

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 MAY 4TH, 2020 – 4 PM**<<<

MEETING IS POSTPONED ONE WEEK DUE TO AN UNEXPECTED EMERGENCY

The agenda packet will be sent out at least 72 hours prior to the May 4th meeting with call in-details.

NOTICE: Due to COVID-19 pandemic; the Executive Order of Governor Newsom No 29-20; and mandatory Sheltering in Place orders of both Sonoma and Mendocino County Health Officers, essential Brown Act guidelines are temporarily suspended. Board meetings may be held via teleconference. Votes will require role call. The CLSD training room will remain a publicly accessible location that accommodates attendees spacing themselves at least six feet apart for social distancing. Facial covering is required to attend in person.

To join by phone, dial +1-510-338-9438; Access code: 298 531 368; PW: 1234

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
March 23rd, 2020 meeting
March 30th, 2020 special meeting (Emergency Sick Leave policy)
4. Privilege of the floor Beaty
5. New Business Caley
 - a. Covid-19 implications on CLSD
6. Old Business Caley
 - a. DA Succession / Recruitment: Ad hoc planning update
7. Reports: Beaty/Caley
 - a. RCMS update
 - b. Finance: YTD Tilles
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - c. Communication Committee Bower/André
 - i. Communication campaign update for Ballot Measure
 - d. 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. 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:

May 20th, 2020 (Moved from the 4th Monday due to the Memorial Day holiday on the 25th)
Jun 22nd, 2020
Jul 27th, 2020
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

4:00 PM, March 23th, 2019 Meeting

Due to the COVID 19 threat and Shelter in Place order, this meeting was held by teleconference.

Call to Order: Via teleconference, President Beaty called the meeting to order at 4:10 PM. On the call, were Directors: Paterson, Bower, Schwartz, Tilles, Tittle and André. Hosting the call live at the Bill Platt Training Room were District Administrator (DA) David Caley and Ops Manager Evan Dilks. Bookkeeper Clara Frost and Paramedic Chris Ottolini also joined the call via teleconference.

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

Approval of Minutes: Board of Directors meeting minutes February 24th, 2020- Director Schwartz moved to approve the minutes as written and seconded by Director Beaty. All ayes.

Privilege of the Floor – none.

New Business:

- a. Public Forum- Measure J: Enhanced & Sustainable Ambulance Services presentation w/ Q&A-deferred as there were no community members present or joining the call.
- b. Guidelines for modification of Brown Act meetings per Executive Order of Gov. Newsom, discussed and reviewed during the pandemic. Meetings to remain virtual via teleconference but the Training Room will always be open (maintaining social distancing and mandatory facial coverings) if any member of the public would like to attend the meeting.

Old Business:

- a. Reminder: Ethics Renewal Training and Form 700's due.
- b. DA Succession/Recruitment: Ad hoc planning update: The brochure is final and available for viewing at www.peckhamandmckenney.com

Reports:

- a. RCMS update: The board continues to discuss RCMS financials and operations to stay abreast of their business plans and reorganization.
- b. Finance: YTD
 - i. Ambulance Revenue – Wittman YTD: Net payments for February 2020 were \$54,253 with A/R of \$370,126. February had 50 billable incidents with 34 transports. Cumulative are 462 billable incidents with 350 transports.
 - ii. Expenses – within budget
- c. Communication Committee:
 - i. Communication strategies and the challenges getting the word out for the Ballot Measure in the face of a pandemic was discussed.
- d. MHA update: Deferred

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.

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

- Monday, April 27th
- **Wednesday, May 20th (due to Memorial Day)**
- Monday, June 22nd

Adjournment: at 5:27

Minutes Approved: _____ (Date) _____



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
10:00 AM, March 30th, 2020 Meeting

NOTICE: Due to COVID-19 pandemic; the Executive Order of Governor Newsom No 29-20; and mandatory Sheltering in Place orders of both Sonoma and Mendocino County Health Officers, essential Brown Act guidelines are temporarily suspended. Board meetings may be held via teleconference. Votes will require role call. The CLSD training room will remain a publicly accessible location that accommodates attendees spacing themselves at least six feet apart for social distancing.

Call to Order: Via teleconference, President Beaty called the meeting to order at 10:05 AM. On the call, were Directors: Paterson, Bower, Schwartz, Tilles, Tittle and André. Hosting the call live at the Bill Platt Training Room were District Administrator (DA) David Caley and Ops Manager Evan Dilks. Paramedic Chris Ottolini also joined the call via teleconference.

Adoption of the Agenda: Director Tittle 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: Covid-19 Emergency Sick Leave and Family Medical Leave Act.

- a. Due to changes in the law and high Covid-19 exposure risk for our frontline First Responders, the BOD discussed supporting a new Sick Leave policy (up to 80 hours) of Covid-19 specific sick leave so staff would not have to initially dip into their personally accrued sick/vacation leave if getting sick on the job or forced into home isolation or quarantine. Also discussed were the parameters of FMLA because of the potential of parents having children at home out of school or taking care of a dependent family member. Director Tilles made a motion to pass the policy seconded by Director Schwartz. By role call, it was a unanimous vote in favor of the new policy.

Old Business: none

Reports: none

DA / Ops report: none

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

- Monday, April 27th
- Wednesday, May 20th, 2020 (Moved from the 4th Monday due to the Memorial Day holiday on the 25th)
- Monday, June 22nd, 2020

Adjournment: at 10:50 Director Schwartz motioned to adjourn and seconded by Director André, all ayes.

Minutes Approved:

_____(Date)_____



CLSD Emergency Paid Sick Leave Policy Effective March 1, 2020

1. CLSD will provide an employee with paid sick time for any of the following uses:
 - i. Employee is subject to a self-isolation or quarantine order from a government entity.
 - ii. Employee has been advised by a health care provider to self-quarantine.
 - iii. Employee has COVID-19 symptoms and is seeking a medical diagnosis.
 - iv. Employee is caring for someone in 1 or 2 above.
 - v. Employee is caring for a child whose school is closed and childcare provider is not available due to COVID-19 precautions.
2. Paid sick leave available to employees shall be limited to \$511/day or \$5111 in the aggregate if the employee is home due to his/her own isolation/quarantine and limited to \$200/day or \$2000 in the aggregate if the employee is home caring for a family member with the virus or due to a child's school closure.
3. Full-time employees are entitled to 80 hours of paid sick time. Part-time employees are entitled to the number of hours that such employee works on average over a 2-week period.
4. There is no carryover of this sick time from one year to the next.
5. This paid sick leave is in addition to any PTO offered by CLSD.
6. CLSD does not require that the employee search for or find a replacement employee to cover the hours in which the employee is using paid sick time.
7. Paid sick time is available regardless of how long the employee has been employed by CLSD.
8. CLSD does not require an employee to use other PTO before using the paid sick time.
9. CLSD will post a notice of the provisions of this act when made available by the Secretary of Labor.
10. CLSD is prohibited from discharging or disciplining an employee who takes a leave in accordance with the Act.
11. CLSD may elect to exclude an employee who is a health care provider or an emergency responder from the application of the Emergency Paid Sick Leave Act.

Emergency Family and Medical Leave Policy Effective March 1, 2020

1. CLSD will provide an employee with paid leave under the Family and Medical Leave Act (“FMLA”) amendments under the following conditions:
2. The employee must have been employed by CLSD for at least 30 calendar days.
3. The employee is unable to work (or telework) due to a need to care for a son or daughter under 18 years of age of such employee if the school or place of care has been closed or the child care provider is unavailable due to a COVID-19 emergency declared by a Federal, State, or local authority.
4. The term “child care provider” means a provider who receives compensation for providing child care services on a regular basis.
5. The employee must provide such notice of the need for leave as is practicable.
6. The first 10 days for which an employee takes leave under this section may consist of unpaid leave, but the employee may substitute previously accrued PTO or Emergency Paid Sick Leave.
7. After the first 10 days of leave, an employee is entitled to paid leave at two-thirds of the employee’s regular rate of pay, subject to a cap of \$200 per day or \$10,000 in the aggregate.
8. Employees out on Emergency Family and Medical Leave are entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave.
9. If the CLSD is unable to restore the employee to an equivalent position to the employee’s prior position, the CLSD will notify the employee if an equivalent position becomes available within one year of either the date the public health emergency concludes or the date which is 12 weeks after the employee started their Emergency Family and Medical Leave (whichever date is earlier). Notification shall be by regular mail to the employee’s address on file.
10. CLSD may elect to exclude an employee who is a first responder from the application of the provisions in the amendments made under section 3102 of this Act.

Adopted by a unanimous vote of the Board of Directors at an Emergency Meeting of the Board on March 30, 2020

Dated: March ____, 2020

By _____
Naomi Schwartz, Secretary

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													
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	\$ 132,913	\$ 26,184	\$ 10,389	\$ 29,770	\$ 109,483	\$ -	\$ 109,483	\$ 15,870	\$ 6,211	\$ -	\$ 425,030
JANUARY '20	43	\$ 199,161	\$ 92,162	\$ 46,979	\$ 1,937	\$ 58,084	\$ 85,951	\$ 146	\$ 85,805	\$ (750)	\$ 750	\$ -	\$ 397,308
FEBRUARY '20	50	\$ 190,789	\$ 134,677	\$ 31,850	\$ 600	\$ 23,663	\$ 54,253	\$ -	\$ 54,253	\$ -	\$ 499	\$ 3,907	\$ 370,126
MARCH '20	59	\$ 261,643	\$ 110,627	\$ 48,243	\$ 3,907	\$ 98,866	\$ 52,109	\$ 1,137	\$ 50,972	\$ -	\$ 1,000	\$ 30	\$ 417,051

<i>MARCH '19</i>	<i>75</i>	<i>\$ 297,252</i>	<i>\$ 172,524</i>	<i>\$ 32,088</i>	<i>\$ 964</i>	<i>\$ 91,676</i>	<i>\$ 39,210</i>		<i>\$ 39,210</i>	<i>\$ 38,101</i>	<i>\$ 5,024</i>	<i>\$ -</i>	<i>\$ 464,867</i>
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FY To Date	522	\$ 2,059,708	\$ 979,051	\$ 373,307	\$ 44,849	\$ 662,502	\$ 640,072	\$ 3,401	\$ 636,671	\$ 31,187	\$ 23,142	\$ 8,022
Last 12 Months	701	\$ 2,717,528	\$ 1,325,191	\$ 470,298	\$ 54,287	\$ 867,752	\$ 828,285	\$ 4,492	\$ 823,793	\$ 74,283	\$ 26,140	\$ 8,648

Monthly Average FY To Date	58	\$ 228,856	\$ 108,783	\$ 41,479	\$ 4,983	\$ 73,611	\$ 71,119	\$ 378	\$ 70,741	\$ 3,465	\$ 2,571	\$ 891
Monthly Average Last 12 Months	58	\$ 226,461	\$ 110,433	\$ 39,192	\$ 4,524	\$ 72,313	\$ 69,024	\$ 374	\$ 68,649	\$ 6,190	\$ 2,178	\$ 721

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
FEB 29TH	\$ 123,623	\$ 29,233	\$ 33,734	\$ 24,788	\$ 41,802	\$ 163,880	\$ 417,051

Coast Life Support District
Profit & Loss Budget Overview FY19
 July 2019 through March 2020

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Revenue /Expense				
Income				
4000 · CLSD Special Taxes	1,479,276.60	1,360,094.96	119,181.64	108.8%
4100 · Interest Revenue	16.16	8,249.99	-8,233.83	0.2%
4200 · Ambulance Revenue	628,686.57	487,499.99	141,186.58	129.0% ¹
4400 · Miscellaneous Revenue	16,647.68	37,499.99	-20,852.31	44.4%
4410 · Intergovernmental Transport(IGT)	0.00	131,647.50	-131,647.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	13,500.00	-13,684.60	-1.4%
4421 · GEMT QAF Revenue	0.00	34,578.00	-34,578.00	0.0%
Total Revenue	<u>2,124,442.41</u>	<u>2,073,070.43</u>	<u>51,371.98</u>	<u>102.5%</u>
Expense				
5000 · Wages and Benefits	1,080,280.50	1,096,443.73	-16,163.23	98.5%
6000 · Ambulance Operations	130,320.08	122,753.25	7,566.83	106.2%
66000 · Payroll Expenses	3,382.61	0.00	3,382.61	100.0%
6700 · Overhead/Administration	187,408.10	154,050.05	33,358.05	121.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	618,982.24	618,986.25	-4.01	100.0%
8000 · Interest Expense	874.26	1,499.99	-625.73	58.3%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	70,248.01	70,248.01	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	<u>2,091,495.80</u>	<u>2,063,981.28</u>	<u>27,514.52</u>	<u>101.3%</u>
Net Ordinary Operating Surplus	<u>32,946.61</u>	<u>9,089.15</u>	<u>23,857.46</u>	<u>362.5%</u>
Net Revenue	<u><u>32,946.61</u></u>	<u><u>9,089.15</u></u>	<u><u>23,857.46</u></u>	<u><u>362.5%</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 March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Bu...
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	382,712.02	358,247.98	24,464.04	106.8%
4009 · Mendocino Urgent Care Tax	348,369.51	326,062.49	22,307.02	106.8%
4010 · Mendocino Ad Valorem Tax	86,394.69	79,312.50	7,082.19	108.9%
Total 4001 · Mendocino County Taxes	817,476.22	763,622.97	53,853.25	107.1%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	312,228.86	281,358.00	30,870.86	111.0%
4029 · Sonoma Urgent Care Tax	328,496.53	294,039.00	34,457.53	111.7%
4030 · Sonoma County Special Tax	21,074.99	21,074.99	0.00	100.0%
Total 4002 · Sonoma County Taxes	661,800.38	596,471.99	65,328.39	111.0%
Total 4000 · CLSD Special Taxes	1,479,276.60	1,360,094.96	119,181.64	108.8%
4100 · Interest Revenue	16.16	8,249.99	-8,233.83	0.2%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings				
4220 · Writedowns - Misc.	-78,664.26	0.00	-78,664.26	100.0%
4225 · Writedowns - MediCare/Cal	-1,352,357.37	0.00	-1,352,357.37	100.0%
4201 · Amb Transport Billings - Other	2,059,708.20	487,499.99	1,572,208.21	422.5%
Total 4201 · Amb Transport Billings	628,686.57	487,499.99	141,186.58	129.0%
Total 4200 · Ambulance Revenue	628,686.57	487,499.99	141,186.58	129.0% 1
4400 · Miscellaneous Revenue				
4400 · Miscellaneous Revenue - Other	16,647.68	37,499.99	-20,852.31	44.4%
Total 4400 · Miscellaneous Revenue	16,647.68	37,499.99	-20,852.31	44.4%
4410 · Intergovermntl Transport(IGT)	0.00	131,647.50	-131,647.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	13,500.00	-13,684.60	-1.4%
4421 · GEMT QAF Revenue	0.00	34,578.00	-34,578.00	0.0%
Total Revenue	2,124,442.41	2,073,070.43	51,371.98	102.5%
Expense				
5000 · Wages and Benefits				
5200 · Health Insurance	94,972.41	99,000.00	-4,027.59	95.9%
5300 · Payroll Taxes Emplr Costs	27,355.68	29,689.51	-2,333.83	92.1%
5350 · PERS Employer Costs	114,230.84	118,679.99	-4,449.15	96.3%
5405 · Administration Salaries	195,166.68	173,786.99	21,379.69	112.3% 2
5410 · Ambulance Operations Wages	582,263.76	600,908.99	-18,645.23	96.9%
5430 · Extra Duty/Stipend Pay/DA	30,110.88	33,447.01	-3,336.13	90.0%
5500 · Work Comp Insurance	36,180.25	40,931.24	-4,750.99	88.4%
Total 5000 · Wages and Benefits	1,080,280.50	1,096,443.73	-16,163.23	98.5%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	28,350.00	28,350.00	0.00	100.0%
6040 · Dispatch Services	20,022.73	16,403.26	3,619.47	122.1%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	3,329.55	2,624.99	704.56	126.8%
6101 · Facility Repair & Maintenance	3,714.38	5,625.00	-1,910.62	66.0%
6102 · Facility Furniture	286.99	0.00	286.99	100.0%
6110 · Supps, Rental, Clean. etc	6,837.67	5,625.00	1,212.67	121.6%
6210 · Veh. Repair & Maintenance	12,722.09	16,875.00	-4,152.91	75.4%
6240 · Vehicle Fuel	17,131.60	18,750.01	-1,618.41	91.4%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	625.00	0.00	625.00	100.0%
6410 · Radios & Comm Equip - Other	2,116.26	2,250.00	-133.74	94.1%

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Bu...
Total 6410 · Radios & Comm Equip	2,741.26	2,250.00	491.26	121.8%
6510 · Medical Supplies & Equip	33,088.24	22,500.00	10,588.24	147.1%
Total 6100 · Station/Crew Expenses	79,851.78	74,250.00	5,601.78	107.5%
6980 · Misc. Employee Train. Exps	2,095.57	3,749.99	-1,654.42	55.9%
Total 6000 · Ambulance Operations	130,320.08	122,753.25	7,566.83	106.2%
66000 · Payroll Expenses	3,382.61	0.00	3,382.61	100.0%
6700 · Overhead/Administration				
6180 · Utilities	11,665.74	9,750.01	1,915.73	119.6%
6188 · Telephone	4,715.48	4,874.99	-159.51	96.7%
6300 · Insurance	12,992.25	12,974.99	17.26	100.1%
6713 · Ambulance Billing	38,129.68	29,250.00	8,879.68	130.4% ³
6714 · GEMT QAF Expense	21,071.02	0.00	21,071.02	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	3,289.55	1,875.01	1,414.54	175.4%
6718.2 · Computer Equipment	108.26	1,499.99	-1,391.73	7.2%
6718.3 · Software	2,676.76	2,250.00	426.76	119.0%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	6,074.57	5,625.00	449.57	108.0%
6720 · Board Expenses	1,640.18	1,875.01	-234.83	87.5%
6730 · Consultants				
6731 · Administration	18,085.34 ⁴			
6734 · IT	4,633.35	5,250.01	-616.66	88.3%
6735 · EMS Survey	2,921.10	2,250.00	671.10	129.8%
6737 · Financial/Bookkeeping	328.12	2,250.00	-1,921.88	14.6%
6738 · Legal	8,763.00	3,749.99	5,013.01	233.7% ⁵
6739 · Policy Development	0.00	3,600.00	-3,600.00	0.0%
6740 · Audit	11,476.24	6,825.01	4,651.23	168.1% ⁶
6741 · Tax Administration - NBS	8,521.41	8,249.99	271.42	103.3%
Total 6730 · Consultants	54,728.56	32,175.00	22,553.56	170.1%
6742 · Bank/Merchant Fees	1,249.60	900.00	349.60	138.8%
6755 · Property Tax Admin	10,059.57	13,125.01	-3,065.44	76.6%
6760 · Education/Professional Dev	2,744.72	750.01	1,994.71	366.0%
6765 · Election Costs/Reserve	463.59	18,750.01	-18,286.42	2.5%
6770 · Dues, Subscrip, Membership	9,248.23	9,000.00	248.23	102.8%
6788 · Printing & Reproduction	2,586.88	4,500.00	-1,913.12	57.5%
6795 · Travel/Transportation	1,417.90	3,000.01	-1,582.11	47.3%
6970 · Community Dev/Training	8,620.13	7,500.01	1,120.12	114.9%
Total 6700 · Overhead/Administration	187,408.10	154,050.05	33,358.05	121.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	18,986.26	18,986.26	0.00	100.0%
7050 · UC Contract	599,995.98	599,999.99	-4.01	100.0%
Total 7000 · Urgent Care	618,982.24	618,986.25	-4.01	100.0%
8000 · Interest Expense	874.26	1,499.99	-625.73	58.3%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	70,248.01	70,248.01	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	2,091,495.80	2,063,981.28	27,514.52	101.3%
Net Ordinary Operating Expense	32,946.61	9,089.15	23,857.46	362.5%
 Net Revenue	 32,946.61	 9,089.15	 23,857.46	 362.5%

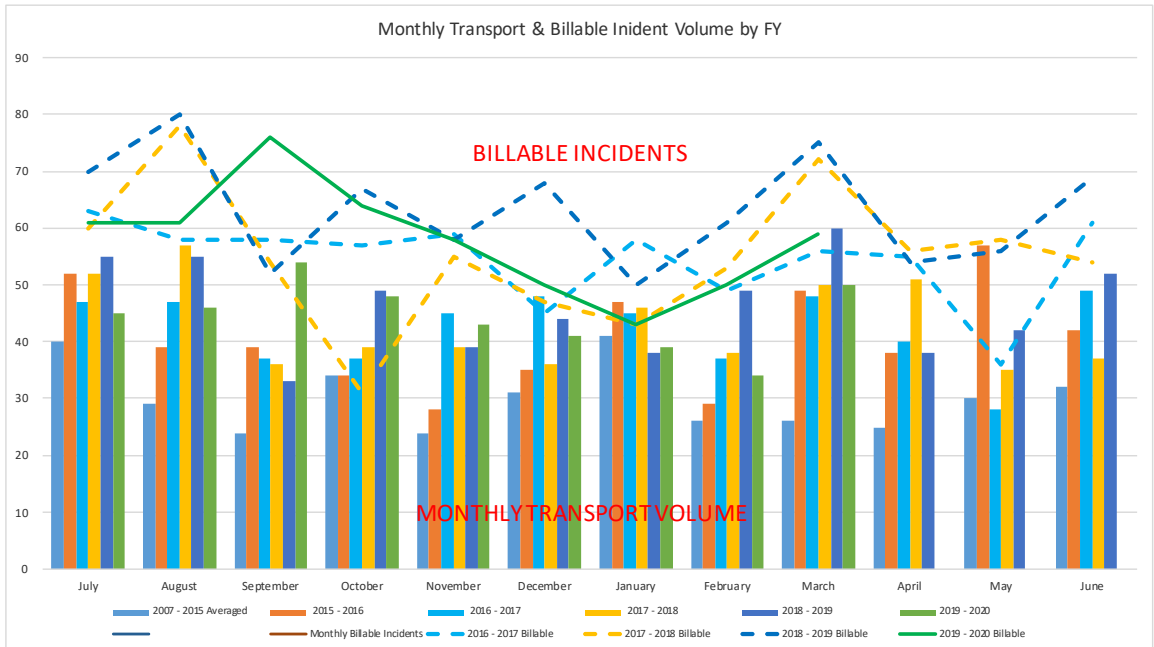
Coast Life Support District
Profit & Loss Budget Overview FY19
July 2019 through March 2020

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. Billing based on 6% of net revenue
4. DA Retirement Replacement Search Retainer
5. Ballot Measure Development
6. Audit: Actual vs. Accrual

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	34	50			

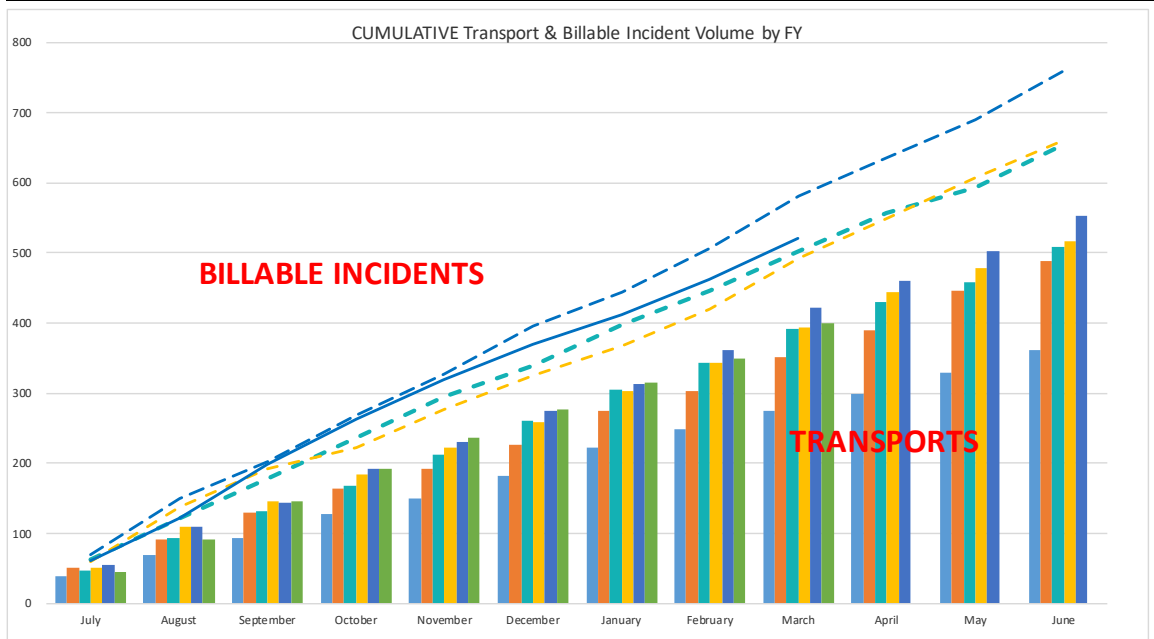
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable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



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	350	400	460	502	554

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	462	521			





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	23	9:00 A - 9:00 P	8	6	0	3	3	6	0	7	1 BLS Hand-Off from ALS > Transport 1 BLS Cancel
	23	9:00 P - 9:00 A		2	1	0	1	1	0		
MAR	29	9:00 A - 9:00 P	14	12	1	3	10	12	0	12	2 BLS transports: (#1) to LZ (#2) REACH PM rode in ambulance transport
	20	9:00 P - 9:00 A		2							
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-Mar	73	108	61	79	47	49	0	1	2	13	0	3	49	60	6	8	10	27	10	17	3	7	0	0	14	10	0	8
20-Feb	69	82	47	63	30	35	1	0	1	14	0	2	34	49	1	6	16	20	16	13	1	4	0	1	11	10	0	6
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
	943	1109	683	757	496	454	4	23	28	108	6	16	529	545	80	71	194	268	173	188	19	39	4	5	131	112	11	53
	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 March 2020

District Administrator:

- Attending a series of special REDCOM BOD meetings to discuss the implications of the Sonoma County Ambulance Ordinance RFP. The last 10 year contract cycle mandated they REDCOM Dispatch contract be executed at a zero profit/break even. This was acceptable based on the same provider won the Exclusive Operating Area contract in the County. There is a good chance the upcoming RFP to award the EOA may result in different agencies. Thus, a zero profit expectation is likely unreasonable.
- REDCOM – annual dispatch fees saw a relatively small increase in annual fees. However, Sonoma County Transient Occupancy Tax (TOT) pays for all of Sonoma County dispatch fees (for CLSD, the prorated portion of SoCo calls). The Board of Supervisors will be facing daunting financial decisions related to Covid-19 and ramifications of lost business revenue. We should anticipate an increase in dispatch fees in the coming year.
- CREST via webex are going very smoothly as are the BOD and Finance Committee meetings.
- Measure J: Steven Winningham and I were guests on KGUA – Peggy's Place to discuss Measure J on March 31. It repeated later in the day and loaded up on their Sound Cloud.
- Measure J: With the new ICO edition out this week, we and the Vote Yes on Measure J have placed 6 half page color ads (4 advocacy, 2 educational) in the ICO. Two advocacy and one educational postcards have been mailed to all voters in the District. Both advocacy and educational outreach continues in all other viral avenues.
- Registrar of Voters Mendo Co (Apr 29) indicated low voting response at this point (only 30%) but was expecting better response by now. They were likely going to promote.
- GEMT-QAF quarterly fee paid April 1st
- Continue to listen in on the Sonoma and Mendocino County Emergency Operations Center C-19 calls each week
- Continue to discuss surge planning with RCMS and local Fire Departments if C-19 ramps up.
- SAMHSA (Substance Abuse Mental Health Services Assoc) Rural EMS grant proposal submitted April 30th. Entitled, Rural EMS Training Collaborative (REMSTC) is asking for just under the max funding of \$800K. This will align EMS training for the District with CLSD as the lead. All four District FD, RCMS, and MHA wrote Letters of Commitment. Revised abstract attached.

Operations Manager:

Deployment / Staffing

- We have hired paramedic John Huff from Fort Bragg. He has finished orientation and is full time in May.

- We have hired paramedic Mason Wilkinson from Santa Rosa. He will be working part time. He is completing orientation and will be on the schedule in May.
- Ethan Pack has finished his internal upgrade from EMT to paramedic. He is now a solo part time paramedic and working shifts in May. Congratulations Ethan!
- Thank You to our training staff Bronwyn Golly and Chris Ottolini for the hard work on getting our new paramedic staff trained. We have 100% paramedic staffing in May.

Facilities

- No major repairs pending... in maintenance mode
- We plan on starting the upstairs bedrooms split and bathrooms remodel in May. We will be using a combination of contractor help and CLSD crews. So it will be supplies plus hourly. We will split both bedrooms to yield four equal bedrooms, remodel both bathrooms, new flooring, paint (including stairway) and add some new furniture. ***Estimates not to exceed 25k.***

Vehicles/Equipment / Supplies

- All in good running order. No major repairs or issues
- Bronwyn Golly is leading new ambulance spec and bids
- Matt Bold is our supply guru and has been working extra hard and has met the challenge on increasing our supply inventory.

Community events / Training

- COVID 19 WEB EX meeting are active
- WEB EX is being expanded
- CREST is scheduled Via WEB EX.
- Most physical (skills) training is on hold.



FY2020 Rural Emergency Medical Services Training Grant ABSTRACT SUMMARY

The Rural Emergency Medical Services Training Collaborative (REMSTC) has formed to expand our local EMS training and align Mental Health and Substance Abuse education for a rural and isolated part of California. Our training goals are targeted at incentivizing community members into entry level EMS roles, keeping local EMS First Responders' licensure and certification current while also creating opportunities for career development and advancement.

Coast Life Support District (CLSD) is a 911-dispatched bi-county ground ambulance public provider partnering with four separate Fire Districts to form the REMSTC. Currently, there are nine Paramedics, 51 EMTs, 17 First Responders, and 42 Fire Fighters serving the region. Ninety percent of their personnel are volunteer and (67%) of their dispatches are for emergency medical services.

The District is located in a remote and mountainous region along the Pacific Ocean with two+ hour transports to regional hospitals. The District is federally designated as "Frontier Area" due to being rural and isolated. Per the 2010 Census Data, the population is estimated to be 5,300 full time residents surging to ~11K many times during the year as it is a popular tourist destination.

Fifty nine percent of the population served by CLSD in FY19 were between the ages of 60-99 with the overall median age ~60 years. With a large elderly population, there is an increasing prevalence of chronic disease such as cardiac, respiratory, hypertension, diabetes and dementia. There is a large and growing number of families who speak Spanish at home. There are also two Kashia Bands of Pomo Indians on reservations.

A local partner engaged and committed to improving EMS resilience along with Mental Health and Substance Abuse services is Mendonoma Health Alliance (MHA). MHA offers a diversity of prevention-based and harm reduction services to address Opioid and Substance Use Disorders. Additionally, Redwood Coast Medical Services (Federally Qualified Health Center) offers Primary Care, Urgent Care (UC), Dental, and Behavioral Health services. RCMS UC sees over 5,000 patients a year and is a strong EMS partner.

REMSTC's strategy is to: 1) Expand, engage and convene all District EMS agencies in collaborative EMS Training rather than working in silos; 2) Solidify the newly certified EMR/EMT coursework program in the District; and 3) Expand evolving Distant Learning technologies to enable students optimal time management to attend didactic EMS coursework.