Ethics Compliance Training Caley
 - b. Board Goals Beaty
 - c. Investment Policy discussion (see edited version attached) Beaty
 - d. Communication plan development re: Adoption of FY20 Tax Rates
7. Reports:
 - a. Finance: YTD Paterson/Caley
 - i. Wittman ambulance revenue – YTD
 - ii. Expenses
 - b. Communication Committee Bower/André
 - c. MHA 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. Updates re: state & federal funding:
 - i. Intergovernmental Transfer (IGT)
 - ii. Ground Emergency Medical Transport (GEMT)
 - iii. Ground Emergency Medical Transport – Quality Assessment Fee (GEMT – QAF)
9. NEXT MEETINGS: Scheduled Board of Director meetings are held routinely on the 4th Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:

May 20th: 2019 This meeting is advanced one week due to the Memorial Day Holiday May 27th
June 24th, 2019 4 PM
July 22nd, 2019
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
March 25th, 2019 Meeting

Call to Order: President Beaty called the meeting to order at 4:02 p.m. at the Bill Platt Training Room. Present were Directors: Patterson, Schwartz, André, and Bower. Director Villagomez arrived shortly after the meeting began. Also, present: District Administrator (DA) David Caley, Ops Manager Evan Dilks, Bookkeeper Clara Frost and EMT Goldie Pounds (CPR and Community Events Coordinator).

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

Approval of Minutes: Board of Directors meeting minutes Mar 25th, 2018: Director Schwartz moved to approve the minutes as written and was seconded by Director Patterson. All ayes.

Privilege of the Floor – Public Comment:

- a. Goldie Pounds demonstrated Bleeding Arm and Choking Charlie (two new pieces of training equipment) purchased through Sonoma County Tourist Mitigation Funding supported by Fifth District Supervisor Lynda Hopkins.

New Business:

- a. New Investment policy: There was a lengthy discussion regarding the development of a new investment policy. DA Caley included a sample policy created from research of other Special Districts. President Beaty agreed to edit the policy for review at the next FC meeting. Bower requested we reference the materials used for today's discussion as a baseline of information considered for the development of this policy.
- b. Preliminary discussion for the development of the upcoming FY20 Resolution for the Adoption of Tax Rates: For the past two years, CLSD has elected to cover the cost increase requested by Redwood Coast Medical Services for their Urgent Care budget. Since the passage of Measure J in 2015, there has not been an increase in the parcel tax levy. CLSD cannot continue to cover this cost increase, if needed in the future. Preliminary discussion focused on what steps would be required if the current Unit of Benefit cost of \$57.50 would be raised to the already voter-approved Unit of Benefit of \$74. Further discussion will continue once the RCMS FY20 budget request is received by CLSD.

Old Business:

- a. Ethics Training and Form 700s: DA informed the Board it was time for the annual completion of Form 700s and informed which Directors needed to complete the biennial Ethics Training.

Reports:

- a. **Finance: YTD**
 - i. Feb 19: 61 billable incidents; gross charges \$233,790; net receipts \$47,592; A/R \$455,525.
 - ii. P & L Actuals vs. Budget: YTD FY19 Report: Expenses continue to be within budget.
- b. **Communications Committee:** Some employees were unable to receive Employee Engagement survey emailed two weeks ago. The DA will check on getting a custom link to forward to those who haven't received the email.

DA report:

- a. **Ambulance run data:**

Feb 2019: 61 billable incidents; 506 cumulative. There were 49 Transports; 362 cumulative.
Annual projection based on eight months: 759 billable incidents with 543 transports.
- b. **DA Summary Report – read in advance and Q & A during meeting.** DA answered several questions of Directors and informed them we expect to fund the IGT Provider match this week and expect GEMT funds mid-April.

Next Board of Directors Meeting: the 4th Monday of the month at 4 PM

- Monday, April 22nd – 4 PM
- Monday, May 27th is Memorial Day. It was discussed and voted on to move up the meeting to the third Monday on May 20th at 4 PM
- Monday, June 24th – 4 PM

Adjournment: at 5:39 Director Schwartz motioned to adjourn and seconded by Director Paterson, all ayes. .

Minutes Approved:

_____ (Date) _____

Goals Ranked by Priority		Primary Lead	Status
Financial Management			
Top Priority			
1	Assess need for parcel tax increase, amount and when (includes updating multi-year projection)	Ballot Measure Annalysis Workgroup & DA	Ad hoc Ballot Measures Analysis Workgroup has formed and in progress
2	Review parcel tax rates for different uses and determine where changes are needed.		
3	Begin development of process for passing any tax increase proposed (community group, funding, messaging, activities, etc.)		Awaiting FY20 budgeting process and 5 year projection update
4	Complete DA salary structure change		Done.
5	Determine funding sources for "self-directed" EMT training		Now authorized EMT Provider. Revenue from Registration fees but underwriting expenses.
Priority			
6	Implement parcel tax classification adjustments found in aerial scan		Done. Net \$10-B K/ Annually.
7	Monitor Reserve balances with three to six months targets set	Finance Comm	Ongoing
8	Continue to monitor new revenue streams, including County sales tax increase in unincorporated areas for EMS	Finance Comm	Part of 1-3 above
9	Review Urgent Care expenditure and revenue need forecasts and affirm CLSD policy for allocating tax revenues	Finance Comm	Postponed b/c RCMS is leveraging their two-year option on the contract through June 2021
10	Develop RFP for Urgent Care contract with completion of the existing five year contract		N/A
Lower Priority			
11	Decide on how equipment replacement to be handled financially	Finance Comm	Purchase when able, otherwise finance (e.g. ambulance)
12	Determine a way to allocate and codify unrestricted reserves		
13	Complete 10 year forecast of equipment needs		
Personnel Development			
Top Priorities			
1	Resolve best way to provide annual EMT training and update courses in house, pricing and financing	DA & Ops Mgr Finance Comm	CLSD is authorized EMT Provider in-house instructor still needs to secure funding to cover expenses
2	Begin development of a succession plan for the DA position with a targeted retirement date of 2020	Ad hoc?	Work with Rich Hughes to design and execute
3	Complete the Employee Engagement survey annually and take action on findings	DA and Comm Comm	DA To Do in January 2019. Delayed for editing. Implemented March 2019. Results in Apr/May 19
4	Continue to build relationships between staff and Board and agree on activities needed.		Ongoing

CLSD Board of Directors Goals for FY 2018/19

April 2019

Priority			
5	Advocate for appropriate and expanded scope of practice for Paramedics and EMT's who serve in a rural and isolated frontier area.	DA & Ops Mgr	Ongoing with CVEMS and part of the Sonoma County Ambulance Ordinance process, Field Protocols review process and LAFCO also.
6	Develop redundancy planning for the Operations Manager position	DA	Plan developing to split Ops in two and each cover the other job duties. Linked to FY20 budgeting.
Lower Priority			
7	Continue ongoing support of the multi-disciplinary SOP committee and insure all relevant SOP's are in place.		SOP Committee in place but results not as robust as desired. Working ot reprioritize. Committee again meeting routinely and producing or revising SOPs. Ongoing
8	Expand and update the Board Orientation manual and develop a process for assessing its usefulness and relevance	DA and Annan	Update packet provided April 2019 BOD meeting
9	Develop redundancy for the Executive Assistant position	DA	Transitioned to Robin Bean (0.75 FTE) telecommuting and Clara Frost (0.25 FTE) 2 d/wk local.
Community Relations			
Top Priority			
1	Continue to develop positive relations with all fire departments and other EMS agencies.	DA, Ops Mgr and BOD	Continuous
2	Insure we understand what other EMS organizations need from CLSD.	DA	CREST EMT/EMR Refresher. Other trainings needed e.g.BLS Expanded Scope, CAM
3	Involve CLSD Board and staff in important and high visibility events.		TBD
Lower Priority			
4	Improve CLSD signage on the road		TBD
5	Provide an annual report on what CLSD has accomplished during the year	Comm Comm	
Service Improvement			
Priority			
1	By end of year insure dual paramedic program (Second Out) has 100% coverage from 9 to 2100.	Finance Comm	BOD approved budget w/ plan to hire new FT Paramedic (expect Jan 2019 start) Currently ~so% 2nd-out PM coverage - goal 100%. Fully implements May 1, 2019
2	Determine cost and benefits of dual paramedic (Second Out) 24/7 with potential implementation date of 20/21	Finance Comm	Initial analysis BOD meeting Dec 10, 2018. Will Change with hiring of second PM.
		DA	Update at State of the District presentation in Apr 2019
Lower Priority			

CLSD Board of Directors Goals for FY 2018/19

April 2019

3	Determine what needs to happen to keep Urgent Care on the coast and a viable operation	MHA and Finance Comm	Challenge currently with Provider shortage at RCMS. This is a MHA goal with collaborative efforts behind it.
Mendocino Health Alliance			
Top Priority			
1	Expanding services available in Urgent Care	MHA and DA	Awaiting new Chief Medical Officer to implement. Recruitment in progress with national head hunter
2	Increasing hours of urgent care		Awaiting transition of new leadership, all C-level officers
3	Advocating for Congressional adoption of HR 5678 (Rural Emergency Medical Services Act)	MHA and DA	Working with retired Kaiser Gov't Policy advocate/JD. Targeting the Senate Finance Committee with Sen's. Feinstein and Harris.
Lower Priority			
4	Expanding protocols for urgent care providers		Awaiting CMO
Communications			
Top Priority			
1	Create a communication plan for an upcoming election	Comm Comm	Ongoing whenever Ballot Measure considered
2	Insure the new website remains up-to-date and relevant	Comm Comm	Continuous.
Priority			
3	Continue development of community education programs	DA, Ops Mgr and	Continue expansion of CPR program/First Aid training. Implement Pulse Point
4	Develop a multi-year communications plan for CLSD		
5	Develop and implement on ongoing presence in the ICO	Comm Comm	TBD
6	Assess logo and rebranding options for CLSD	Comm Comm	TBD
Lower Priority			
7	Insure medicine alert notice has wide distribution for homes	Comm Events Dir	
8	Expand CLSD's digital outreach to the community through other media outlets	Comm Comm	TBD
Measures of Success			
Top Priority			
1	Develop a customer/patient services improvement plan based on the ongoing customer satisfaction survey	DA & Ops Mgr	Highest priority - Comfort of ride in ambulance. Looking into better mattresses for power gurneys (thicker/contoured).
Lower Priority			

CLSD Board of Directors Goals for FY 2018/19

April 2019

2	Create an annual report on when paramedics are available on the coast by time of day and day of week as well as by day of year	Comm Comm	State of the District in Apr 2019 will have updated data (3 yrs) & ready to develop annual report with Communications Committee.
3	Create an annual report on when services are provided by time of day and day of week	Comm Comm	
4	Simplify the service call and transport workload volume reporting.		Dec BOD meeting 2nd-Out Program
Facilities			
Top Priority			
1	Complete renovation of Quarters downstairs (2019)	DA & Ops Mgr	Planned Q3/Q4 of FY19. In progress Apr 19
2	Complete renovation of Quarters upstairs (2020)		With 2nd-Out Program, Ops Mgr downsized offices and old office became new Medic sleeping room
Priority			
3	Complete cosmetic renovation of Bill Platt meeting room	Ops Mgr	Q3 FY19 (pending bulletin boards, frame map, paint doors
4	Power wash building and landscape/weed removal	Ops Mgr	Q3/Q4 FY19
Lower Priority			
5	Develop a plan for maintenance of the training room	TBD	Investigating resources
6	Insure the policies for training room use meet the needs of CLSD and the community	TBD	Not written policy but request from an organization working to improve the community's health, will be allowed to use. Current users: RCMS, MHA, Coastal Srs., Ham Radio Group, EMT/EMR training, etc.



COAST LIFE SUPPORT DISTRICT

INVESTMENT POLICY (2019)

I. POLICY

It is the policy of the Coast Life Support District (“the District”) to invest public funds in a manner which provides for the safety of the funds on deposit, the liquidity needs of the District, the long term planning needs of the District, and which achieves the highest yield after first considering those three objectives. In addition, it is also the policy of the District to invest all public funds in strict conformance with all California statutes governing the investment of public monies.

II. SCOPE

This investment policy applies to all monies, funds and financial assets of the District.

III. STANDARD OF CARE

District Management and employees handling investments of District funds shall act pursuant to a “prudent investor” standard as defined in Calif. Gov. Code Sect. 53600.3.

IV. DELEGATION OF AUTHORITY

A. The District’s Board of Directors delegates to the Finance Committee the principal responsibility for the determination of policy and strategy for the investment of District monies pursuant to this statement of investment policy.

B. The District’s Board of Directors delegates to the District Administrator the principal responsibility for the purchase and sale of securities pursuant to the policies and strategies determined by the Finance Committee.

V. FINANCE COMMITTEE

A. The Finance Committee shall consist of five members and includes the District Administrator, the Operations Manager and three members of the Board, two of which shall be the President and the Treasurer.

B. The Finance Committee shall meet at least quarterly to review the District’s investment portfolio and to provide strategic direction for future investment transactions.

At the next District Board Meeting following, the Finance Committee will report to the Board the status of the District's investment portfolio.

VI. AUTHORIZED INVESTMENTS

A. The Board of Directors has considered the investment types authorized by Calif. Gov. Code Sect. 53600 *et seq.* and the Local Agency Investment Guidelines (As of January 1, 2019), published by the California Debt and Advisory Commission.

B. The Board of Directors has determined that District Funds shall be invested only in U.S. Treasury obligations and obligations of the State of California.

VII. SAFEKEEPING AND CUSTODY

All District deposits and investments shall have the Coast Life Support District named as depositor and registered owner.

VIII. AMENDMENTS

This policy may be amended by the District Board at a duly noticed meeting of the Board.

Adopted by the Board of Directors on _____, 2019

Secretary

Attached: Figure 1 – Allowable Investment Instruments Per State Government Code (as of January 1, 2019) applicable to all local Agencies.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2018)^A APPLICABLE TO ALL LOCAL AGENCIES^B

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^D	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations—CA And Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40% ^E	None
Commercial Paper—Pooled Funds ^I	270 days	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper—Non-Pooled Funds ^F	270 days	25% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H
Negotiable Certificates of Deposit	5 years	30% ^J	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	30% ^K	None
Placement Service Certificates of Deposit	5 years	30% ^K	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M
Medium-Term Notes ^N	5 years	30%	"A" rating category or its equivalent or better
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^{P,Q}
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	"AA" rating category or its equivalent or better ^R
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^S
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^T	N/A	None	None
Supranational Obligations ^U	5 years	30%	"AA" rating category or its equivalent or better

TABLE OF NOTES FOR FIGURE 1

- A Sources: Sections 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, 53635.8, and 53638.
- B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- F "Select Agencies" are defined as a "city, a district, or other local agency that do[es] not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body."
- G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.
- H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, has program wide credit enhancements, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- I "Other Agencies" are counties, a city and county, or other local agency "that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body." Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set for "Select Agencies," above.
- J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- K No more than 30 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service (excludes negotiable certificates of deposit authorized under Section 53601(i)).
- L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States"
- O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- R Issuer must be rated in a rating category of "A" or its equivalent or better as provided by a nationally recognized statistical rating organization.
- S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB).

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
FY18													
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
FY19													
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
JAN '19	50	\$ 199,104	\$ 110,645	\$ 48,835	\$ 2,685	\$ 36,940	\$ 48,119	\$ 7,077	\$ 41,042	\$ -	\$ -	\$ 7	\$ 470,383
FEB'19	61	\$ 233,790	\$ 94,248	\$ 63,149	\$ 9,264	\$ 67,129	\$ 47,592	\$ -	\$ 47,592	\$ 34,163	\$ 233	\$ -	\$ 455,524
MARCH '19	75	\$ 297,252	\$ 172,524	\$ 32,088	\$ 964	\$ 91,676	\$ 39,210	\$ -	\$ 39,210	\$ 38,101	\$ 5,024	\$ -	\$ 464,867

MARCH '18	72	\$ 272,061	\$ 148,108	\$ 5,215	\$ 3,021	\$ 68,784	\$ 40,754	\$ -	\$ 40,754	\$ 32,164	\$ 653	\$ -	\$ 518,423
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FY To Date	581	\$ 2,200,540	\$ 1,045,095	\$ 524,319	\$ 48,934	\$ 582,192	\$ 443,647	\$ 7,077	\$ 436,570	\$ 103,597	\$ 8,576	\$ 2,645	
Last 12 Months	749	\$ 2,803,788	\$ 1,334,681	\$ 683,903	\$ 53,592	\$ 731,629	\$ 631,677	\$ 16,383	\$ 615,293	\$ 159,642	\$ 13,661	\$ 3,406	

Monthly Average FY To Date	65	\$ 244,504	\$ 116,122	\$ 58,258	\$ 5,437	\$ 64,688	\$ 49,294	\$ 786	\$ 48,508	\$ 11,511	\$ 953	\$ 294	
Monthly Average Last 12 Months	62	\$ 233,649	\$ 111,223	\$ 56,992	\$ 4,466	\$ 60,969	\$ 52,640	\$ 1,365	\$ 51,274	\$ 13,303	\$ 1,138	\$ 284	

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
MARCH	\$ 121,332	\$ 75,933	\$ 38,272	\$ 32,676	\$ 37,742	\$ 158,912	\$ 464,867

CMS TRANSPORTS ON -
TOTAL
\$ 29,199

as of MAR' 19

Coast Life Support District
Profit & Loss Budget Overview FY19
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	1,295,126.40	1,197,887.26	97,239.14	108.1%
4100 · Interest Revenue	20.35	0.00	20.35	100.0%
4200 · Ambulance Revenue	564,888.81	487,499.99	77,388.82	115.9% ¹
4400 · Miscellaneous Revenue	37,870.00	24,412.50	13,457.50	155.1% ²
4410 · Intergovernmental Transport(IGT)	0.00	97,500.01	-97,500.01	0.0%
4420 · Ground Emerg Med Transport	0.00	18,750.01	-18,750.01	0.0%
4421 · GEMT - SB523 (QAF)	0.00	21,000.01	-21,000.01	0.0%
Total Revenue	1,897,905.56	1,847,049.78	50,855.78	102.8%
Expense				
5000 · Wages and Benefits	898,573.27	974,664.79	-76,091.52	92.2%
6000 · Ambulance Operations	108,563.48	117,824.02	-9,260.54	92.1%
66000 · Payroll Expenses	0.00			
6700 · Overhead/Administration	133,203.04	150,150.74	-16,947.70	88.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	584,058.13	584,044.51	13.62	100.0%
8000 · Interest Expense	1,614.70	3,375.00	-1,760.30	47.8%
9000 · Other Expenses	0.00			
9500 · Depreciation Expense	68,401.52	68,401.52	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,794,414.14	1,898,460.58	-104,046.44	94.5%
Net Ordinary Operating Surplus	103,491.42	-51,410.80	154,902.22	-201.3%
Other Revenue/Expense				
Total Other Expense	316.56	0.00	316.56	100.0%
Net Other Revenue	-316.56	0.00	-316.56	100.0%
Net Revenue	103,174.86	-51,410.80 ³	154,585.66	-200.7%

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

2. FY Tourist Mitigation Funds

3. \$10,833 x 9 = \$97,497 for Urgent Care increase and covered by UC reserves.

Coast Life Support District
Profit & Loss Budget Overview FY19
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	381,419.19	358,248.01	23,171.18	106.5%
4009 · Mendocino Urgent Care Tax	265,849.85	253,445.26	12,404.59	104.9%
4010 · Mendocino Ad Valorem Tax	84,898.62	75,324.74	9,573.88	112.7%
Total 4001 · Mendocino County Taxes	732,167.66	687,018.01	45,149.65	106.6%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	309,723.30	281,358.00	28,365.30	110.1%
4029 · Sonoma Urgent Care Tax	253,235.44	229,511.25	23,724.19	110.3%
Total 4002 · Sonoma County Taxes	562,958.74	510,869.25	52,089.49	110.2%
Total 4000 · CLSD Special Taxes	1,295,126.40	1,197,887.26	97,239.14	108.1%
4100 · Interest Revenue	20.35	0.00	20.35	100.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	564,888.81	487,499.99	77,388.82	115.9%
4228 · Writedowns-District Res. Disc.	0.00	0.00	0.00	0.0%
Total 4200 · Ambulance Revenue	564,888.81	487,499.99	77,388.82	115.9% ¹
4400 · Miscellaneous Revenue	37,870.00	24,412.50	13,457.50	155.1%
4410 · Intergovernmentl Transport(IGT)	0.00	97,500.01	-97,500.01	0.0%
4420 · Ground Emerg Med Transport	0.00	18,750.01	-18,750.01	0.0%
4421 · GEMT - SB523 (QAF)	0.00	21,000.01	-21,000.01	0.0%
Total Revenue	1,897,905.56	1,847,049.78	50,855.78	102.8%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	82,181.53	90,000.00	-7,818.47	91.3%
5300 · Payroll Taxes Emplr Costs	25,231.06	27,268.51	-2,037.45	92.5%
5350 · PERS Employer Costs	81,053.93	80,143.51	910.42	101.1%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-17,991.00	-17,991.00	0.00	100.0%
5405 · Administration Salaries - Other	185,038.29	174,561.75	10,476.54	106.0%
Total 5405 · Administration Salaries	167,047.29	156,570.75	10,476.54	106.7%
5410 · Ambulance Operations Wages	485,515.80	538,090.51	-52,574.71	90.2%
5430 · Extra Duty/Stipend Pay/DA	30,586.82	42,156.00	-11,569.18	72.6%
5500 · Work Comp Insurance	26,956.84	40,435.51	-13,478.67	66.7%
Total 5000 · Wages and Benefits	898,573.27	974,664.79	-76,091.52	92.2%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	28,350.00	28,350.00	0.00	100.0%
6040 · Dispatch Services	18,035.85	18,674.00	-638.15	96.6%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	2,100.85	3,749.99	-1,649.14	56.0%
6101 · Facility Repair & Maintenance	2,122.02	7,050.01	-4,927.99	30.1%
6102 · Facility Furniture	567.96	0.00	567.96	100.0%
6110 · Supps, Rental, Clean. etc	4,562.89	9,750.01	-5,187.12	46.8%
6210 · Veh. Repair & Maintenance	5,997.25	13,500.00	-7,502.75	44.4%
6240 · Vehicle Fuel	17,473.90	11,250.00	6,223.90	155.3%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	625.00			
6410 · Radios & Comm Equip - Other	291.56	3,000.01	-2,708.45	9.7%
Total 6410 · Radios & Comm Equip	916.56	3,000.01	-2,083.45	30.6%
6510 · Medical Supplies & Equip	27,476.01	18,000.00	9,476.01	152.6%

Coast Life Support District
Profit & Loss Budget Overview FY19
 July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Total 6100 · Station/Crew Expenses	61,217.44	66,300.02	-5,082.58	92.3%
6980 · Misc. Employee Train. Exps	960.19	4,500.00	-3,539.81	21.3%
Total 6000 · Ambulance Operations	108,563.48	117,824.02	-9,260.54	92.1%
66000 · Payroll Expenses	0.00			
6700 · Overhead/Administration				
6180 · Utilities	9,060.30	10,499.99	-1,439.69	86.3%
6188 · Telephone	4,554.87	3,356.24	1,198.63	135.7%
6300 · Insurance	13,636.31	13,496.99	139.32	101.0%
6713 · Ambulance Billing	26,448.75	29,250.00	-2,801.25	90.4%
6714 · GEMT SB52B EXP	0.00	5,250.01	-5,250.01	0.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	596.64	3,749.99	-3,153.35	15.9%
6718.2 · Computer Equipment	626.41	2,250.00	-1,623.59	27.8%
6718.3 · Software	2,201.09	2,250.00	-48.91	97.8%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	3,424.14	8,249.99	-4,825.85	41.5%
6720 · Board Expenses	505.73	1,875.01	-1,369.28	27.0%
6730 · Consultants				
6734 · IT	4,603.62	5,250.01	-646.39	87.7%
6735 · EMS Survey	2,207.40	2,624.99	-417.59	84.1%
6737 · Financial/Bookkeeping	11,460.26	2,250.00	9,210.26	509.3% ⁵
6738 · Legal	448.00	3,749.99	-3,301.99	11.9%
6740 · Audit	0.00	6,825.01	-6,825.01	0.0%
6741 · Tax Administration - NBS	8,214.51	7,822.49	392.02	105.0%
Total 6730 · Consultants	26,933.79	28,522.49	-1,588.70	94.4%
6742 · Bank/Merchant Fees	1,033.15	900.00	133.15	114.8%
6755 · Property Tax Admin	12,710.74	14,999.99	-2,289.25	84.7%
6760 · Education/Professional Dev	2,464.95	1,875.01	589.94	131.5%
6765 · Election Costs/Reserve	0.00	3,749.99	-3,749.99	0.0%
6770 · Dues, Subscrip, Membership	9,406.02	7,500.01	1,906.01	125.4%
6788 · Printing & Reproduction	2,888.63	7,500.01	-4,611.38	38.5%
6795 · Travel/Transportation	2,320.99	5,625.00	-3,304.01	41.3%
6970 · Community Dev/Training	17,814.67	7,500.01	10,314.66	237.5% ⁶
Total 6700 · Overhead/Administration	133,203.04	150,150.74	-16,947.70	88.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	17,991.00	17,991.00	0.00	100.0%
7050 · UC Contract	566,067.13	566,053.51	13.62	100.0%
Total 7000 · Urgent Care	584,058.13	584,044.51	13.62	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	1,125.00	-1,125.00	0.0%
8000 · Interest Expense - Other	1,614.70	2,250.00	-635.30	71.8%
Total 8000 · Interest Expense	1,614.70	3,375.00	-1,760.30	47.8%
9000 · Other Expenses	0.00			
9500 · Depreciation Expense	68,401.52	68,401.52	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,794,414.14	1,898,460.58	-104,046.44	94.5%
Net Ordinary Operating Surplus	103,491.42	-51,410.80	154,902.22	-201.3%
Other Revenue/Expense				
Other Expense	316.56	0.00	316.56	100.0%
Net Other Revenue	-316.56	0.00	-316.56	100.0%
Net Revenue	103,174.86	-51,410.80 ⁷	154,585.66	-200.7%

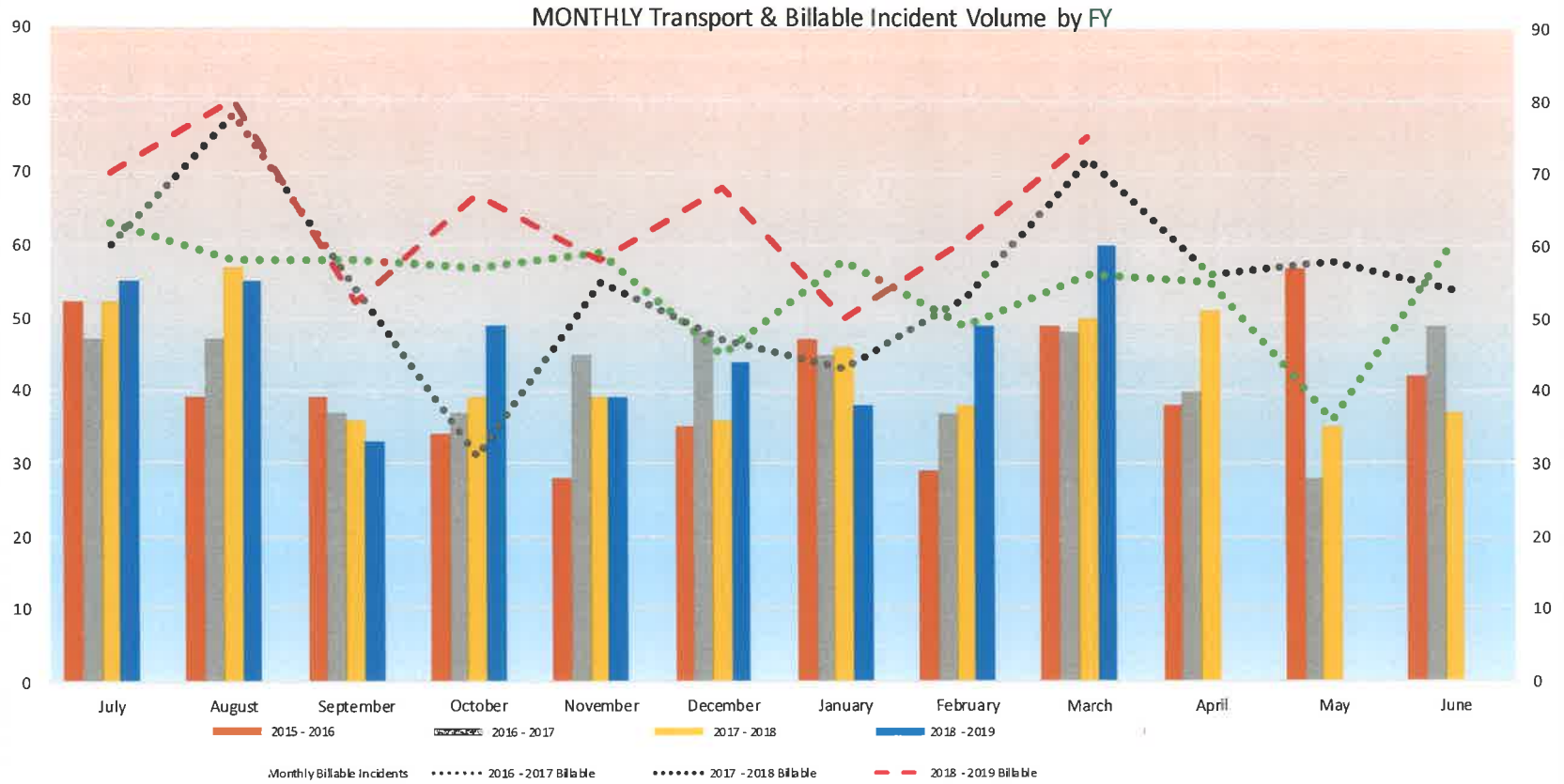
Coast Life Support District
Profit & Loss Budget Overview FY19
July 2018 through March 2019

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. FY19 Tourist Mitigation Funds.
3. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.
4. Higher volume of medical supplies needed than budgeted.
5. Transition training to new financial/bookkeeper
6. Draw down funds from Tourist Mitigation funds for CPR training
7. $\$10,833 \times 9 \text{ months} = \$97,497$ 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	38	49	60			

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	50	61	75			

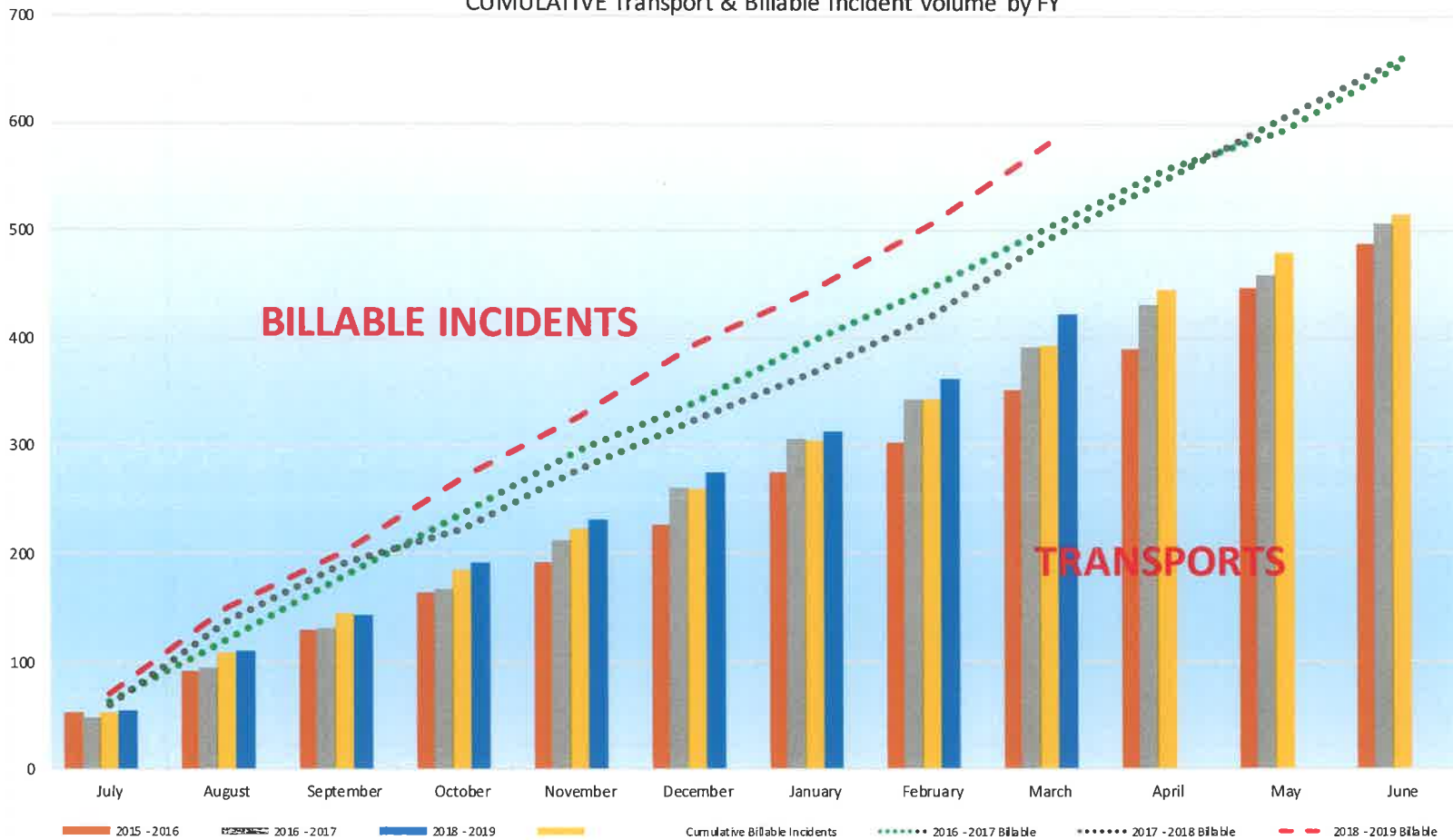


CUMULATIVE AMBULANCE DATA

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	313	362	422			



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	445	506	581			

CUMULATIVE Transport & Billable Incident Volume by FY



CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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 ORDER DISPATCHED		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT				BASIC LIFE SUPPORT				TRANSPORTS				CANCELLED ON ROUTE				ALS		BLS		ALS		BLS				
	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	Current	Year Prior	Current
19-Mar	108	97	79	70	49	37	1	1	13	13	3	1	62	50	8	10	27	25	17	20	7	0	0	2	10	10	8	3			
19-Feb	82	63	63	53	35	31	0	2	14	7	2	2	49	38	6	6	20	7	13	14	4	2	1	1	10	4	6	4			
19-Jan	71	80	47	59	27	36	4	2	11	10	0	2	38	46	4	2	17	16	9	13	2	7	1	0	5	8	7	7			
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			
	1062	1010	730	714	431	387	26	26	102	141	15	13	546	541	76	70	273	272	192	189	32	36	7	12	105	87	49	74			
	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

April 2019

District Administrator:

- Intergovernmental Transfer (IGT) funds wired to the Department of Health Care Services of FY18 funds (\$141,603 in Provider match and Admin Fees). Expected net of ~\$250K in the coming month.
- Sonoma County Ambulance Ordinance progress: In the last month, the CA Emergency Medical Services Authority (EMSA) has ruled they will not issue, use, enforce, or attempt to enforce alleged underground regulations regarding to the Competitive Process for Creating Exclusive Operating Areas or 201 rights. Coastal Valleys EMS Agency has been forcing a Request For Proposals (RFP) process to be developed in sync with the Ambulance Ordinance process since early 2019 b/c of these regulations – but now deemed unenforceable. On behalf of CLSD, I submitted a jointly authored letter to the SoCo Board of Supervisors, in alignment with the Fire Chiefs, requesting DHS to 1) return back to the old ambulance ordinance development process, 2) advise EMSA we are extending the current contract another year (inform – not ask), and 3) stop the RFP process entirely. As the dust settles, there may be a government to government contract awarded and avoid the need for a RFP entirely. I also succeeded in getting an edit adopted into the Ambulance Ordinance document (agreed upon by Fire Chiefs and approved by County Counsel) that qualifying agencies described as “cities and ~~fire~~ districts” (not inclusive of CLSD by legal definition) to “cities and special districts” (the latter is inclusive of fire and special districts). As a result, CLSD will be included in the eligible pool of resources for funding streams or contracting of services.
- Revamping of the Crew's quarters downstairs is under way. Design complete with crew input. Materials mostly purchased and planning installation.
- Participated in the full day retreat for MHA with Rural Health Innovations, national Rural Health Resource Center. AM session focused on our MHA Network and Future Directions. We were successful in having some challenging conversations aligning collaborative efforts. PM session focused on Supporting Population Health: Care Coordination. Identified need for comprehensive Community Buy-in and obtained verbal agreements to develop a local Health Information Exchange (HIE) between partners. We continue to experience challenges accomplishing goals with ongoing changes of RCMS leadership and limited resources.
- GEMT-QAF: we have been reporting data to the Department of Health Care Services since Nov 2017 for prior years of transports and revenues earned. July 2018 they had planned to implement the new SB523 GEMT - Quality Assurance Fee program. We will pay a fee for every transport into a pool with other providers and later receive an “Add-on” increase to revenue for all MediCal Fee For Service and MediCal Managed Care transports. The program has been delayed until now. In the next three months, we will be invoiced for all four quarters of 2018 QAF. Projections indicate we should net ~\$16K in revenue. We were mandated to establish all-electronic reporting and electronic funds transfer accounts. I have established both and just paid Q2 2018. Q3 will be paid in July. Q1 and Q4 will be due by then end of June.
- GEMT Audit for FY15. We received a demand letter for \$7,000 overpayment of funds. This relates primarily due to the (last) year of reporting Bad Debt on the cost report. Starting in FY16, we learned this was not appropriate to claim.
- EMT class is progressing. Saturday June 8th will be the Clinical Finals for the class. Numerous Board Directors have volunteered in the past to be patients acting out mock-simulations for student testing. Let us know if you are interested.
- The current Matter of Balance class is one week away from its 8-week completion. I was the “Guest Healthcare Professional” to discuss the medical risks related to falls (e.g. low blood

pressure, orthostatic hypotension, reasons for fainting, balance, mechanics of falls, steps to follow after a fall, etc.).

- Employee Engagement Survey is closed and awaiting the report.

Operations Manager:

Deployment / Staffing

- ALS (M-120) staffed 100%
- New paramedic Megan Rosecrans has started her orientation. She is fully scheduled in May. Hans Petersen has started his paramedic orientation.
- With the hiring of the new paramedics the May schedule has 98% second out paramedic coverage (0900-2100). Over half of the second out shifts are 24 hour dual medic due to the challenging logistics of the distance staff live from work.
- EMT students have started to schedule their ER clinical rotations and ride along time.

Facilities

- No major issues pending.
- Spring weather has arrived outside landscape maintenance begins.
- Completed room swap for second out crew
- Remodeling of downstairs quarters is started and will progress in April. Goal is to be completed by end of May early June.

Vehicles/Equipment

- Vehicles are in good working condition.
- 2011 Sprinter (134K miles) had extensive front end work and front pulley repairs.
- 2005 Ford had extensive front end repair
- Quote for air bag suspension for Chevy is \$800-\$1000..(parts are in)

Community events / Training

- RCMS CPR training continues
- 90% of all seventh and eighth graders at Arena elementary and Horicon received CPR and first aid training.
- Horicon school staff certified in CPR (18 staff members)
- PA school staff being trained May 1st large class
- Dr. Cox's (dental office) staff was trained in CPR
- May is VFD BBQ month and EMS appreciation
- 2-CLSD employees Jeff Finck and Ron Miles are being honored at the EMS survivor's event.
- CLSD First aid kits remain a popular request. Coast Youth little League purchasing 12. Approximately 20 distributed in past month.

GROUND EMERGENCY MEDICAL TRANSPORT - QUALITY ASSURANCE FEE PROGRAM

Period	Transports	FEES	REVENUE	NET	Payment Due Dates
Q2 - 18	117 26	2,951.91	5,948.80	2,996.89	Apr 30 2019
Q3 - 18	150 37	3,784.50	8,465.60	4,681.10	19-May
Q4 - 18	132 38	3,330.36	8,694.40	5,364.04	19-Jun
Q1 - 18	137 29	3,456.51	6,635.20	3,178.69	19-Jun
		13,523.28	29,744.00	16,220.72	

Fees derived by assessing \$25.23 on ALL transports Add-on rate of \$228.80 to all MediCal Fee For Service and MediCal Managed Care Transports

Q1 - 19

19-Jul