

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445
Tel: (707) 884-1829 Fax: 884-9119

AGENDA REGULAR MEETING OF THE BOARD OF DIRECTORS 38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room >>> **MONDAY FEBRUARY 24TH, 2020** <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
January 27th, 2020 meeting Beaty
February 19th, 2020 Special Meeting
4. Privilege of the floor Beaty
 - a. Two EMS stories in our local rural community Caley
5. New Business Beaty
 - a. Public Forum – Measure J: Enhanced & Sustainable Ambulance Services presentation w/ Q & A Caley
 - b. Brown Act tenets Beaty
6. Old Business Caley
 - a. Reminder: Ethics Renewal Training and Form 700's due Beaty
 - b. DA Succession / Recruitment: Ad hoc planning update
7. Reports: Beaty
 - a. RCMS update Beaty/Caley
 - b. Finance: YTD Bower/André
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - c. Communication Committee Bower/André
 - i. Communication strategy for Ballot Measure
 - d. MHA update - deferred
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. Rural EMS Training Grant
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:

Mar 23rd, 2020
Apr 27th, 2020
May 25th, 2020 (Memorial Day: Consider rescheduling to prior week, 5/18-5/22)
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
4:00 PM, January 27th, 2019 Meeting

Call to Order: President Beaty called the meeting to order at 4:02 p.m. at the Bill Platt Training Room. Present were Directors: Tilles, Tittle, Bower, Schwartz, and André. Director Patterson could not join due to conference call-in technical difficulties. Also present: District Administrator (DA) David Caley, Ops Manager Evan Dilks, Bookkeeper Clara Frost, Paramedic Chris Ottolini and community members Rich Hughes and Steven Winningham.

Adoption of the Agenda: Director Tittle moved to adopt the agenda as written seconded by Director Schwartz. All ayes.

Approval of Minutes: Board of Directors meeting minutes December 18th, 2019: Director Schwartz moved to approve the minutes as written and seconded by Director André. All ayes.

Privilege of the Floor

- a. The DA recognized Steven Winningham for volunteering to shampoo the carpet in the Bill Platt Training Center.

New Business:

- a. Election of Board Officers: Director Schwartz nominated Director Beaty to remain as president, seconded by Director Tittle. All Ayes. Director André nominated Director Schwartz to remain as secretary, seconded by Director Beaty. All Ayes. Director Beaty nominated Michael Tilles as Treasurer, seconded by Director André. All Ayes.
- b. Check signing/Access to Treasuries, etc.: It was decided that CLSD will have 3 check signers, the DA, the Ops Manager, and the Treasurer.
- c. Spaghetti Dinner-Coastal Seniors: The Board chose September 25th to host the Coastal Seniors monthly dinner.

Old Business:

- a. Resolution 264: EMS Ballot Measure May 5th, 2020 – ACTION: The Board discussed specific language and voted to amend as edited. All Ayes. The Board then voted to approve the ballot measure with a roll call vote. Director André: Aye, Director Schwartz: Aye, Director Beaty: Aye, Director Bower: Aye, Director Tittle: Aye, Director Tilles: Aye, Director Patterson: absent.
- b. Fair Political Practices Commission Ballot Measure Committee: Community member Steven Winningham summarized an action plan to supplement the communications committees efforts to spread awareness of the upcoming ballot measure.
- c. Board Goals: Director Tittle moved to delete #5 & #9, seconded by Director André. All Ayes.
- d. DA Succession/Recruitment: After some research, the board discussed and agreed on a recruitment plan. Note: a great deal of time and effort has been spent in attempts to obtain multiple bids for recruitment. Several firms stated that conducting such a search would be outside their area of expertise. Others were not interested. Only one firm submitted a proposal (impressed that it included ethical considerations). An interview via webex will be scheduled ASAP. This firm has strong local references (previously used to recruit The Sea Ranch General Manager and now 10 years later, enlisted again to recruit his replacement).

Reports:

- a. RCMS update: Current status of RCMS financials and reorganizational efforts updated for the Board
- b. Ballot Measure Analysis: Discussed above
- c. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: The A/R balance dropped \$100,000 since last month. This was due to GEMT QAF money received, write-offs and normal account fluctuation. Net payments for December 2019 were \$109,483 with A/R of 425,030. December had 50 billable incidents with 39 transports. Cumulative are 413 billable incidents with 316 transports.
 - ii. Expenses – within budget

iii. Investment account – no change

d. Communication Committee:

- i. Communication strategy for Ballot Measure is ramping up as the BOD has now voted to pass Resolution 264 and will hold the Special Election.

e. MHA update: Quarterly Report of activity on page 14 of the BOD Agenda packet.

DA / Ops report:

- a. Ambulance Run data with new 2nd out paramedic program data attached to BOD packet.
- b. DA / OPS Summary Report – Reviewed ahead and Q and A provided as necessary.
- c. EMS Survey – Quarterly report for Oct 1 – Dec 31, 2019. Forty four surveys returned giving CLSD an overall score of 95.86, National ranking of 15, and Comparable Size (small) Company ranking of 9th.

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

- Monday, February 24th
- Monday, March 23rd
- Monday, April 27th

Adjournment: at 6:14 Director **Schwartz** motioned to adjourn and seconded by Director **André**, all ayes.

Minutes Approved:

(Date)



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
5:00 PM, February 10th, 2020 Meeting

Call to Order: President Beaty called the meeting to order at 5:00 p.m. at the Bill Platt Training Room. Present were Directors: André, Schwartz, Tilles, and Bower. Director Paterson engaged by conference call. Director Tittle was absent. Also present: District Administrator (DA) David Caley, and community member Richard Hughes.

Adoption of the Agenda: Director Bower moved to adopt the agenda as written seconded by Director Schwartz. All ayes.

Approval of Minutes: No minutes were approved at this special meeting.

Privilege of the Floor

- a. None

New Business: hiring of the next District Administrator

- a. Following individual interviews with each Board Director during the day, the Board convened to have a group discussion with recruiter Phil McKenney of the recruitment firm Peckham & McKenney, Inc. Phil reflected on themes he had heard from the Directors and facilitated a discussion to expand his understanding of the District Administrator and strategize best how to successfully recruit for a new DA.
- b. After discussion, Phil plans on speaking with the staff on duty Tue AM and speak with the Operations Manager. Staff were previously informed by email of the opportunity to weigh in on this conversation if off duty on Tue. Phils contact information was provided.

Old Business: none

Reports: none

DA / Ops report: none

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

- Monday, February 24th
- Monday, March 23rd
- Monday, April 27th

Adjournment: at 5:50 Director Schwartz motioned to adjourn and seconded by Director André, all ayes.

Minutes Approved:

(Date)

The Press Democrat

Good Samaritan, 16, helps save driver who crashed off Highway 1 cliff near Fort Ross



SLIDE 2 OF 8

A driver was rescued after crashing off a Highway 1 cliff near Fort Ross, Wednesday, Feb. 12, 2020. (TIMBER COVE FIRE DEPARTMENT)



David Estrada was driving to school Wednesday morning along a winding stretch of Highway 1 near Fort Ross when a white Mini Cooper ahead of him suddenly veered off the road, disappearing over the edge.

At first, the 16-year-old Timber Cove boy was stunned. But Estrada, who underwent emergency response training while participating in the Explorer program with his hometown fire department three years ago, quickly pulled over and began looking for survivors.

The car had rolled down a deep ravine around 8:20 a.m. just south of Fort Ross and landed on its roof about 100 feet from the roadway, suffering major damage. The driver, 76-year-old Daniel Boicelli of Gualala, was blinded by the bright morning sun and missed a bend in the road, said California Highway Patrol Officer David deRutte.

Several emergency officials credited Estrada, a junior at El Molino High School, with saving Boicelli. In an area with no cellphone signal and no other witnesses to the crash, Estrada flagged down cars to notify authorities, pulled Boicelli out and kept him calm until rescuers arrived.

"The crazy thing I keep thinking about all day is when you casually drive by, you couldn't see down there," Estrada said. "I thought if I didn't drive by, no one might have seen him."

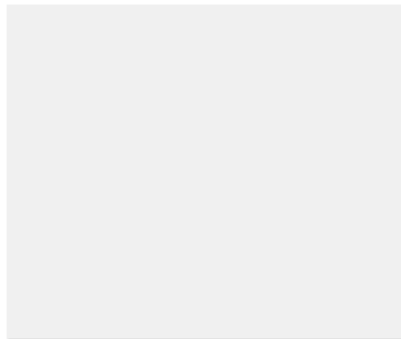
The floor of the ravine was filled with dense poison oak shrubs and the ground was too steep to get Boicelli to safety without an airlift, said Erich Lynn, fire chief of the Timber Cove Fire Department.

Boicelli, who was paralyzed from a pre-existing injury, was safely lifted back to the highway by the Sonoma County sheriff's helicopter Henry 1 using a backboard and basket, said sheriff's Lt. Andy Cash. He sustained only minor injuries but was transported to a Gualala health center for treatment.

Estrada's training taught him to soothe victims and ask them questions. He learned Boicelli was driving to the Bay Area to visit his children, and since the crash, that detail stuck with the Timber Cove teenager.

"I've just been thinking about his family," he said. "What if it was worse and he never got to see them?"

Authorities temporarily closed one lane on the highway so a tow truck could use a 400-foot cable to recover the car.

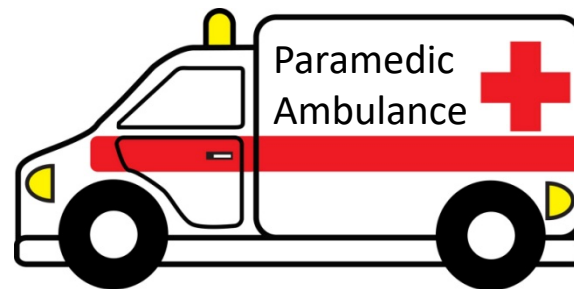
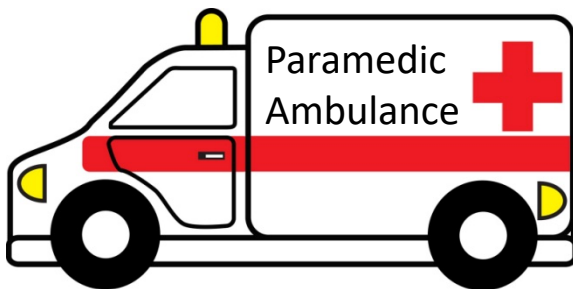


IMPORTANT TO VOTE ON **MEASURE J** BY MAY 5TH!

HERE IS WHAT THE MEASURE WILL DO:

- ✓ Allow for two paramedic/EMT teams day and night – 24 hours/day, every day
 - Allows for immediate life-saving treatments, e.g., IV's, heart monitoring, pain meds
- ✓ Meet increasing 911 call volume + higher severity of injuries/illnesses
 - More heart events, falls with head injuries/broken hips, and car accidents
- ✓ Make it easier to retain existing experienced staff and attract new hires
 - By helping CLSD offer more competitive salaries in our industry

ATTEND A COMMUNITY FORUM TO HEAR DETAILS AND ASK QUESTIONS

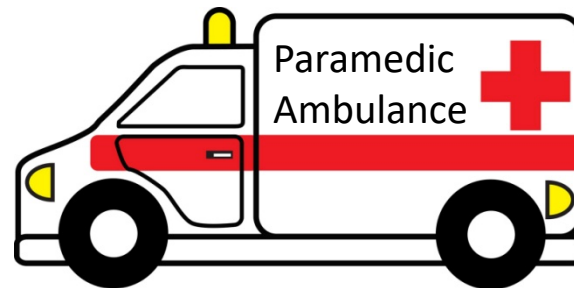


Postmark your ballot by May 5, 2020

IMPORTANT TO VOTE ON **MEASURE J** BY MAY 5TH!

ATTEND A COMMUNITY FORUM
TO HEAR DETAILS AND ASK QUESTIONS

Mon	Feb 24 – CLSD Board meeting at 4 PM, CLSD Headquarters
Tue	Mar 3 – Fort Ross Elementary School at 7 PM
Sun	Mar 22 – Point Arena Library at 2 PM
Mon	Mar 23 – CLSD Board meeting at 4 PM, CLSD Headquarters
Wed	Mar 25 – Manchester Community Center at 6:30 PM
Sat	Mar 28 – Gualala Community Center at 2 PM
Sat	Apr 18 – The Sea Ranch, Del Mar Center at 2 PM
Other	check our website for updates: clsd.ca.gov



Postmark your ballot by May 5, 2020

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													
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
NOVEMBER '19	58	\$ 236,748	\$ 138,127	\$ 38,467	\$ 250	\$ 59,904	\$ 68,727	\$ -	\$ 68,727	\$ -	\$ -	\$ -	\$ 526,824
DECEMBER '19	50	\$ 199,255.4	\$ 132,912.9	\$ 26,184.3	\$ 10,388.6	\$ 29,769.6	\$ 109,482.9	\$ -	\$ 109,482.9	\$ 15,870.0	\$ 6,211.3	\$ -	\$ 425,029.7
JANUARY '20	43	\$ 199,161.4	\$ 92,161.7	\$ 46,978.7	\$ 1,936.8	\$ 58,084.1	\$ 85,950.8	\$ 145.5	\$ 85,805.3	\$ (750.0)	\$ 750.0	\$ -	\$ 397,308.5
<i>JAN '19</i>	<i>50</i>	<i>\$ 199,104</i>	<i>\$ 110,645</i>	<i>\$ 48,835</i>	<i>\$ 2,685</i>	<i>\$ 36,940</i>	<i>\$ 48,119</i>	<i>\$ 7,077</i>	<i>\$ 41,042</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 7</i>	<i>\$ 470,383</i>
FY To Date	413	\$ 1,607,276	\$ 733,747	\$ 293,213	\$ 40,343	\$ 539,972	\$ 533,710	\$ 2,264	\$ 531,446	\$ 31,187	\$ 21,643	\$ 4,084	
Last 12 Months	728	\$ 2,796,137	\$ 1,346,659	\$ 485,442	\$ 60,008	\$ 904,028	\$ 808,724	\$ 3,355	\$ 805,369	\$ 146,547	\$ 29,898	\$ 4,711	
Monthly Average FY To Date	59	\$ 229,611	\$ 104,821	\$ 41,888	\$ 5,763	\$ 77,139	\$ 76,244	\$ 323	\$ 75,921	\$ 4,455	\$ 3,092	\$ 583	
Monthly Average Last 12 Months	61	\$ 233,011	\$ 112,222	\$ 40,453	\$ 5,001	\$ 75,336	\$ 67,394	\$ 280	\$ 67,114	\$ 12,212	\$ 2,491	\$ 393	
AGING													
Month	Current	31-60	61-90	91-120	121-180	180+	Balance						
31-Jan-20	\$ 83,724	\$ 46,460	\$ 31,252	\$ 27,781	\$ 83,350	\$ 124,742	\$ 397,308						

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	1,174,691.57	1,057,851.60	116,839.97	111.0%
4100 · Interest Revenue	16.16	6,416.65	-6,400.49	0.3%
4200 · Ambulance Revenue	512,730.95	379,166.65	133,564.30	135.2% ¹
4400 · Miscellaneous Revenue	13,883.68	29,166.65	-15,282.97	47.6%
4410 · Intergovernmental Transport(IGT)	0.00	102,392.50	-102,392.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	10,500.00	-10,684.60	-1.8%
4421 · GEMT QAF Revenue	0.00	26,894.00	-26,894.00	0.0%
Total Revenue	<u>1,701,137.76</u>	<u>1,612,388.05</u>	<u>88,749.71</u>	<u>105.5%</u>
Expense				
Uncategorized Expense	0.00			
5000 · Wages and Benefits	837,587.16	852,789.55	-15,202.39	98.2%
6000 · Ambulance Operations	100,747.76	95,474.75	5,273.01	105.5%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	128,777.93	119,816.75	8,961.18	107.5%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	481,429.76	481,433.75	-3.99	100.0%
8000 · Interest Expense	732.60	1,166.65	-434.05	62.8%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	54,637.35	54,637.35	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	<u>1,603,912.56</u>	<u>1,605,318.80</u>	<u>-1,406.24</u>	<u>99.9%</u>
Net Ordinary Operating Surplus	<u>97,225.20</u>	<u>7,069.25</u>	<u>90,155.95</u>	<u>1,375.3%</u>
 Net Revenue	 <u><u>97,225.20</u></u>	 <u><u>7,069.25</u></u>	 <u><u>90,155.95</u></u>	 <u><u>1,375.3%</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 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	303,101.34	278,637.30	24,464.04	108.8%
4009 · Mendocino Urgent Care Tax	275,911.17	253,604.15	22,307.02	108.8%
4010 · Mendocino Ad Valorem Tax	68,769.69	61,687.50	7,082.19	111.5%
Total 4001 · Mendocino County Taxes	647,782.20	593,928.95	53,853.25	109.1%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	249,704.86	218,834.00	30,870.86	114.1%
4029 · Sonoma Urgent Care Tax	263,154.53	228,697.00	34,457.53	115.1%
4030 · Sonoma County Special Tax	14,049.98	16,391.65	-2,341.67	85.7%
Total 4002 · Sonoma County Taxes	526,909.37	463,922.65	62,986.72	113.6%
Total 4000 · CLSD Special Taxes	1,174,691.57	1,057,851.60	116,839.97	111.0%
4100 · Interest Revenue	16.16	6,416.65	-6,400.49	0.3%
4200 · Ambulance Revenue	512,730.95	379,166.65	133,564.30	135.2% ¹
4400 · Miscellaneous Revenue	13,883.68	29,166.65	-15,282.97	47.6%
4410 · Intergovermntl Transport(IGT)	0.00	102,392.50	-102,392.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	10,500.00	-10,684.60	-1.8%
4421 · GEMT QAF Revenue	0.00	26,894.00	-26,894.00	0.0%
Total Revenue	1,701,137.76	1,612,388.05	88,749.71	105.5%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	66,618.85	77,000.00	-10,381.15	86.5%
5300 · Payroll Taxes Emplr Costs	21,119.01	23,091.85	-1,972.84	91.5%
5350 · PERS Employer Costs	90,422.06	92,306.65	-1,884.59	98.0%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-14,767.10	-14,767.10	0.00	100.0%
5405 · Administration Salaries - Other	168,355.19	149,934.75	18,420.44	112.3% ²
Total 5405 · Administration Salaries	153,588.09	135,167.65	18,420.44	113.6%
5410 · Ambulance Operations Wages	458,947.00	467,373.65	-8,426.65	98.2%
5430 · Extra Duty/Stipend Pay/DA	19,807.48	26,014.35	-6,206.87	76.1%
5500 · Work Comp Insurance	27,084.67	31,835.40	-4,750.73	85.1%
Total 5000 · Wages and Benefits	837,587.16	852,789.55	-15,202.39	98.2%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	22,050.00	22,050.00	0.00	100.0%
6040 · Dispatch Services	15,202.45	12,758.10	2,444.35	119.2%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	2,792.19	2,041.65	750.54	136.8%
6101 · Facility Repair & Maintenance	3,714.38	4,375.00	-660.62	84.9%
6102 · Facility Furniture	286.99	0.00	286.99	100.0%
6110 · Supps, Rental, Clean. etc	7,919.64	4,375.00	3,544.64	181.0%
6210 · Veh. Repair & Maintenance	11,351.97	13,125.00	-1,773.03	86.5%
6240 · Vehicle Fuel	13,826.42	14,583.35	-756.93	94.8%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	500.00	0.00	500.00	100.0%
6410 · Radios & Comm Equip - Other	2,116.26	1,750.00	366.26	120.9%
Total 6410 · Radios & Comm Equip	2,616.26	1,750.00	866.26	149.5%
6510 · Medical Supplies & Equip	20,987.46	17,500.00	3,487.46	119.9%
Total 6100 · Station/Crew Expenses	63,495.31	57,750.00	5,745.31	109.9%
6980 · Misc. Employee Train. Exps	0.00	2,916.65	-2,916.65	0.0%

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Total 6000 · Ambulance Operations	100,747.76	95,474.75	5,273.01	105.5%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	8,819.96	7,583.35	1,236.61	116.3%
6188 · Telephone	3,753.29	3,791.65	-38.36	99.0%
6300 · Insurance	12,992.26	10,091.65	2,900.61	128.7%
6710 · Billing & Bookkeeping	328.12			
6713 · Ambulance Billing	29,726.18	22,750.00	6,976.18	130.7%
6714 · GEMT QAF Expense	17,421.22	0.00	17,421.22	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	1,220.56	1,458.35	-237.79	83.7%
6718.2 · Computer Equipment	42.88	1,166.65	-1,123.77	3.7%
6718.3 · Software	1,753.66	1,750.00	3.66	100.2%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	3,017.10	4,375.00	-1,357.90	69.0%
6720 · Board Expenses	1,490.61	1,458.35	32.26	102.2%
6730 · Consultants				
6734 · IT	3,600.05	4,083.35	-483.30	88.2%
6735 · EMS Survey	811.20	1,750.00	-938.80	46.4%
6737 · Financial/Bookkeeping	0.00	1,750.00	-1,750.00	0.0%
6738 · Legal	7,797.00	2,916.65	4,880.35	267.3% ³
6739 · Policy Development	0.00	2,800.00	-2,800.00	0.0%
6740 · Audit	2,076.24	5,308.35	-3,232.11	39.1%
6741 · Tax Administration - NBS	6,602.58	6,416.65	185.93	102.9%
Total 6730 · Consultants	20,887.07	25,025.00	-4,137.93	83.5%
6742 · Bank/Merchant Fees	1,059.12	700.00	359.12	151.3%
6755 · Property Tax Admin	10,059.57	10,208.35	-148.78	98.5%
6760 · Education/Professional Dev	1,792.86	583.35	1,209.51	307.3%
6765 · Election Costs/Reserve	254.88	14,583.35	-14,328.47	1.7%
6770 · Dues, Subscrip, Membership	6,037.85	7,000.00	-962.15	86.3%
6788 · Printing & Reproduction	2,303.28	3,500.00	-1,196.72	65.8%
6795 · Travel/Transportation	1,113.63	2,333.35	-1,219.72	47.7%
6970 · Community Dev/Training	7,720.93	5,833.35	1,887.58	132.4%
Total 6700 · Overhead/Administration	128,777.93	119,816.75	8,961.18	107.5%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	14,767.10	14,767.10	0.00	100.0%
7050 · UC Contract	466,662.66	466,666.65	-3.99	100.0%
Total 7000 · Urgent Care	481,429.76	481,433.75	-3.99	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	732.60	1,166.65	-434.05	62.8%
Total 8000 · Interest Expense	732.60	1,166.65	-434.05	62.8%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	54,637.35	54,637.35	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	1,603,912.56	1,605,318.80	-1,406.24	99.9%
Net Ordinary Operating Surplus	97,225.20	7,069.25	90,155.95	1,375.3%
Net Revenue	97,225.20	7,069.25	90,155.95	1,375.3%

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

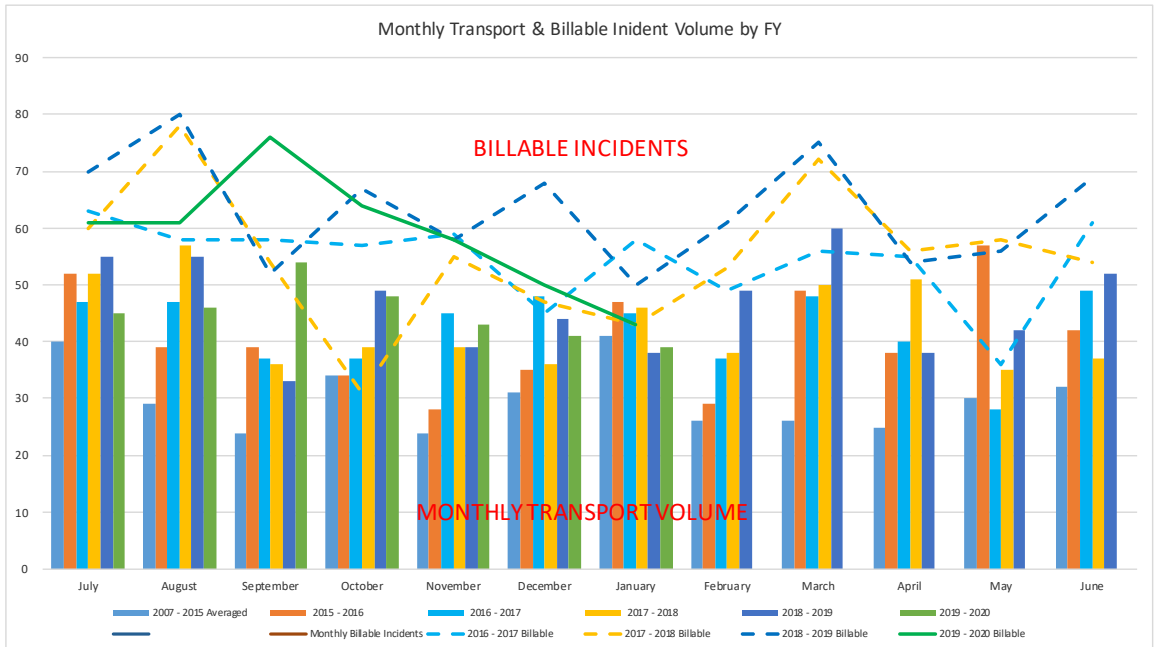
2. Admin Salary: The Opt's Manager's Ambulance Wage not spilt out from his Admin Salary (Budgeted to 5410), along with, Increase of hours needed for the in house bookkeeper shared duties.

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	43	41	39					

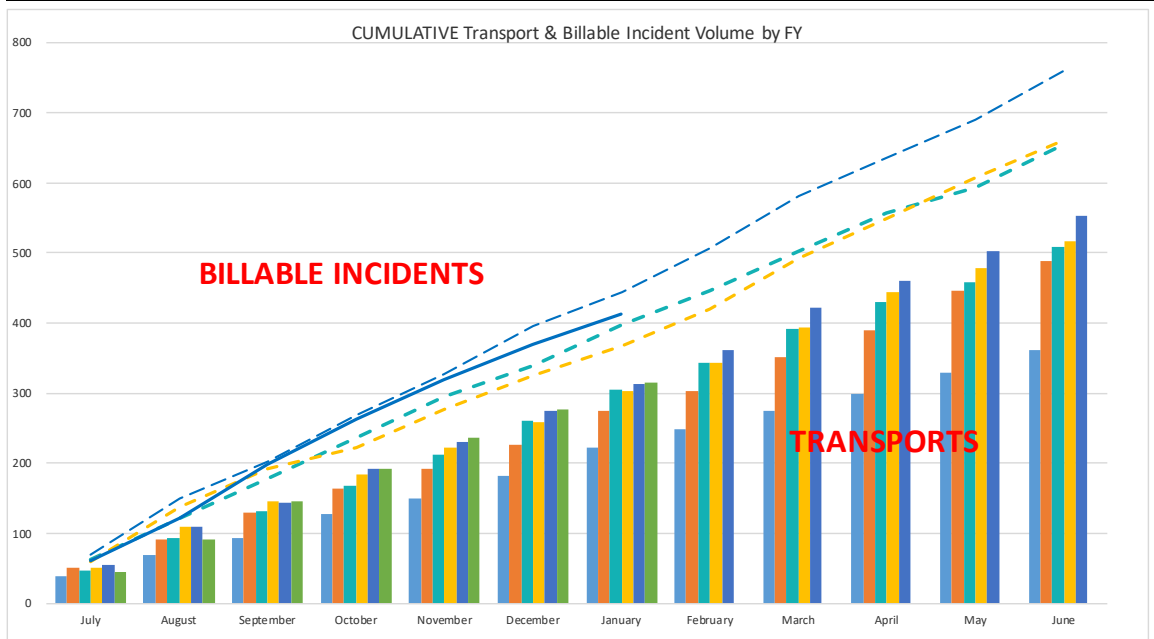
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable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



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	277	316					

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	370	413					





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	29	9:00 A - 9:00 P	10	9	0	3	6	6	0	10	3 BLS Hand-Offs --> ALS; 1 BLS to LZ
	22	9:00 P - 9:00 A		1	0	1	0	1	0		
2020											
JAN	30	9:00 A - 9:00 P	8	8	2	1	5	5	0	5	No calls on the 1 BLS shift with no ALS coverage
	25	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 PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

MONTH MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
	AUTHORIZED ORDER DISPATCHED		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT				BASIC LIFE SUPPORT				TRANSPORTS				CANCELLED ON ROUTE				ALS		BLS		ALS		BLS	
	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior
20-Jan	64	71	49	47	38	27	0	4	0	11	0	0	39	38	6	4	14	17	11	9	1	2	0	1	8	5	0	7
19-Dec	67	100	51	62	36	29	0	2	4	15	4	2	40	44	4	4	7	29	11	18	1	2	0	1	10	10	0	6
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
	991	1079	717	738	503	438	4	25	52	101	11	14	555	524	87	73	215	253	177	192	26	30	5	7	126	106	25	46
	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 January 2020

District Administrator:

- Measure J:
 - Collaborating with Communication Committee and the Yes on Measure J to Enhance and Sustain Ambulance Services advocacy group to develop messaging.
 - Filed in both County Registrar's office. Special election is in full swing.
 - No "Arguments Against" Measure J filed with either county's Registrar's Offices.
 - Outreach started to Fire Chiefs to educate about Measure J and garner support.
 - Outreach to schools in progress and determining materials to be sent home to parents
 - Public Forum refined. Road-tested the Public Forum at CREST with representation of all fire districts present. Good feedback and no resistance communicated – other than potential public confusion the tax levy might be used for RCMS Urgent Care. Clarifying remarks on this will open the presentation.
 - Currently, seven public forums scheduled across the district.
 - Some print materials being developed in Spanish.
 - Print materials for specific audiences in development (e.g., Soroptimists, GMAC, etc.)
- Obtaining Worker's Comp quote from another carrier. Last year found that we could save ~\$15K with another carrier but we had already passed the minimum timeline to inform current carrier and were locked into another year. This time, we will have the option to change.
- Sonoma County Request For Proposals (RFP) process to shape the parameters of awarding an Exclusive Operating Area (EOA) continues meeting bi-monthly. Of particular interest this month are the challenges of Interfacility Transfers and Clinical Performance Measures. We endure to be a strong voice representing the rural perspective. If a Public Provider wins the EOA, it could mean ~ \$ 5 – 8M reinvested annually into the EMS system related to eligibility for IGT, GEMT, and GEMT-QAF funding.
- Mendocino County meetings in progress for consideration of a Public Provider organizing a bid to be awarded the Exclusive Operating Area (EOA). Like in Sonoma Co, this could bring ~ \$3.5 – 5M to be reinvested into the EMS system related to eligibility for IGT, GEMT, and GEMT-QAF funding.
- The EMT Winter 2020 class is in full swing with 17 students. Next steps are to plan clinical placements and ambulance ride-alongs. June 13th will be Clinical exams after their written exams on June 11th. Volunteers will be needed for the exams on June 13th. Board participation is always welcome.
- About to launch digital sharing of our electronic medical records with RCMS for improved continuity of care. Intent is (with patient permission) to inform RCMS providers their patients had a 911 call; provide opportunity to follow-up on an ER/in-patient hospitalization, or give the Urgent Care providers access to valuable information if the patient follows up in UC.
- Expect the reimbursement of the overpayment made to DHCS to be paid within the next month.
- Submitted mandatory data for GEMT-Quality Assurance Fee for Q4 2019.
- One of our Treasury accounts is in process of renewal

Operations Manager:

Deployment / Staffing

- Paramedic Jeff Finck is resigning / Retiring March 8th (see attached letter of resignation addressed to staff and fellow community EMS Providers)
- Bronwyn Golly promoted to Paramedic shift supervisor/ Team Leader for "Red Team"
- EMT Daniel Sexton and EMT Matt Bold hired full-time to replace Lu Davis and to enhance better coverage

- Recruitment process to back-fill Bronwyn's position she promoted from has started. Interviews for finalists are scheduled for March 9
- Bi annual performance reviews completed. Currently under review.

Facilities

- No major issues pending – in maintenance mode
- We will be splitting upstairs bedroom and remodeling the two upstairs bathrooms. Final estimates due in by end of February. Would like to start and finish in March 2020

Vehicles/Equipment

- All in good running order. No major repairs or issues
- Green-lighting staff to research the purchase of a new ambulance to replace our Ford 2005.

Community events / Training

- Paramedic Meeting with medical director held in Santa Rosa Feb 13th. New Coastal Valleys EMS Agency protocols training for paramedics implemented. Protocols to go in effect February 25.
- Monthly CREST training continues to gain popularity and improve. Great job by training officer Chris Ottolini. This was also mentioned in our employee performance reviews.
- EMT class in full swing has 17 students
- CPR Valentines special was held in coordination with the Gualala Arts Center. Eleven Attendees. Four will be coming to our certification class in March
- The Ranch café employees were instructed in CPR.
- RCMS dental and employees scheduled in March. Large group



Coast Life Support District

From: Jeffery Finck, CLSD Paramedic/ Supervisor/ Team Leader

To: CLSD management, EMS staff, Sonoma/ Mendocino first responders of TCVFD, NSC/CF
SCVFD, RCVFD

RE: Letter of resignation/Retirement

Date: February 15 2020

I Jeffery Finck, am expressing my intent to resign the duties as CLSD Paramedic/ Supervisor/ Team leader effective March 9th 2020.

My time as a paramedic with CLSD has enhanced my "Book of Knowledge" and my career with a wealth of experience and challenge unique to rural emergency medical response and care.

My 35 years in the capacity of certified emergency paramedic has been significantly enriched. I sincerely appreciated the opportunity to work alongside some of the greatest staff to honor emergency medicine.

I thank the community of first responders serving the Sonoma /Mendocino coast for their unselfish commitment to the health and wellness of their community and the strong work supporting CLSD's emergency response. All the successes of the coastal emergency response wouldn't exist without their support.

Thank you all for welcoming me into your community and world of EMS. I will miss serving the California North coastal communities.

I hope I have made a positive impact on the community and progression of our craft.

With sincere appreciation, Jeffery Finck



NREMTF

CA CEP

Bachelors of Business administration

Associates of Fire Science

Associates of Paramedicine



Rural Emergency Medical Services Training Grant

Short Title: EMS Training

Modified Announcement

Required Activities section has been revised.

Funding Opportunity Announcement (FOA) Information

FOA Number: FG-20-005

Posted on Grants.gov: Thursday, January 30, 2020

Application Due Date: Monday, March 30, 2020

Catalog of Federal Domestic Assistance (CFDA) Number: 93.243

Intergovernmental Review (E.O. 12372):

Applicants must comply with E.O. 12372 if their state(s) participates. Review process recommendations from the State Single Point of Contact (SPOC) are due no later than 60 days after application deadline.

Public Health System Impact Statement (PHSIS) / Single State Agency Coordination:

Applicants must send the PHSIS to appropriate State and local health agencies by application deadline. Comments from Single State Agency are due no later than 60

days after application deadline.

Description

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment, is accepting applications for fiscal year (FY) 2020 Rural Emergency Medical Services Training grants (Short Title: EMS Training). The purpose of this program is to recruit and train emergency medical services (EMS) personnel in rural areas. SAMHSA recognizes the great need for emergency services in rural areas and the critical role EMS personnel serve across the country.

Eligibility

Eligible applicants are rural emergency medical service agencies operated by a local or tribal government (fire-based and non-fire based) and non-profit emergency medical service agencies.

Emergency medical services are resources used by a public or private non-profit licensed entity to deliver medical care outside of a medical facility under emergency conditions that occur as a result of the condition or the patient. This includes services delivered by an emergency medical services provider or other provider that is licensed or certified by the State involved as an emergency medical technician, a paramedic or an equivalent profession (as determined by the State).

Award Information

Funding Mechanism: Grant

Anticipated Total Available Funding: \$5,000,000

Anticipated Number of Awards: 25

Anticipated Award Amount: Up to \$200,000 per year

Length of Project: Up to four years

Cost Sharing/Match Required?: No

Proposed budgets cannot exceed \$200,000 in total costs (direct and indirect) in any year of the proposed project. Annual continuation awards will depend on the availability of funds, grantee progress in meeting project goals and objectives, timely submission of required data and reports, and compliance

with all terms and conditions of award.

Contact Information

Program Issues

Corey Sullivan

Office of Financial Resources, Division of Grants Management

Substance Abuse and Mental Health Services Administration

(240) 276-1213

FOACSAT@samhsa.hhs.gov (<https://www.samhsa.govmailto:foacsat@samhsa.hhs.gov>)

Grants Management and Budget Issues

Corey Sullivan

Office of Financial Resources, Division of Grants Management

Substance Abuse and Mental Health Services Administration

(240) 276-1213

FOACSAT@samhsa.hhs.gov (<https://www.samhsa.govmailto:foacsat@samhsa.hhs.gov>)

Application Materials

- FOA Document (PDF | 1017.52 KB) (<https://www.samhsa.gov/sites/default/files/grants/pdf/fy-2020-ems-training-foa.pdf>)
- FOA Document (DOC | 194.8 KB) (<https://www.samhsa.gov/sites/default/files/grants/doc/fy-2020-ems-training-foa.docx>)

Useful Information for Applicants

- Application Forms and Resources (<https://www.samhsa.gov/grants/applying/forms-resources>)
- Applying for a New SAMHSA Grant (<https://www.samhsa.gov/grants/applying>)
- Search Grants.gov and Apply Now (<http://www.grants.gov/web/grants/search-grants.html>)

)