

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
>>> 3:30 PM, November 25th, 2019 <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: October 28th, 2019 meeting Beaty
4. Privilege of the floor Beaty
5. New Business Beaty
6. Old Business Beaty
 - a. Resolution 264: EMS Ballot Measure May 5th, 2020 (possible ACTION)
 - b. Board Goals Update
 - c. DA Succession planning
 - d. Mendonoma Health Alliance (MHA) revised Memorandum of Understanding (MOU)
7. Reports:
 - a. RCMS update / Townhalls Beaty
 - b. Ballot Measure Analysis workgroup Beaty
 - c. Finance: YTD Paterson/Beaty
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - iii. Investment account
 - d. Communication Committee Bower/André
 - i. DA Succession planning documents
 - ii. Communication strategy for Ballot Measure
 - e. MHA update Tittle
8. DA / Ops report Caley
 - a. Ambulance run data, with 2nd-Out program data
 - b. DA / Ops Summary Report – read in advance and will have Q & A
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:

NOTE: the December meeting – is rescheduled to Wed, Dec 18th at 4 PM due to the Christmas Holiday
Jan 27th, 2020
Feb 24th, 2020
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
October 28, 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, Schwartz, André, Tittle. Directors Paterson and Tilles absent. Also present: District Administrator (DA) David Caley and Ops Manager Evan Dilks and Community member Steven Winningham.

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 September 23, 2019: Director André moved to approve the minutes seconded by Director Tittle. All ayes.

Privilege of the Floor –

- a. Community feedback- CPR/AED training provided to 80 gardeners over a week long period at Posh Squash on The Sea Ranch. Following up from the appreciation received last month, the Posh Squash Chairman wrote with her heartfelt appreciation of Goldie Pounds teaching CPR/AED. She was amazed to realize first hand how physically challenging chest compressions really are. The gardeners now feel better prepared in case of an emergency.
- b. Point Arena High School Health Fair: CLSD had an ambulance with 4 crew members present for the annual PAHS Health Fair. Over 500 attended between students, teachers, staff, and parents. We had an ambulance present providing tours with Bones on the guerny with Halloween candy. Attendees could experience the CPR dummies and perform chest compressions. Bandaging was done and information provided about CPR/AED programs, First Aid, etc. The Fair was well received and attended.
- c. We received a \$1,000 unrestricted donation from an anonymous donor.
- d. Exercise classes at the Sea Ranch: It is disappointing to learn that Young at Heart exercise classes, Aerobics, Strength Training and Flexibility for Life Stretch classes will no longer be held at their facilities. Even though these classes are sponsored by RCMS with trained instructors and carry liability insurance, governance has decided to enforce onerous rules about parking and require non-Sea Rancher guests to be accompanied by the member and include them in their homeowner's liability policy. These classes will cease as of Jan 1, 2020.

New Business:

- a. Resolution 264: EMS Ballot Measure for consideration of a Special Election on May 5th, 2020. Discussion about the probability of needing to place a Measure on the Ballot in May 2020 to increase the Emergency Medical Services (EMS) parcel tax by \$17 per Unit of Benefit. It will be eight years since the last EMS Ballot Measure and CLSD has managed to meet the steady five-year rise in transport volume, increased dispatches, implemented 2nd-Out Paramedic Unit to provide a second ALS ambulance nearly 100% of the time during 9 AM to 9 PM and about 75% overnight. But with increasing costs (nearly 6% annually) and greater wear and tear on the vehicles and equipment, and questionable sustainability of Federal/State funding streams, make this likely an unavoidable mandate. This is the first reading and public discussion.
- b. Mendonoma Health Alliance (MHS) revised Memorandum of Understanding (MOU) revision: With MHA now a 501(c)3, they are becoming the fiscal agent for the HRSA Rural Health Network grant. The amended changes to the existing MOU redirects the fiscal agent from RCMS to MHA.

Old Business:

- a. Board Goals Update – Director Beaty reminded Directors to work on their goals and submit to the DA.
- b. DA Succession planning timeline as proposed by Rich Hughes were reviewed and agreed the identified milestones as reasonable. Rich Hughes had previously volunteered to manage the recruitment process. Plans have changed however. He is only available to consult not manage. Director Beaty led conversation about the potential of hiring a Recruitment Firm – estimated to cost between 20 and 30K. Director Beaty will research three firms that have been recommended and report back to the BOD next meeting. Minor edits are being done on the previous recruitment brochure.

Reports:

a. RCMS update:

- i. RCMS continues to have financial challenges with questionable operational and financial sustainability. The RCMS BOD, in closed session Friday Oct 25th, heard possible scenarios developed by the CEO to navigate their way out of the current challenges. There will be a series of three townhalls to discuss findings and seek donations from the community. The Tue Oct 29th Townhall is cancelled due to the PSPS events related to the Kincade Fire. There is a Fri, Nov 8th scheduled in Manchester at 6 PM at the Garcia Community Center with another one in Timbercove on a date still TBD. The Gualala Townhall will be rescheduled.

- b. Ballot Measure Analysis workgroup:** As reported above, the BOD is considering a Ballot Measure to increase the EMS parcel tax by \$17 per Unit of Benefit.

c. Finance: YTD

- i. Ambulance Revenue – Wittman YTD: Net payments for Set 19 were \$48,221 with A/R of 556,213. September had 76 billable incidents with 54 transports. Cumulative are 198 billable incidents with 145 transports (Jul through Sep).
- ii. Investment account: The next Treasury bill is due for renewal in Nov.

d. Communications Committee:

- i. Ongoing work being done in the area of CLSD branding and background work to support the potential Ballot Measure Analysis Workgroup. Director Beaty found in enabling legislation that CLSD can change our name and notify the State of such. Also working on edits for the DA job bulletin.
- ii. An update was provided on members of the Board attending the recent Gualala Downtown Streetscape meeting to advocate for appropriate vehicle, bicyclist, pedestrian movement while emergency vehicles pass through town and consideration of downtown parking needs.

- e. MHA update:** The three-year grant update has been submitted. The relinquishment of award (grant funds) from RCMS to MHA is nearly completed.

- f. Ballot Measure Analysis workgroup:** The DA is working with County Counsel to write a new ballot measure modeled from the last EMS measure in 2012. A draft will be presented in the Oct or Nov BOD meeting.

DA / Ops report:

- a. Ambulance Run data with new 2nd out paramedic program data attached to BOD packet.
- b. DA Summary Report – Reviewed ahead and Q and A provided as necessary.
- c. Update efforts on increasing EMS revenues: In conversation with Sonoma County Board Supervisor Lynda Hopkins, CLSD is not going to be eligible to receive funds from the pending Fire Sales Tax Ballot Measure in Mar 2020 if passed by 2/3's majority of voters. She assures however, the now-in-development Request For Proposals to award an Exclusive Operating Area in Sonoma County, will mandate that some part of the profit from urban core ambulance services will be directed to subsidize rural ambulance services. Also in discussion with County Counsel (or possible Local Area Formation Commission – LAFCO) to amend enabling legislation that would qualify CLSD using Measure J funds (at least on an interim basis) if Urgent Care services ceased and there was a sudden spike in demand for ambulance services.

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

- Monday, November 25th at 4 pm
- December: Due to the holidays, will be moved to Wed Dec 18th at 4 pm.
- Monday, January 27th at 4 PM

Adjournment: at 6:03 Director André motioned to adjourn and seconded by Director Tittle, all ayes.

Minutes Approved:

(Date)

Dated: _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE SUPPORT DISTRICT CALLING AN ELECTION ON AN ORDINANCE IMPOSING A SPECIAL TAX FOR AMBULANCE, LIFE SUPPORT AND TRANSPORT PURPOSES SUBJECT TO APPROVAL BY TWO-THIRDS OF THE VOTERS IN THE DISTRICT, RAISING THE DISTRICT’S SPENDING LIMIT TO ALLOW USE OF PROCEEDS OF THE TAX, AND REPEALING THE EXISTING SPECIAL TAX, AND ORDERING A SPECIAL ELECTION IN MAY 2020

WHEREAS, the Board of Directors of the Coast Life Support District wishes to propose an ordinance authorizing a special tax to be voted upon by the voters of the District for ambulance, life support and transport purposes to replace the existing special tax, and to raise the District’s spending limit to allow use of the proceeds of the tax; and

WHEREAS, state law requires that proposed special taxes be submitted to the voters for their approval, and authorizes Districts to call a special election on May 5, 2020 for this purpose conducted wholly by mail pursuant to Elections Code sections 1500 and 4000; and

WHEREAS, state law further requires that the proposed tax be approved by two-thirds of the District’s Board members following a noticed, public hearing.

NOW, THEREFORE, BE IT RESOLVED:

- (1) The Board finds and declares that the District has complied with all laws requiring notice of this action and has held a public hearing as required by law.
- (2) An ordinance authorizing a special tax shall be presented to the voters of the District, which ordinance shall be worded as follows:

AN ORDINANCE OF THE COAST LIFE SUPPORT DISTRICT IMPOSING A SPECIAL TAX FOR AMBULANCE, LIFE SUPPORT AND TRANSPORT PURPOSES, RAISING THE DISTRICT’S SPENDING LIMIT TO ALLOW USE OF PROCEEDS OF THE TAX, AND REPEALING THE EXISTING SPECIAL TAX

SECTION 1. PURPOSE AND INTENT

It is the purpose of this Ordinance to authorize the levy of a special tax on parcels of real property that are within the Coast Life Support District, established by Chapter 375, Statutes of 1986, in order to augment funding for furnishing, operating and maintaining emergency medical services, ambulance, life support, and transport equipment and services.

This is a special tax within the meaning of Section 4 of Article XIII A of the California Constitution, and is being enacted pursuant to the authority and procedures of Chapter 375,

Statutes of 1986 and Government Code section 50077. This tax is based on the use or the right of use of each Assessor's parcel; and is based, to the extent practical, upon the costs of providing ambulance and life support and transportation services associated with each parcel, its use and the improvements thereon. Since this tax is not an ad valorem tax, the exemptions contained in or authorized by Article XIII of the California Constitution shall not apply.

The taxes imposed by this Ordinance may be collected by the Counties of Mendocino and Sonoma ("Counties") on behalf of the District in the same manner and subject to the same penalty as other charges and taxes fixed and collected by the Counties.

The revenues raised by this tax shall be placed in a separate account and are to be used solely for the purposes of obtaining, furnishing, operating and maintaining emergency medical services, ambulance, life support and transport equipment or apparatus and services, and for other necessary operating expenses of the District, consistent with Section 40 of Chapter 375, Statutes of 1986 (Coast Life Support District Act).

SECTION II. SPECIAL TAX

The District's Board of Directors is authorized to levy a special tax within the boundaries of the Coast Life Support District each year, for the purposes stated in Section I, on each parcel of land shown on the respective County Assessor's parcel maps and carried on the County secured property tax rolls; provided, however, that such a special tax shall not be imposed upon a federal or state governmental agency or another local agency. This special tax shall be imposed in accordance with the following schedule.

The following are the special tax rates for the Coast Life Support District:

<u>Actual Land Use</u>	<u>Units of Benefit</u>
<i>Undeveloped agricultural, timber, pasture, or waste land</i>	<i>0</i>
<i>Vacant Buildable Lot, commercial or agricultural</i>	<i>1</i>
<i>Single Family Dwelling</i>	<i>3</i>
<i>Farm with residence or rural properties with multiple buildings</i>	<i>4</i>
<i>Duplex</i>	<i>6</i>
<i>Other Multi-family Dwellings including trailer parks</i>	<i>8</i>
<i>Institutions, utilities, parks, schools, churches, hospitals and rest homes</i>	<i>8</i>
<i>Service stations, stores, enterprises, commercial, industrial office buildings</i>	<i>10</i>
<i>Hotels, motels, restaurants, golf courses, theaters</i>	<i>20</i>

SECTION III. SPECIAL TAX LIMIT

The special tax authorized by this Ordinance shall not exceed \$61 per unit of benefit per year.

SECTION IV. REPORT AND HEARING

Each year prior to the imposition of said tax, the District's Board of Directors shall cause a report to be prepared showing each parcel, the owner(s) thereof, and the proposed levy thereon. The report shall also contain a summary by the District's chief fiscal officer stating the amount of funds collected and expended in the prior fiscal year, and the status of any project required or authorized to be funded by the tax. Upon the receipt of such report, the Board of Directors shall set a date for a hearing thereof and shall cause notice of such hearing to be posted at three (3) public places within the District, or, in lieu of posting, by mailing notice of hearing to each property owner at the address disclosed on the latest tax roll. At said hearing, the Board of Directors shall make such corrections to the taxes proposed to be levied as may be required to conform to the schedule as set forth above.

SECTION V. COLLECTION

The tax shall be collected in the same manner and subject to the same penalty as other property taxes collected by the Counties.

SECTION VI. APPROPRIATIONS LIMIT

The appropriations limit for the District shall be increased by the amount of the tax money raised by imposition of this tax, for the maximum period permitted by law (four years).

SECTION VII. REPEAL OF EXISTING SPECIAL TAX

Upon the approval of this ordinance by two-thirds of the voters voting on this question, the existing special tax, limited to \$44 per unit of benefit per year, shall be repealed.

SECTION VIII. SEVERABILITY CLAUSE

If any section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The Directors of the District hereby declare that they would have adopted the Ordinance and each section thereof despite the fact that any one or more sections, subsections, phrases or clauses be declared invalid.

SECTION IX. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters in the District voting in and election to be held on May 5, 2020.

(3) The Board hereby calls a special election for Tuesday, May 5, 2020, and directs that the foregoing proposition shall be submitted to a vote of the qualified electors of the District at that election, in the following manner:

- a. There shall be included on the ballot to be marked by all qualified electors of the District, in addition to any other matters required by law, ballot language in substantially the following form:

“Shall the Coast Life Support District establish a special tax not to exceed \$61 per unit of benefit for emergency medical services and operating expenses of the District as set forth in the ordinance, providing \$1,180,350 annually; raise the appropriations limit of the District to permit spending of the revenue raised by the tax; and (3) repeal the existing tax of \$44 per unit of benefit?” ___Yes ___No

- b. The ballot to be used at said election shall be both as to form and matter contained therein such as may be required by law.
- c. The County Clerk of both Counties are hereby authorized, instructed and directed to provide and furnish any all official ballots, notices, printed matter, and all supplies, equipment and paraphernalia that may be necessary to properly and lawfully conduct a mail in ballot election pursuant to Election Code section 1500 and 4000.
- d. Notices of mail in ballot election, together with any other notices required by law, shall be given by the County Clerks.
- e. Arguments for and against the measure, and other analyses provided for by law, may be submitted in accordance with law.
- f. A special mail in ballot election is hereby ordered on May 5, 2020 pursuant to Election Code sections 1500 and 4000.
- g. The Clerk of the Board is directed to forward a certified copy of this resolution to the Mendocino County Board of Supervisors, the Mendocino County Clerk, the Mendocino County Registrar of Voters, the Sonoma County Board of Supervisors, the Sonoma County Clerk and the Sonoma County Registrar of Voters.

AYES___ NOES___ ABSENT___ ABSTAIN_____ (2/3 vote required)

SO ORDERED.

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													
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
SEPTEMBER '19	76	\$ 277,000	\$ 75,627	\$ 47,381	\$ 6,146	\$ 147,846	\$ 48,221	\$ -	\$ 48,221	\$ -	\$ 7,930	\$ 15	\$ 556,213
OCTOBER '19	64	\$ 242,079	\$ 117,750	\$ 57,124	\$ 5,077	\$ 62,127	\$ 80,054	\$ 2,119	\$ 77,935	\$ -	\$ 4,914	\$ 158	\$ 535,648

<i>OCT '18</i>	<i>67</i>	<i>\$ 248,217</i>	<i>\$ 116,334</i>	<i>\$ 55,281</i>	<i>\$ 11,288</i>	<i>\$ 65,314</i>	<i>\$ 70,941</i>	<i>\$ -</i>	<i>\$ 70,941</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 436,400</i>
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FY To Date	262	\$ 972,111	\$ 370,545	\$ 181,583	\$ 27,767	\$ 392,215	\$ 269,549	\$ 2,119	\$ 267,431	\$ 16,067	\$ 14,682	\$ 4,084
Last 12 Months	753	\$ 2,791,841	\$ 1,257,211	\$ 552,348	\$ 56,436	\$ 925,846	\$ 689,873	\$ 10,286	\$ 679,587	\$ 131,427	\$ 22,939	\$ 7,356

Monthly Average FY To Date	66	\$ 243,027.65	\$ 92,636.24	\$ 45,395.78	\$ 6,941.84	\$ 98,053.79	\$ 67,387.33	\$ 529.69	\$ 66,857.64	\$ 4,016.74	\$ 3,670.40	\$ 1,021.09
Monthly Average Last 12 Months	63	\$ 232,653.40	\$ 104,768	\$ 46,029	\$ 4,703	\$ 77,154	\$ 57,489	\$ 857	\$ 56,632	\$ 10,952	\$ 1,911.61	\$ 613

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
SEPT	\$ 100,018.24	\$ 107,236.52	\$ 43,924.26	\$ 52,656.47	\$ 81,694.57	\$ 150,117.90	\$ 535,647.96

CMS TRANSPORTS ON -
TOTAL \$ 456.00

as of OCT' 19

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

	<u>Jul - Oct 19</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	604,486.56	604,486.56	0.00	100.0%
4100 · Interest Revenue	0.00	3,666.64	-3,666.64	0.0%
4200 · Ambulance Revenue	371,330.45	216,666.64	154,663.81	171.4% ¹
4400 · Miscellaneous Revenue	5,548.50	16,666.64	-11,118.14	33.3%
4410 · Intergovermntl Transport(IGT)	0.00	58,510.00	-58,510.00	0.0%
4420 · Ground Emerg Med Transport	-184.60	6,000.00	-6,184.60	-3.1%
4421 · GEMT QAF Income	0.00	15,368.00	-15,368.00	0.0%
Total Revenue	<u>981,180.91</u>	<u>921,364.48</u>	<u>59,816.43</u>	<u>106.5%</u>
Expense				
5000 · Wages and Benefits	491,647.32	487,308.28	4,339.04	100.9%
6000 · Ambulance Operations	63,177.86	54,557.00	8,620.86	115.8%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	58,467.79	68,466.80	-9,999.01	85.4%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	275,102.36	275,105.00	-2.64	100.0%
8000 · Interest Expense	457.94	666.64	-208.70	68.7%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	31,221.36	31,221.36	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	<u>920,074.63</u>	<u>917,325.08</u>	<u>2,749.55</u>	<u>100.3%</u>
Net Ordinary Operating Surplus	<u>61,106.28</u>	<u>4,039.40</u>	<u>57,066.88</u>	<u>1,512.8%</u>
Net Revenue	<u><u>61,106.28</u></u>	<u><u>4,039.40</u></u>	<u><u>57,066.88</u></u>	<u><u>1,512.8%</u></u>

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

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

	Jul - Oct 19	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes				
4001 - Mendocino County Taxes				
4004 - Mendocino Ambulance Tax	159,221.28	159,221.28	0.00	100.0%
4009 - Mendocino Urgent Care Tax	144,916.64	144,916.64	0.00	100.0%
4010 - Mendocino Ad Valorem Tax	35,250.00	35,250.00	0.00	100.0%
Total 4001 - Mendocino County Taxes	339,387.92	339,387.92	0.00	100.0%
4002 - Sonoma County Taxes				
4024 - Sonoma Ambulance Tax	125,048.00	125,048.00	0.00	100.0%
4029 - Sonoma Urgent Care Tax	130,684.00	130,684.00	0.00	100.0%
4030 - Sonoma County Special Tax	9,366.64	9,366.64	0.00	100.0%
Total 4002 - Sonoma County Taxes	265,098.64	265,098.64	0.00	100.0%
Total 4000 - CLSD Special Taxes	604,486.56	604,486.56	0.00	100.0%
4100 - Interest Revenue	0.00	3,666.64	-3,666.64	0.0%
4200 - Ambulance Revenue				
4201 - Amb Transport Billings	371,330.45	216,666.64	154,663.81	171.4%
Total 4200 - Ambulance Revenue	371,330.45	216,666.64	154,663.81	171.4%
4400 - Miscellaneous Revenue	5,548.50	16,666.64	-11,118.14	33.3%
4410 - Intergovermntl Transport(IGT)	0.00	58,510.00	-58,510.00	0.0%
4420 - Ground Emerg Med Transport	-184.60	6,000.00	-6,184.60	-3.1%
4421 - GEMT QAF Income	0.00	15,368.00	-15,368.00	0.0%
Total Revenue	981,180.91	921,364.48	59,816.43	106.5%
Expense				
5000 - Wages and Benefits				
5200 - Health Insurance	42,385.63	44,000.00	-1,614.37	96.3%
5300 - Payroll Taxes Emplr Costs	11,307.47	13,195.36	-1,887.89	85.7%
5350 - PERS Employer Costs	52,675.74	52,746.64	-70.90	99.9%
5405 - Administration Salaries				
5405.1 - Admin Salaries-Alloc/UC	-8,438.36	-8,438.36	0.00	100.0%
5405 - Administration Salaries - Other	97,985.28	85,677.00	12,308.28	114.4%
Total 5405 - Administration Salaries	89,546.92	77,238.64	12,308.28	115.9%
5410 - Ambulance Operations Wages	268,152.29	267,070.64	1,081.65	100.4%
5430 - Extra Duty/Stipend Pay/DA	14,137.97	14,865.36	-727.39	95.1%
5500 - Work Comp Insurance	13,441.30	18,191.64	-4,750.34	73.9%
Total 5000 - Wages and Benefits	491,647.32	487,308.28	4,339.04	100.9%
6000 - Ambulance Operations				
6030 - Med. Director Fee-non AHUC	12,600.00	12,600.00	0.00	100.0%
6040 - Dispatch Services	9,640.58	7,290.36	2,350.22	132.2%
6050 - Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 - Station/Crew Expenses				
5100 - Uniforms & Med Tests	979.80	1,166.64	-186.84	84.0%
6101 - Facility Repair & Maintenance	4,729.27	2,500.00	2,229.27	189.2%
6102 - Facility Furniture	167.79	0.00	167.79	100.0%
6110 - Supps, Rental, Clean. etc	4,732.10	2,500.00	2,232.10	189.3%
6210 - Veh. Repair & Maintenance	6,689.09	7,500.00	-810.91	89.2%
6240 - Vehicle Fuel	11,628.99	8,333.36	3,295.63	139.5%
6410 - Radios & Comm Equip				
6410.1 - ATT Tower Lease	312.50	0.00	312.50	100.0%
6410 - Radios & Comm Equip - Other	436.66	1,000.00	-563.34	43.7%
Total 6410 - Radios & Comm Equip	749.16	1,000.00	-250.84	74.9%
6510 - Medical Supplies & Equip	11,261.08	10,000.00	1,261.08	112.6%
Total 6100 - Station/Crew Expenses	40,937.28	33,000.00	7,937.28	124.1%

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

	Jul - Oct 19	Budget	\$ Over Bud...	% of Budget
6980 · Misc. Employee Train. Exps	0.00	1,666.64	-1,666.64	0.0%
Total 6000 · Ambulance Operations	63,177.86	54,557.00	8,620.86	115.8%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	4,882.28	4,333.36	548.92	112.7%
6188 · Telephone	2,380.02	2,166.64	213.38	109.8%
6300 · Insurance	4,334.76	5,766.64	-1,431.88	75.2%
6713 · Ambulance Billing	14,357.44	13,000.00	1,357.44	110.4%
6714 · GEMT QAF Expense	7,162.93	0.00	7,162.93	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	1,133.27	833.36	299.91	136.0%
6718.2 · Computer Equipment	42.88	666.64	-623.76	6.4%
6718.3 · Software	1,071.01	1,000.00	71.01	107.1%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	2,247.16	2,500.00	-252.84	89.9%
6720 · Board Expenses	804.48	833.36	-28.88	96.5%
6730 · Consultants				
6734 · IT	2,125.10	2,333.36	-208.26	91.1%
6735 · EMS Survey	317.85	1,000.00	-682.15	31.8%
6737 · Financial/Bookkeeping	2,076.24	1,000.00	1,076.24	207.6%
6738 · Legal	4,209.00	1,666.64	2,542.36	252.5%
6739 · Policy Development	0.00	1,600.00	-1,600.00	0.0%
6740 · Audit	0.00	3,033.36	-3,033.36	0.0%
6741 · Tax Administration - NBS	3,723.95	3,666.64	57.31	101.6%
Total 6730 · Consultants	12,452.14	14,300.00	-1,847.86	87.1%
6742 · Bank/Merchant Fees	606.21	400.00	206.21	151.6%
6755 · Property Tax Admin	0.00	5,833.36	-5,833.36	0.0%
6760 · Education/Professional Dev	228.75	333.36	-104.61	68.6%
6765 · Election Costs/Reserve	0.00	8,333.36	-8,333.36	0.0%
6770 · Dues, Subscrip, Membership	3,278.73	4,000.00	-721.27	82.0%
6788 · Printing & Reproduction	1,002.50	2,000.00	-997.50	50.1%
6795 · Travel/Transportation	308.58	1,333.36	-1,024.78	23.1%
6970 · Community Dev/Training	4,421.81	3,333.36	1,088.45	132.7%
Total 6700 · Overhead/Administration	58,467.79	68,466.80	-9,999.01	85.4%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	8,438.36	8,438.36	0.00	100.0%
7050 · UC Contract	266,664.00	266,666.64	-2.64	100.0%
Total 7000 · Urgent Care	275,102.36	275,105.00	-2.64	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	457.94	666.64	-208.70	68.7%
Total 8000 · Interest Expense	457.94	666.64	-208.70	68.7%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	31,221.36	31,221.36	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	920,074.63	917,325.08	2,749.55	100.3%
Net Ordinary Operations Surplus	61,106.28	4,039.40	57,066.88	
Net Revenue	61,106.28	4,039.40	57,066.88	

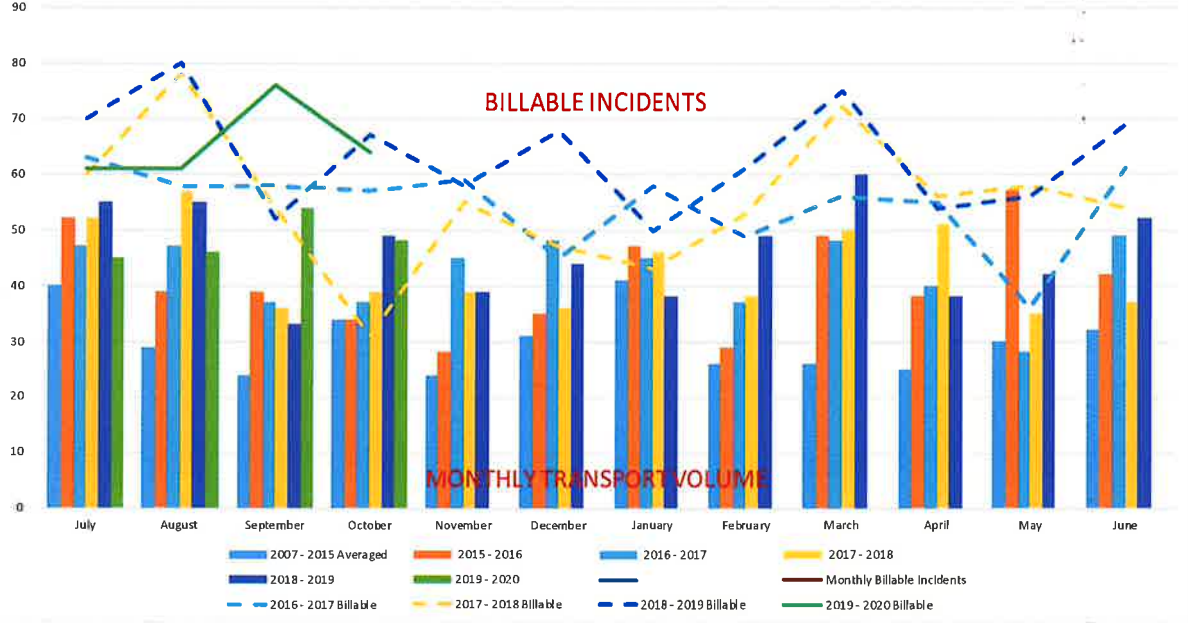
1. AMBULANCE REVENUE: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. Admin Salaries -Other: Increased partly, due to 1 extra pay period in Aug, Opt's Manager's Ambulance Wage not slip out from his Admin Salary (Budgeted to 5410), Increase of hours needed for the in house bookkeeper shared duties.
3. Ballot Measure Development

MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2007 - 2015 Averaged	40	29	24	34	24	31	41	26	26	25	30	32
2015 - 2016	52	39	39	34	28	35	47	29	49	38	57	42
2016 - 2017	47	47	37	37	45	48	45	37	48	40	28	49
2017 - 2018	52	57	36	39	39	36	46	38	50	51	35	37
2018 - 2019	55	55	33	49	39	44	38	49	60	38	42	52
2019 - 2020	45	46	54	48								

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	54	56	69
2019 - 2020 Billable	61	61	76	64								

Monthly Transport & Billable Incident Volume by FY

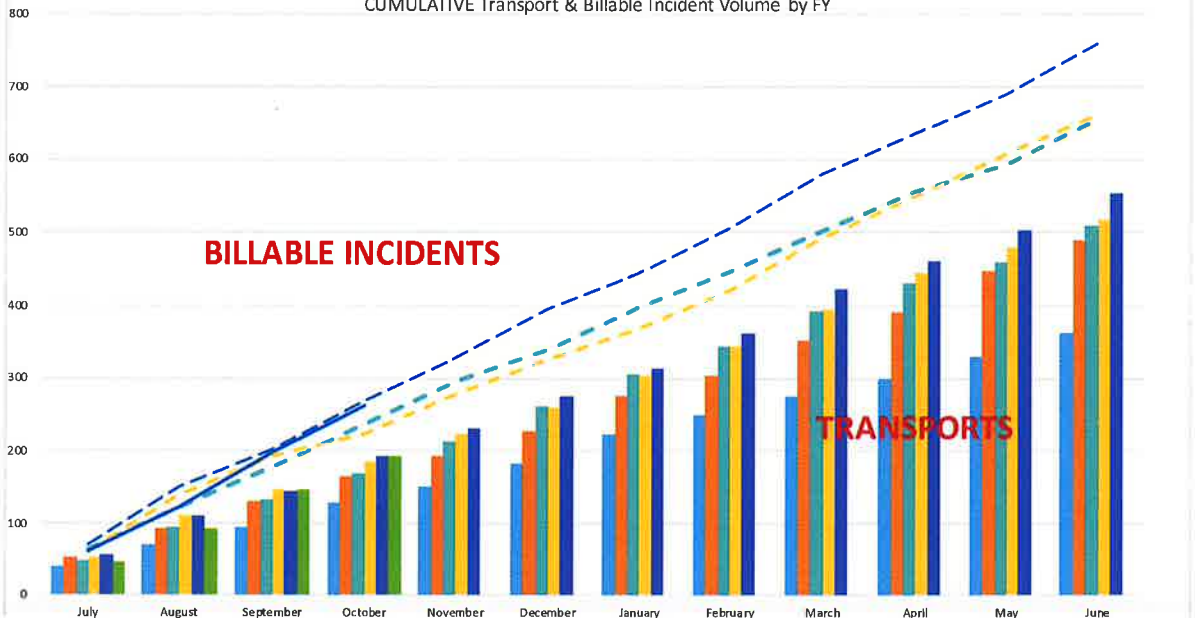


CUMULATIVE AMBULANCE DATA

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2007 - 2015 Averaged	40	69	93	127	151	182	223	249	275	300	330	362
2015 - 2016	52	91	130	164	192	227	274	303	352	390	447	489
2016 - 2017	47	94	131	168	213	261	306	343	391	431	459	508
2017 - 2018	52	109	145	184	223	259	304	343	393	444	479	516
2018 - 2019	55	110	143	192	231	275	313	362	422	460	502	554
2019 - 2020	45	91	145	193								

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	635	691	760
2019 - 2020 Billable	61	122	198	262								

CUMULATIVE Transport & Billable Incident Volume by FY





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		2	1	0	1	1	0		
SEP	25	9:00 A - 9:00 P	13	17	5	9	9	9	8	17	5 shifts BLS - 2 transports
	20	9:00 P - 9:00 A		0	0	0	0	0	0		
OCT	30	9:00 A - 9:00 P	12	11	1	3	7	8	2	11	1 BLS transport the 1 day M122 not staffed --> transport to RCMS
	25	9:00 P - 9:00 A		1	0	0	1	1	0		
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									

CLSD RUN DATA for the PRECEDING 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-Oct	84	99	54	64	47	38	0	4	1	11	0	2	48	49	7	10	17	19	16	15	2	1	1	1	11	15	0	6			
19-Sep	94	74	66	54	51	30	0	2	2	3	1	1	54	33	12	6	20	18	23	17	0	1	1	0	13	8	1	1			
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			
	1049	1056	725	748	474	446	13	19	80	104	10	14	554	524	81	73	242	249	186	185	28	40	8	7	115	108	38	54			
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS						

District Administrator and Operations Manager Report November 2019

District Administrator:

- The Fire Services Working Group's final proposal recommending how funds would be distributed if the voters approve the Fire Services Sales Tax, did not include any non-fire public providers. So CLSD will not receive any funds unless there is some type of carve out from funds awarded to the North Sonoma Coast Fire Protection District.
- CLSD has been selected in the first of a five year Medicare (CMS) research study gathering detailed cost reporting related to ambulance services. We must begin reporting Jan 2020. Non-compliance would result in a lower reimbursement rate. After the five years of data collected and is analyzed, MedPAC (advisory group to Congress about Medicare/Medicaid), will make recommendations that could change reimbursement rates for ambulance services. So ~ seven years from now, we may see the outcomes of the research and realize (optimistically) increased reimbursement.
- The Annual Audit for FY19 concluded the site visit. As usual, we are compiling and reporting some additional info as follow-up. The first draft of the audit may be ready in mid-December, somewhat depending on the holidays.
- CLSD was represented at all three of the RCMS Town Halls with CLSD Board Directors and 2 of 3 by the DA. One more is scheduled on Sat. Dec 7th at the Sea Ranch – Del Mar Center. We have recommended we schedule a debrief with critical stakeholders after the final one. RCMS Chair of the BOD will identify some potential dates. Their "plan" discussed to resolve their financial challenges include the need for: 1) more patient visits, and 2) more donations. As of 11/21/19, patient visits are not yet realized and the Board Chair submitted a letter to the ICO imploring the public for donations or services will be cut.
- Sonoma County Request for Proposals – Exclusive Operating Area (EOA). Attending the initial meetings where Fire Services is considering bidding for the county-wide EOA. Initial research indicates ~\$10M could be reinvested annually in the county EMS system. Currently, this is profit made by the private ambulance provider.
- During the Sonoma County Ambulance Ordinance process, County Counsel went on record that within the current EMS Plan for Sonoma County, established the "existing ambulance response zone boundaries" with the current providers. Any zone boundary or service provider changes must now follow detailed processes outlined in the new ordinance. This in essence, establishes CLSD with 201 rights.
- Mendocino County EOA – is now forming. As there was only one non-qualified bidder to the now-pulled RFP, a consultant has been hired to research ambulance service providers in the county. I have been contacted by the consultant and our engagement in the process has been requested. This will require extensive work in both County processes.
- I am currently researching grant funding to possibly purchase ambulance(s).
- DA and Ops Mgr are strategizing alternative staffing models based on potential new demand for services if RCMS operations cease.
- LAFCO (Local Agency Formation Commission) is holding a hearing on Dec 4th to publicly discuss the consolidation of the following Fire Protection Districts: Forestville, Russian River, Monte Rio, Cazadero Community Services District, Fort Ross, Bodega, Valley Ford, Bloomfield Volunteer Fire, some unincorporated areas surrounding, and Bodega Bay. Essentially, the Russian River and West County areas. This butts up to the bottom of the CLSD District and Timber Cove Fire. We will engage in this process.
- We are moving forward establishing a local Health Information Exchange (HIE) between RCMS and CLSD for continuity of care purposes.
- GEMT – QAF data submitted for FY19-Q2. Fee (\$3,650) is scheduled to be paid by Jan 1, 2020.
- Attended the GMAC meeting in regard to the proposed Gualala cell tower. I, along with Chief Greg Warner, Sheriff's Deputy, and letter from Chief Plakos support the tower to provide First

Responder cellular access from north of Anchor Bay to the south-end of the Sea Ranch (Moonraker Tower). This area has long been a hole in the local cellular network. After a lengthy discussion, the GMAC BOD voted to recommend approval of the tower to the Mendocino County Planning Commission.

- DA continues attendance of the RCMS Finance Committee and BOD meetings. Concerns continue related to their financial stability and impact on CLSD and the community.
- Continued dialog with County Counsel regarding potential EMS ballot measure and emergency planning if RCMS ceases operations.
- REDCOM meetings have been delayed due to the Kincaide Fire and PSPS events. We finally met. Two most urgent matters include: 1) the resignation of the Executive Director and his recruitment; and 2) funding a consultant to consider the feasibility of bringing Marin County into REDCOM membership, the need for revamping the Joint Powers Authority (JPA) of REDCOM, costs, etc. This may however, be blocked by the recently passed SB438 that may prevent modification of the existing JPA. As chair, I am obliged to participate in the interview panels to select the new ED.
- Attending the full-day MHA retreat on Friday Nov 22nd. The last week I have been reviewing documents for the new 3-year HRSA Rural Health Network grant application due for submission soon.

Operations Manager:

Deployment / Staffing

- ALS (M-120) staffed 100%, refer to 2nd out Paramedic tracking sheet for M-122 information.
- Staffing of second out paramedic is solid and all staffing is solid into 2020 based on current demand.
- Great job by our Supervising Field Training Officer Bronwyn Golly and training staff in getting our new hires on the schedule.

Facilities

- Generator ran well through the power outage. It was serviced and ready for the next one.
- No major issues pending... in maintenance mode

Vehicles/Equipment

- Ford ambulance had some braking and "oil leaks"
- We have started discussion on the ambulance replacement process.

Community events / Training

- We are winding down for the year. We are planting the seed and have some donations to have a certified CPR course at the PA High School in the first part of 2020
- We are looking for staffing for the Truck parade if it's a go.
- Our community CLSD class did not have enough enrollment for a November class....next one will be in January
- Goldie did a CPR education and training for the Lions Club
- RCMS had 3 employees certified...more expected in January
- We are holding our last CREST for the year in November. Chris Ottolini has organized some standardized training that needs to be completed through the end of the year