

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

>>> WEDNESDAY December 18th, 2019 <<<

MEETING IS MOVED UP TO AVOID THE 4TH MONDAY JUST BEFORE CHRISTMAS DAY

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: November 25th, 2019 meeting Beaty
4. Privilege of the floor Beaty
  - a. Vanessa Ignacio – Chair of RCMS BOD
5. New Business Beaty
6. Old Business Beaty
  - a. Resolution 264: EMS Ballot Measure May 5th, 2020 (possible ACTION)
  - b. Board Goals (deferred until Jan 2020)
  - c. DA Succession / Recruitment planning update
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. 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
  - c. Christmas Dinner for the crew
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:  
  
Jan 27th, 2020  
Feb 24th, 2020  
Mar 23rd, 2020
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
3:30 PM, November 25, 2019 Meeting

**Call to Order:** President Beaty called the meeting to order at 3:31 p.m. at the Bill Platt Training Room. Present were Directors: Paterson, Tittle, Bower, Schwartz, André. Director Tilles was absent. Also present: District Administrator (DA) David Caley and Ops Manager Evan Dilks and Bookkeeper Clara Frost.

**Adoption of the Agenda:** Director Schwartz moved to adopt the agenda as amended to include discussion of short term cash loan to MHA and seconded by Director Tittle. All ayes.

**Approval of Minutes:** Board of Directors meeting minutes October 28<sup>th</sup>, 2019: Director Schwartz moved to approve the minutes as written and seconded by Director Tittle. All ayes.

**Privilege of the Floor – none.**

**New Business:**

- a. Director Beaty and Tittle discussed the potential idea of making a short term \$10,000 working capital loan to MHA while they wait for funding donations to come in over the next few months. It will be voted on at the December 18<sup>th</sup> board meeting.

**Old Business:**

- a. Resolution 264: EMS Ballot Measure May 5<sup>th</sup>, 2020 (possible ACTION)- The initial introduction of this Resolution focused on the impact of the taxpayer relative to the specific cost per Unit of Benefit. This meeting emphasis was placed on the actual language of the Resolution – though modeled by County Counsel after the last EMS ballot measure in 2012. The DA asked for suggested edits sent by the next meeting.
- b. Board Goals update- deferred until the January agenda
- c. DA Succession planning- The board discussed hiring a recruiter, recruitment experience, recruitment plan and intention to release a request for proposals. André moved to approve payment for a current salary survey, seconded by Director Beaty. All ayes. Directors were instructed to email their recommendations and level of experience (of potential recruiters) to Director Schwartz who will summarize at the Dec meeting.
- d. MHA revised Memorandum of Understanding approved by

**Reports:**

- a. RCMS update: Several Directors as well as the DA continue to attend RCMS Finance Committee and BOD meetings, as well as the recent Townhalls. The current challenge of limited cash flow remains with the Townhall message asking for 1) more patient visits and 2) more donations. Immediate impact on the bottom line is currently unknown. CLSD has developed alternative plans to up ambulance services if RCMS ultimately has to cut or curtail services that would impact increased calls to 911-dispatch.
- b. Ballot Measure Analysis workgroup: Currently in a state of limbo while determining sustainability of RCMS.
- c. Finance: YTD
  - i. Ambulance Revenue – Wittman YTD: Comparable to last year. Net payments for October 2019 were \$77,935 with A/R of 535,648. October had 64 billable incidents with 48 transports. Cumulative are 262 billable incidents with 193 transports.
  - ii. Expenses – within budget
  - iii. Investment account – will renew late November. We are not expecting to cash in any funds.
- d. Communication Committee:
  - i. DA Succession planning documents – part of the discussion noted above was reviewing three

recruiter agencies. One of which was previously hired by The Sea Ranch to find a new General Manager who ended up staying for 10 years. This same recruiter is being used to hire his replacement upon announcing his plans to retire.

- ii. Communication strategy for Ballot Measure- Proceeding with Ballot Measure until 02/07/19. The BOD considered not moving forward with it if RCMS were to cut UC services.

- e. MHA update: They are getting ready to start working on a project with Indian Health.

(at 5:00 PM, Geoff Beaty left the meeting. The remainder of the meeting was chaired by Director Paterson)

**DA / Ops report:**

- a. Ambulance Run data with new 2<sup>nd</sup> out paramedic program data attached to BOD packet.
- b. DA / OPS Summary Report – Reviewed ahead and Q and A provided as necessary. County Council has established 201 rights for our district conveyed to all existing Sonoma County public ambulance providers.

**Next Meeting:** the 4<sup>th</sup> Monday of the month at 4 PM

- December: Due to the holidays, will be moved to Wed Dec 18<sup>th</sup> at 4 pm.
- Monday, January 27<sup>th</sup> at 4 PM
- Monday, February 24<sup>th</sup> at 4 PM

**Adjournment:** at 5:13 Director Schwartz motioned to adjourn and seconded by Director André, 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
<b>FY19</b>													
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
<b>FY20</b>													
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
NOVEMBER '19	58	\$ 236,748	\$ 138,127	\$ 38,467	\$ 250	\$ 59,904	\$ 68,727	\$ -	\$ 68,727	\$ -	\$ -	\$ -	\$ 526,824

<b>NOV'18</b>	58	\$ 208,046	\$ 95,675	\$ 68,631	\$ 6,318	\$ 37,423	\$ 48,605	\$ -	\$ 48,605	\$ -	\$ 3	\$ 0	\$ 425,215
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<b>FY To Date</b>	320	\$ 1,208,859	\$ 508,672	\$ 220,050	\$ 28,017	\$ 452,119	\$ 338,277	\$ 2,119	\$ 336,158	\$ 16,067	\$ 14,682	\$ 4,084
<b>Last 12 Months</b>	753	\$ 2,820,543	\$ 1,299,664	\$ 522,185	\$ 50,368	\$ 948,326	\$ 709,996	\$ 10,286	\$ 699,710	\$ 131,427	\$ 22,936	\$ 7,356

<b>Monthly Average FY To Date</b>	64	\$ 241,772	\$ 101,734	\$ 44,010	\$ 5,603	\$ 90,424	\$ 67,655	\$ 424	\$ 67,232	\$ 3,213	\$ 2,936	\$ 817
<b>Monthly Average Last 12 Months</b>	63	\$ 235,045.27	\$ 108,305	\$ 43,515	\$ 4,197	\$ 79,027	\$ 59,166	\$ 857	\$ 58,309	\$ 10,952	\$ 1,911.36	\$ 613

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
NOV	\$ 98,518.26	\$ 71,200.49	\$ 81,949.03	\$ 39,687.03	\$ 86,035.35	\$ 149,434.10	\$ 526,824.26

<b>CMS TRANSPORTS ON -</b>	
<b>TOTAL</b>	<b>\$ 1,407.76</b>

as of NOV' 19



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

	Jul - Nov 19	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	755,608.24	755,608.24	0.00	100.0%
4100 · Interest Revenue	0.00	4,583.31	-4,583.31	0.0%
4200 · Ambulance Revenue	431,234.04	270,833.31	160,400.73	159.2% <sup>1</sup>
4400 · Miscellaneous Revenue	5,863.50	20,833.31	-14,969.81	28.1%
4410 · Intergovernmental Transport(IGT)	0.00	73,137.50	-73,137.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	7,500.00	-7,684.60	-2.5%
4421 · GEMT QAF Revenue	0.00	19,210.00	-19,210.00	0.0%
<b>Total Revenue</b>	<b>1,192,521.18</b>	<b>1,151,705.67</b>	<b>40,815.51</b>	<b>103.5%</b>
<b>Expense</b>				
5000 · Wages and Benefits	619,680.52	609,135.37	10,545.15	101.7%
6000 · Ambulance Operations	72,085.96	68,196.25	3,889.71	105.7%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	70,928.52	85,583.45	-14,654.93	82.9%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	343,877.94	343,881.25	-3.31	100.0%
8000 · Interest Expense	561.60	833.31	-271.71	67.4%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	39,026.69	39,026.69	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,146,161.23</b>	<b>1,146,656.32</b>	<b>-495.09</b>	<b>100.0%</b>
<b>Net Ordinary Operating Surplus</b>	<b>46,359.95</b>	<b>5,049.35</b>	<b>41,310.60</b>	<b>918.1%</b>
<b>Net Revenue</b>	<b>46,359.95</b>	<b>5,049.35</b>	<b>41,310.60</b>	<b>918.1%</b>

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 November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	199,026.62	199,026.62	0.00	100.0%
4009 · Mendocino Urgent Care Tax	181,145.81	181,145.81	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	44,062.50	44,062.50	0.00	100.0%
<b>Total 4001 · Mendocino County Taxes</b>	<b>424,234.93</b>	<b>424,234.93</b>	<b>0.00</b>	<b>100.0%</b>
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	156,310.00	156,310.00	0.00	100.0%
4029 · Sonoma Urgent Care Tax	163,355.00	163,355.00	0.00	100.0%
4030 · Sonoma County Special Tax	11,708.31	11,708.31	0.00	100.0%
<b>Total 4002 · Sonoma County Taxes</b>	<b>331,373.31</b>	<b>331,373.31</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 4000 · CLSD Special Taxes</b>	<b>755,608.24</b>	<b>755,608.24</b>	<b>0.00</b>	<b>100.0%</b>
4100 · Interest Revenue	0.00	4,583.31	-4,583.31	0.0%
4200 · Ambulance Revenue	431,234.04	270,833.31	160,400.73	159.2% <sup>1</sup>
4400 · Miscellaneous Revenue	5,863.50	20,833.31	-14,969.81	28.1%
4410 · Intergovernmental Transport(IGT)	0.00	73,137.50	-73,137.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	7,500.00	-7,684.60	-2.5%
4421 · GEMT QAF Revenue	0.00	19,210.00	-19,210.00	0.0%
<b>Total Revenue</b>	<b>1,192,521.18</b>	<b>1,151,705.67</b>	<b>40,815.51</b>	<b>103.5%</b>
<b>Expense</b>				
5000 · Wages and Benefits				
5200 · Health Insurance	52,126.46	55,000.00	-2,873.54	94.8%
5300 · Payroll Taxes Emplr Costs	14,387.84	16,494.19	-2,106.35	87.2%
5350 · PERS Employer Costs	65,889.45	65,933.31	-43.86	99.9%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-10,547.94	-10,547.94	0.00	100.0%
5405 · Administration Salaries - Other	121,733.57	107,096.25	14,637.32	113.7% <sup>2</sup>
<b>Total 5405 · Administration Salaries</b>	<b>111,185.63</b>	<b>96,548.31</b>	<b>14,637.32</b>	<b>115.2%</b>
5410 · Ambulance Operations Wages	342,011.43	333,838.31	8,173.12	102.4%
5430 · Extra Duty/Stipend Pay/DA	16,090.62	18,581.69	-2,491.07	86.6%
5500 · Work Comp Insurance	17,989.09	22,739.56	-4,750.47	79.1%
<b>Total 5000 · Wages and Benefits</b>	<b>619,680.52</b>	<b>609,135.37</b>	<b>10,545.15</b>	<b>101.7%</b>
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	15,750.00	15,750.00	0.00	100.0%
6040 · Dispatch Services	11,494.54	9,112.94	2,381.60	126.1%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	1,507.34	1,458.31	49.03	103.4%
6101 · Facility Repair & Maintenance	3,538.44	3,125.00	413.44	113.2%
6102 · Facility Furniture	167.79	0.00	167.79	100.0%
6110 · Supps, Rental, Clean. etc	4,965.12	3,125.00	1,840.12	158.9%
6210 · Veh. Repair & Maintenance	8,273.28	9,375.00	-1,101.72	88.2%
6240 · Vehicle Fuel	11,074.75	10,416.69	658.06	106.3%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	375.00	0.00	375.00	100.0%
6410 · Radios & Comm Equip - Other	436.66	1,250.00	-813.34	34.9%
<b>Total 6410 · Radios &amp; Comm Equip</b>	<b>811.66</b>	<b>1,250.00</b>	<b>-438.34</b>	<b>64.9%</b>
6510 · Medical Supplies & Equip	14,503.04	12,500.00	2,003.04	116.0%
<b>Total 6100 · Station/Crew Expenses</b>	<b>44,841.42</b>	<b>41,250.00</b>	<b>3,591.42</b>	<b>108.7%</b>
6980 · Misc. Employee Train. Exps	0.00	2,083.31	-2,083.31	0.0%
<b>Total 6000 · Ambulance Operations</b>	<b>72,085.96</b>	<b>68,196.25</b>	<b>3,889.71</b>	<b>105.7%</b>

# Coast Life Support District

## Profit & Loss Budget Overview FY19

### July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	6,062.81	5,416.69	646.12	111.9%
6188 · Telephone	2,933.97	2,708.31	225.66	108.3%
6300 · Insurance	5,779.68	7,208.31	-1,428.63	80.2%
6713 · Ambulance Billing	19,033.56	16,250.00	2,783.56	117.1%
6714 · GEMT QAF Expense	7,162.93	0.00	7,162.93	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	1,117.25	1,041.69	75.56	107.3%
6718.2 · Computer Equipment	42.88	833.31	-790.43	5.1%
6718.3 · Software	1,298.56	1,250.00	48.56	103.9%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
<b>Total 6718 · Office Supp/Equip/Software</b>	<b>2,458.69</b>	<b>3,125.00</b>	<b>-666.31</b>	<b>78.7%</b>
6720 · Board Expenses	865.68	1,041.69	-176.01	83.1%
6730 · Consultants				
6734 · IT	2,569.50	2,916.69	-347.19	88.1%
6735 · EMS Survey	618.15	1,250.00	-631.85	49.5%
6737 · Financial/Bookkeeping	2,076.24	1,250.00	826.24	166.1%
6738 · Legal	5,451.00	2,083.31	3,367.69	261.7% <sup>3</sup>
6739 · Policy Development	0.00	2,000.00	-2,000.00	0.0%
6740 · Audit	0.00	3,791.69	-3,791.69	0.0%
6741 · Tax Administration - NBS	4,683.55	4,583.31	100.24	102.2%
<b>Total 6730 · Consultants</b>	<b>15,398.44</b>	<b>17,875.00</b>	<b>-2,476.56</b>	<b>86.1%</b>
6742 · Bank/Merchant Fees	709.99	500.00	209.99	142.0%
6755 · Property Tax Admin	0.00	7,291.69	-7,291.69	0.0%
6760 · Education/Professional Dev	454.75	416.69	38.06	109.1%
6765 · Election Costs/Reserve	0.00	10,416.69	-10,416.69	0.0%
6770 · Dues, Subscrip, Membership	3,774.27	5,000.00	-1,225.73	75.5%
6788 · Printing & Reproduction	1,002.50	2,500.00	-1,497.50	40.1%
6795 · Travel/Transportation	459.39	1,666.69	-1,207.30	27.6%
6970 · Community Dev/Training	4,831.86	4,166.69	665.17	116.0%
<b>Total 6700 · Overhead/Administration</b>	<b>70,928.52</b>	<b>85,583.45</b>	<b>-14,654.93</b>	<b>82.9%</b>
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	10,547.94	10,547.94	0.00	100.0%
7050 · UC Contract	333,330.00	333,333.31	-3.31	100.0%
<b>Total 7000 · Urgent Care</b>	<b>343,877.94</b>	<b>343,881.25</b>	<b>-3.31</b>	<b>100.0%</b>
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	561.60	833.31	-271.71	67.4%
<b>Total 8000 · Interest Expense</b>	<b>561.60</b>	<b>833.31</b>	<b>-271.71</b>	<b>67.4%</b>
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	39,026.69	39,026.69	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,146,161.23</b>	<b>1,146,656.32</b>	<b>-495.09</b>	<b>100.0%</b>
<b>Net Ordinary Operating Surplus</b>	<b>46,359.95</b>	<b>5,049.35</b>	<b>41,310.60</b>	<b>918.1%</b>
<b>Net Revenue</b>	<b>46,359.95</b>	<b>5,049.35</b>	<b>41,310.60</b>	<b>918.1%</b>

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

2. Admin Salaries -Other: Increased partly, due to recording (13 of 14 days in total) from Payroll on 12.5.19 into Nov. The Opt's Manager's Ambulance Wage not spilt out from his Admin Salary (Budgeted to 5410), Increase of hours needed for the in house bookkeeper shared duties, as well as, extra hours for both Accountant & Bookkeepers during Novembers Yearly Audit.

3. Ballot Measure Development

## District Administrator and Operations Manager Report December 2019

### **District Administrator:**

- THANK YOU to the BOD for providing the crew a diverse and delicious Thanksgiving meal.
- Sonoma County is just starting up the process to develop and Request For Proposals (RFP) process seeking all current ambulance providers to shape the parameters of awarding an Exclusive Operating Area (EOA). The past 10-year contract awarded the EOA to a private provider and only contained the urban core. This EOA process will likely be a county-wide contract. Special attention will include services for rural communities.
- Met with Jason Wells, President of Adventist Ukiah and Willits Medical Centers (along with ED of MHA) to discuss future collaborative opportunities. They are currently focused on partnering with Mendocino Coast District Hospital currently awaiting voter approval on the March 3<sup>rd</sup>, 2020 ballot (needs 51% approval) to allow Adventist to lease the hospital for 30 years. If approved, would be official by April 1<sup>st</sup>. Meantime, Jason has agreed to allow our EMT students to rotate through their Emergency Dept. for mandated clinical experience. This was a huge obstacle last year due to Worker's Comp related issues.
- As previously noted, we will combine the Sea Ranch Volunteer Fire Dept donation of \$1,000 and a private donation of \$2,000 to provide 15 \$200 stipends to reduce the upcoming EMT class from a registration of \$395 to \$195. Please help promote notices to encourage registration.
- Last month I informed the Board that 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. They ended up giving us the option to report calendar year vs. Fiscal Year. I opted for FY to align with our books, etc. So we will report on FY20/21 with the report due by Nov 2021 (to be executed by the new DA and support staff). I attended the first webex outlining the program and will establish an internal process to execute this mandate before retiring.
- CLSD was represented at the RCMS Townhall on Dec 7<sup>th</sup> at The Sea Ranch. More financial details were provided laying plans to close the budget shortfall this current fiscal year. Presenting were Drew McCalley (now retired from the RCMS BOD and as Treasurer), and the new CFO/COO Ara Chakrabarti, as well as Urgent Care Provider Barb Brittell. The slides from the presentation can be found on the home page of the RCMS website: [rcms-healthcare.org](http://rcms-healthcare.org) Will also attend the FC and BOD meetings on Dec 10<sup>th</sup>.
- I continue researching grant funding to possibly purchase ambulance(s). Potential EMS grant available due by the end of January 2020.
- I continue to participate in the MHA Opioid Planning grant. Currently refining the Action Plan.
- DA and Ops Mgr continue strategizing alternative staffing models based on potential new demand for services if RCMS operations are curtailed or cease.
- We have successfully established HIPPA secured interagency (CLSD and RCMS) local Health Information Exchange (HIE) for continuity of care purposes. Next steps are determining workflow with the records and providing RCMS UC providers/staff access to the CLSD electronic healthcare documentation system – Image Trend.
- GEMT audited CLSD for FY15/16. I received an overpayment demand letter for over \$10,500. I could not understand the math. Upon challenging the program, we discovered CLSD had not received an initial payment of ~\$8,100. So net overpayment is actually only \$2,140. Awaiting instructions from the program how to finalize.
- REDCOM will be attending several meetings to interview finalists for the Executive Director position at REDCOM. Eight candidates have been shortlisted to three.
- Local radio stations are providing Public Service Announcements (PSA) free of charge to promote our CPR program services.
- \$250K Treasury renewed at 1.572% upon maturity. Matures Mar 12, 2020.

- Provided information to the Gualala Matter of Balance class on how to get up after a fall as well as some pathophysiological pathways that create risk for falls and how to avoid them. Twelve completed the course. The Manchester class will conclude later this week.

### **Operations Manager:**

#### **Deployment / Staffing**

- All staffing remains strong.
- MANY THANKS from staff for the Holiday food
- Employee performance appraisals started and due in January

#### **Facilities**

- No major issues pending... in maintenance mode

#### **Vehicles/Equipment**

- No major issues pending. The Ford ambulance (our oldest 2005) has had multiple issues. Brake system, charging system and oil leaks. All repaired.
- We have started discussion on the ambulance replacement process.

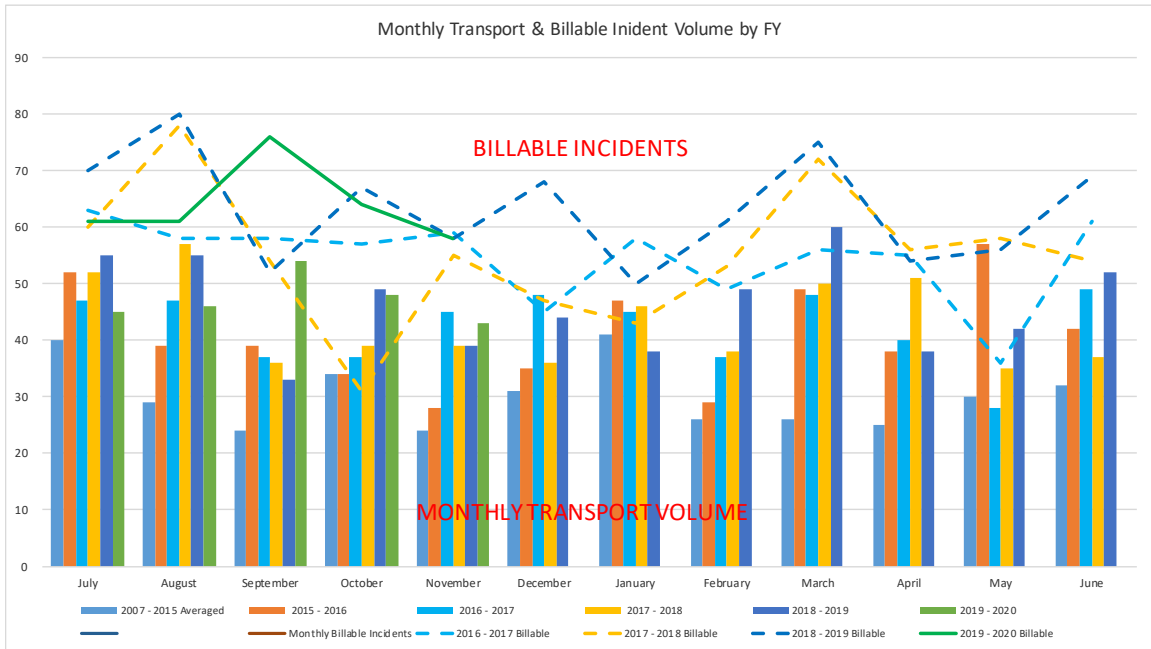
#### **Community events / Training**

- CPR for RCMS completed
- We are updating all AED records through December
- Truck parade cancelled due to weather
- EMT class advertisement is launched. Class begins January 21

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	43							

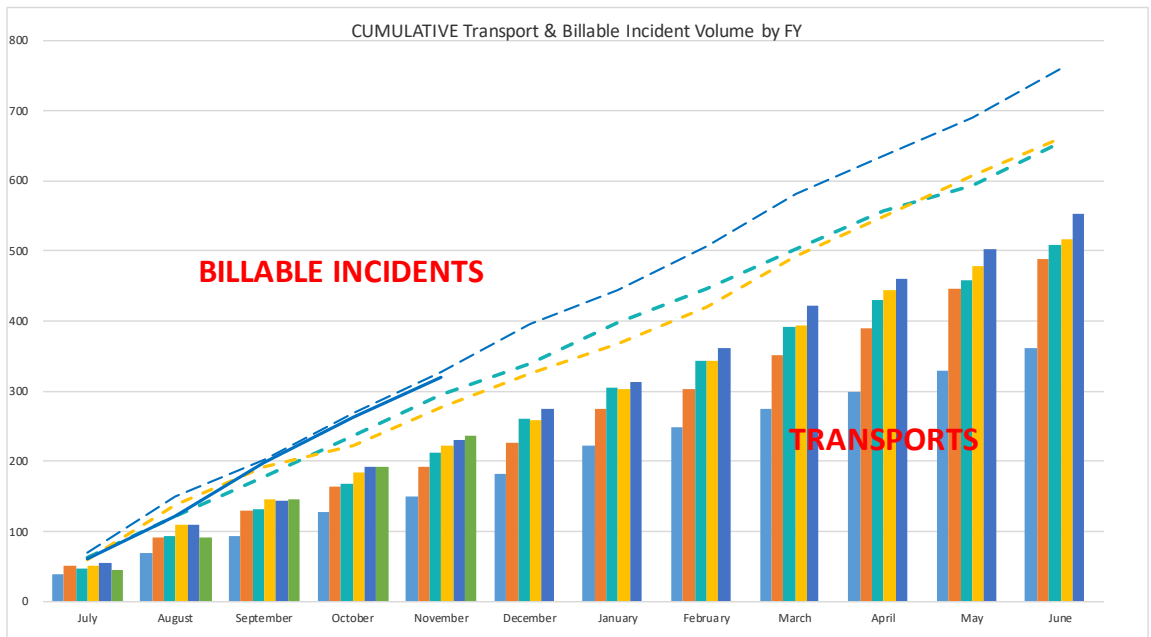
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable	61	61	76	64	58							



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	236							

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	320							





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	30	9:00 A - 9:00 P	7	7	1	0	6	6	0	6	
	20	9:00 P - 9:00 A		0	0	0	0	0	0		
DEC		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
<b>2020</b>											
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
19-Nov	71	89	55	54	42	31	0	3	1	7	0	1	43	39	8	4	18	20	12	16	1	1	0	1	13	5	1	1	
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	
	1031	1055	726	741	485	446	10	22	74	93	9	14	558	524	85	72	240	240	182	189	28	38	7	7	123	104	38	43	
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS				