

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, September 23rd, 2019 <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: August 26th, 2019 meeting Beaty
4. Privilege of the floor Beaty
 - a. Community feedback – CPR/AED training provided to 80 gardeners at Posh Squash
5. New Business Beaty
 - a. Appointment of new Board Director
6. Old Business Beaty
 - a. Board Goals Update
 - b. DA Succession planning timeline as proposed by Rich Hughes
7. Reports:
 - a. Finance: YTD Paterson/Beaty
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - iii. Investment account
 - b. Communication Committee Bower/André
 - c. MHA update Tittle
 - i. Last month's handout discussed is attached to this agenda packet
 - d. Ballot Measure Analysis workgroup Beaty
8. DA / Ops report Caley
 - a. Ambulance run data, with new 2nd-Out program data
 - b. DA / Ops Summary Report – read in advance and will have Q & A
 - c. Update efforts on increasing EMS revenues
 - d. RCMS update Beaty
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:

Oct 28th, 2019
Nov 25th, 2019
Dec 23rd, 2019 – **consider moving as it's two days before Christmas?**
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
August 26th, 2019 Meeting

Call to Order: President Beaty called the meeting to order at 4:00 p.m. at the Bill Platt Training Room. Present were Directors: Bower, Paterson, Schwartz, André, and Tittle. Also present: District Administrator (DA) David Caley (on the phone due to illness), Ops Manager Evan Dilks and Bookkeeper Clara Frost. There were several community members in the audience who had come to observe a board meeting with interest in filling the vacancy.

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 July 22nd, 2019: Director Schwartz moved to approve the minutes seconded by Director Tittle. All ayes. Special meeting minutes August 22nd, 2019: Director Schwartz moved to approve the minutes seconded by Director Tittle. All ayes.

Privilege of the Floor – Public Comment: Community feedback letter of appreciation was received (and previously shared with the BOD) that was written by a recipient of CLSD ambulance services. That individual was present at the meeting and restated his appreciation of the services received, not only from CLSD, but the entire healthcare infrastructure that was involved with his care. The DA was also contacted by a community member interested in providing a scholarship for the EMT program.

New Business: none.

Old Business:

- a. Memorandum of Understanding
 - i. HRSA Rural Communities Opioid Planning Grant – ACTION Director Schwartz moved to approve seconded by Director Bower. All ayes
 - ii. Board Goals Update: The board had a special meeting on Aug 22nd dedicated to reviewing, updating, and creating an action plan for their goals for the upcoming year. Rich Hughes facilitated the meeting.

Reports:

- a. **Finance: YTD**
 - i. Ambulance Revenue – Wittman YTD reviewed. Net payments for July \$71,407. A/R is unexpectedly high at \$522,562. However, contractual write-downs are unusually low. Expect this was a result of the reports being run early prior to finalizing adjustments and will be corrected next month.
A subcommittee will be meeting to decide parameters involving the Wittman aging report.
 - ii. Expenses – as expected and within budget.
 - iii. Investment account: The first Treasury bill is up for renewal on Aug 29th. The DA was instructed to renew at the highest interest rate and terms.
- b. **Communications Committee:** Looking for ways to raise awareness of CLSD in order to gain support of a potential parcel tax increase.
- c. **MHA update:** Director Tittle discussed programs and new funding opportunities. HRSA is beginning to focus on obesity. Policies and procedures are currently being written for MHA management. Blood pressure/cholesterol screenings continue, working to engage Indian Health Services, and continued work with Care Transitions and Health Information Exchange (HIE).

DA / Ops report:

- a. Reminder – the Fall Emergency Medical Responder course starts on Tue Sep 17th. Please continue to circulate info to encourage enrollment.

- b. Ambulance Run Data with new 2nd out program data– July 2019: There were 61 billable incidents, 45 transports. The 2nd-Out Paramedic Program for the last three months deployed M122 a total of 44 times. 39 incidents were during the hours of 9:00 AM – 9:00 PM. It resulted in 26 transports. 25 incidents were billed as Advanced Life Support and four billed as Basic Life Support. It demonstrates a consistent need the second-out ambulance is being appropriately utilized as ALS and best for patient care.
- c. DA Summary Report – Reviewed ahead and Q and A provided as necessary.
- d. Update efforts on increasing EMS revenues: Sonoma County Fire Services is exploring a half-cent sales tax proposed on March 2020 ballot to enhance Fire Services. There is also an exploratory committee looking at responding to the eventual Sonoma County RFP to award the exclusive operating area for ambulance services.

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

- Monday, September 23rd at 4 pm
- Monday, October 28th at 4 pm
- Monday, November 25th at 4 pm

Adjournment: at 5:06 Director Schwartz motioned to adjourn and seconded by Director Paterson, all ayes.

Minutes Approved:

_____ (Date)_____

DRAFT

CLSD BOARD OF DIRECTORS FY20 GOALS

	GOALS	ACTION PLAN	DUE BY:	LEAD:	COMM MBRS:
1	Pass and EMS tax to fund future CLSD services and develop an action plan for all necessary steps, including a communication plan	Complete Analysis for EMS tax		Ballot Measure Workgroup	David
		Work with County Counsel to develop language			Geoff
		Proceed if no Fire Sales Tax carve out			Julie
					Rich H.
					David Bower
					Steven W.
		Develop campaign based on Fire Sales Tax		Communication Committee	Julie
					Carolyn
			David		
2	Maintain and enhance all service areas through management of District finances using best practices and accounting.			Finance Committee	Annan
					Geoff
					Naomi
					David
					Evan
					Clara
					Robin
3	Development of a succession plan for the retiring DA	Develop recruitment milestones		Rich Hughes	TBD
		Update Job Bulletin			
		Release Job Bulletin			
		Application Deadline			
		Screening, Supplemental Questionnaire			
		Telephone interviews, Design Assessment Ctr			
		Conduct Assessment Center			
		Board interview of candidates			
		Reference checks --> Negotiate job offer			
		Determine start date			
4	Improve effectiveness of internal and external communications through regularly scheduled outreach and communiques			Communication Committee	Carolyn
					Julie
					David





CLSD BOARD OF DIRECTORS FY20 GOALS






5	Maintain excellence in CLSD staff at all levels			District Administrator	David
6	Help sustain a long-term Urgent Care option for the District, including review of overhead allocation and future revenue needs			UC ad-hoc Committee	Geoff
					David
7	Find ways to develop an EMS "team" infrastructure integrating the Board, full-time and part-time medical and other operational staff and supervisors focused on common goals with roles that relate to each other.	Still needs clarification		Communitcation Committee	Carolyn
					Julie
					David
8	Ensure the District is doing 5 to 10 year planning based on community needs and organizational planning			Finance Committee	Annan
				District Administrator	Geoff
					Naomi
					David
					Evan

CLSD BOARD OF DIRECTORS FY20 GOALS

9	Continue support of and dialogue with sister EMS and fire service agencies			DA and Ops Manager	David Evan
10	Continue to collaborate locally, regionally and statewide to maximize our resources and better serve our community			DA Board Members	David Board Mbrs
11	Emergency planning			Communication Committee	Carolyn Julie David Evan

Tentative Schedule for Succession Plan and DA Recruitment

<p>September 19 & October 19</p>	<ol style="list-style-type: none"> 1. Solicit email input from CLSD staff on desired characteristics of ideal DA. 2. Finalize traits of “ideal” DA 3. Finalize key issues DA and Board will address 4. Finalize plusses of the position 5. Finalize compensation level or range (FTE) 6. Finalize recruitment plan. 7. Revise 2014 recruitment brochure 8. Finalize overlap with Caley and contract rate afterward. 	
<p>November 19</p>	<ol style="list-style-type: none"> 1. Share draft recruitment brochure with CLSD staff 2. Develop process for CLSD staff interested in bolstering knowledge and experience in selected areas, particularly financial management 3. Decide whether paid or unpaid time used to increase knowledge levels for CLSD staff interested 4. Decide if assessments to be used to determine knowledge levels for CLSD staff interested in position 	
<p>December 19</p>	<ol style="list-style-type: none"> 1. Identify local and regional outreach sources and costs <ul style="list-style-type: none"> • Websites • Publications • Direct mail • List serves • Soundings 2. Develop budget for outreach 3. Develop ads and marketing letters 4. Finalize brochure 5. Develop telephone sourcing plan and who calls 	
<p>January and February 2020</p>	<ol style="list-style-type: none"> 1. Run ads 2. Telephone and email sourcing 3. Respond to questions 4. Add outreach were needed 5. Develop supplemental questionnaire 	

	<p>February 15 – Resume Closing dates</p> <p>6. Screen resumes</p> <p>By February 22</p> <p>7. Have more qualified candidates complete supplemental questionnaire</p>	
March 2020	<p>Conduct telephone interviews of more qualified candidates</p> <p>Design assessment center</p>	
April 2020	<p>Conduct assessment center</p> <p>Board interview of candidates next day after assessment center</p>	
April – May 2020	Detailed reference checks of top candidates	
May 2020	Negotiation and appointment of DA	
July 1, 2020	Target start date of new DA and overlapping a month with Caley	
As long as needed	Contract with Caley to support new DA	

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
FY19													
SEPT'18	52	\$ 194,431	\$ 86,754	\$ 53,314	\$ 9,730	\$ 44,632	\$ 52,021	\$ -	\$ 52,021	\$ -	\$ -	\$ -	\$ 442,027
OCT '18	67	\$ 248,217	\$ 116,334	\$ 55,281	\$ 11,288	\$ 65,314	\$ 70,941	\$ -	\$ 70,941	\$ -	\$ -	\$ -	\$ 436,400
NOV '18	58	\$ 208,046	\$ 95,675	\$ 68,631	\$ 6,318	\$ 37,423	\$ 48,605	\$ -	\$ 48,605	\$ -	\$ 3	\$ 0	\$ 425,215
DEC '18	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
APRIL '19	54	\$ 196,917	\$ 143,715	\$ 18,395	\$ 3,144	\$ 31,662	\$ 71,037	\$ 1,091	\$ 69,947	\$ -	\$ 250	\$ 65	\$ 426,397
MAY '19	56	\$ 215,716	\$ 74,460	\$ 50,320	\$ 967	\$ 89,969	\$ 67,379	\$ -	\$ 67,379	\$ 26,680	\$ 1,948	\$ 500	\$ 420,858
JUNE '19	69	\$ 245,187	\$ 127,965	\$ 28,276	\$ 5,326	\$ 83,620	\$ 49,795	\$ -	\$ 49,795	\$ 16,416	\$ 800	\$ 62	\$ 437,528
FY20													
JULY '19	61	\$ 225,748	\$ 62,734	\$ 2,853	\$ 7,631	\$ 152,530	\$ 71,407	\$ -	\$ 71,407	\$ -	\$ -	\$ 3,911	\$ 522,562
AUGUST '19	61	\$ 227,284	\$ 114,434	\$ 74,225	\$ 8,913	\$ 29,713	\$ 69,867	\$ -	\$ 69,867	\$ 16,067	\$ 1,837	\$ -	\$ 464,503

<i>AUG '18</i>	<i>80</i>	<i>\$ 314,797</i>	<i>\$ 126,949</i>	<i>\$ 92,536</i>	<i>\$ 3,430</i>	<i>\$ 91,883</i>	<i>\$ 51,142</i>	<i>\$ -</i>	<i>\$ 51,142</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 449,415</i>
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FY To Date	122	\$ 453,032	\$ 177,168	\$ 77,078	\$ 16,544	\$ 182,243	\$ 141,274	\$ -	\$ 141,274	\$ 16,067	\$ 1,837	\$ 3,911
Last 12 Months	732	\$ 2,715,411	\$ 1,266,922	\$ 556,438	\$ 66,231	\$ 825,820	\$ 684,560	\$ 8,167	\$ 676,392	\$ 131,427	\$ 10,095	\$ 7,183

Monthly Average FY To Date	61	\$ 226,516.20	\$ 88,583.91	\$ 38,538.90	\$ 8,272.08	\$ 91,121.32	\$ 70,636.94	\$ -	\$ 70,636.94	\$ 8,033.48	\$ 918.75	\$ 1,955.66
Monthly Average Last 12 Months	61	\$ 226,284.23	\$ 105,577	\$ 46,370	\$ 5,519	\$ 68,818	\$ 57,047	\$ 681	\$ 56,366	\$ 10,952	\$ 841	\$ 599

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
AUG	\$ 75,742.22	\$ 81,651.20	\$ 74,182.37	\$ 33,994.81	\$ 53,570.90	\$ 145,361.68	\$ 464,503.18

CMS TRANSPORTS ON -	
TOTAL	\$ 27,398

as of Aug' 19

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

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes	302,243.20	302,243.20	0.00	100.0%
4100 - Interest Revenue	0.00	1,833.30	-1,833.30	0.0%
4200 - Ambulance Revenue	176,493.83	108,333.30	68,160.53	162.9% ¹
4400 - Miscellaneous Revenue	4,645.50	8,333.30	-3,687.80	55.7%
4410 - Intergovermntl Transport(IGT)	0.00	29,255.00	-29,255.00	0.0%
4420 - Ground Emerg Med Transport	-184.60	3,000.00	-3,184.60	-6.2%
4421 - GEMT QAF Income	0.00	7,684.00	-7,684.00	0.0%
Total Revenue	483,197.93	460,682.10	22,515.83	104.9%
Expense				
5000 - Wages and Benefits	228,457.05	243,654.10	-15,197.05	93.8%
6000 - Ambulance Operations	31,010.46	27,278.50	3,731.96	113.7%
66000 - Payroll Expenses	0.00	0.00	0.00	0.0%
6700 - Overhead/Administration	23,481.13	34,233.50	-10,752.37	68.6%
7000 - Urgent Care	137,551.20	137,552.50	-1.30	100.0%
8000 - Interest Expense	257.75	333.30	-75.55	77.3%
9000 - Other Expenses	0.00	0.00	0.00	0.0%
9500 - Depreciation Expense	15,610.70	15,610.70	0.00	100.0%
9999 - Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	436,368.29	458,662.60	-22,294.31	95.1%
Net Ordinary Operating Revenue	46,829.64	2,019.50	44,810.14	
Net Revenue	46,829.64	2,019.50	44,810.14	

1. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.

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

	Jul - Aug 19	Budget	\$ Over Budg...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	79,610.60	79,610.60	0.00	100.0%
4009 · Mendocino Urgent Care Tax	72,458.30	72,458.30	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	17,625.00	17,625.00	0.00	100.0%
Total 4001 · Mendocino County Taxes	169,693.90	169,693.90	0.00	100.0%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	62,524.00	62,524.00	0.00	100.0%
4029 · Sonoma Urgent Care Tax	65,342.00	65,342.00	0.00	100.0%
4030 · Sonoma County Special Tax	4,683.30	4,683.30	0.00	100.0%
Total 4002 · Sonoma County Taxes	132,549.30	132,549.30	0.00	100.0%
Total 4000 · CLSD Special Taxes	302,243.20	302,243.20	0.00	100.0%
4100 · Interest Revenue	0.00	1,833.30	-1,833.30	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	176,493.83	108,333.30	68,160.53	162.9%
Total 4200 · Ambulance Revenue	176,493.83	108,333.30	68,160.53	162.9%
4400 · Miscellaneous Revenue	4,645.50	8,333.30	-3,687.80	55.7%
4410 · Intergovermntl Transport(IGT)	0.00	29,255.00	-29,255.00	0.0%
4420 · Ground Emerg Med Transport	-184.60	3,000.00	-3,184.60	-6.2%
4421 · GEMT QAF Income	0.00	7,684.00	-7,684.00	0.0%
Total Revenue	483,197.93	460,682.10	22,515.83	104.9%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	29,098.27	22,000.00	7,098.27	132.3%
5300 · Payroll Taxes Emplr Costs	4,568.46	6,597.70	-2,029.24	69.2%
5350 · PERS Employer Costs	24,678.33	26,373.30	-1,694.97	93.6%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-4,219.20	-4,219.20	0.00	100.0%
5405 · Administration Salaries - Other	44,611.61	42,838.50	1,773.11	104.1%
Total 5405 · Administration Salaries	40,392.41	38,619.30	1,773.11	104.6%
5410 · Ambulance Operations Wages	117,922.50	133,535.30	-15,612.80	88.3%
5430 · Extra Duty/Stipend Pay/DA	2,701.43	7,432.70	-4,731.27	36.3%
5500 · Work Comp Insurance	9,095.65	9,095.80	-0.15	100.0%
Total 5000 · Wages and Benefits	228,457.05	243,654.10	-15,197.05	93.8%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	6,300.00	6,300.00	0.00	100.0%
6040 · Dispatch Services	5,191.08	3,645.20	1,545.88	142.4%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	212.00	583.30	-371.30	36.3%
6101 · Facility Repair & Maintenance	2,701.58	1,250.00	1,451.58	216.1%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	2,368.97	1,250.00	1,118.97	189.5%
6210 · Veh. Repair & Maintenance	4,128.44	3,750.00	378.44	110.1%
6240 · Vehicle Fuel	4,469.21	4,166.70	302.51	107.3%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	187.50	0.00	187.50	100.0%
6410 · Radios & Comm Equip - Other	0.00	500.00	-500.00	0.0%
Total 6410 · Radios & Comm Equip	187.50	500.00	-312.50	37.5%
6510 · Medical Supplies & Equip	5,451.68	5,000.00	451.68	109.0%
Total 6100 · Station/Crew Expenses	19,519.38	16,500.00	3,019.38	118.3%

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

	Jul - Aug 19	Budget	\$ Over Budg...	% of Budget
6980 - Misc. Employee Train. Exps	0.00	833.30	-833.30	0.0%
Total 6000 - Ambulance Operations	31,010.46	27,278.50	3,731.96	113.7%
66000 - Payroll Expenses	0.00	0.00	0.00	0.0%
6700 - Overhead/Administration				
6180 - Utilities	2,191.46	2,166.70	24.76	101.1%
6188 - Telephone	1,078.78	1,083.30	-4.52	99.6%
6300 - Insurance	2,889.84	2,883.30	6.54	100.2%
6713 - Ambulance Billing	7,272.16	6,500.00	772.16	111.9%
6714 - GEMT QAF Expense	228.31	0.00	228.31	100.0%
6718 - Office Supp/Equip/Software				
6718.1 - Office Supplies	890.41	416.70	473.71	213.7%
6718.2 - Computer Equipment	0.00	333.30	-333.30	0.0%
6718.3 - Software	490.91	500.00	-9.09	98.2%
6718 - Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 - Office Supp/Equip/Software	1,381.32	1,250.00	131.32	110.5%
6720 - Board Expenses	719.68	416.70	302.98	172.7%
6730 - Consultants				
6734 - IT	1,027.80	1,166.70	-138.90	88.1%
6735 - EMS Survey	214.50	500.00	-285.50	42.9%
6737 - Financial/Bookkeeping	0.00	500.00	-500.00	0.0%
6738 - Legal	0.00	833.30	-833.30	0.0%
6739 - Policy Development	0.00	800.00	-800.00	0.0%
6740 - Audit	0.00	1,516.70	-1,516.70	0.0%
6741 - Tax Administration - NBS	1,842.90	1,833.30	9.60	100.5%
Total 6730 - Consultants	3,085.20	7,150.00	-4,064.80	43.1%
6742 - Bank/Merchant Fees	339.33	200.00	139.33	169.7%
6755 - Property Tax Admin	0.00	2,916.70	-2,916.70	0.0%
6760 - Education/Professional Dev	11.75	166.70	-154.95	7.0%
6765 - Election Costs/Reserve	0.00	4,166.70	-4,166.70	0.0%
6770 - Dues, Subscrip, Membership	991.06	2,000.00	-1,008.94	49.6%
6788 - Printing & Reproduction	73.00	1,000.00	-927.00	7.3%
6795 - Travel/Transportation	308.58	666.70	-358.12	46.3%
6970 - Community Dev/Training	2,910.66	1,666.70	1,243.96	174.6%
Total 6700 - Overhead/Administration	23,481.13	34,233.50	-10,752.37	68.6%
7000 - Urgent Care				
7011 - Admin Salaries-Alloc to UC	4,219.20	4,219.20	0.00	100.0%
7050 - UC Contract	133,332.00	133,333.30	-1.30	100.0%
Total 7000 - Urgent Care	137,551.20	137,552.50	-1.30	100.0%
8000 - Interest Expense				
8005 - EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 - Interest Expense - Other	257.75	333.30	-75.55	77.3%
Total 8000 - Interest Expense	257.75	333.30	-75.55	77.3%
9000 - Other Expenses	0.00	0.00	0.00	0.0%
9500 - Depreciation Expense	15,610.70	15,610.70	0.00	100.0%
9999 - Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	436,368.29	458,662.60	-22,294.31	95.1%
Net Ordinary Operating Surplus	46,829.64	2,019.50	44,810.14	
Net Revenue	46,829.64	2,019.50	44,810.14	

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.

MHA Update
August 26, 2019

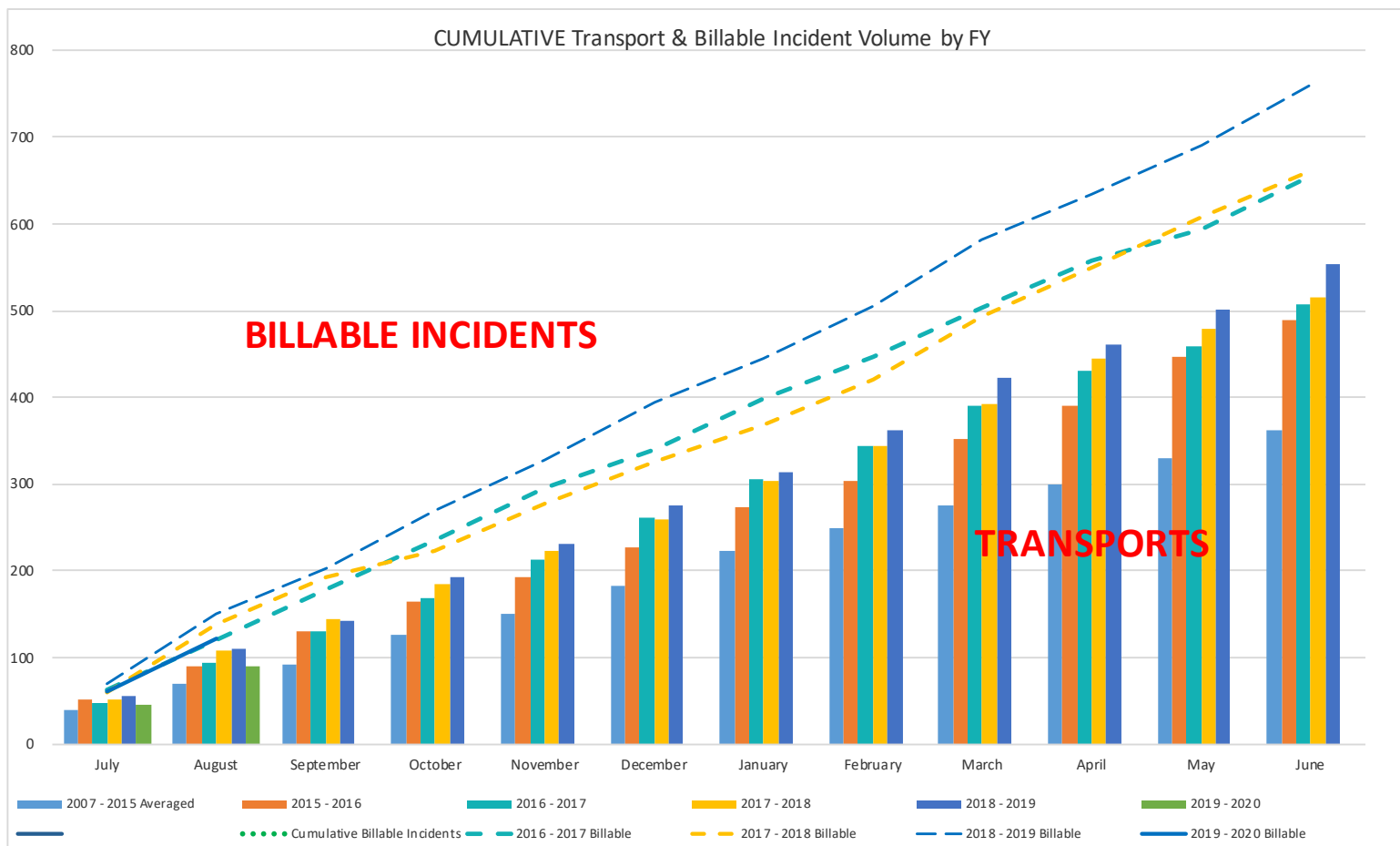
- Programs
 - Blood Pressure & Cholesterol Screening
 - Quarterly & walk-ins to MHA Office
 - Working with Sonoma County Indian Health services to provide screenings at Kashia & Garcia
 - Care Transitions
 - SRMH
 - Working with Adventist to establish process
 - Year 3 focus - Falls
 - Community Fall Prevention Program – Matter of Balance Classes
- Funding
 - HRSA Opioid Planning Grant
 - 1 yr, July 2019 – June 2020
 - \$140,000
 - Partnering with
 - New opportunities
 - Arlene & Michael Rosen Foundation
 - Focus – opioid/drug/alcohol addiction
 - Completing application/request for 3 years of funding for education program and community outreach
 - No specific amount required/limitation, so requesting \$'s needed to sustain the program
 - HRSA Development Grant
 - 3 years July 2020 – June 2023
 - \$300,000/year
 - continue current focus (cardiovascular) and add obesity
- Staffing
 - New positions
 - Part time Community Health Worker (Opioid grant)
 - Bookkeeper
- Health Information Exchange
 - Working with Sac Valley to be part of the HIE system
 - Will facilitate improved information sharing with SRMH and Adventist (Ukiah) and hopefully with RCMS (at some point in the future)
- Other
 - HRSA Financial Management Audit
 - Pertains to Financial Management Policies and Procedures required by HRSA (18)
 - Not an onsite audit
 - Date 8/30/2019
 - Lead Applicant transfer for current Development grant – ongoing work with HRSA
 - Drew McCauly attending MHA Finance committee meetings and Micheline attending RCMS Finance committee meetings
 - MHA BOD facilitated offsite meeting
 - Will address
 - Partner Analysis & Alignment
 - Ongoing tension between MHA Partners
 - Attendees

- MHA BOD including David, Doric & Micheline (full day)
- RCMS BOD Chair and Treasurer, select clinicians and staff (1/2 day)
- Probable meeting date some time in October/early November

CUMULATIVE AMBULANCE DATA



Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
<i>2007 - 2015 Averaged</i>	40	69	93	127	151	182	223	249	275	300	330	362
<i>2015 - 2016</i>	52	91	130	164	192	227	274	303	352	390	447	489
<i>2016 - 2017</i>	47	94	131	168	213	261	306	343	391	431	459	508
<i>2017 - 2018</i>	52	109	145	184	223	259	304	343	393	444	479	516
<i>2018 - 2019</i>	55	110	143	192	231	275	313	362	422	460	502	554
<i>2019 - 2020</i>	45	91										

Cumulative Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
<i>2016 - 2017 Billable</i>	63	121	179	236	295	340	398	447	503	558	594	655
<i>2017 - 2018 Billable</i>	60	138	192	223	278	325	368	421	493	549	607	661
<i>2018 - 2019 Billable</i>	70	150	202	269	327	395	445	506	581	635	691	760
<i>2019 - 2020 Billable</i>	61	122										



CLSD RUN DATA for the PRECEDING 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				
	AUTHORIZED		PATIENT		ADVANCED				BASIC				TRANSPORTS				CANCELLED				ALS		BLS		ALS		BLS		
	ORDER		CARE		LIFE				LIFE						ON		ROUTE												
ON TOP	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	
19-Aug	85	110	61	73	41	46	1	1	5	9	0	1	45	55	11	6	22	26	13	18	1	3	0	0	13	14	3	4	
19-Jul	84	105	61	70	45	47	0	3	0	8	0	1	45	55	9	5	11	26	16	15	2	4	0	0	11	7	0	5	
19-Jun	87	87	67	58	47	41	0	1	4	1	0	0	52	37	6	5	20	19	16	14	2	4	0	0	9	10	3	0	
19-May	87	76	58	54	41	32	1	1	1	3	0	0	42	35	5	5	19	20	14	19	4	3	0	0	10	8	0	1	
19-Apr	78	108	53	79	31	49	1	1	7	13	1	3	38	51	5	8	20	27	15	17	1	7	2	0	8	10	3	8	
19-Mar	108	97	79	70	49	37	1	1	13	13	3	1	60	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	39	39	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	36	6	5	18	12	17	14	1	2	0	0	8	8	1	4	
	1044	1024	723	732	444	429	19	16	91	112	12	12	534	517	78	66	242	245	179	182	28	42	7	7	114	95	44	60	
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS				

M-120: 1st Out - PM + EMT = ALS
M-122: 2nd Out - PM + EMT = ALS
B-121: Back up - EMT + EMT = BLS

2nd-Out Paramedic Tracking

2019	# of Shifts M-122 Staffed	Shift	Total M122 Incidents	Dispatched	Cancelled	AMA / RAS	Transports	Billed as ALS	Billed as BLS	Total billable	Notes
MAY	29	9:00 A - 9:00 P	15	13	6	3	4	4	2	7	(2) shifts no M-122 but B-121 not dispatched
	19	9:00 P - 9:00 A		2	1	0	1	1	0		
JUN	25	9:00 A - 9:00 P	11	10	0	0	10	10	0	11	(5) shifts no M-122 due to vacations. Once Hans independent - not an issue.
	12	9:00 P - 9:00 A		1	0	0	1	1	0		
JUL	28	9:00 A - 9:00 P	18	16	3	3	9	8	2	11	(3) days 2nd Out staffed by BLS (1 AMA)
	1	9:00 P - 9:00 A		2	0	0	1	1	0		
AUG	25	9:00 A - 9:00 P	9	7	3	0	5	5	0	6	All ALS incidents
	16	9:00 P - 9:00 A			1	0	1	1	0		
SEP		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
OCT		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
NOV		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
DEC		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
2020											
JAN		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
FEB		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
MAR		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
APR		9:00 A - 9:00 P									
		9:00 P - 9:00 A									

District Administrator and Operations Manager Report September 2019

District Administrator:

- AB651 (new legislation to subsidize air ambulance services – replacing the \$4 per moving violation subsidy) has passed both houses and is on the Governor’s desk for signature.
- Sonoma County Ambulance Ordinance Process has concluded.
- Sonoma County EMS Working Group: the next step of the So Co Ambulance Ordinance Process is So Co Fire agencies consideration to bid on the upcoming RFP to award an EOA (exclusive operating area). Immediate work is to secure a detailed financial analysis of the EOA and existing provider agencies; identify communication strategies; identify funding options for securing consultant services; and ultimately identify system design options with the goal of improving rapid response services throughout the entire County.
- This past week attended a Fire Services Working Group Region 4 (Sea Ranch, Timber Cove, Annapolis and Fort Ross Fire) to discuss the staffing needs in the Silver Plan outlining improvements in the Fire/EMS system. Recent polling for the ½ cent Sales Tax Ballot Measure (proposed for March 2020) informs the FSWG that a big priority is a robust early warning system. There may be a shift away from the initial focus on: staffing, stations, and equipment. Also expressed was the need to speak to County Counsel to determine if the Fire Sales tax funds can be funneled to a non-fire agency. I have continued to remind the group that 75-80% of Fire dispatches are to EMS incidents. We are a like-public provider responding 100% to EMS dispatches. The meeting concluded with a gathering of specific rural needs and will be taken under advisement.
- Attended a planning meeting with Mendocino Supervisor Ted Williams on 9/19. Being considered is a TOT (Transient Occupancy Tax) on Private Campgrounds estimated to generate \$1 – 1.1M annually to benefit the County’s 21 fire agencies. Also under consideration is a 3/8 cent Sales Tax to benefit ambulance services. There is a looming cap to the maximum amount of sales tax that can be charged in Mendocino. This measure, if approved, would generate ~\$4.3M. It is unlikely however, they will be able to obtain the needed data to clearly define how/where the funds would be spent to improve ambulance services that would convince a 2/3’s majority of voters. There is interest in some of the parties involved to push for the measure anyway b/c if the sales tax cap is reached, this potential means of securing additional revenue will be lost.
- We received a payment from the GEMT program for Fiscal Year ending 2011 for the amount of \$13,246. Efforts to obtain explanation of these funds have gone unanswered. This dates back to never having received ~\$5,000 for one of the quarters of that year but we do not understand the accounting for this check.
- The GEMT-QAF program: I have received two invoices for Q1 (\$3,676) and Q2 (\$3,259) 2019. The add-on fee of \$220.80 per transport will pay out \$58,733 minus the fees will net CLSD \$51,798. This is considerably a better situation than when this legislation was initiated and we expected to be collateral damage paying more in fees than realizing in payments.
- AB1705 is moving through the House and Senate without opposition. This would be merging existing programs and stands to significantly increase federal reimbursement (conservative consultant estimates tripling existing revenue). If it passes, the law will be implemented July 1, 2021.

- One of our Schwab Investment treasury accounts was renewed Aug 29th. Since opening the account, the Federal reserve cut interest rates by .25% and is considering another cut. The yield curve inversion (difference between 2 and 10 yr treasury bonds) is an indicator of a looming recession. Thus, the renewed rate dropped to 1.902%. It was renewed for six months to capture a higher interest rate in case the rate drops again in three months. Another treasury is due for renewal in November.
- We received a refund of \$4,750 from SDRMA (Worker's Comp) after review of our payroll audit. We typically owe an additional \$5 – 7.5K.
- The ex-officio members of MHA (DA, RCMS CEO, and MHA ED) had a call with HRSA over the 3-year implementation grant work plan over concerns we were not adequately addressing some of the specific targeted goals. She did not realize the work in progress and was glad to hear from the unified leadership of the three partners.
- Attended the second planning meeting for the HRSA Opioid planning grant.
- After significant development and advertising of the Fall EMR course, we only had two students. The class has been canceled after two class sessions. We'll use the time to more fully develop the EMT course, class syllabus, arrange for guest instructors, etc.

Operations Manager:

Deployment / Staffing

- ALS (M-120) staffed 100%, refer to 2nd out Paramedic tracking sheet for M-122 information.
- Paramedic Hans Petersen has passed his 6 month probation as "dual paramedic". He is scheduled solo in a full time paramedic shift starting in October. This will fill 8 open second out shifts per month.
- We hired two new EMT's Brenda Storm and Katherine Wells. Both are from our recent EMT class. They have started their orientation with our training staff; Bronwyn Golly and Chris Ottolini.
- Paramedic Megan Rosecrans is finishing her 6 month probation this month.

Facilities

- Landscaping almost done, small projects pending
- No major facility issues

Vehicles/Equipment

- Three of our rigs have reached 150k in mileage and 2 are over 10 years old. Replacement rig should be a definite for FY 21.
- Brake repair and electrical issue on Ford was \$1,400.

Community events / Training

- All-inclusive schools health fair coming up in October and CLSD will participate
- Goldie instructed first aid and CPR to the posh squash group (80 people). She received praise for a job well done. She did it volunteer and received a donation from the group